

No: 125/25

27th June 2025

Dear Colleague,

Sun Safety RMG Communication Issued 23rd June

Further to LTB 120/25 issued to Branches on 20th June, which sought to provide Branches and our Safety Reps 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.

This week, the Royal Mail Group SHE (Safety, Health and Environment) Team issued a WTLL Briefing on Sun Safety, attached, which highlights the following key messages:

- **Cover Up** – The most effective barrier
- **Protect your head** – Wear a wide brimmed hat
- **Use sunscreen** - Factor 30 or higher and reapply
- **Seek shade** – Take breaks in the shade
- **Stay hydrated** – Drink regularly and avoid caffeine
- **Skin safe** – Check for any changes

Additionally, this SHE (Safety, Health and Environment) WTLL has referred to the Health Passport, which was launched in November 2024, and as part of this Sun Safety communication, Royal Mail has highlighted the particular need to support individuals with health conditions and who may be at increased risk when working in extreme heat.

Importantly, the SHE WTLL Briefing invites members to approach their managers to highlight any such concerns linked to individual health conditions: *‘This is so you can plan for any duty adjustments required in the event of a severe weather warning for heat.’*

Details on the Business Recovery, Transformation and Growth Agreement – Workplace Adjustments and Health Passport are set out in LTB 352/24, issued on the 6th November with supplementary information set out in LTB 025/25, issued on the 5th February.

The Briefing also confirms that water bottles and the RM Unisex Explorer Hat (RP08 wide brimmed hat) are available for members on outdoor duties via the Uniform Ordering Portal under Summer Accessories. Alongside this, RMG have also confirmed that a Sun Safety App Message has been issued, the details of which are also attached.

ERRATA of details in LTB 120/25:

Following the issuing of LTB 120/25, Royal Mail has written to CWU Headquarters to advise that the Royal Mail Group Severe Weather Risk Assessment (SWRA) has been changed, in particular, those details set out in the extracts for actions in the case of a MET Office Weather 'Yellow Warning', 'Amber Warning' and 'Red Warning'.

Attached is a copy of the current version of Royal Mail Group SWRA (which can also be downloaded from Royal Mail's SHE SharePoint site):

To confirm, in the case of an 'Amber Warning' and 'Red Warning', managers/PiCs (Person in Charge) must: *'You must complete the severe weather assessment and confirm which duty adjustments (and any other controls) you have implemented for the warning duration.'*

In the case of a 'Yellow Warning', the managers/PiCs must: *'If you have any individual who are at increased risk in extreme heat, you must make duty adjustments if appropriate i.e. following discussion of OHS advice (for warning duration) and complete the severe weather assessment.'*

However, from a CWU perspective, we hold the very clear view that Severe Weather Risk Assessment should be undertaken in the case of a MET Office Weather 'Yellow Warning', noting that Royal Mail has listed this as 'optional' in the Severe Weather Risk Assessment process. This, alongside some other points of difference between RMG and the CWU on the application of the SWRA, are now subject to further national level representation.

In outlining the above, it is relevant to summarise the following advice: -

- Ensure that individuals who may be at increased risk in extreme heat due to age, underlying health conditions or certain medications, speak to their manager to discuss whether any duty adjustments are required in the event of a MET Office 'Yellow Warning' (and before an 'Amber Warning' as previously communicated in LTB 120/25). These duty adjustments need to be made with the individual's agreement and recorded on the Health Passport or Severe Weather Duty Adjustment Form.
- For individuals covered under the Equality Act and with a known disability, a required duty adjustment needs to be undertaken in line with and recorded on the Disability Risk Assessment Form.
- Colleagues who are pregnant also face an increased risk when working in extreme heat and should equally approach their manager. There is a separate Risk Assessment for these individuals.

