Royal Mail Group Property & Facilities Week 16th April 2018
Person in Control of Premises (PiC) Role & Responsibilities

Stay Calm

Report Faults

Property & Facilities Helpdesk

0844 800 9191

Manage Safety

Site Log Book

Records

Training

As the Person in Control (PiC) of the premises on your site, you will realise how much people depend on you to help ensure that the property in which they work is kept safe and that emergencies are managed calmly. You have a huge responsibility for the safety and wellbeing of your colleagues, contractors and visitors that use the site, including the general public. Ensuring that the building and its external areas are safe is an essential part of this.

If you are new to your role as PiC you will quickly build a routine that focuses on daily, weekly and monthly tasks and learn to deal with emergencies calmly and efficiently.

There are resources to help you including the PiC Handbook, PiC e-learning modules and the SHE Task Calendar, as well as the Stay Calm process for dealing with emergencies. If you need to speak to someone about a property related issue or property safety concern (including environmental issues such as fuel spills), then call the **Property & Facilities Helpdesk on 0844 800 9191** and they will be happy to help.

Your Responsibilities – in summary:

- **Stay Calm** – managing and reporting emergency situations – StayCalm.Online
- **Reporting Property Faults** – via the Property & Facilities Helpdesk
- **Site Log Book** - ensuring it is maintained, kept together and readily available
- **Fire Safety Management** (daily housekeeping, appointing fire wardens) annual fire risk reviews, weekly fire alarm tests, emergency lighting tests (minimum monthly), fire evacuation drills (minimum 12 monthly), personal emergency evacuation plans, premises fire evacuation plans) (all to be recorded in the Site Log Book)
- **Asbestos Management** – knowing where asbestos is suspected (see the asbestos management plan in the Site Log Book or via the Compliance Records Database (CRD), reporting any suspected damage, ensuring Red Flag notices are adhered to.
- **Contractor Management** - ensuring contractors sign in, read the health and safety information in the Site Log Book, have with them a job specific safe system of work (risk assessment and method statement) and Royal Mail's Contractor Safety Guide, Challenge unsafe behaviours or conditions where necessary and report to the Property & Facilities Helpdesk.
- **Compliance Records Awareness** – knowing where to find test certificates and maintenance records via the Compliance Records Database (CRD) – new user access can be obtained through rmwebsites@ndc-uk.co.uk .
- **Legionella Control** – regular flushing of little used outlets (to be recorded in the Site Log Book)
- **Annual Property Inspection** – supporting the assessors and closing out your actions via the Compliance Records Database (CRD).
- **Handover** – ensuring adequate handover when you leave or change roles, notify rmwebsites@ndc-uk.co.uk

PiC Training Modules (via Success Factors):

- Person in Control of Premises (e-learning module)
- Asbestos Awareness (e-learning module/ video on Success Factors & Content on demand)
- Asbestos Duty to Manage (e-learning module)
- Asbestos Projects (Video on Success Factors & Content on demand)
- New Fire Safety (e-learning module) will be launched soon