

## **Guidelines for distribution of The ONE Magazine**

### **1. Supplied**

Distribution route detailing road names and number of properties in each road, this will also detail any specific requirements (e.g. do not deliver to a particular house).

Directories for delivery

Any leaflets that are to be delivered along with The ONE Magazine

### **2. Guidelines for deliveries:**

All Directories MUST be delivered by the 7<sup>th</sup> of the month. The success of the whole enterprise depends on you or more precisely on getting the magazine delivered and delivered on time.

Many of our advertisers and friends live on the areas you are covering and they are all very quick to tell us if they never received a copy so please be as diligent as you can in delivering the magazines.

Ensure that the directories are pushed completely through the letterbox. We get complaints about this due to risk of crime. If someone is away on holiday it alerts thieves that no one is home. PLEASE POST THROUGH THE LETTERBOX and do not leave on the doorstep.

Shut all gates behind you. Do not walk across lawns/gardens –use paths.

Look out for mail boxes – use these rather than letterboxes (only a small number of houses).

If there is a sticker saying “No Circulars or free papers” then do not deliver to that property.

Ensure you take your distribution list with you and tick off each road as you complete deliveries. Please note down any problems e.g. dog in garden at number 26 (this will help you remember for next time).

**When deliveries are complete please call me and confirm (just leave message if I am out 01395 233247) or send me an email to [elsa@one-media.co.uk](mailto:elsa@one-media.co.uk)**

If you are unable to deliver for any reason (illness, etc) please let me know.

If you know in advance that you will not be available during delivery weekend again please let me know so we can agree an alternative schedule.

### **3. Keeping Safe**

Ensure an adult knows when you are going out to undertake distribution. Leave a copy of the distribution route at home so they know where you are going. Give an estimated time of return. Consider taking a mobile phone with you if you have one.

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If you encounter any verbal abuse or feel unsafe when making deliveries, leave the area immediately and return to a safe location (e.g. home, shop). Report any abuse to Paul at River Media Devon Ltd, and police if appropriate.

**Never enter anyone's house.**

If you cannot find the front door/letter box do not go round the back of the house (just make a note that you had problems at that location).

Do not accept any offers of help from anyone, especially from people you do not know. Never get into a car with anyone (even if they are offering to help).

NEVER deliver in the dark and if dusk is approaching ensure you have appropriate light reflective clothing. NEVER deliver before 7am or after 7pm.

All houses should be accessible from main roads. Do not take short cuts through isolated or unknown areas.

Do not use bicycles or wear roller blades when delivering the magazines.

Take extra care when crossing roads and ensure that you cross in safe places. Do not wear headphones when delivering as this makes it difficult to hear cars when crossing roads.

**4. Avoiding Accidents & Injury**

Never carry more directories than you feel comfortable with. We would recommend the use of a trolley to transport directories (and this can be supplied upon request).

Never run when making deliveries. Watch out for loose paving stones, potholes etc. Always hold any handrails when climbing steps. Take extra care in wet or icy conditions.

Never put fingers into the letterbox (to avoid risk of injury if the letterbox snaps shut and to ensure there is no risk if dogs are present.)

Take extra care where there are dogs. If the dog is loose in the garden and you need to open a gate to gain entry into the garden do not deliver to this property. If you can hear or see a dog in the hallway when you are delivering the directory, take extra care when pushing it through the letterbox. Never put fingers into letterbox.

Always carry some plasters with you in case of minor scrapes.

Any accidents must be reported to Elsa at River Media Devon Ltd ASAP.