

No: 120/25

20th June 2025

Dear Colleague,

Sun Safety and Severe Weather Risk Assessment Process RMG

The purpose of this LTB is to provide Branches and our Safety Reps, in particular, with the necessary communication materials and reaffirm the application of the Royal Mail Group Severe Weather Risk Assessment process as temperatures increase during the summer months.

We have seen over the years an ongoing rise in both average temperatures alongside some of the highest recorded daily temperatures in the UK. This increase in temperature, intense sunlight and exposure to high UV ray levels bring with them real dangers and equally the need to be alert and aware of the risk to health.

‘Mandatory’ Severe Weather Risk Assessment process:

In line with previous years’ advice issued by RMG, managers must complete a Severe Weather Risk Assessment when temperatures reach the “high 20s” to record the controls that have been implemented. This includes additional advice and support for managing the operation in the hot weather.

Under the Severe Weather Risk Assessment (SWRA) managers must:

- Carry out a SWRA daily and consult/involve the ASR.
- Suspend deliveries and collections if appropriate to do so.
- Communicate the SWRA results to all staff.
- Must not manipulate the SWRA to justify sending out deliveries or collections where it is clearly unsafe to do so.
- Managers must take whatever action is necessary to safeguard employees by removing risks and reducing risks to a tolerable level.

To assist, please find attached Severe Weather Risk Assessment extracts for actions in the case of a MET Office Weather ‘Yellow Warning’, ‘Amber Warning’ and ‘Red Warning’.

As we progress through summer, we expect RMG to issue further additional SHE Huddles and communications via their relevant platforms, which we will share, alongside other advice and communications from the Postal Department to support our Branches, Safety Reps and members and as temperatures continue to rise.

In the meantime, please find attached the following: -

- Royal Mail Group/CWU/IOSH poster.
- RMG/CWU 'Stay Safe in the Sun' pocket z-card/leaflet.

These former communications remain relevant, provide key messages and should still be available on the RMG 'SharePoint' site for downloading and printing and be displayed within all workplaces.

Important advice to all CWU Members working outside:

It is important to:

- **Cover Up** – wear loose clothing, minimise skin exposure, avoid sunburn.
- **Protect Your Head** – wear a hat with a broad rim, wear sunglasses.
- **Take Regular Breaks** – preferably in the shade.
- **Use Sunscreen/Sunblock** – with a minimum SPF 30 and reapply frequently.
- **Be Skin Safe** – report any mole changes or any other skin concerns to your GP.
- **Stay Hydrated** – drink plenty of fluids and plan refills.

Sunburn – is painful and hurts you in more ways than one. The danger goes far beyond any short-term pain, redness and discomfort because after the sunburn fades, lasting damage remains. Sunburn accelerates skin ageing and is a leading cause in the majority of skin cancer cases. A suntan is not a sign of good health; it's a sign of serious skin damage.

Heatstroke – can quickly damage the brain, heart, kidneys and muscles.

Skin cancer – is the most common form of cancer in the UK and rates continue to rise with 100,000 new cases diagnosed each year and 2,500 deaths. The main cause of skin cancer is exposure to the sun's harmful ultraviolet (UV) rays.

Dehydration – can cause organ damage and failure, seizures, fainting, heatstroke and shock.

Important advice for CWU Members with underlying health conditions and pregnant colleagues:

Individual members who have pre-existing and underlying health conditions, who take medication, and colleagues who are pregnant face an increased risk when working in extreme heat. It is therefore advisable that these members approach their relevant manager to discuss any concerns they currently have. These discussions should cover any current concerns and what individual support or duty adjustments might be needed in the event of a MET Office weather 'Amber Warning' (or higher warning) for heat.

Discussion on needed duty adjustments must be made with the individual's agreement and be confidential. Additionally, any agreed adjustment should be recorded on the Severe Weather Duty Adjustments Form.

For members who require these measures, it is vitally important that they also seek CWU support and assistance.

Area Safety Reps (ASRs) and Workplace Safety Reps Actions:

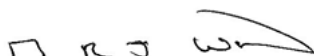
Area and Workplace Safety Representatives are requested to: -

- Work with Operational Managers and SHE Team Management to raise awareness about Sun Safety amongst all members who work outdoor across Royal Mail Group.
- Ensure that Severe Weather Risk Assessments are carried out in hot, heatwave weather conditions. This should start now, if not already underway, with all managers/PiCs (Person in Charge) familiarising themselves with the Severe Weather Risk Assessment process in order to ensure that they are prepared for high summer temperatures.
- Ensure that individuals with pre-existing and underlying health conditions, who take medication, and colleagues who are pregnant are aware that new or further duty adjustments may be needed to support them in the event of a MET Office 'Amber Warning' (or higher warning) for heat. These duty adjustments need to be made with the individual's agreement and recorded on the Severe Weather Duty Adjustments Form.

Any failures and non-compliance should be reported to senior management, recorded on health and safety inspections, raised at health and safety committees, and, as necessary, escalated through the SHE Disputes Resolution process.

