

One Page Summary v 3

Title	'Property & Facilities Week"	Month of Deployment	April 2018
SHE Management System Standard	N/A		
Programme Lead	Gurkan Hasan		
Proposal	<ul style="list-style-type: none"> The "Property & Facilities Week" is planned from the 16th - 23rd April <p>This is a reminder for all PiC's to ensure that they should complete the following:-</p> <ol style="list-style-type: none"> PiC Training - All PiCs need to make sure they have completed the PiC E-Learning module on Success Factors and this is refreshed every three years. 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. All PiC's are required to read and understand the PIC Roles & Responsibilities document and aware of the incident management process on StayCalm.Online. 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. <p>Information Share for new changes during 2018/19 :-</p> <ol style="list-style-type: none"> A new version of the Site Log Book will replace your current version and this will be done as part of your annual property inspection programme during 2018/19 We will be introducing a New PiC Handbook online portal, which will be similar to the StayCalm.Online. We will be updating and refreshing the current PiC Intranet site to make this easier for PiC's to navigate and report faults etc. There will be New Key Changes to SLAs for Engineering Services and to Cleaning Standards Measure and please ensure PIC's read and understand these changes which may affect them. <p><u>There will be more information available on these initiatives nearer the time.</u></p> <p>Please note: Most of these actions should be dealt with as BAU by the PiC's. There will also be various communications produced to support this campaign e.g. Ops brief, PiC Task List and links to the intranet pages.</p>		
Objective(s)	<ol style="list-style-type: none"> Encourage PiC's to complete the success factors PiC ELearning Training Module. The objective is to raise awareness of the PIC's roles and responsibilities with managing their property, compliance, improving safety, incident management, raising awareness of CRD and also StayCalm.Online. Help PiC's understand how to access the Compliance Records Database (CRD), how to access their site information and how to close down any Annual Property Inspection remedial actions. Information Share on the PFS new initiatives and changes being deployed during 2018/19 e.g: New SLB, PiC Handbook online, Property Intranet and New SLA's and changes within Engineering 		

	& Cleaning.
Beneficial Deliverables	<ul style="list-style-type: none"> • Provides RMG employees with a better understanding and overview of what Property & Facilities Solutions do (Inc PFS Ltd) with managing our buildings, dealing with faults and incidents. • There will be a launch of the new PFS Initiatives during the 2018/19 e.g PiC Handbook online & Property Intranet in the summer, which will help define the PiC Roles & Responsibilities. • The benefits will see a reduction in non-compliance issues, fewer incidents, accidents and day's lost due to IR with deployment of the New PiC ELearning Module. • This will help improve relationships within RMG (Inc PFS Ltd) and with unions. • Better understanding of how to report and chase up faults. • Improves safety compliance training, raises employee awareness around incident management and what to do in an event.

Scope of the proposal	<ul style="list-style-type: none"> To develop a detailed communication plan to support the deployment of this campaign in readiness for Property & Facilities Week. This proposal will have an impact on all RMG Employees. The Property & Facilities Week communications will include a brief / guidance for the PiC for the actions / tasks to complete along with the Ops Brief. We will engage with various stakeholders in Property & Facilities Solutions, SHE & Ops Directors to gauge feedback. This will be included in the SHE Calendar.
Method	<ul style="list-style-type: none"> This will be produced using the standard RMG Communication templates for Ops Bulletins, SHE Bi Weekly and GPO CMO and then cascaded nationally to all of RMG. Engagement with Property & Facilities Solutions, SHE, Ops, Union and suppliers. Unit Managers / PiC Roles and Responsibilities with are defined in the PiC Roles & Responsibilities using the One Plan format. Managers will be required to deliver communications to their teams to achieve this.
Dependencies	<ul style="list-style-type: none"> Property & Facilities Solutions (Inc PFS Ltd) SHE Operations & Modernisation Unit Manager's/PiC's Unions (ASR's) Group Technology Parcelforce / RMSS Quadrant
Risks and Opportunities	<p><u>Risks:-</u></p> <ul style="list-style-type: none"> Failure of PiC's to deliver the communications and complete the task/training. <p><u>Opportunities:-</u></p> <ul style="list-style-type: none"> Opportunity to develop skills and raise awareness with the PiC ELearning module Opportunity to get access to the CRD, check office compliance information to see if in date or expired and also aware of the new PiC Handbook online.
Stakeholders	<ul style="list-style-type: none"> All of RMG (Inc Parcelforce, RMSS, International) Property & Facilities Solutions (Inc PFS Ltd) SHE Unit Managers / PiC's Ops & Mod (Inc Inter Unions (CWU/CMA) Operational Engineers Suppliers (Inc Quadrant/NDC)
Action Required	<p>For SHE Teams:-</p> <ul style="list-style-type: none"> Advise, guide and encourage the Unit Manager's /PiC's during the Property & Facilities Week Promote the Property & Facilities Week through the SHE managers' meetings, MCM & DSM meetings Ensure that you complete the Success Factors PiC ELearning module and also watch the Asbestos Awareness Film (Also available on demand screens). Various communications material available to help support the Unit Managers / PiC's e.g. Ops Bulletins, Unit Manager / PiC List and also SHE Calendar.
	<p>For Unit Managers / PiC's:-</p> <ul style="list-style-type: none"> Ensure that the Unit Managers / PiC complete the Success Factors PiC ELearning module and also the Asbestos Awareness Film (Also available on demand screens).