- The use of the Health Passport should supplement and accompany the need to also undertake the relevant Risk Assessment. The use of the Health Passport does not replace the direct need to also undertake specific individual Risk Assessments.
- 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:

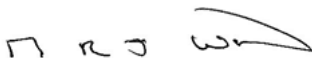
Area and Workplace Safety Representatives are again reminded to: -

- 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. 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 who may be at increased risk in extreme heat due to age, underlying health conditions or certain medications and colleagues who are pregnant are aware that new or further duty adjustments may be needed to support them and that this should happen in the event of a MET Office 'Yellow Warning' (or higher warning) for heat. These duty adjustments need to be made with the individual's agreement and recorded on the Health Passport and relevant Risk Assessment Form.

Where, despite representation made in the first instance, there remain failures and non-compliance in terms of this, these 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.

Where Branches and Safety Reps require any additional information on the above, or for any other enquiries in relation to this LTB, these should be referred to the DGS(P) Department.

Yours sincerely,



Martin Walsh
Deputy General Secretary (Postal)

Title- SHE WTLL FY25 010 – Sun Safety

Week Commencing - 23/06/2025

Signatures - Mandatory

Audience: - All Employees

Summary

It is important you protect your skin outdoors and take appropriate precautions to reduce risks and protect yourself in hot weather or extreme heat. Cancer research UK state 86% of melanoma skin cancer cases are preventable.

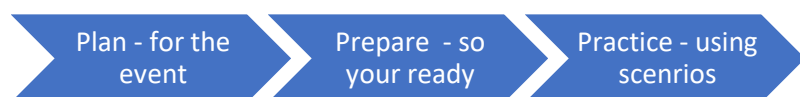
What action do we need to take

Manager actions

Severe Weather Manager assessment for Heat.

Please read the latest guidance on what to do and complete the manager assessment during severe weather. Activities may include reviewing temporary cooling/heating arrangements and supporting individuals who are at increased risk.

- Severe Weather support, guidance and assessments can be found here [5.1.6 Severe Weather](#)



Employee actions

Take steps to take to protect yourself.

- ✓ **Cover Up** – The most effective barrier. **Protect your head** – Wear a wide brimmed hat.
- ✓ **Use sunscreen** – Factor 30 or higher and reapply.
- ✓ **Seek shade** – Take breaks in the shade.
- ✓ **Stay hydrated** – Drink regularly and avoid caffeine.
- ✓ **Skin safe** – Check for any changes.

Extreme Heat. It is important to speak to your staff and identify if they are at increased risk when working in extreme heat. This is so you can plan for any duty adjustments required in the event of a severe weather warning for heat.

- Support materials to [Stay Safe in Sun cards and posters here.](#)

Do you have any health information or medical diagnosis you think would be helpful for your manager to know about?

Use the new workplace adjustments process along with the **Royal Mail Passport**. Launched in November 2024 this initiative aims to support our colleagues.

- Workplace Adjustments Manager Toolkit – Guidance to navigate the Workplace Adjustments Process and Royal Mail Passport – [select this link to access](#)

Completing your Royal Mail Passport helps your manager support you and make any needed workplace adjustments

Work Time Learning – attendance confirmation

SHE WTL FY25 010 – Sun Safety

List of those in attendance for WTLL

[illegible]

Sun Safety Confirmation App Message

Title – SHE WTLL FY25 010 – Sun Safety

Subtitle – Sun Safety Controls

Live from 23/06/2025

Respond by 20/07/2025

Final Message

We are promoting Sun Safety Controls to help protect your skin from the sun:

- Cover up with loose, cool clothing.
- Wear a wide-brimmed hat.
- Take breaks in the shade.
- Use sunscreen with at least SPF 30 and reapply often.
- Report any heat-related medical conditions to your manager
- Report any changes in moles or skin concerns to your GP.



Please confirm your understanding of this message.

RM Severe Weather Risk Assessment Guidance

Introduction

This guidance is for all functions and is designed to help you assess the impact of various weather conditions and ensure that suitable controls are put in place to reduce the risk. Our aim is to keep the operation running where safe to do so but in extreme weather ceasing operations may be necessary.

The likelihood of accidents and ill health can increase significantly during severe weather (e.g. road traffic collisions, slips/trips/falls, sunburn, and heat exhaustion/stroke).

You should consult with your local safety rep where possible (when preparing for severe weather, completing your assessment and communicating outputs).

