

Remote Induction/4C's at Unmanned Site JELLALABAD – MOUNT HOUSE - WWSO03JELL03

ADDRESS: Mt House, Mount St, Taunton TA1 3QE		Parking Information Car park spaces right hand side of building
Site Contact (job role and mobile number) Kat Ashworth Facilities Manager 07508630958	RFCA Estate Team Contact (job role and mobile number) Rory Simpson Estate Manager (Somerset & Wiltshire) 07957436139	Nearest Hospital: Musgrove Park Hospital Parkfield Drive Taunton TA1 5DA 01823 333444
Emergency Procedures <ol style="list-style-type: none"> The location of emergency stop valves are as follows - <ul style="list-style-type: none"> Water – One in the ground floor store cupboard and second one in the kitchen. Gas – In outside area next to the boiler room (sign posted) Electricity – Cupboard next to front door and cupboard next to the kitchen area. Other – N/A 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. 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 Exit entrance of the car park. 		Pre-visit Planning <p>Prior to site arrival the operatives should have reviewed all information relevant to their work on this site, such as –</p> <ol style="list-style-type: none"> Asbestos Management Plan (as this site is likely to contain asbestos). Gas Safety Management Plan (where applicable) Site-specific hazard information (below). Location of welfare facilities – Male, female and disabled toilets in ground floor straight ahead and on the left from front door entrance. Secondary female toilets upstairs. <p>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.</p>
Unique Hazards/Issues at this Site <ol style="list-style-type: none"> Steep stairs on both sides of building. Some floors have partial landing areas with steps No accessibility to upper floors for those physically impaired who are unable to climb stairs Front door opens onto live traffic parking thorough way Rear gate access is locked with no key available Fire exits on ground floor lead into dead end areas entrapping you between original building and extension (exits are on kitchen approach, boardroom approach and in the boardroom) Dogs are present in the offices, awareness required in case of emergency evacuation. Separate policy for dogs in the office is present Floor is sloped on ground floor on approach to kitchen Damp walls on ground floor offices. 		

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

1. Coordination – This site will be used by volunteers and Cadets for activity such as training on [N/A] 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.
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.