

Newspaper / Journal / Other Delivery Work

Prohibited Activity – Must NOT



- Must NOT work before 7:00am or after 7:00pm
- Must NOT work for more than one hour between the hours of 7:00am and 8:30am on any school day
- Must NOT Collect money
- Must NOT carry loads of more than 10kg – **See Note 1**

Permitted Activity - Must



- Must be provided by the employer with and shall carry a personal attack alarm to enable help to be summoned in case of emergency
- Deliverer must 'check in' before commencing and after completing deliveries with identified appropriate adult (e.g. the employer or parent); this includes having an expected time the deliverer will return and be seen
- Deliverer instructed to report any accidents or incidents to employer
- Employer has First Aid kit available – **See Note 2**

Who might be harmed (Please tick all that apply)	Children	Y
	Others	Y

Hazards	Good Practice Control Measures (Add any local controls to this list)	Control Measure in place Y/N	Is hazard being adequately controlled Y/N
Collision with moving vehicle or person	▪ Wear Hi-Viz clothing or bands	N (see Note 3)	Y
	▪ Ensure cycle lights are working and reflectors fitted	N/A (see Note 4)	
	▪ Delivery bag has reflective strips	(see Note 3)	
	▪ Highway code to be followed at all times	Y	
	▪ Cycle has been checked for brakes in good working order, tyres properly inflated, saddles and peddles properly adjusted	N/A (see Note 4)	
	▪ Cycle Helmet to be worn	N/A (see Note 4)	
	▪ When on foot deliverer to use crossings and adopt Green Cross Code	Y	
	▪ Deliverer not to wear headphones	Y	
	Other – add any further local arrangements	N/A	

Injury whilst lifting and handling	▪ News deliverer instructed on safe manual handling techniques	Y	Y
	▪ Loads restricted to <10kg or delivery round split	N (see Note 3)	
	▪ Trolley to be used if necessary	Y	
	Other – add any further local arrangements ▪	N/A	
Exposure to physical or verbal violence or abuse	▪ Deliverer instructed not to talk to strangers or enter homes or vehicles or collect money	Y	Y
	▪ Delivery round avoids dark alleys and unpopulated areas such as woodland or underpasses	Y	
	▪ Deliverer supplied with personal attack/panic alarm	Y	
	▪ Deliverer instructed not to approach any animal and report any dangerous incident to the employer	Y	
	Other – add any further local arrangements ▪	N/A	
Trapped part of body in object or struck by object	▪ Deliverer instructed to push papers through highly sprung letterboxes carefully to avoid finger entrapment	Y	Y
	▪ Deliverer to take care when passing through sprung gates and automatic gates	Y	
	Other – add any further local arrangements ▪	N/A	
Exposure to inclement weather	▪ Cold and wet weather clothing to be worn	Y	Y
	▪ Alternative delivery arrangements in snow and ice	N	
	Other – add any further local arrangements ▪	N/A	

Completed by	Robert Kingscott	Job Role	Director	Date	12/01/2022
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Action Required	Owner / by whom	By When	Date complete

Reviewed by	Date	Next Review Due

Notes

1. This depends on the individual. We do advise each distributor to carry only what they can manage and to spread/divide the load accordingly.
2. This is not available as distributors work close to their homes and most far away from our business premises. We instruct distributors to contact us as soon as possible following any incident.
3. We do not provide Hi-Viz clothing. We supply Hi-Viz trolleys or shoulder bags.
4. We advise distributors not to use cycles.