Severe Weather Preparation

You must complete the preparation checklist (currently only available in hard copy) twice a year – this will be signposted in My Office Calendar. The activities (examples below) will ensure adequate planning and supplies in severe weather.

- Updating emergency contact lists
- Developing contingency plans – e.g., if you are unable to use vehicles, delivery equipment, unable to access roads or areas (remember to consider the full geography of your operation)
- Checking supplies of equipment e.g., spikeys/grippers, torches, de-icer, screen wash, scrapers etc.
- Reviewing gritting arrangements
- Reviewing temporary cooling/heating arrangements
- Reviewing severe-weather accident history
- Reviewing flood control plans

Lack of preparation will result in a higher level of risk on the day and a potential for injuries/ill-health.

It is recommended as part of your preparation, that you complete a practice scenario with your Safety Rep and staff to simulate what you would do and how you would manage the situation.

Supporting individuals who are at increased risk

It is important to speak to your staff and identify if they are at increased risk when working in extreme heat. This is so you can plan for any duty adjustments required in the event of a severe weather warning for heat. A brief to help you with this task is at Appendix 2.

The following are examples of groups that might be at increased risk. The list is not exhaustive - people may have other conditions that are not shown here.

- people aged over 65 years.
- people with underlying health conditions, particularly heart problems, breathing problems, dementia, diabetes, kidney disease, Parkinson's disease, mobility problems, serious mental health problems.
- people on certain medications (such as those that lead to inadequate sweating) or people on multiple medications.
- people with alcohol or drug dependence.

Remember that all medical information must be classified as strictly confidential and handled/stored securely in accordance with our information security policy.

If you have any individuals who fall under the 'Persons Specifically at Risk' process (disability, young person, new or expectant mother), the impact of all types of severe weather should be considered in their risk assessment.

On the Day Assessment

It is important that you gather information from a wide range of sources such as:

- Met Office and UK Health Security Agency (UKHSA) websites (subscribe for email notification)
- Local radio/news
- Your own observations of the weather conditions
- Reports from employees who have travelled in to work or are returning to the office.
- Reports from employees who are on the road/at different sites.
- Discussions with the Unit Safety Representatives, where they exist.
- Known/historical areas of higher risk e.g., high ground/steep terrain.
- Communications from Central Postal Control (CPC).

Weather warnings/alerts

You need to be aware of weather warnings or alerts from the Met Office and/or the UKHSA. An explanation of what each type of warning/alert means can be found below.

[Met. Office Weather Warning Definitions](#)

[UKSHA Heat Health Alert Definitions](#)

Note: the Met. Office doesn't currently issue yellow weather warnings for heat or red weather warnings for fog.

Severe Weather Managers Assessment (SWMA)

The [SWMA](#) is designed to be used on the day of severe weather but should be reviewed:

- During the day if there is a significant change in the conditions
- During the day if there is an accident resulting from the severe weather
- Each day throughout a period of severe weather

Guidance on completing the assessment is available within the document itself.

Managing the Risk

The flowcharts in Appendix 1 specify the action that must be taken for each warning/weather type. As the severity of the weather increases the extent of the controls (including duty adjustments) must also increase. For example, if there is an amber warning for snow, stopping the use of equipment outdoors is not sufficient on its own in reducing the risk to an acceptable level.

A list of duty adjustments and controls applicable to weather types can be found in Appendix 2.

Any routes in Delivery Offices that do not complete due to adverse weather (either in full or partially) must be reported via Delivery Office Daily Reporting /Customer Operations Daily Reporting.

