



@CWUNews **f** The Communications Union www.cwu.org

No: 019/25

31 January 2025

For the Immediate Attention of All:

Divisional Representatives Territorial Engineering Representatives Area Safety Representatives Area Processing Representatives

Dear Colleagues

MPU Consolidation – CSS Machine Moves

Further to the update provided in LTB 012/25 on the process for the progression of discussions on MPU consolidation, the department have received enquiries from the field in relation to the process and criteria relevant to consideration on the relocation and installation of CSS Machines within the Mail Centre Estate.

While all MPU Consolidation proposals and discussions should be progressed in line with the processes within the Joint Working Group Approach detailed in the 2021 National Agreement on Letter Automation Review, for the guidance of Safety and IR Representatives in any group discussions, please see attached the following documents:

- Updated National SAC1 MPU CSS Removal Install
- Mail Centre and Hub Space Standards 2022
- Operation and Use of CSS SWI
- CSS Footprint and Dimensions documentation

We trust that the documentation will provide the necessary guidance to assist in progressing discussions.

Any enquiries in relation to this LTB should be addressed to jrodigues@CWU.org quoting LTB No. 019/25.

Yours sincerely

5/16

Davie Robertson Assistant Secretary

CWU 150 The Broadway, Wimbledon, London, SW19 1RX email: info@cwu.org Tel: 020 8971 7200 Fax: 020 8971 7300 General Secretary: Dave Ward





SHE CONCURRENCE - SAC1



This form should be used to assess the health, safety and environment impacts of any business change, initiative or project, on the working environment or the way work is done including the equipment that is used. Minimum training requirement for completing this form is safety risk assessment elearning.

RISK ASSESSMENT

Project title MPU Consolidation Project description Relocation of 103. CSS Machines from 33 MPUs into 25 Mail Centers to facilitate closure of the MPU sites. This SAC1 ov Some sites will only be installing, some only removing. Proposed timescales for deployment (or trial period) February 2025 - June 2025 Scope of the Project Unit deployed p Project Load/Manager (name, job title & contact details) Saba Arshed - Project Manager - saba arshed@royalmail.com - 07515 024345 Unit deployed p Manager completing this form (name, job title & contact details) Saba Arshed - Project Manager - saba arshed@royalmail.com - 07515 024345 Manager completing this form (name, job title & contact details) Saba Arshed - Project Manager - saba arshed@royalmail.com - 07515 024345 Mork Equipment or Vehicles Please include actions to update or complete task risk assessment(s) for use of the equipment and other relevant assessments such as PUWER and LOLER. Some changes are prohibited unless authorised by an SME and/or the relevant asset owner - see prohibited change sheet Does the change involve a change of use of existing caujement? No Is the equipment powered or mon-powered? Powered Please include the specific arrangements for managing operational on-site risks in section 1 of this form. The following concurrence actions must also be includ to be completed upon hand/over to user (ii) Health and Safety life to be sent ic/recorded on CAD. Does the change involve construction (eig.				DETAIL	.s o	F PROJECT OR CHANG	θE		
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	CMA Unite Representative			Gary Sasoon Hales		15/01/2025		Unite CN	A ASR to be co

rs both removal and install.

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ment ne CSS



d: (I) Site Handover & Training

CDM tracker

posed)

uired as per action plan onsulted

Assess the activities i relevant national task updating so please sp	nvolved in the project. risk assessments to ch pecify this as an additio	Consult to identify the neck for existing contronal control.**	hazards and consider ls. Where the change	possible actions. Add m introduces new risks tha	ore ro It have	ows as e not b	need been c	ed. **When assessing a task or use of equip controlled, the national task risk assessment v	oment, <i>w</i> ill ne	, refer ed	[.] to
	What HARM can be				CUR Rati	RENT ng (Lx:	Risk S=R)		RESU Ratir	ſ Risk S=R)	
Activity/Task	What HAZARDS are associated with the task / activity / location etc?	caused	Who/what is affected by this hazard? (see key below)	What EXISTING CONTROLS are in place to reduce the risk?	(T) T.µooq	(S) Severity	(R) Rating	What ADDITIONAL CONTROLS are required to reduce risk to Tolerable or lower?	(L) L'hood	(S) Severity	(R) Rating
Removal or movement of equipment as part of work area prep	Manual handling risks	Musculoskeletal injuries Crushing/trapping due to poor installation/instability	Employees / contractors		3	2	6	If movement of equipment / benches, desks, frames are required this will be completed by competent appointed contractors	2	2	4
Power Supply for new and relocated equipment	Risk of electrocution	Electrocution	Employees / contractors	Business standards - requirement to appoint trained and competent contractors to carry out construction work	3	2	6	All enabling works will be completed prior to the installation by the PC and will be completed under the control of the RMCDM process.	2	2	4
Removal of CSS machines	Construction work taking place in an operational site - interference with normal operations on site Collision with MHE	risk of injury/ Collison with MHE,	Employees and contractors	RM CDM processes documented - PC and the PD have been assessed for competency and have been appointed in writing.	2	3	6	Start up meeting to discuss construction plan and ensure all site information provided, minimising impact on operation. Daily huddles between the principal contractor and PIC / delegated PIC. All staff on site are to be briefed on the works and any special / temporary arranges in place, for example, change in walkways, restricted areas etc	1	3	3
Delivery of CSS machines	Collision with vehicles/MHE/ people Contractors unfamiliar with site controls, access and egress, emergency evacuation, yard controls and location of welfare facilities	Fractures, breaks, head injury, life changing injuries	Employees and third parties	Visitor controls Site Yard rules Yard risk assessment. Fire RA, Provision of welfare facilities.	2	4	8	All deliveries to be scheduled All will be briefed on the yard rules and have received a site induction. in to ensure minimal impact on the operational yard (avoid peak times etc).	1	4	4
Installation of CSS machines	Construction work taking place in an operational site - interference with normal operations on site Collision with MHE	Fractures, breaks, head injury, various injuries	Employees and contractors	RM CDM processes documented - PC and the PD have been assessed for competency and have been appointed in writing.	2	3	6	Start up meeting to discuss construction plan and ensure all site information provided, minimising impact on operation. Daily huddles between the principal contractor and PIC / delegated PIC. All staff on site are to be briefed on the works and any special / temporary arranges in place, for example, change in walkways, restricted areas etc	1	3	3
Use of CSS machines	Poor manual handling Interference with machine / access to unsafe machine parts	Musculoskeletal injuries Risk of electrocution	Employees	Manual handling training . Indoor processing SSOW.	3	2	6	New users to be trained on operation of the CSS	1	2	2

