

Remote Induction/4C's at Unmanned Site Warminster Cadet Centre - WWWT07WARM07

ADDRESS: Woodcock Lane, Warminster, Wiltshire, BA12 9JJ W3W Location: obeyed.flashback.directive		Parking Information: Very small car park to front of buildings via main and only vehicle gate, inside secure fencing.
Site Contact: Steve DAVIES CAA Wiltshire ACF 07775 675268	RFCA Estate Team Contact: Rory Simpson Estate Manager (Somerset & Wiltshire) 07957436139	Nearest Hospital: Minor Injuries Unit Warminster Community Hospital The Avenue, Warminster, Wiltshire, BA12 8QS General A&E: Royal United Hospital Bath Combe Park, Avon BA1 3NG
Emergency Procedures 1. The location of emergency stop valves are as follows – Water: <ul style="list-style-type: none"> Cadet Centre – Stopcock, Inside the under sink cupboard in the kitchen. Emergency cut off valve. In road outside main gate to centre (W3W: widget.seaweed.mills) Gas: <ul style="list-style-type: none"> None on this site. Electricity: <ul style="list-style-type: none"> Isolation switch for the Cadet Centre, is located in the locked (see Unique Hazards 4.) Electric cupboard, turn left on entering the Main Drill Hall. Isolation switch for Range building is located in consumer unit high on RH wall in Range Foyer. 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 at Car Park outside the main gate.		Pre-visit Planning It is recommended that contractors do not visit the site un-escorted on their first visit. 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. If the contractors visit is not directly hosted by the Site Custodian the Contractor must sign in/out in the relevant 'visitors' book inside the Detachment Main Door. 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"> Asbestos Management Plan: N/A No Asbestos on this site Gas Safety Management Plan: N/A No gas on this site Site-specific hazard information (below). Location of welfare facilities: Toilets - Enter Cadet Centre via front door on the far right side of corridor. Kitchen - opposite on far left of corridor. Upon arrival and throughout the work activity operatives are to undertake and respond to their own organisation's Dynamic Risk Assessment (DRA), Hazard Spotting and Lone Working procedures.
Unique Hazards/Issues at this Site <ol style="list-style-type: none"> Woodcock Lane is a no through road but accessible to cyclist and pedestrians. There is access to vehicles as far as the Cadet Centre and a Primary School which is located opposite. There are no footpaths. Extreme care should be taken when driving on the access road to the Centre. There are no safe roof access points from within the building. Limited external parking. Care should be taken when manoeuvring in this area. Isolation switch for electric supply to the Centre and Range Building will require key access currently held by PSS or code for the key safe containing the key. The electric radiator switch to the ACF Storeroom has been isolated due to a short circuit fault following moisture in the appliance, awaiting replacement radiator has there is now a damp, moisture hazard/issue in this location. Currently no DA toilet facilities available at this centre. In poor visibility there is currently no external lighting to front of Main, Range buildings and car parking area. Installed external lighting currently u/s. Blind spot junction when turning onto main road off Woodcock Lane. 		

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

1. Coordination – This site will be used by Cadet Force Adult Volunteers and Cadets from the ACF and RAFAC for activity such as training on regular week day evenings and occasional weekends throughout the year. 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.