Communication

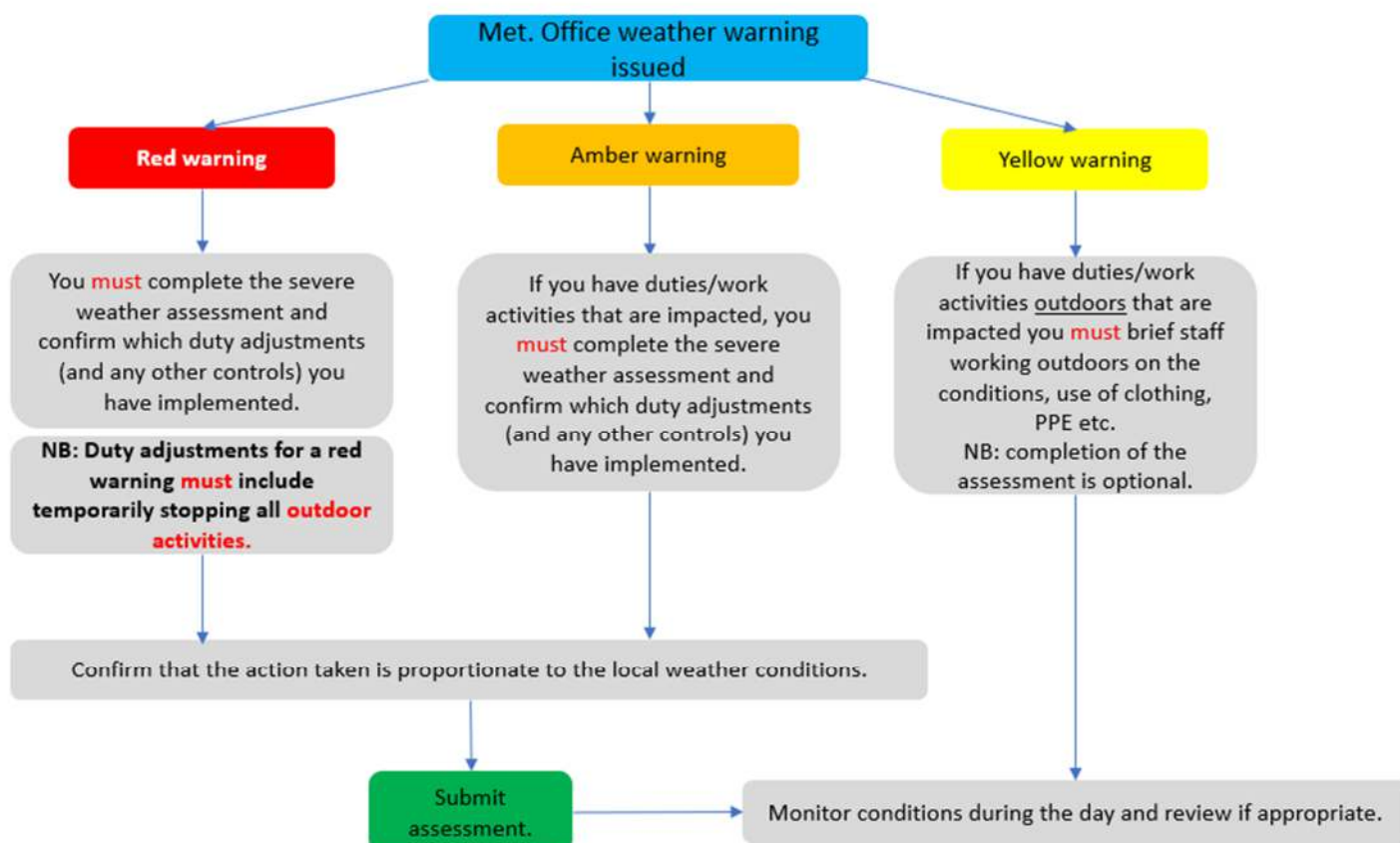
You must communicate to staff what they need to do during the period of severe weather and keep a record of what was briefed. In Operations, this must include making staff aware they need to apply Dynamic Risk Assessment and are empowered to make decisions such as returning to their unit/not attempting to make a delivery or collection at a given location. Click [here](#) for severe weather communication materials.