Engineering maintenance	Incorrect parts used creating unsafe condition Accessing parts of the machine in unsafe condition	Musculoskeletal injuries, risk of electrocution.	Engineers	Engineers are trained to the appropriate standard and have the competency and experience to maintain. The site already have CSS machines that are currently maintained by engineering	2	2	4		2	2	4
Introduction of additional Equipment to the site	Change of layout, potential impact of access and egress and walkway routes, line of sight	injury caused by collision with MHE, exposure to fire	All	Fire RA, workplace onsite RA, RM space standards	2	3	6	Review Fire and workplace onsite RA. Ensure the placement of the CSS complies to RM space standards	1	4	4

Other detailed risk assessments (se	Other detailed risk assessments (see separate list for possible risk assessments)					
Name of risk assessment	Who completing	Date				
Operational Fire Risk Assessment & Technical Fire Risk Assessment.	Site Manager at removal site and at gaining site					
Yard Risk Assessment	Site Manager at removal site and at gaining site					
Workplace onsite Risk Assessment	Site Manager at removal site and at gaining site					
AC	TION PLAN					

Transfer everything from the 'additional controls' section above to this section along with any other actions that need to be recorded (e.g. from detailed risk assessments). Add more rows as required.

Action	Due Date	By Whom	Complete Y/N	Does action need transferring to a unit level action plan?
All will be briefed on the yard rules and have received a site induction.		Site Manager at removal site/ gaining site		Yes
Monitor contractors on site. Daily huddles between the principal contractor and PIC / delegated PIC.		Site Manager at removal site/ gaining site		Yes
Review Fire RA and evacuation plan if required. Where there are changes to the evacuation plan, carry out a fire evacuation drill after the install.		Site Manager at removal site/ gaining site		Yes
Review workplace onsite risk assessment including noise		Site Manager at removal site/ gaining site		Yes
All staff on site are to be briefed on the works and any special / temporary arranges in place, for example, change in walkways, restricted areas etc. This may involve multiple briefings as changes occur.		Site Manager at removal site/ gaining site		Yes
Training of any new operators on CSS		Site Manager at gaining site		Yes
PUWER Assessment		RM Engineering		Yes

	CONSULTS please include all SHE Manag	ers and SMEs consulted.	Speak to the SHE Programmes Bus	siness Partner or SHE Risk & Improvement M
			needs to be consulted.	
	I am satisfied that the actions identified reduce the	e risks associated with this pro	oject/change, to a tolerable level and there	fore give SHE concurrence on the basis that the act
			the Project Manager.	
	Consult (select as applicable to the project)	Name	Date Sign Off given	Comments (including who sign off was giv
	SHE Ergonomist			
	SHE Programmes Business Partner	Sue Cuddihey	10/12/2024	
	SHE Engineering and Fleet Manager			
	SHE Road Safety Manager			
	SHE Advisor			
	Environment Lead			
Classified: RMG – Inter	Subject Matter Expert (please specify)			

e of completion

lanager if you are unsure who

tions are completed and tracked by

ven to)

Other (please specify)						
		PROJE	T MANAGER SIGN OFF	:		
Having assessed the impact of the ch	ange and co	nsulted SMEs as necessary, I agre	e to track the concurrence	actions through to compl	etion with the	action owner(
Project Manager Job Title		Name	Date of Sign Off	Comments		
Project Manager		Saba Arshed				
		FIN	AL CONCURRENCE			
NATIONAL PROJECTS SHE CONCURRENCE		NA	ME	DATE		
Group SHE Risk & Improvement Manager		Sarah	Foord	20/12/202	5	
UNIT SHE CONCURRENCE						
Safety Advisor						
Appendix 2 Change	Managemei	nt SAC1 Template	Template Owner: S	. Foord	Version:	Date: Oc