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

Yours sincerely,



Martin Walsh
Deputy General Secretary (Postal)

Severe Weather Risk Assessment

Initial Assessment

Info

Warning

Question

What weather warning is in operation in your area?



Red Weather Warning



Amber Weather Warning



Yellow Weather Warning

Warning Description

A Yellow warning is issued when it is likely that the weather will cause some low level impacts, including some disruption to travel in a few places. Many people may be able to continue with their daily routine, but there will be some that will be directly impacted and so it is important to assess if you could be affected. Other yellow warnings are issued when the weather could bring much more severe impacts to the majority of people but the certainty of those impacts occurring is much lower. It is important to read the content of yellow warnings to determine which weather situation is being covered by the yellow warning.

Source: Met Office

Is there a local requirement to suspend some or all collections or deliveries with immediate effect?

☐ All☐ Some☐ None[Previous](#)[Next](#)



Severe Weather Risk Assessment

Initial Assessment

Info | Warning | Action

Actions to complete

- Complete the Severe Weather Risk Assessment as normal.
- However, the Met Office is clearly indicating a bout of adverse weather, as a result managers:
 - Must take whatever action is necessary to safeguard employees and others by removing risks or reducing them to a Tolerable level.
 - Must suspend deliveries and collections if it is appropriate to do so.
- Ensure you save a copy of the SWRA and submit it after it is completed.
- Communcate the results of the SWRA to staff using the Severe Weather Notification Brief.

Previous

Finish

Severe Weather Risk Assessment

Initial Assessment

Info

Warning

Question

What weather warning is in operation in your area?



Red Weather Warning



Amber Weather Warning



Yellow Weather Warning

Warning Description

An Amber warning is issued when there is an increased likelihood of impacts from severe weather, which could potentially disrupt your plans. This means there is a the possibility of travel delays, road and rail closures, power cuts and the potential risk to life and property. You should think about changing your plans and taking action to protect yourself and your property. You may want to consider the impact of the weather on your family and your community and whether there is anything you need to do ahead of the severe weather to minimise the impact.

Source: Met Office

Is there a local requirement to suspend some or all collections or deliveries with immediate effect?

☐ All☐ Some☐ None

Previous

Next

Severe Weather Risk Assessment

Initial Assessment

Info | Warning | Action

Actions to complete

- Complete the Severe Weather Risk Assessment as normal.
- However, the Met Office is clearly indicating a bout of severe weather which in some places could indicate a requirement to suspend deliveries and/or collections, as a result managers:
 - Must take whatever action is necessary to safeguard employees and others by removing risks or reducing them to a Tolerable level;
 - Must suspend deliveries and collections where it is appropriate to do so;
 - Where they suspend deliveries they must inform their second line manager; and
 - Must not manipulate the SWRA to justify sending deliveries or collections out where it is clearly unsafe to do so.
- Ensure you save a copy of the SWRA and submit it after it is completed.
- Communicate the results of the SWRA to staff using the Severe Weather Notification Brief.

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Finish

Severe Weather Risk Assessment

Initial Assessment

Info

Warning

Question

What weather warning is in operation in your area?

**Red Weather Warning**

Amber Weather Warning



Yellow Weather Warning

Warning Description

A Red warning is issued when dangerous weather is expected. If you haven't already done so, you should take action now to keep yourself and others safe from the impact of the severe weather. It is very likely that there will be a risk to life, with substantial disruption to travel, energy supplies and possibly widespread damage to property and infrastructure. You should avoid travelling, where possible, and follow the advice of the emergency services and local authorities.

Source: Met Office

Is there a local requirement to suspend some or all collections or deliveries with immediate effect?

☐ All☐ Some☐ None[Previous](#)[Next](#)

Severe Weather Risk Assessment

Initial Assessment

Info | Warning | Action |

Actions to complete

- Suspend deliveries and/or collections with immediate effect and maintain the suspension until the Met Office weather warning reduces to Amber or below.
- Advise your second line manager of the results of the Severe Weather Risk Assessment (SWRA) and the need to suspend deliveries and/or collections.
- Communicate the results of the SWRA to staff using the Severe Weather Notification Brief.

Previous

Finish

5 workers
a day get skin cancer in Britain

You can
protect yourself
and stay safe in the sun

- Cover up
- Protect your head
- Take your break in the shade
- Use sunscreen

Be 'Skin Safe'



Remember to drink plenty of water on warmer days to avoid dehydration.



www.notimetolose.org.uk

5 workers
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www.notimetolose.org.uk

STAY SAFE IN THE SUN

Protect your skin from harmful ultraviolet radiation from the sun. Follow five simple steps to make sure you enjoy the weather, without putting your health at risk.



