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Our Ref: E1/22

**To: All Branches**

Dear Colleagues,

## **Royal Mail Group – Coronavirus Unit Risk Assessment Update Version 10:**

See attached copy of the Royal Mail Group – Coronavirus Unit Risk Assessment Update Version 10. This updates LTB 021/2022 issued on 18 January 2022 and RMG Coronavirus Unit Risk Assessments Update V9.

In line with the ongoing commitment from Royal Mail Group to keep the CWU informed of any changes or updates made to the Coronavirus Unit Risk Assessments, CWU/HQ has been advised of the RMG Unit Risk Assessment approach which amalgamates the previously issued Functional Risk Assessments into one Risk Assessment that applies to all RMG sites.

This Risk Assessment incorporates the changes communicated in October 2021, December 2021 and January 2022.

The Unit Risk Assessment Version 10 attached, is based on the current key Government Covid-Secure controls (hand hygiene, ventilation, face coverings – mandatory or strongly recommended in England, and cleaning – touch points, vehicles, shared equipment etc.).

The updated Unit Risk Assessment V10 reflects the following:

- Face covering requirement - strongly recommended in England (communicated 20/01/2022).
- Devolved administration guidance in relation to physical distancing (where reasonable).

The Risk Assessment also refers to other controls such as testing and revised operational procedures which have been introduced e.g., contactless delivery.

### **Subjects Covered:**

- Touch Points
- Contacts
- Handling Test Kits
- First Aid
- Mental Health, Stress and Anxiety
- Musculoskeletal Disorders

- Cleaning & Waste Disposal
- Hand Hygiene
- Signage
- Face Coverings
- Operational Procedures
- Ventilation
- Self-Isolation
- Testing
- Monitoring

The Unit Risk Assessment V10 has been circulated to all Royal Mail Group Unit Managers/PiCs this month.

An example copy is attached for ASR information and reference. The full working version is accessible on the RMG Intranet/Share Point site.

Yours sincerely



**Dave Joyce**  
**National Health, Safety & Environment Officer**