Project Title	MPU Consolidation		
Date SAC1 authorised	J	an-25	
Project Manager Name & Job Title	Saba Arshed	(Project Manager)	
PIC Name			
Data Astian Dian completion confirmed to Decidet Menonen			
Date Action Plan completion confirmed to Project Manager			
			l
Unit Manager Mandatory Gateway Question	Y/N	GUIDANCE	
The SAC1 to which this document relates has been reviewed and there is no		Yes: complete unit actions listed below	
significant variation in the deployment at unit level		No: complete a unit level SAC1 to assess all risks associated	
significant variation in the deployment at anit lovel.		with the change and identity mitigating actions	
PROJECT MANAGER ACTIONS List here any project manager owner	ed actions that require completion and apply to all unit	s. Add rows as required	
Action	By When	Who	Complete?
Pre- start meeting to be held and minutes to be produced and forwarded to all key stakeholders (including CWU and CMA ASR).			
All deliveries will be scheduled in to ensure minimal impact on the operational yard (avoid peak times etc).			
Start up meeting to discuss construction plan and ensure all site information provided, minimising impact on operation.			
Ensure the placement of the CSS machines complies to RM space standards			
Arrange PUWER Assessment and noise assessment with RM Engineering			
PIC ACTIONS If an action is not applicable to the revision please mar	k N/A in 'by when' column and state reason why Ad	d bespake actions/rows as required	
Where completion of energific rick assessments (e.g. Vard Pick Assessments	ont roviow) gonorates additional actions, they should	be added here by the Unit Manager/DiC	
	ent review) generates additional actions, they should	be added here by the Onit Manager/110.	
Action	By When	Who	Complete?
Ensure all visitors briefed on the yard rules and have a site induction.			
Monitor contractors on site. Daily huddles between the principal contractor and PIC / delegated PIC.			
Review Fire RA and evacuation plan if required. Where there are changes to the evacuation plan, carry out a fire evacuation drill after the install.			
Review workplace onsite risk assessment including noise			
All staff on site are to be briefed on the works and any special / temporary arranges in place, for example, change in walkways, restricted areas etc. This may involve multiple briefings as changes occur.			
Train new operators on CSS			
Consult local safety rep on the project and involve in risk assessment reviews			
-			



Level of residual risk (if applicable)
· · · ·

Interim (Initial Footprint)

End State (Footprint)

Task Risk assessment
Fire Risk Assessment
Yard Risk Assessment
Noise Assessment
First Aid Risk Assessment
Environment Assessment
Workplace onsite
Persons Specifically at Risk
Workplace Offsite Risk Assessment
Ergonomics and Wellbeing Assessment
Control of Substances Hazardous to Health

WECSA/PUWER* LOLER

*PUWER

	-
Change	PUWER needed
New powered work equipment	Yes
Existing powered work equipment - change	
impacts safety systems, controls, powered	
elements/moving parts including access to them,	
maintenance, mechanics, stability, speed,	
capacity.	Yes
Existing or new non-powered - change impacts	
either safety systems, controls, access to	
moving parts, maintenance, mechanics, stability,	
speed, capacity.	Yes
Not new but is being moved to a new	
location/environment	Yes

Please speak to the SHE Engineering and Fleet Manager II you are unsure about whether a new PUWER assessment is required or if an existing one needs review. Changes impacting the following must have the authorisation of the Subject Matter Expert (SME) and Asset Owner.

Work Equipment Guarding (Primarily machinery guarding) Computers or VDU's, including all software & hardware Electrical Systems and any power supplies Machinery Controls Address Interpretation Systems Safety Systems such as interlocks, emergency stops, signs Machines under warranty Lifts and lifting equipment inc mechanical handling equipment Automated Guided Vehicles (AGVs) Road vehicles

Royal Mail							ARCEL - FORCE	
		ROYAL M	AIL GROUP F	RISK MANAGE	EMENT			
			RISK MA	ATRIX				
		Likelihood of injury/incident						-
No history or any indication of future incidents but cannot be ruled out	Improbable	1	1	2	3	4	5	
Some history but over a long period of time and in very small numbers	Remote	2	2	4	6	8	10	
Historical evidence indicates occurrence at least monthly	Foreseeable	3	3	6	9	12	15	
Historical evidence indicates occurance at least weekly	Probable	4	4	8	12	16	20	
Historical evidence indicates occurrence throughout the day	Likely	5	5	10	15	20	25	
			1	2	3	4	5	SEVERITY (consequence of injury)
			Superficial injury/ damage	Moderate injury/ damage	Significant injury/ damage	Serious injury/damage	Fatality/ catastrophic damage	
			Minor injury or ill health (laceration/bruising/swellin g) causing no absence	Injuries or ill health resulting in absence from work (of less than 7 day).	Major injury or ill health, temporary physical disability resulting in	Permanent physical & health disability.	Premature death.	
			from work.	Damage causing temporary	more than 7 days)	termination of operations	termination/relocation of	
			Damage resulting in low	disruption to operations of		for more than one day	operations until rebuild	
			cost repair	around an nour	disruption to or cessation of		completed	
					operations of around one			
					day			
				1	1	1	Suggested Minimum	1