Checking for damage

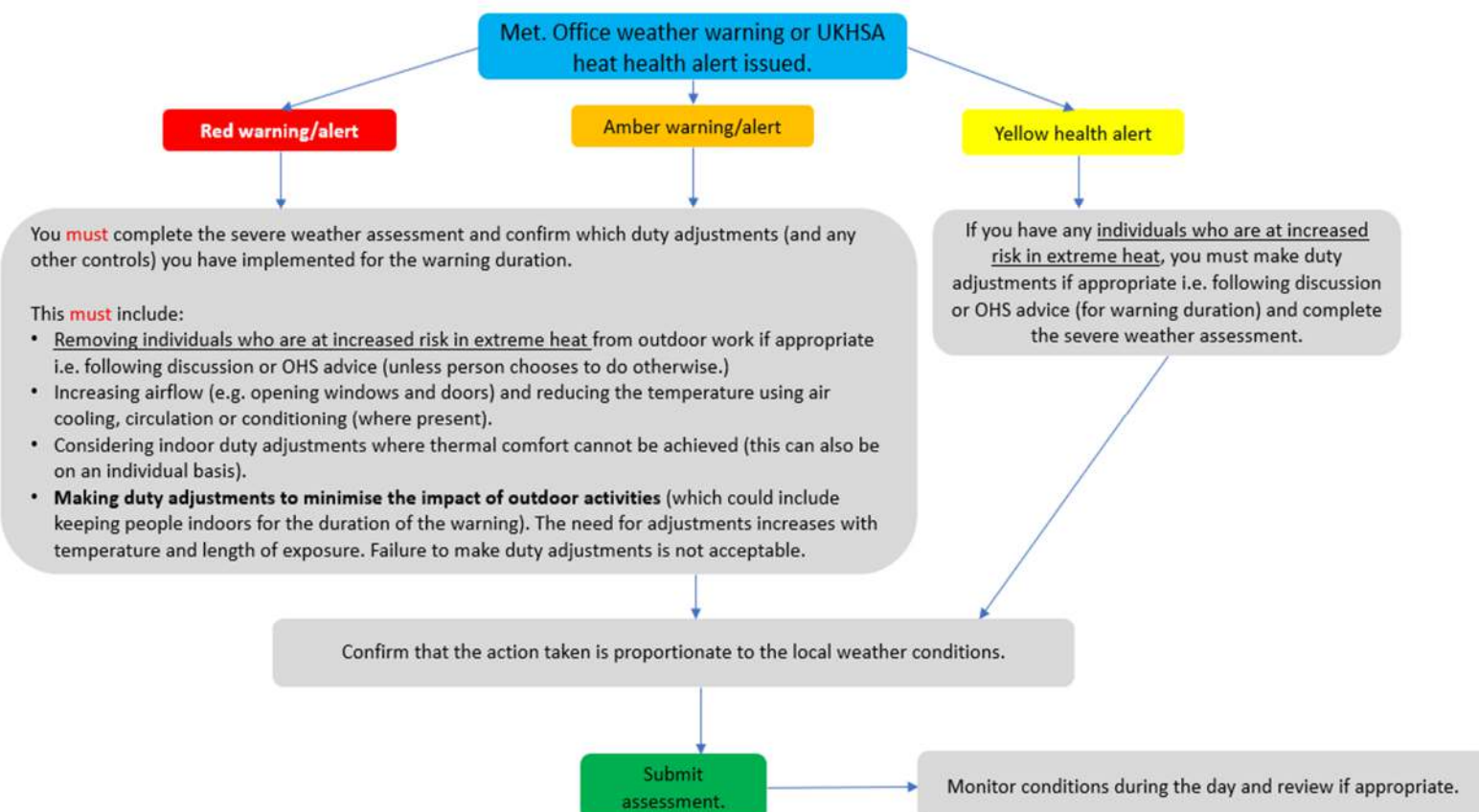
It is important that you check your building and surrounding structures for signs of damage or instability before, during (if safe to do so) and after severe weather. This should include canopies, gutters and downpipes, signs of water ingress, cladding and flashing, scaffolding and temporary structures, and trees and branches.

| Version No. | Date of Issue/Change | Author | Description of change |
|-------------|----------------------|----------------|-----------------------|
| 1.0 | 10/09/2024 | Joanna Hosking | First issue |
| | | | |

Appendix 1: Severe weather process excluding heat



Appendix 1: Severe weather process for heat only



Appendix 2: Identifying and supporting individuals who are at increased risk

In addition to our key messages on staying safe in the sun, we want to give people the opportunity to make us aware of any specific conditions e.g., health conditions or medication that puts them at increased risk when working in extreme heat. This is so you can discuss what individual support or duty adjustments might be needed in the event of a severe weather warning for heat.

