

No. 068/20

7th February 2020

Dear Colleague,

Royal Mail Group Environment Week 10th – 14th February 2020

The Health, Safety & Environment Department has today received confirmation of RMG's first ever Environment Week, along with all the materials to be used during the Campaign which takes place next week over the course of 5 days with different daily topics 10th – 14th February.

The materials (copies attached) are:

- Two sets of slides which be shown on the Office Plasma TV Screens,
- A daily template for Managers to deliver a topical brief each day,
- An Environment Week WTLL.
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There is a range of support information and advice available on the topics of wastes, travel and biodiversity on the RMG intranet to support the campaign through the links below.

- Bite sized comms for Sustainable Travel - [LINK](#)
- Sustainable Travel guidance materials - [LINK](#)
- Bite sized comms for Biodiversity - [LINK](#)
- Biodiversity survey - [LINK](#)

Any Management questions should be directed to Nicholas Burns RMG Safety Health and Environment Engagement Manager Mobile: 07801091380 or Email: nicholas.burns@royalmail.com

Note: The fact that this has been received at very short notice has been raised with the RMG SHE Team and therefore although the Union fully supports 'Green Policies' and supporting the protection and enhancement of the Environment, this will obviously affect the level of support our Reps can give and we have requested better planning and advance notice if this campaign is to be repeated in future. RMG SHE accepts this. That having been said where possible, can local Unit, Area, Branch and Regional Reps give support where possible.

Feedback is welcomed from CWU Reps and members. Additionally, employees can submit their ideas for the chance to win one of five small environmental-focused prizes.

Any enquiries regarding this Letter to Branches should be addressed to the Health, Safety & Environment Department on telephone number 020 8971 7365.

Yours sincerely,



Dave Joyce

National Health Safety & Environment Officer

Sustainable Travel: Reducing your impact.



Royal Mail

Consider changing your travel habits using the hierarchy of sustainable travel. Can you;

- Reduce the frequency you use a car?
- Reduce the distance you travel by car?
- Stop using a car for certain types of travel; commuting to work, getting to the shops etc?



Walking	
Cycling	
Public Transport	
Car-Share	
Own Transport (alternative fuels)	
Own Transport (fossil fuels)	

Further Information:

Speak to your Line Manager to access all our **sustainable travel** information.



'Bite Sized'
Communications

Visit **Feeling First Class** for health information and benefits of walking.