Risk Level	Control action and timescale (nominally from BS8800)	Risk Rating	Controls	_
Adequately controlled	No additional control measures required. Current controls suitable and sufficient to reduce the risk to adequately controlled. Good practice would be to record the assessment and share findings with operators	1- 3	Visual Aids	
Tolerable	Some additional controls would be beneficial to further reduce the risk. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.	4 - 5	Safe Working Instructions plus Visual Aids	
Moderate	Efforts should be made to reduce the risk, although the costs of prevention should be carefully measured within a cost/benefit analysis to ensure the control is appropriate. Risk reduction measures should be implemented within a defined time period. Where the risk level is associated with Serious and Significant Injuries consequences, further task assessment and/or task redesign may be necessary to active suitable control measures.	6 - 12	SSOW plus Visual Aids	
Substantial	Task should be prohibited until the risk has been reduced. Resources may have to be allocated to redesign the task in order to reduce the risk. Where the task is already in progress, it should be stopped when it is safe to do so.	15-16	Prevent task until suitably controlled by task redesign or similar	These two bands usually fall outside the normal day to day risk assessment
Intolerable	Task should be prohibited. If it is not possible to reduce the risk, even with unlimited resources, the work has to remain prohibited. Alternative solutions should be found that avoid the need to complete the origional task.	20 - 25	Prevent task, look for alternative solutions. Invoke permit to work system	and ought to be reserved for concurrence processes

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Royal Mail Information Mail Centre and Hub Space Standards

Version Draft

Nov 2022

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RME Doc. Number:

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Mail Centre & Hub Final	Nov 2022	Updated from Mail Centre Standards to include Hubs. Materials Handling Equipment added and additional data for Yorks

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1 Background and Scope

The Mail Centre Flow Optimisation project identified that there was a gap in the RM Operations Design model for the operating and maintenance space requirements of automation equipment within Mail Centres. The same project also identified a gap in the model with regard to aisle purpose and associated widths within Mail Centres.

When planning a new Mail Centre layout, standards and guidance are required if consistency is to be achieved. To address this, an assessment of space requirements for operation and maintenance of all major pieces of automation, manual operations and aisles for Mail Centres has been carried out.

The aim of the project is to provide clear and standardised guidance for planning space requirements in Mail Centres. This will include documenting:

- Optimum space requirements for operating automation equipment
- Optimum space requirements for maintenance work on automation equipment, (reported separately in *Maintenance Space Guidelines, C Parsons & Joe Langford Nov 2010*)
- Different types and widths of aisles used in Mail Centre layout planning.
- Space requirements for operators using manual equipment, e.g. letter frames, flat frames, DBFs, bullrings, meter and tip tables.

A previous study was carried out in 1997 which covered aisle widths and layouts for delivery offices, but, whilst providing valuable information, does not cover all of the equipment used in Mail Centres. Similar guidance, specifically covering Mail Centre operations, has been produced and is contained in this document

The dimensions proposed have been developed to allow optimum space for efficient working by the majority of individuals. Where space is not constrained some individuals may chose to occupy more or less space for a given activity depending upon their size, agility and working methods.

Where existing operational units have less than optimum space allowances the requirements outlined in this document **do not** become mandatory. All operational units are subject to the usual Royal Mail Letters operational risk assessment process. If existing units have less than optimum space allowances, operational teams should manage any subsequent increased risk via their own operational risk assessments and risk control measures.

Where changes to layout and operation are going to be made, a new operation is going to be planned or where non-standard equipment is going to be introduced, the project manager or planner responsible for planning the changes should inform the Regional safety team and through the Local Safety Concurrence process (SMS 10.3), identify the hazards and risks associated with the reduced space availability or introduction of non-standard equipment. In line with this process, a safety lead should be appointed to the project and will advise the project manager on managing the specific risks associated with the project. PRIOR to deployment, the project manager should complete a SAC1 (Safety Assessment and Concurrence) form, detailing risk assessment and proposed risk control measures. This should be submitted to the nominated safety lead for the project, who will consider granting concurrence to the project. The project manager should complete a Project Safety Plan to ensure that the agreed control measures are deployed with the project. The project manager and Person in Control (PIC) remain responsible for ensuring that the control measures are adequately deployed

2 Method

The study has included collecting information from a range of sources. A list of activities carried out in mail centres and also a list of definitions for aisles was provided by Adrian J Smith, Mail Centre Layout Optimisation Manager. This was used as a basis for collecting data to use in the guidance.

Space requirements for the majority of activities were defined initially by simulation in a nonoperational environment testing a range of space allowances for each activity up to the point where it began to encroach on the activity. The measurements determined were verified by measurements of space allowances in live environments, discussing the layouts with the operators and obtaining their views on their preferred positioning of equipment. Further information was obtained from reports and videos from previous projects where space and workplace layouts had been measured; this has included information from the iLSM, CSS, Tracked+ and meter table trials. A number of sources of design and ergonomics texts were also consulted to cross check the proposed dimensions. The references used are given at the end of the document.

The information provided has been divided into two sections:-

- Aisle widths
- Operational Space

Each section contains a list of relevant dimensions, followed by diagrams illustrating the layouts described

3 Aisle widths

This section provides guidance on space planning for aisles in mail centres. The section is in two parts:-

- A table of planning allowances
- Illustrations showing different aisle layouts

3.1 Planning Allowances

The tables below summarise key dimensions relevant to space planning for circulation. These are designed for situations where an aisle is defined but barriers are not rigid and some flexibility in the use of the aisle is possible. Where the aisles have rigid boundaries such as walls or barriers the space allowances should be more generous.

