

## Remote Induction/4C's at Unmanned Site

### CALNE CADET CENTRE - WWWT01CALN01

<b>ADDRESS:</b> Bryans Close, Calne SN11 9AA What three words drifters.spruced.flaking		<b>Parking Information:</b> On main road at front of building , there is space for two vehicles inside main gate if required
<b>Site Contact (job role and mobile number)</b>  <b>Kevin Collins</b> CAA 07850 024705	<b>RFCA Estate Team Contact (job role and mobile number)</b>  <b>Rory Simpson</b> Estate Manager (Somerset & Wiltshire) 07957436139	<b>Nearest Hospital:</b>  Great Western Hospital Marlborough Rd, Swindon, SN3 6BB
<b>Emergency Procedures</b> 1. The location of emergency stop valves are as follows – Water: <ul style="list-style-type: none"> <li>Site –outside main gate on footpath</li> <li>Kitchenette ACF : under unit to right of sink</li> <li>Toilets ACF: both have inline stop valves</li> </ul> Electricity: <ul style="list-style-type: none"> <li>Isolation switch for the site is on the outside of the front building right of main entrance</li> <li>ATC building , main consumer unit through main door on the right</li> </ul> 2. 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. 3. 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 outside the main gate.		<b>Pre-visit Planning</b>  Contractors must contact the site custodian at least 48hrs prior to their planned visit, regardless as to whether he is required for access.  They must also inform him when they arrive on site and when leaving if he is not on site in conjunction with their visit.  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>Asbestos Management Plan: latest report located on detachment notice board in main hall (ACF)</li> <li>Site-specific hazard information (below).</li> <li>Location of welfare facilities: Kitchenette.</li> </ol> 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.
<b>Unique Hazards/Issues at this Site</b>  1. Asbestos: asbestos is located throughout both buildings , areas have been labelled showing what contains asbestos		

**Safety Briefing (4C's – Coordination, Cooperation, Communication and Control)**

1. Coordination – This site will be used by Regular and Reserve Forces Personnel, Cadet Force Adult Volunteers and Cadets for activity such as training at irregular intervals during the year, mainly on weekends. 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.
2. 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.
3. 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.
4. 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.