



Safety, Health & Environment Standard

Standard 4.3 Statutory Notices and Notice Boards

Royal Mail Safety, Health & Environment Management System

Standard 4.3 Statutory Notices and Notice Boards

1.1 Overview

This Standard applies across the whole of Royal Mail Group (RMG) and sets out the arrangements for ensuring that:

- Statutory Notices are displayed as required by legislation
- Notices are displayed as required by Royal Mail Group (RMG) Safety, Health & Environment (SHE) Management System Standards
- Key SHE performance and management information are displayed which are relevant to people at the Unit
- Notice Board displays are consistent across RMG

In the context of this Standard, 'Royal Mail Group' will be taken to include all UK-based Business Units, such as Operations (including Logistics), Parcelforce Worldwide, International, Royal Mail Specialist Services and their support functions, such as Property, Engineering and Programmes.

1.2.1 Structure and Contents

The Unit Manager will ensure that the following are established and maintained:

- Notice Boards and display arrangements as set out in (Appendix 1). (As a minimum this will result in a Performance Board and a Notice Board dedicated to SHE at the Unit.)
 - A World Class Mail Performance Board displayed at the entrance to the unit showing those items as specified in (Appendix 1) where the unit is part of the WCM programme.
 - A general SHE Notice Board displayed in the workplace, in a prominent location, to house all other safety, health and environment notices including:
 - Statutory Notices displayed in accordance with (Appendix 1)
 - Compliance with all 'Mandatory' items specified in (Appendix 1)
 - Consideration of all 'Optional' items specified in (Appendix 1)
- Responsibility for the Notice Boards and displays is assigned to a named individual; that person to ensure that:
 - The Performance Board and Notice Board are checked as a minimum monthly
 - The information is maintained current and up-to-date;
 - No non-SHE items are displayed on the SHE Notice Boards;
 - Displays are kept tidy and not damaged.

In Units, such as SPDO's, where there is limited wall space to accommodate Notice Boards, then legal and mandatory notices MUST be displayed in the most suitable location. Where there is insufficient space those that are not legally required or of a mandatory nature MUST be kept in a ring binder folder and retained in a prominent position to be used to brief new entrants and to inform all visitors and contractors on their arrival at the Unit.

Appropriate and compliant Notice Boards can be obtained at Business Unit, Regional or Support Function cost using the Group Property enquiries/faults process by calling the Helpdesk on: 0844 800 9191

1.3 Communication

The Safety, Health and Environment Engagement Manager will ensure that appropriate communications materials are maintained to deliver the necessary communications for compliance with this Standard. A notification on the deployment of or amendment to a Standard or its supporting materials will be sent by the SHE Engagement Manager to the relevant Head(s) of SHE in Service Provision. They will ensure that arrangements are introduced so that all employees in the Business Units, Regions or Support Functions that they support are where necessary informed to be able to deliver the requirements of the Standard.

1.4 Audit

The Group SHE Audit & Performance Manager will maintain audit programmes to monitor compliance with this Standard. The relevant Head(s) of SHE in Service Provision will ensure that where applicable the audit programme operates effectively in the Business Units, Regions or Support Functions they support

1.5 References

Statutory Notices and Notice Boards Guidance (Appendix 1)

Version No.	Date of Change	Author	Element Owner	Technical Review by	Approved By	Description of change	Review Date
1.0	31/03/2015	N. Burns	N. Burns	S. White	S. Davis	Initial Group Deployment	31/03/2017
2.0	02/05/2017	N. Burns	N Burns			Standard Review	31/03/2019

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