

LTB 115/25

17th June 2025

Dear Colleague,

RMG/CWU National Dog Awareness Week (DAW) – Advance SHE Huddle: Scotland

Branches will recall several recent LTBs issued in terms of the wider work of the CWU around seeking to reduce dog attacks and incidents including joint work with Royal Mail via the National Joint Dog Awareness Working Group.

In line with this, it can now be reported that this year's RMG/CWU National Dog Awareness Week (DAW) is planned from Monday 30th June to Sunday 6th July.

Whilst further communications and relevant materials linked to DAW will be issued to Branches and our Safety Reps in the coming weeks, it has been acknowledged that the national launch of DAW, which is designed to coincide with the bulk of when schools break up for the summer term holiday, does not reflect when schools in Scotland break up, which is normally two weeks earlier than the rest of the UK.

Accordingly, this year, Royal Mail has produced the attached SHE Huddle, which will be issued this week across Royal Mail and Parcelforce within Scotland and is designed to highlight that the school holiday period can increase the risk and chance of dog attacks.

The SHE Huddle repeats the following core messages:

- Remember to report significant dog hazards and inform the manager of any increase in risk/changes. This needs to be captured on ORA (Offsite Risk Assessment).
- Mark your frame with a yellow dot where there is a significant dog hazard. Remove any yellow dots on frames no longer appropriate e.g., Dog no longer resides there.
- Be more vigilant when approaching a delivery point where a known dog is.
- Have a posting peg with you always; never put fingers through the letterbox.
- Never accept a customer's assurance that the dog won't bite.
- Look for the presence of dogs. Signs on gates, walls and windows, cages in vehicles, toys in gardens.

- Rattle the gate to warn a potential dog of your presence.
- When calling with an item, ask the customer to put their dog away and step well back from the doorstep to maintain a safe distance. If the customer needs to leave the doorstep to fetch ID or another item, politely ask them to close the door/secure the dog.
- Do not enter if a dog is loose. Ask the customer to secure their dog.
- Do not carry dog biscuits/treats, do not feed or pet animals.
- When passing dogs on leads, give the dog a wide berth or where possible cross over.
- Put D on the envelope and parcels to remind yourself of known dog hazards when you are out on your route.

Whilst Royal Mail have issued this SHE Huddle to operational managers; can we equally ask Branches and our Safety Representatives to encourage the communication of this SHE Huddle in the workplace.

Any enquiries in relation to the content of this LTB should be addressed to the DGS(P) Department.

Yours sincerely,



Martin Walsh
Deputy General Secretary (Postal)



Safety, Health and Environment (SHE)

Huddle (signature not mandatory)



Huddle Date:	16/06/2025	Ref:	SHE Huddle FY25 020 Dog Awareness Summer Holidays Scotland			
Audience:	Processing	Delivery	Collections	Distribution	PFW	Specific Work Area
	All delivery employees in Scotland					
Overview:		We will be holding our annual national Dog Awareness Week commencing 30th June. However with the school summer holidays in Scotland beginning earlier we know that this can increase the chance of a dog attack. Please raise awareness of this with your teams as part of your daily huddle.				
Message						
<p>With children off school around the country we know there is a heightened risk of Dog Attacks. Warning colleagues of the risks on our duties is the moral and responsible thing to do. It is important to ensure we have the following in place and in our minds as we approach what we know to be a higher risk period for dog attacks:</p> <ul style="list-style-type: none">Remember to report significant dog hazards and inform the manager of any increase in risk/changes. This needs to be captured on ORA (Offsite Risk Assessment)Mark your frame with a yellow dot where there is a significant dog hazard. Remove any yellow dots on frames no longer appropriate e.g., Dog no longer resides there.Be more vigilant when approaching a delivery point where a known dog is.Have a posting peg with you always; never put fingers through the letterbox.Never accept a customer's assurance that the dog won't bite.Look for the presence of dogs. Signs on gates walls and windows, cages in vehicles, toys in gardens.Rattle the gate to warn a potential dog of your presence.When calling with an item ask the customer to put their dog away and step well back from the doorstep to maintain a safe distance. If the customer needs to leave the doorstep to fetch ID or another item, politely ask them to close the door/secure the dog.Do not enter if a dog is loose. Ask the customer to secure their dog.Do not carry dog biscuits/treats, do not feed or pet animals.When passing dogs on leads, give the dog a wide berth or where possible cross over.Put D on the envelope and parcels to remind yourself of known dog hazards when you are out on your route.						
Supporting Information						
<p>For units that have volunteers who are prepared to engage with their local community. the Schools Presentation is available to access. It can be used in local primary schools to raise awareness of responsible dog ownership and what our customers can do to help protect our employees.</p> <p>Dog Attack Library Link</p>						