

Ops Briefing on "Property & Facilities Week" from April 16th 2018 – For information and cascade.

Purpose of brief:	The purpose of this brief is to communicate to all Royal Mail Group employees about Property & Facilities Week, which will take place w/c 16 th April. The purpose of this campaign is to help raise awareness of the role and responsibilities of our Persons in Control (PiCs) who play an important role when it comes to managing property safety and dealing with property related faults, incidents or emergencies. This is to ensure our legal requirements are met and to ensure our employees and visitors to the property are kept safe. This is also an opportunity to share Property Facilities & Solutions latest initiatives and changes going on.
Audience:	All RMG Employees (Inc PFS Ltd), Parcelforce, CWU, CMA & Quadrant.
Timescales:	April 18
Supporting material:	<ul style="list-style-type: none">• Ops Briefing/Bulletin• PiC Roles & Responsibilities• PIC Task List & Guidance• Person in Control of Premises" E-Learning Module "on Success Factors• Key Changes to SLAs for Engineering Services and to Cleaning Standards Measure• Link Property & Facilities Week Pack and Key Changes to SLA's gurkan.hasan@royalmail.com
Contact	
Duration	15 minutes

Brief

"Property & Facilities Week" will take place during w/c 16th April and with it there will be a series of tasks that the Person in Control will need to complete as part of the SHE Task Calendar and associated PiC Task List.

The purpose of Property & Facilities Week is to help raise awareness of the PiC's roles and responsibilities, the important part they play in the management of property safety, risk, compliance & dealing with property related faults, incidents or emergencies. This is to ensure our legal requirements are met and to ensure our employees and visitors to the property are kept safe at all times.

Where Unit Managers are not the nominated Person in Control, then it is the responsibility of the Unit Manager to ensure the PiC is aware of Property & Facilities Week and support them with completion of the tasks required of them.

We will also be sharing with you updates from PFS regarding latest initiatives & changes which may affect you.

All the Property & Facilities Week pack can be accessed via links below.

During the Property & Facilities Week, we will require our PiC's to complete three key tasks:

1. **PiC Roles & Responsibilities** - All PiC's should be fully aware of and understand the responsibilities of the Person in Control and how to report property related faults or incidents to the Property & Facilities Helpdesk
2. **Compliance Records Database (CRD)** - All PiCs should ensure that they have access to the Compliance Records Database (CRD), how to access their site information and how to close down any Annual Property Inspection remedial actions.
3. **PiC Training** - All PiCs to make sure they have completed the PiC E-Learning module on Success Factors. PiC's are required to do a refresh on this training every three years. You must also read the Asbestos Refresh briefing.

PFS Information Share on latest changes and initiatives 2018/19

4. We will be refreshing your current **Site Log Book (SLB)** and introducing a new version across all of our RMG sites during 2018/19 as part of the Annual Property

Inspection (API), which will be done at your site. This will replace the current SLB six volumes into one new SLB.

5. We will be introducing a **New PiC Handbook Online** portal which will be similar to the [StayCalm.Online](#) and replacing the old PiC Handbook manual version.
6. We are in the process of redeveloping/refreshing the **Property Intranet** to make this easier for you to access and simple tiles for you to navigate around.
7. There are also some Key Changes made to the **Property & Facilities Solutions SLAs for Engineering Services and to Cleaning Standards Measure** [\(Click Here\)](#)

There will be further communications to follow on the changes & new initiatives above

If you have any other questions or enquiries you can:-

- Contact your local SHE Advisor or Area Safety Rep who can advise and guide.
- Contact: rmwebsites@ndc-uk.co.uk, if you have not got access to the Compliance Records Database (CRD) or need a password reset.
- To obtain the Property & Facilities Week Pack & information on the Key changes made to PFS SLA's [\(Click here\)](#)
- If you have a fault or query please contact the Property & Facilities Helpdesk on 0844 800 9191 or email: gurkan.hasan@royalmail.com

Link to Property & Facilities Week Pack and supporting material for PiC's [\(Click Here\)](#)