

## NEWSAGENT GUIDANCE NOTES

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992 require you to have a risk assessment for newspaper deliverers in place before you employ them and seek to ensure their safety whilst in your employment.

## SAFETY GUIDELINES FOR NEWSDELIVERERS

- All newsdeliverers must be registered with the local authorities and when required an official employment permit must be obtained by the newsagent.
- Ensure all newsdeliverers read and understand the N.F.R.N. 'Delivering Safety' leaflet. Get parent to sign a copy and return to you.
- Issue a Statement of Employment to each newsdeliverer and ask parent to countersign.
- Encourage newsdeliverers to take a cycle training course (contact local authority).
- Make it a condition of employment that if newsdeliverers are using bicycles, the following requirements are met:-
  - Always use front and rear lights when it is dark.
  - Always wear high visibility conspicuous clothing whilst doing deliveries.
  - Always wear a cycle helmet approved to BSEN 1078 1997, BS 6863 1989, Snell B95.
  - Keep their bicycle in good working order.
- Institute a simple periodical bicycle check list and test/examine; tyre pressure, tread depth, lights (front and rear), brakes (front and rear), batteries.
- Ensure newsdeliverers never wear a Walkman or rollerblades whilst on rounds.
- Provide delivery bags and waistcoats/jackets with fluorescent and reflective strips.
- Provide personal attack alarm or whistle.
- Install a numbered bag system with list of parent contact numbers.
- Encourage newsdeliverers to return to shop to 'sign off' or institute a safe return system.
- Reduce weight of paper bags to 15kg (35 lbs) or less.
- Advise newsdeliverers to avoid accidents by; not sliding fingers along edges of newspaper/magazine bundles, when cutting bundles open beware of binding strip springing open, always use scissors to open but never allow newsdeliverers to carry with them on rounds.
- Draw up safe routes and arrange rounds to avoid:- zigzagging across main roads, badly lit areas, busy roads and junctions, shortcuts through woods and wasteland. Review routes frequently.
- Make your newsdeliverers aware of dangerous situations on their rounds; vicious dogs that may be loose in gardens, or could bite a hand entering the letter box, highly sprung letter boxes, springs on gates.
- Contact your local crime prevention and road safety officer for further safety advice.
- Any major injury incurred by the newsdeliverer must be immediately reported to the Environmental Health Officer at your local council and recorded in your shop accident book.

*Finally, a reminder that should an accident occur, then the authorities may undertake a full enquiry to determine the actual cause and if the employer is found to be at fault, s/he could be prosecuted.*

NATIONAL FEDERATION  
*of*  
RETAIL NEWSAGENTS

# Delivering Safety



Ensuring our news  
distribution staff are  
safe in their work

PLEASE PHOTOCOPY THIS LEAFLET FOR FURTHER COPIES

## HEALTH & SAFETY OF YOUNG PERSONS REGULATIONS 1997

Young people are seen as being particularly at risk at work due to their immaturity and regulations to safeguard their care came into force on 3rd March 1997.

This document, which has been produced for newsmen, their parents and newsagents, is designed to provide a comprehensive guide to safety and the respective responsibilities of those concerned.

## SAFETY GUIDANCE NOTES FOR NEWSDELIVERERS, PARENTS AND NEWSAGENTS

Please read the following guidance notes carefully.



### DO's....

- Ensure you have read and understood the N.F.R.N.'s 'Delivering Safety' leaflet.
- Ensure the Highway Code has been read and understood.
- Ensure high visibility conspicuous clothing is worn whilst doing deliveries.
- Ensure clothes that will protect from the wet or cold are worn.
- Carry a personal attack alarm or whistle and do not be afraid to use it.
- Carry a torch with spare batteries.
- Report anything suspicious to your newsagent, parent(s) and police.
- Ensure that damaged delivery bags are reported to your newsagent.
- It is recommended that newsmen take a cycle training course through a local school or road safety officer.
- The following checks must regularly be made on bicycles:-
  - Ensure lights and reflectors are fitted and are in proper working order.
  - Ensure lights are used when conditions dictate.
  - Ensure an approved BS cycle helmet is worn.
  - Ensure tyres are inflated to correct pressure and have sufficient tread depth.
  - Ensure both front and rear brakes are working.
  - Test that brakes work in wet weather
  - Saddles, pedals and chains are correctly adjusted.
- Choose routes which avoid busy or difficult junctions.
- Report any dangerous situations to the newsagent (e.g. vicious dogs, highly sprung letterboxes etc).
- Use any trolley provided for foot deliveries.

### DO NOT....

- Speak to strangers, or go close to a strange car and if summoned move quickly in other direction.
- Carry more than you can manage comfortably, if necessary make two rounds.
- Use Walkmans whilst on rounds.
- Use roller blades for home delivery rounds.

## INFORMATION TO PARENTS

Parents/guardians have an extremely important role in helping to protect their children.

Please ensure that your child has both read and understood these guidance notes and know that these are for their own safety and non-compliance may result in dismissal.

Before your child leaves home each morning, check that all of the preceding requirements are met and that their cycle is safe.

## PARENT'S/GUARDIAN'S AUTHORITY

I have read, understood and communicated the safety guidance notes in this leaflet to \_\_\_\_\_ (insert child's name) who has signed in my presence.

Signature of parent/guardian \_\_\_\_\_

Date \_\_\_\_\_

## NEWSDELIVERER'S DECLARATION

I have read and understood the safety guidance notes and will do my best to follow the safety procedures outlined and have kept a copy.

I am aware that failure to follow these guidelines could result in instant dismissal. This has been signed in the presence of my parent/guardian (delete as applicable).

Name of newsmen \_\_\_\_\_

Signature of newsmen \_\_\_\_\_

Date \_\_\_\_\_