Table 1: Planning allowances relevant to circulation and aisle widths (appropriate equipment dimensions given where relevant)

	Description	Dimension in mm	Planning allowance in mm
1.	Person walking (for corridor allow 760 – 910 for single flow or 1700 double)		600
2.	Person walking sideways		300
3.	Person carrying a tray in front		900
4.	Person dragging a bag		900
5.	ALT – width when pushed	720	970
6.	ALT – space to rotate in own length	1150	1350
7.	York/Mini-York – width when pushed ^a	670	870
8.	York/Mini-York – turning space to park at 90° between other containers		1500
9.	RSC on pallet truck – width when pushed/pulled ^b	1000/1150	1400
10.	RSC on pallet truck – turning space to park at 90° between other containers		2400
11.	Kanban/Hardy – width when pushed ^b	760	910
12.	Kanban/Hardy – space to rotate in own length	990	1190
13.	Darlo – width when pushed **	600	850
14.	Darlo – space to rotate in own length	1040	1240
15.	Loose letter rack – width when pushed ^c	730	1400
16.	Loose letter rack – space to rotate in own length	1620	2100
17.	Sequencing rack – width when pushed ***	600	1300
18.	Sequencing rack – space to rotate in own length	1430	1600

a. Planning allowance includes clear space 100mm each side of container when being pushed.

b. Planning allowance includes clear space 125mm each side of container when being pushed. This is more than for York containers because the four caster wheels or hand pallet truck make it harder to control direction

c. Planning allowance includes clear space to side of container when being pushed to allow for user positioned to side

3.2 Illustrations of Typical Aisles

3.2.1 Heavy Use Thoroughfare



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3.2.2 Medium Use Thoroughfare

Description Peripheral walkway that services Up to 2 or 3 work areas	Flow Yorks, ALTs, Kanbans Pedestrians Total	Metres 2.02 0.60 2.62	Comments Room for 2 Yorks/Kanbans to pass and turn through 90°. Light pedestrian use minimal space required.
	IUlai	2.02	



3.2.3 Light Use Thoroughfare



Pedestrian Access Medium Use



3.2.4 Pedestrian Access Very Light Use

Description No equipment, infrequent use	Flow Pedestrians		Metres 0.60	Comments Infrequent access. If individuals may be carrying items the aisle width will need to be wider
	Total		0.60	NB for a corridor (rigid sides) 0.76-0.91m is recommended
Total required width 600	\bigcirc	600		NB. For fire escape routes the minimum width depends upon the number of people expected to use this route in an emergency situation. The following are the minimum dimensions
	·			• Up to 60 people in the area – 750mm minimum

- Up to 110 people in the area 850mm minimum
- Up to 220 people in the area 1050mm minimum

3.2.5 Aisle between 2 rows of Letter Frames facing each other

Description

Description	Flow	Metres	Comments
Aisle for access and for clearing	Sitting postman/woman	0.50	Sitting at letter frame sorting
selections into a letter tray	Walking postman/woman	0.90	Walking or carrying letter trays of mail or for collecting selections
	Sitting postman/woman Total	0.50 1.90	Sitting at letter frame sorting



3.2.6 Aisle between 2 rows of Letter Frames facing each other



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3.2.7 Aisle between 2 rows of Letter Frames facing each other

Description	Flow	Metres	Comments
Aisle for pushing, turning and storing Yorks	Sitting postman/woman	0.50	Sitting at Letter frame sorting
parallel between two rows of letter frames	Walking postman/woman or pushing York	0.90	Carrying tray or pushing York
	Stored York	0.67	
	Walking postman/woman	0.90	Carrying tray
	Sitting postman/woman	0.50	Sitting at Letter frame sorting
	Total	3.47	-



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3.2.8 Aisle between 2 rows of Flat Frames facing each other

Description Aisle for access & for clearing selections into a letter tray

Flow	
Sitting postman/woman	
Walking postman/woman	

Sitting postman/woman **Total**

- 0.42 Sitting at a flats frame sorting
- 0.90 Walking or carrying letter trays for clearing selections
- 0.42 Sitting at flats frame sorting
- 1.74



3.2.9 Aisle between 2 rows of Flat Frames facing each other



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3.2.12 Aisle between two Drop Bag Fittings

The configurations of Drop Bag Fittings vary; the dimensions given below are for a typical layout. If an alternative layout is used with longer extension of selections at the edge, access into and out of the centre may be the limiting factor.

Description	Flow	Metres	Comments
Space from centre edge of DBF	Standing postman/woman	0.90	Standing at DBF sorting
	York	0.87	York/Alt/Mini-York of packets
	Postman/woman to manoeuvre behind York	0.60	Space to pass behind York to release brake
	(turning through 90 ° & storing	1.50)	Space available within sorting footprint
	York	0.87	York/Alt/Mini-York of packets
	Standing postman/woman	0.90	Standing at DBF sorting
	Total	4.14	



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3.3 Materials Handling Equipment

Materials handling equipment is being used increasingly in Processing and Distribution Centres. The actual equipment and scenarios that the equipment will be used in is likely to vary across sites so this guidance should be used as a starting point rather than a definitive list.

3.3.1 York Movers (LLOP) aisle widths (Model)



3.3.2 York Movers (LLOP) parking, loading and charging

Parking bays



Loading



Charging and parking



5200 will be needed behind to drive into the charging bay, less space will be needed behind if the bays are wider or if LLOPS are always charged without carrier.

