

3.14 Organising transport to/from UKO

3.14.1 Within the UK and the Republic of Ireland

Postal service

The UKO post room has a franking machine that offers discounted rates for smaller items and can provide packing material. Cost code details are required, and it is preferred that items are handed to the post room before 3pm to ensure they leave on the same day. The last collection for outgoing mail with Royal Mail is at 4pm.

Courier service

The UKO post room can arrange overnight courier (Santis Courier) – quotes can be requested from the post room. All teams can book their own couriating services up to £1,000, regardless of whether within the UK or to overseas. If cost exceeds £1,000, the couriating service must be booked through the logistics team. Courier services must be requested following the online courier booking form process detailed on Redroom (type “book courier” in the search bar).

Note: The HR team assistant is in charge of shipping overseas delegates’ personal belongings.

Contact the Logistics team for details about managing shipments from UKO.

For collection of items outside of London in UK and the Republic of Ireland for the next day, the post room should be approached before 11.30am.

For collection of items within London for the next day, the post room should be approached before 4pm.

3.14.2 Ireland and Northern Ireland

Quotes available on request.

Note that the Republic of Ireland does not use post codes. **For sending from UKO to UK and the Republic of Ireland** for the next day, the post room should be approached before 3pm.

For Ireland and Northern Ireland, dangerous goods regulations apply as the likely courier will be by air.

Cost codes and the full address and contact number of the recipient are required before a quote can be given. **Overnight courier parcels cannot weigh more than 30 kilograms per item.** The post room and UKO stock room each have a set of scales; the post room can lend trolleys for larger items and can assist with packing materials.

3.14.3 Rest of the world

Anyone from the International directorate can request support from the Logistics team to move items outside of UK if couriating costs are estimated above £1,000.

The standard procurement process should be followed: an RFA should be completed with cost code information, item quantity/dimensions/weight and full contact details for the recipient. Once signed off by the relevant parties, the Logistics representative should send out an RFQ and conduct a CBA, in line with thresholds outlined in Section 1.6.

If the timeframe allows, it is cheaper to move goods by road (and ferry) from the UK to the rest of Europe, making this mode more appropriate for dangerous goods.

Note: shipments to the EU and to the rest of the world are subjected to tariffs – these can significantly increase the cost of shipping, it is important to ensure the necessary funds are available.

3.14.4 Shipping details

Post room and reception should be informed ahead if a large delivery is expected to UKO, so that space can be made for the items. There is 24-hour access to UKO, but Facilities ([Facilities UKO@redcross.org.uk](mailto:Facilities_UKO@redcross.org.uk)) should be informed ahead of any shipments expected to arrive out of hours. Courier should be given out-of-hours contact number (below) should security be patrolling the building at time of deliver.

British Red Cross UKO
44 Moorfields,
London,
EC2Y 9AL
0344 871 1111
07711854191 (out of hours)