Use the huddle message (Increased Risk in Extreme Heat) to provide this opportunity. Based on your knowledge of staff you may already be aware of individuals that might be affected and can approach them on a one-to-one basis.

Remember that all medical information must be classified as strictly confidential and handled/stored securely in accordance with our information security policy.

What to do if someone makes you aware they may be at increased risk

Discuss if duty adjustments are needed - these must be made with the individual's agreement. Use the Severe Weather Duty Adjustments Form to record any duty adjustments agreed. It is important to recognise and accept that the individual may not consider adjustments necessary and wants to continue their duty as normal – this should also be recorded on the form.

If an individual has an underlying health condition, is taking medication, or has any other specific issue but is unsure if this will affect them in extreme heat, they should contact their own doctor/medical professional before potential duty adjustments are discussed with them.

If an individual has an underlying health condition, is taking medication, or has any other specific issue and following a discussion with them you are still unsure about what duty adjustments are appropriate and need further advice please contact our occupational health service provider.

Appendix 3: Duty adjustments and controls.

| | Snow/ Ice | Rain | Wind | Fog | Heat |
|--|--------------|------|------|-----|------|
| Affected outdoor activities have been stopped temporarily e.g. off-site delivery/collection or on-site vehicle maintenance. | ✓ | ✓ | ✓ | ✓ | ✓ |
| Affected routes been re-routed to minimise or avoid weather impact e.g. high-sided vehicles to avoid exposed areas or bridges, vehicles diverted around flooded roads. | ✓ | ✓ | ✓ | ✓ | ✓ |
| Duty lengths have been amended e.g. shortened to reduce exposure. | ✓ | ✓ | ✓ | ✓ | ✓ |
| Start/finish times have been amended e.g. earlier start time. | ✓ | ✓ | ✓ | ✓ | ✓ |
| Use of equipment has been stopped temporarily e.g. no high-capacity trolleys, cycles, or use of forklifts outdoors. | ✓ | ✓ | ✓ | ✓ | ✓ |
| Homeworking has been allowed where applicable/practical e.g. admin staff to avoid travel. | ✓ | ✓ | ✓ | ✓ | ✓ |
| Weights have been reduced temporarily (i.e. pouch and/or trolley weights). | ✓ | ✓ | ✓ | ✓ | |
| Staff have been briefed on the impact of the weather (e.g. any duty changes, use of clothing/PPE, emergency procedures if conditions deteriorate, etc). | ✓ | ✓ | ✓ | ✓ | ✓ |
| A contact strategy has been implemented. | ✓ | ✓ | ✓ | ✓ | ✓ |
| Staff have been provided with appropriate clothing and PPE. | ✓ | ✓ | ✓ | ✓ | ✓ |
| Snow clearance and gritting of pedestrian access/egress routes has taken place at the unit. | ✓ | | | | |
| Staff have been provided applicable emergency equipment e.g., warning triangle/beacon, flask, torch, shovel, windscreen scrapers etc. | ✓ | ✓ | | ✓ | ✓ |
| Doors, shutters, side curtains etc. have been secured. | | | ✓ | | |
| Outdoor areas have been inspected for evidence of loose building materials, trees, branches, etc. | | | ✓ | | |
| Comfort breaks have been increased. | | | | | ✓ |
| Number of people carrying out a task/activity has been increased e.g. loading and unloading. | | | | | ✓ |
| Task rotation has been increased. | | | | | ✓ |
| Windows/doors have been opened where possible to increase air flow. | | | | | ✓ |
| Temporary air-cooling equipment has been provided where required (e.g. fans). | | | | | ✓ |
| Drinks/drinking facilities have been provided. | | | | | ✓ |