Space between alternate bays of 550 for charging and getting on and off

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3.3.3 Pedestrian Powered York Lifter

Picking up nested Yorks (8 york lifter)

Turn through 180° (e.g. dock space needed when unloading trailer)





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3.3.4 Master Mover

Attaching Yorks (30)



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3.3.5 Pedestrian Powered Pallet Lifter

Loading pallet onto pallet lifter



Turning pallet through 180°



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3.3.6 3.35 Hand Pallet Truck

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3.3.7 Tug and Trailers

4 Operational space

This section $\overline{outlines}$ the space requirements for work areas that would not be classified as aisles. There are two main sections:-

- · List of planning allowances and common equipment dimensions
- Illustrations of the space layouts

The dimensions relate to the working space, and do not include space for the equipment itself. A list of dimensions of common trolleys is given in Table 3 below.

Planning allowances are given for positioning containers alongside workstations at 90°, 135° and 180° as a guide to the space needed. In practice operators are likely to position containers at varying angles and positions depending upon:-

- The direction that the containers arrive at the workstation, (particularly the case for containers that spend little time in the area e.g. letter racks at machine infeeds).
- Access requirements to other containers e.g. around a workstation containers placed behind or at an angle to the workstation may be a greater distance to allow access to containers positioned at the side.

4.1 Planning Allowances

	Description	Relevant container equipment	Planning allowance in mm
	Trays and bags		
1.	Gap to workstation/machine when container at 90° e.g. lift trays or bag to/from workstation , (for transferring bags to a low level hopper e.g CFC allow 100mm)	York, RSC	200
2.	Gap to workstation/machine when at container 90° e.g. transfer letters to feeder, transfer letters to/from table to container, transfer letters from Alt to letter rack.	Kanban, Hardy, Darlo, Loose Letter/ Sequencing Rack	100
3.	Gap to workstation/machine when container at 135° e.g. lift trays or bag to/from workstation, (for transfer of bags to a low level hopper e.g. CFC allow 500mm)	York	700
4.	Gap to workstation/machine when container at 135° e.g. lift trays or bag to/from workstation	RSC	500
5.	Gap to workstation/machine when container at 135° e.g. transfer letters to feeder, transfer letters to/from table to container	Kanban, Hardy, Darlo, Loose Letter/ Sequencing Rack	500
6.	Gap to workstation/machine when container at 180° e.g. lift trays or bag to/from workstation, (for transfer of bags to a low level hopper e.g. CFC allow 900mm)	York	1100
7.	Gap to workstation/machine when container at 180° e.g. lift trays or bag to/from workstation	RSC	1100
8.	Space to load bag into York or RSC when dragging/carrying in one hand, (space allowance for bullrings and segregation areas).	RSC, York	1450

 Table 2: Planning allowances for workplace layout

	Description	Relevant container equipment	Planning allowance in mm
	Loose letters/flats		
9.	Gap to workstation/machine when container at 180° e.g. transfer letters to feeder, transfer letters to/from table to container	Kanban, Hardy, Loose Letter/ Sequencing Rack (Darlo allow 1000)	800
10.	Gap to workstation/machine with container at 180° when container shared by several operators e.g. transfer letters from table to container, transfer trays from letter fitting to container	York, RSC, Kanban, Hardy, Darlo, Loose Letter/Sequencing Rack	1350
11.	Gap from IMP/LSM to LSM tray rack at 90°. Transfer of loose letters to trays – shared use, several operators	IMP/LSM, LSM tray rack	900
12.	Gap from IMP/LSM to LSM tray rack at 180°. Transfer of loose letters to trays – shared use, several operators	IMP/LSM, LSM tray rack	1200
13.	Gap from iLSM to York at 180°. Transfer of full trays from machine – shared use, several operators	iLSM, York	1500
14.	Gap from iLSM/CSS/IMP/LSM to loose letter/ sequencing rack at 90°. Transfer of loose letters to rack	IMP/LSM/iLSM/CSS Kanban, Darlo, Loose Letter/ Sequencing Rack	900
	Personal Space (width)		
15.	Personal space (width) when working directly alongside others		1000
16.	Personal space (width) when tipping bag at table		1100
17.	Personal space (width) when working at table between containers – sloping loose letter type	Kanban, Hardy, Loose Letter/ Sequencing Rack	800
18.	Personal space (width) when working at table between containers – upright loose letter type	Darlo	1000
19.	Personal space (width) when working at table between containers – low level type	Mini-York, ALT	800
20.	Personal space (width) when working at table between containers – high level type	York with ALP Sleeve	1000
21.	Personal space (width) and access to load trays when working at table between Yorks at 90°	York	1100
22.	Personal space (width) and access when working between containers at low level hopper	York/empty bag trolley	1100

Table 3: Dimensions of commonly used wheeled containers

	Loose letter rack	Seq rack	Darlo	Kanban	Hardy	York/Mini- York	RSC
Max. dimensions							
Length	1450	1300	850	760	730	670	1000
Depth	730	600	600	640	640	870	1150

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4.2 Illustrations of space layouts

The following diagrams illustrate key space allowances required between containers and equipment for carrying out common tasks. This information can be used as an initial guide to planning new workplace layouts.

4.2.1 Positioning of container set at 90° to workstation or machine

A small gap is required when positioning a container alongside a table/workstation or machine. This allows the operator to gain easy access to the container and makes positioning easier. Examples are given below.

Transfer bags from York or RSC to a workstation.





