

Remote Induction/4C's at Unmanned Site Melksham ACF Detachment - WWWT15MELK01

ADDRESS: Melksham Detachment, Ruskin Avenue, Melksham, Wiltshire, SN12 7NG W3W Location: overhaul.prefer.shredding		Parking Information: Small sloped Car Park to front of building via main and only vehicle gate.
Site Contact: Steve DAVIES CAA Wiltshire ACF 07775 675268	RFCA Estate Team Contact: Rory Simpson Estate Manager (Somerset & Wiltshire) 07957436139	Nearest Hospital (A&E): Melksham Community Hospital, Spa Road, Melksham SN12 7NZ

<p>Emergency Procedures</p> <p>1. The location of emergency stop valves are as follows –</p> <p>Water:</p> <ul style="list-style-type: none"> • Stopcock – Under boiler in Male toilets • Emergency shut off valve: Path to front of property - W3W: debut.battling.spelling <p>Gas:</p> <ul style="list-style-type: none"> • None on this site <p>Electricity:</p> <ul style="list-style-type: none"> • Isolation switch, is located in the electrical metering cupboard. In front door around to the right. On right before door to Main Hall. <p>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.</p> <p>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 the Car Park.</p>	<p>Pre-visit Planning</p> <p>It is recommended that contractors do not visit the site un-escorted on their first visit.</p> <p>Contractors must contact the site custodian at least 48hrs prior to their planned visit, regardless as to whether he is required for access.</p> <p>They must also inform him when they arrive on site and when leaving if he is not on site in conjunction with their visit.</p> <p>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 Cadet Centre Main Door.</p> <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"> 1. Asbestos Management Plan: N/A No Asbestos on this site 2. Gas Safety Management Plan: N/A no Gas on this site 3. Site-specific hazard information (below). 4. Location of welfare facilities: Enter Detachment building via front door, toilets on left - kitchenette on right. <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>
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<p>Unique Hazards/Issues at this Site</p> <ol style="list-style-type: none"> 1. Melksham ACF Detachment is of an ageing wooden hut construction. Listed as a site within Wx RFCA for potential project investment or re-development. Very little funds (except for emergency) have been spent here. Unbelievably with little reported internal water damage despite the outside walls of the hut now suffering from de-lamination of its waterproof coated surface and exposing the ply-wood boarding in many areas. Reported areas of mould developing. Also some threshold door sills have rotted. 2. The Pipe Range at the rear of the property as fallen into disrepair and should not be entered. The electric supply to the range as been isolated. 3. The fencing to the rear right of the property is in ruin and offers little security. Fortunately not over exposed to the general public. But, did allow for a recent opportunist break-in. 4. The car parking here is tight and on a slope so care should be taken when manoeuvring. 5. Key access only, held by PSS. Currently no coded key safe available. 6. Entry is via metal steps into the hut, not secured to building. During dark evenings and in poor visibility there is currently no external lighting. Installed external lighting currently u/s.

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 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.