Feeling First Class

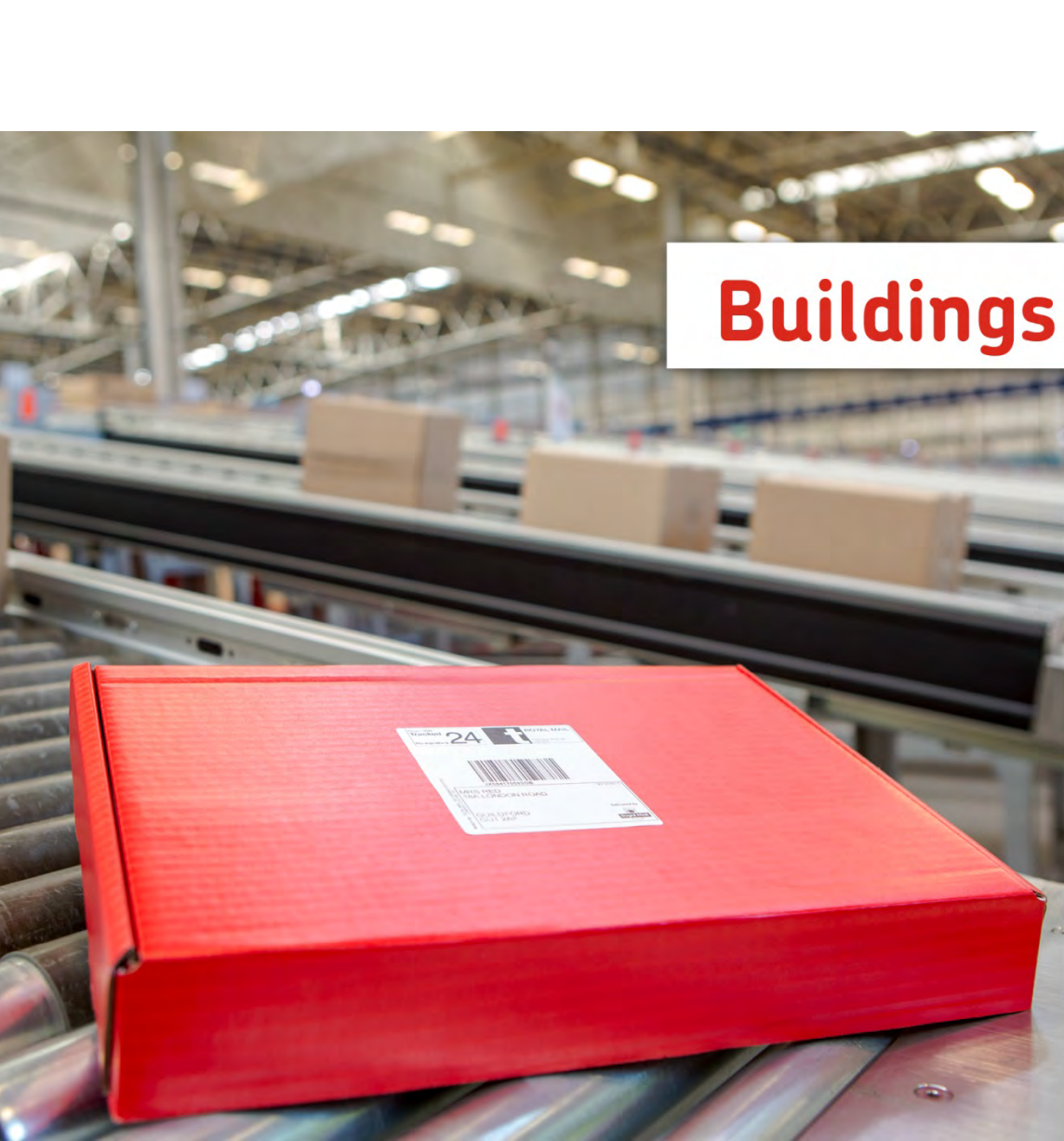




Environment awareness week: February 2020

Royal Mail environment quiz





Buildings energy use

How much electricity
and gas did we use
last year (2018-19)?





Buildings energy use – answer...

UKPIL used 261,449,002 KWh electricity and 512,692,141 KWh gas in 2018-19

- A new energy strategy is being worked on to reduce energy usage in our buildings.
- Help us to reduce our energy use and our impact on climate change.
- Turn off lights that are not needed.
- Keep doors and windows shut to heat only the space we need to.





Fleet fuel

How much diesel
did we use in
2018-19?





Fleet fuel answer....

We used 135,804,211 litres of diesel in 2018/19

- You can help reduce fuel use at work and at home by:
- Turning off your vehicle engine when stationary.
- Challenging yourself to drive as fuel-efficiently as possible. Avoid harsh acceleration and braking.





Waste generation

How much waste
did we generate
in 2018/19?



Waste generation answer....?

PLASTIC

RESIDUAL
WASTE

We generated 35,324 tonnes of waste in 2018/19

- **What are we doing?**
 - New waste signs being rolled out
 - External signs made from Mk1 high capacity trolleys (HCT's).
- **What can you do to help?**
 - Separate waste and put it in the correct bin.
 - Please follow new signage



Environmental ideas?

Do you have an environmental idea?

