

## Risk Assessment Guidelines: *Be Sure: Be Safe*

### Health & Safety Regulations

The Health & Safety of Young Persons Regulations 1997 is to ensure the safety of news deliverers.

### Deliverers

If you intend to use a bike to do the round:

- Do:
- 1) Wear a cycle helmet
  - 2) Know the Highway Code
  - 3) Make sure your bike is in good working order

Ensure your bike is added to your parent / legal guardian's Home Contents Insurance Policy, in the event of theft or damage to your bike.

### General Safety Guidelines

This leaflet has been designed to provide a brief guide for deliverers, parents/ legal guardians, and newsagents.

- 1) Report anything suspicious to your manager/parents/police
- 2) Report damaged delivery bags to your manger for replacement
- 3) Wear clothes that will protect you from wet or cold weather
- 4) Use reflective materials especially in winter
- 5) Carry a personal alarm
- 6) Carry a torch, when working in the dark
- 7) Avoid routes with traffic problems such as busy road junctions
- 8) Report any difficulties with your round such as letterboxes or threatening dogs
- 9) If a trolley is provided use it
- 10) Avoid using personal stereos; they may distract you from being alerted to any dangers.
- 11) **DO NOT** use Roller blades, skates or skateboards whilst doing your round
- 12) **DO NOT** talk to strangers and avoid strange cars
- 13) Avoid carrying too much at once, if your bag is too heavy talk to your manager

### Parents/ Legal Guardians

Parents/ legal guardians have an important role in helping their child whilst they are working. Please ensure that you and your child have read the guidelines, if there are any questions the shop manager should be able to answer them. Non-compliance may result in dismissal. A full copy of the News Federation Regulations on Risk Assessment should be held at the shop, or on the web site [www.nfrn.org.uk/legal](http://www.nfrn.org.uk/legal)

***Employer to keep this section***

Parent/ Legal Guardian Declaration

I have read the guidelines in this leaflet, and agree with the written Risk Assessment carried out by the employer to ensure the safety of my child.

Deliverers name (print).....

Signature parent/ legal guardian .....

Date.....

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Parent/ Legal Guardian

Declaration to be sent with the application form to Staffordshire County Council.

I have read the guidelines in this leaflet, and agree with the written Risk Assessment carried out by the employer to ensure the safety of my child.

Deliverers name (print).....

Signature parent/ legal guardian.....

Date.....

Employer Name & Address...