	<ul style="list-style-type: none"> • Ensure PiC's read the roles & responsibilities document. • Ensure the Unit Manager / PiC follow the required actions laid out in the Unit Manager / PiC task list for the Property & Facilities Week. • Make sure they have access to the Compliance Records Database system (CRD) to check office compliance records status • Be aware of the changes going on with the New Site Log Book and deployment of the PiC Handbook and Property Intranet during 2018/19. •
	Other (List):- <ul style="list-style-type: none"> • Property & Facilities Solutions Team to support Property & Facilities Week.
Is there a SHE Calendar Impact	<ul style="list-style-type: none"> • Yes. There will be a specific part added to the safety calendar which as a minimum will request the activities in the weekly actions are completed.
SHE Calendar Task Question(s)	<ul style="list-style-type: none"> • Please ensure you complete the week's Property & Facilities Week task tasks outlined in the manager's pack/ SHE Calendar.
SHE Calendar Task Criteria (necessary to achieve a positive score)	<ul style="list-style-type: none"> • Evidence of daily huddles being given. • Please ensure that the Unit Manager's / PiC have read the communications material, Ensure that the Unit Managers / PiC complete the Success Factors PiC ELearning module and Asbestos Awareness Film (Also available on demand screens).
SHE Calendar Task Guidance (do not exceed 1000 characters)	<ul style="list-style-type: none"> • Follow the guidance in the Property & Facilities Week Managerial Pack, which will also be on the intranet. • Evidence of daily huddles being given.
Is N/A required to any question	
Estimated time to complete	<p><i>Property & Facilities Week Actions which the Unit Manager/PiC's need to complete by:-</i></p> <ul style="list-style-type: none"> • The PiC actions as normally BAU but during the campaign we do expect PiC's to go through the entire task list and ensure they are completed by end of April. Note most of these tasks are BAU and should be done in year as part of the PiC's roles.
Legal/Business Standard/Best Practice	<ul style="list-style-type: none"> • N/A
Month Due	<ul style="list-style-type: none"> • April 18

Functions the SHE Calendar Question is applicable	
Delivery & Collections	Yes / No (delete as appropriate)
Processing & Collections	Yes / No (delete as appropriate)
International	Yes / No (delete as appropriate)
Engineering	Yes / No (delete as appropriate)
PRW & RMSS	Yes / No (delete as appropriate)
Logistics	Yes / No (delete as appropriate)
Administration	Yes / No (delete as appropriate)
Senior Managers	Yes / No (delete as appropriate)
Sales	Yes / No (delete as appropriate)

Key Milestone Dates	Description	Responsible Person
Update at SHE Managers	Provide update on the Property & Facilities Week and also supporting communications/Unit Manager / PiC List	Gurkan Hasan

Version	Date Amended	Changes	Status (i.e. draft, final)
V1.00			DRAFT

Guidance on Completing

Proposal: - What are you intending to deploy? Insert reasons for the plan item both legally and from a business point of view.

Objective(s): - What are you intending to achieve? Insert what the programme should achieve – use timescales and measurements where appropriate.

Beneficial Deliverables: - What will be the benefit and to whom? Insert the anticipated benefits when the objectives are met.

Scope of the proposal: - Insert the programme boundaries including which Business Units and Support Functions are involved, which processes are affected.

Method: - How will it be achieved? Insert what tools, materials and communication channels will be used including consultation, pilots and user feedback if appropriate. State if the method is mandatory (e.g. consultation, pilot programmes, and technical assessments) and which may be optional.

Dependencies: - Who will be needed to ensure the programme is successful and why? For example, show any critical external processes, systems or teams that the programme will rely on for completion.

Risks and Opportunities:-

- **Risks** are any factors that might stop the plan item being completed, delay its delivery, increase costs, damage reputation or reduce the benefits arising from the project.
- **Opportunities** are the factors that might decrease time and cost to deliver, enhance reputation or produce additional benefits.

Stakeholders: - The people / functions that have an interest in the programme and/or the outcomes.

Action Required: - Give detail of the actions that are required on deployment of the programme. What actions Unit Managers, SHE Teams and any other additional stakeholders need to take to ensure successful implementation.

Key Milestone Dates: - Think about the key milestones of the plan item and who is responsible at each stage to ensure timescales are met.

SHE Calendar: - The SHE Calendar questions are only relevant if you require items to be added to the SHE Calendar. If not show as N/A, if so add the necessary detail.