If so, go to the environment ideas factory on Royal Mail workplace, or follow this QR code





SHE Huddle



Huddle Date:	w/c 10-02-2020	Ref:	SHE Huddle Environment Mix & Match FY 20 001			
Audience:	Processing	Delivery	Collections	Distribution	PFW	Specific Work Area
	All above and office employees					
Overview:		Environment 'pick and mix' week				

Day/Time	Topic	Message
Monday	Resource Management	- Let's stop calling waste 'waste' and start to see it as a resource. When you have used it once, think whether it can be used again, or if not what else could it be used for? - If waste can't be reused it needs to be recycled. To make sure we recycle as much as possible, it is really important to follow the waste signage and only place those items listed into the recycle bins. - New signs are being launched and low cost recycled bins are being distributed to delivery offices, in February. - All old signs must be replaced with the new ones when available. - SHEMS audits this year will report back on waste separation and use of new signs and bins.
Tuesday	Sustainable Travel	- Look at the bite-sized comms on sustainable travel - Is everyone aware of the Cycle to Work scheme (if not, details are available on My Bundle+). This has benefits for your health and the environment. - Consider changing your travel habits (the bite size comms can help guide you).
Wednesday	Natural Environment and helping to protect it	- Have you seen the bite-sized comms on Biodiversity? Are you doing anything to protect biodiversity on your site (e.g. bird boxes, garden areas)? - If you want to improve biodiversity on your site, consider completing the biodiversity survey.

		- Water pollution is a big problem – we can help reduce it by controlling spills and leaks on site. - There are spill kits on site. These are important for spills. Don't use these as rubbish bins. - Help us prevent environmental incidents, by avoiding storage of chemicals, oil, salt etc near to a drain. - Don't discharge anything, other than rain water down a surface water drain. If you don't know where it goes, ask. - If you have a concern over an environmental issue on site, report it to your Line Manager. For major concerns, use the 'Speak Up' Internal whistle-blowing line. It is confidential.
Thursday	Environment Quiz What are we (Royal Mail) doing?	- Have you had a look at the Royal Mail Environment Quiz on the plasma screens? - No prize – this is just for fun!
Friday	Environmental Ideas factory	- Do you have an environmental idea to share? - We're launching an Environmental Ideas factory today. All ideas can be entered on the Environmental Ideas Factory on Royal Mail Workplace, by scanning the following QR code  Or going to https://www.surveymonkey.co.uk/r/3QHBPWZ - Best five ideas win a small environmental-focused prize.

Supporting Information

- Bite sized comms for Sustainable Travel
(<https://portal.royalmailgroup.com/sites/A482/Environment%20Documents/Forms/AllItems.aspx?viewid=25d4b45a%2Dbde2%2D4b5b%2Dbbbd%2Dc496a76b0425&id=%2Fsites%2FA482%2FEnvironment%20Documents%2FSustainable%20Travel%2FBite%20Sized%20Comms>)
- Sustainable Travel guidance materials
(<https://portal.royalmailgroup.com/sites/A482/Environment%20Documents/Forms/AllItems.aspx?viewid=25d4b45a%2Dbde2%2D4b5b%2Dbbbd%2Dc496a76b0425&id=%2Fsites%2FA482%2FEnvironment%20Documents%2FSustainable%20Travel%2FGuidance%20Materials>)
- Bite sized comms for Biodiversity
(<https://portal.royalmailgroup.com/sites/A482/Environment%20Documents/Forms/AllItems.aspx?viewid=25d4b45a%2Dbde2%2D4b5b%2Dbbbd%2Dc496a76b0425&id=%2Fsites%2FA482%2FBiodiversity%20Comms>)

[5a%2Dbde2%2D4b5b%2Dbbbd%2Dc496a76b0425&id=%2Fsites%2FA482%2FEnvironment%20Documents%2FBiodiversity%20%26%20Heritage%2FBitesized%20Comms%2FBiodiversity\)](https://intranet.royalmailgroup.com/BPL/BPL%20%20Group%20Safety%20%20MAIN/Forms/BiodiversityEcoHeritage.aspx)

- Biodiversity survey
(<https://intranet.royalmailgroup.com/BPL/BPL%20%20Group%20Safety%20%20MAIN/Forms/BiodiversityEcoHeritage.aspx>)
- 'Speak Up' whistle-blowing line – note that this is run externally and is confidential. It is for use in reporting environmental issues, if there are real concerns that do not seem to be being addressed. **0800 097 1131**



First Class
Safety



Feeling First Class