Transfer tray from York to feeder. Transfer tray to or from workstation. Transfer loose letters to feeder. Transfer loose letters to or from workstation. Applies to Darlo, Kanban, Hardy, Loose Letter Rack and Sequencing Rack.



This principle also applies when using an ALT or Mini-York as a workstation, e.g. unbundling DSA mail and setting it on a loose letter container.



4.2.2 Positioning of container set at 135° to workstation or machine

It is important to provide sufficient space for people to access the container and turn to the machine or workstation. Examples are given below.

Transfer bags from York or RSC to workstation.



4.2.3 Positioning of container set at 180° to workstation or machine

It is important to provide sufficient space for people to access the container and turn to the machine or workstation. Examples are given below.

Transfer bags from York or RSC to workstation.



Transfer tray from York to feeder. Transfer tray to or from workstation.





Transfer loose letters to feeder. Transfer loose letters to or from workstation. Applies to Darlo, Kanban, Hardy, Loose Letter Rack and Sequencing Rack.



4.2.4 Positioning of container set at 180° when access is shared

Transfer tray to or from workstation.

Transfer loose letters to or from workstation or machine.

Applies to Darlo, Kanban, Hardy, Loose Letter Rack and Sequencing Rack.





4.2.5 Positioning of LSM tray rack at IMP or LSM

Lift loose letters from IMP/LSM to LSM tray rack at 180°, shared use

Note – also includes removing trays and carrying along machine aisle





4.2.6 Positioning of Yorks at iLSM

Transfer full and empty trays between iLSM and York at 180°, shared use.



4.2.7 Positioning of loose letter containers at machines over aisle



4.2.8 Person space when working alongside other people

Working space when side-by-side with others – light tasks.

Note – it is important to provide sufficient space so that people do not feel their personal space is unduly compromised.



Bag tipping on workstation.

Note – in most cases a larger workstation will be required with one person tipping and two people sorting on the other side of the table.



4.2.9 Person space when working between containers

When working between containers, the person space required depends not only on the task being performed but also the container types in use. For example, if the containers are below waist height, then people can reach over them. Some examples are provided below.

Working between vertical loose letter containers.

Applies to Darlos and Yorks with ALP Sleeves.

The gap between the containers must be sufficient to rotate and crouch a little whilst placing letters on or removing letters from the containers.



Working between high-level containers.

When loading trays the gap between the containers must be sufficient to work and also to rotate and crouch whilst placing trays into the containers.



Working between sloping loose letter containers.

Applies to Kanban, Hardy, Loose Letter Rack and Sequencing Rack.

The gap can be slightly reduced since the distance between the containers increases with height due to the slope.



Working between low-level containers.

Applies to ALTs and Mini-Yorks. The gap can be reduced since people are able work over the sides of the containers.



5 References

Ergonomics texts and standards were reviewed to identify previously published guidelines on space requirements. The most useful publications were as follows:

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- Panero, J. and Zelnik, M., 1979, *Human Dimension and Interior Space*, (London: The Architectural Press).
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- US Department of Defense, 1995, *MIL-HDBK-759C Handbook for Human Engineering Design Guidelines*





ROYAL MAIL GROUP RISK MANAGEMENT

SAFE WORKING INSTRUCTIONS

Task or Work Equipment Title: Operation and use of Compact Sequence Sorter (CSS)

The purpose of these safe working instructions is to highlight appropriate safe work practices to minimise exposure to hazards and prevent harm to people. These safety instructions must be followed at all times. Your manager (in conjunction with your Workplace Safety Representative) will regularly review the implementation of the safety instructions to ensure they remain effective in your work area. If you want to comment on these safety instructions at any time, you should speak to your line manager.

This SSOW should be read in conjunction with the RMG Indoor Process SSOW

Warning

- Only use the CSS if specifically trained and authorised to do so. If there are any concerns that this standard cannot be achieved, STOP and report the situation to your manager.
- Adhere to the site rules, SSOW/SWI and training relevant to the CSS at all times.
- All covers and/or guards must be in place and undamaged.
- The work area around the CFC must be kept tidy. Ensure suitable distances are kept from moving York, pedestrian and MHE routes.
- You must be familiar with the location and operation of all CSS controls.
- Undertake pre and post visual checks of the CSS and report ALL damage to your line Manager/Engineer.
- Check that no-one is working inside the CSS. This includes operators and engineers and includes jam clearances.
- Only perform Total Productive Maintenance (TPM) and minor repair activities if trained and authorised to do so. If there are any concerns that this standard cannot be achieved, STOP and report the situation to your manager.

Prohibition (Do Not's)

- Do not start the CSS until you are sure no one is working on it.
- Do not reset an emergency stop until the fault has been cleared and manager approval been given.
- Do not enter unauthorised areas including where engineering barriers are in place.
- Do not use equipment that is not approved for use for the activity being performed.
- Do not tamper with electrical or mechanical equipment.
- Do not lean on or touch the conveyor belts or workstations or stand or climb on any part of the CSS.
- Do not start or interfere in any way with a CSS which is under maintenance control or displaying an "equipment under maintenance" sign.
- Do not remove safety covers/guards when the CSS is in motion.

