

## Remote Induction/4C's at Unmanned Site Ivybridge - WWDV35IVYB01

<b>ADDRESS:</b> Joint Cadet Centre, Godwell Lane, Filham Park, Ivybridge, PL21 0LE		<b>Parking Information</b> Large car park to the front of the site
<b>Site Contact (job role and mobile number)</b>  <b>Scott Henshaw</b> Site Manager Mob: 07384 252560 Skype: 01392 307003	<b>RFCA Estate Team Contact (job role and mobile number)</b>  <b>Mr Kelvin Walker</b> Estates Manager (Devon & Dorset) 07508 130359	<b>Nearest Hospital:</b>  <b>Derriford Hospital</b> Derriford Road Crownhill Plymouth Devon PL6 8DH Telephone: 01752 202082
<b>Emergency Procedures</b> <ol style="list-style-type: none"> <li>The location of emergency stop valves are as follows - <ul style="list-style-type: none"> <li>Water - Room 11</li> <li>Gas - N/A</li> <li>Electric Boiler - Range Boiler Cupboard</li> <li>Electricity - Service Cupboard, in main corridor</li> </ul> </li> <li>In the event of an emergency such as an accident, manage a safe shutdown of the work activities and secure the work area from unauthorised access, moving all to a safe area and contacting emergency services.</li> <li>In the event of a small fire, sound the alarm using the fixed control point, contact emergency services and extinguish the fire in line with your training, utilising the correct extinguisher. If you are unable to tackle the fire, or it does not extinguish, close the door to the location and evacuate with other building users to a place of safety in the main car park.</li> </ol>		<b>Pre-visit Planning</b> Prior to site arrival the operatives should have reviewed all information relevant to their work on this site, such as – <ol style="list-style-type: none"> <li>Site-specific hazard information (below).</li> <li>Location of welfare facilities, toilets located on ground floor, (Ivybridge is running a Borehole water filtration system throughout the building, drinking water is advised to be bottled).</li> </ol> <p>Upon arrival and throughout the work activity operatives are to undertake and respond to their own organisation's <b>Dynamic Risk Assessment (DRA), Hazard Spotting and Lone Working</b> procedures.</p>
<b>Unique Hazards/Issues at this Site</b> <ol style="list-style-type: none"> <li>The electrical supply cabinet is in the Service Cupboard, in main corridor.</li> <li>There are no safe roof access points from within the building.</li> <li>Avoid leaving tools in insecure external areas.</li> <li>The range on site, has been cleaned and is no longer used for .22 shooting.</li> <li>To access the electrical boiler in the range, a screwdriver is required.</li> <li>To access the water filtration system cupboard, there is a Yale type security key located within the utilities cabinet in the foyer, this must be returned.</li> <li>Ivybridge is running a Borehole water filtration system throughout the building, drinking water is advised to be bottled.</li> </ol>		
<b>Safety Briefing (4C's – Coordination, Cooperation, Communication and Control)</b> <ol style="list-style-type: none"> <li>Coordination – This site will be used by volunteers and Cadets for activity such as training on Tuesdays and Thursdays, between 1800hrs and 2130hrs routinely, but not exclusively. If the site is in use at the time of your visit you should make contact with the person who is in control of the site/training/activity. Advise of your activities ensuring you are able to coordinate and de-conflict what you are both doing. If you are unable to de-conflict, your activity should cease and you should contact your line manager and RFCA contact above for guidance. Where there are other contractors/suppliers already on site, your work should not begin without clarity from the Principal Contractor on how the works are planned, managed and monitored under CDM for all.</li> <li>Cooperation - Every effort should be made to cooperate with other site users and the RFCA. Priority is always given to site activity such as training unless you are attending a site safety emergency. In the case of a site safety emergency a discussion should take place to de-conflict work activity by separating in space (segregated and controlled work areas) or time (when training or other site activity ceases). If this cannot be done then site activity such as training ceases until the site is made safe.</li> <li>Communication – All discussions should be clear, concise and professional, from you, in your role, to the site contact, in their role. If the person you are speaking to is a volunteer, you should not seek to secure decisions or agreement where the volunteer is not empowered to consent. If you require support, contact your line manager in the first instance and then RFCA contact detailed above.</li> <li>Control – Where activities cannot be de-conflicted in time or space and ceasing the activity is not an option, then extensive control will be required. The Risk Assessment and Method Statement (RAMS) should be reviewed to recognise the conflict. Controls should be put in place that minimise the risks. Operatives should not progress this review of the RAMS unless they have the competency to do so. If you require support contact your line manager in the first instance and then the RFCA contact detailed above.</li> </ol>		