1 COVER UP

Wear long, loose clothing to keep the sun off your skin. Your uniform is made from a special fabric to protect against ultraviolet radiation



2 PROTECT YOUR HEAD

Don't forget your head, face, ears and neck. Wear the wide brim hat that's part of your uniform – it's specially treated to protect against the sun. Remember to use sunglasses with UV protection



3 TAKE YOUR BREAK IN THE SHADE

Come out of the sun when you have the chance, especially during the most powerful ultraviolet periods



4 USE SUNSCREEN

Use SPF 30 or higher on any exposed skin – apply it half an hour before going outside, put plenty on and reapply it frequently



5 BE SKIN SAFE

Report mole changes (size, shape, colour, itching or bleeding) or any other concerns about your skin to your doctor as soon as possible – don't put it off, early treatment is important. Have a look at our simple skin check guide on the other page



THE UV INDEX

The strength of the sun's rays isn't connected to the temperature – check the UV index. You'll find the index on many weather forecast apps and websites



LOW

(1,2)

You can safely stay outside

MODERATE

(3,4,5)

Take care during midday hours and don't spend too much time in the sun unprotected

HIGH

(6,7)

Seek shade during midday hours, cover up and wear sunscreen

VERY HIGH

(8,9,10)

Spend time in the shade between 10am and 3pm. Covering up and sunscreen essential

EXTREME

(11+)

Avoid being outside in midday hours. Covering up and sunscreen essential

A TAN
MEANS YOU'RE
DAMAGING
YOUR SKIN

GET TO KNOW YOUR SKIN

Checking for signs of skin cancer is as easy as A, B, C (and D). Be aware of how your skin normally looks – that way, you'll notice changes that could be signs of skin cancer.

- Found a new mole?
- Spotted any changes to the size, shape or colour of an existing mole or patch of skin?
- Noticed a new growth or sore that doesn't heal?
- Found a spot, mole or sore that hurts or is itchy?
- Seen a mole or growth that bleeds, crusts or scabs?

melanoma is most likely to occur. Use a mirror or get someone else to help you check.

Get any skin problem checked by your GP. There may be nothing to worry about, but if something is wrong, treating it early could stop it getting worse – and even save your life.

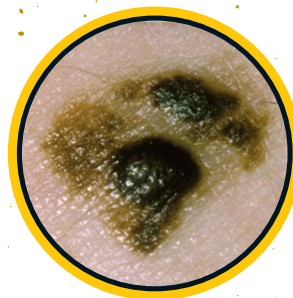
Look at Cancer Research UK's guide to spotting the signs of skin cancer at sunsmart.org.uk/UV-the-sun-and-skin-cancer/spotting-skin-cancer-early

Remember to check your neck and back too if they've been exposed – in men, this is where

IOSH working in association with Royal Mail

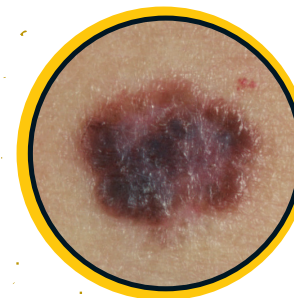


Working together to beat occupational cancer
Find out about the campaign at www.notimetolose.org.uk



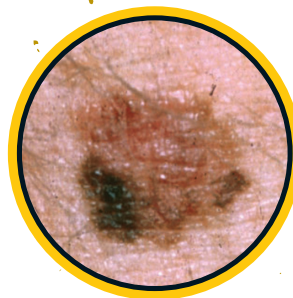
A SYMMETRY

two halves of a mole look different



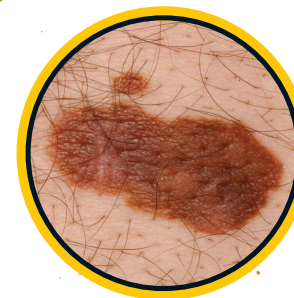
B BORDER

the edges of the mole are blurred, jagged or not regular



C COLOUR

the colour of the mole isn't even, with more than one shade of colour



D DIAMETER

the mole is wider than 6mm (the size of a rubber on top of a pencil)

I
IVORY

Characteristics
Pale skin, light or red hair, prone to freckles. Burns very easily and rarely tans

Sun protection
At the greatest risk of developing skin cancer. Needs to protect skin, preferably with clothing

II
BEIGE

Characteristics
Fair skin, likely to have light hair, blue or brown eyes. Some have dark hair but still have a fair skin. Usually burns but may gradually tan

Sun protection
At the greatest risk of developing skin cancer. Needs to protect skin, preferably with clothing

III
LIGHT BROWN

Characteristics
Light olive skin with dark hair and brown or green eyes. Burns with long exposure to the sun but generally tans quite easily

Sun protection
Should protect themselves in strong sunshine

IV
MEDIUM BROWN

Characteristics
Brown eyes and dark hair. Burns with very lengthy exposures but always tans easily

Sun protection
Should protect themselves in strong sunshine

V
DARK BROWN

Characteristics
Naturally brown skin, brown eyes and dark hair. Burns only with excessive exposure to the sun. Skin easily darkens further

Sun protection
Should protect themselves when outdoors in the sun for a long time

VI
VERY DARK BROWN

Characteristics
Black skin with dark brown eyes and black hair. Burns only with extreme exposure to the sun. Skin very easily darkens further

Sun protection
Should protect themselves when outdoors in the sun for a long time