- Do not attempt to insert, extract, touch any component, or attempt to remove any jammed item of mail from a moving part of the CSS.
- Do not touch or remove any unknown substances or sharp objects. Report it to your work area manager immediately.
- Do not feed mail into the machine unless the destacker sliding cover is in place
- Do not wear headphones or use a mobile phone whilst on the operational floor.
- Do not leave cable ties, elastic bands or strapex on the belt, rollers or on the floor.
- Do not allow any wheeled containers to come into contact with the CSS.
- Do not hang any personal items on the CSS such as coats or bags.
- Do not eat or drink whilst using the CSS.
- Do not stack full or empty trays on the CSS.
- Do not overfill the trays. The maximum weight is 10kg.

Mandatory (Do's)

- Do report all accidents and near miss incidents and hazards to your Manager immediately.
- Do follow the operating instructions and safety notices.
- Do follow operating instructions.
- Do keep hands clear of moving parts and report any defects to your manager, e.g. sharp, jagged, or pointed hazards, any abnormal condition and any unauthorised or unsafe repairs.
- Do operate a stop button before attempting to retrieve jammed mail, even if the CSS has already stopped never use any tool to remove jammed mail.
- Do ensure that all loose jewellery and loose clothing are secured, completely covered or removed, long hair tucked in or tied back, and an ID lanyard tucked into the shirt or pocket before operating the CSS.
- Do use the correct manual handling technique at all times. Use the TILE principles (Task; Individual, Load; Environment). Check the weight of bags before tipping them.
- Do be aware of your surroundings and look where you are walking/moving to avoid stepping on obstacles, rubbish or other hazards. Keep your work area tidy at all times.
- Do make sure you are wearing the appropriate footwear and that it is in good condition.
- Do wear PPE as required by the PPE Matrix.
- Do be aware of hypodermic needles, sharp objects, leaking or suspicious packets. Inform your manager immediately.
- Do rotate tasks when working on the CSS in order to reduce the risk from repetitive activity.
- Do follow security guidelines for the mail at all times.
- Do take appropriate rest breaks, drink water and eat appropriately.
- Do inform your manager of any physical condition (e.g. ergonomic, illness, pregnancy etc.) or mental condition (e.g. stress, anxiety etc.) which may affect your ability to work safely.

If it is necessary to gain access to the CSS to carry out operational maintenance tasks:

Do operate the nearest stop button and ensure the CSS is at a standstill before beginning the task.

Safety Actions

- If the start-up warning siren sounds, all operators MUST ensure they are clear of the CSS. If it is not possible to quickly remove hands or equipment, an emergency stop button MUST be pressed and NOT released.
- If it is felt that there is cause to stop the CSS because of a risk to health and safety they MUST press the nearest <u>Red Emergency Stop Button</u> and ensure that it remains depressed. This will prevent the CSS being restarted.

- When the reason for stopping the CSS is removed, the Emergency Stop Button should be reset by pulling it out. At this point the CSS can then be restarted.
- Mail stacks should be cleared from the CSS in two hands, or small handfuls, standing to one side of the stacker to minimise reaching and twisting.
- Pay particular attention to stackers 18 and 19 on the first pass which are likely to fill faster than the other stackers due to deferred mail.
- Ensure a storage area is allocated for deferred mail.
- Trays with mail in should always be handled with two hands
- Trays should be tipped by resting the tray on the worksurface and tipping away from yourself so that the weight of the tray is supported by the worksurface
- The work area around the CSS must be kept tidy. If you have a restricted work area you should consider consolidating more selections and segregate them in another work area away from the CSS.

Total Productive Maintenance (TPM)

Refer also to the Low-Level Access SSOW

- You can only undertake the TPM Operator Tasks on the iLSM if you have been trained to do so, having successfully completed the operator verification record.
- If a designated "operator replacement" belt is pulled from a roller then replace it following the safe system of work.
- Start by placing the belt over the biggest roller first, then work the belt over the rest of the rollers in sequence.
- If a belt is pulled from a roller that is not designated as "operator replacement", or if the CSS repeatedly jams in the same area, inform your manager or an engineer.
- Follow the safe systems of work relating to "general cleaning" and "use of electrical cleaning equipment" (CL-4 to CL-10)
- When completing your TPM cleaning task, do not overstretch and move for better access where required.
- Clean and polish the outer covers, clear debris from the CSS bedplates, remove debris from the mail path, or clean the designated photo beams only if you have been trained to do so.
- Use only the correct, designated cleaning materials.
- Make yourself aware of the correct procedures should cleaning materials accidentally come into contact with sensitive areas of your body.
- When using a vacuum cleaner ensure the trailing lead does not cause a tripping hazard.
- Report any defective equipment to your manager or an engineer. DO NOT use the vacuum cleaner in the blow mode.
- Ensure that you carry out all TPM vacuuming tasks to a high standard to reduce dust levels and report problems with engineering cleaning tasks or loss of hoover tools to your manager.

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	Author:	Signed: C Lawton	Date: 14 th Jan 2019	
	Safety Support:	Signed: M Jordan; Scott Moore; J Cannon,	Date: 14 th Jan 2019	
		Del Roffey, Corinne Parsons, Paul Horne,	Update 17 th June 2021	
		Andy Gill, (Indoor Process SSOW		
		contributors); John Cuomo		
	Safety Authorisation:	Signed: J Cannon	Date: 14 th Jan 2019	
			Update 17 th June 2021	
	Local hazards (List any hazards (and any instructions additional to those above) specific to your workplace)			
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MARS CSS INSTALLATION PROCEDURE





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