

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

### CORSHAM JOINT CADET CENTRE - WWWT46CORS01

**ADDRESS:** Portway House, Hudswell Lane, Corsham, Wiltshire, SN13 9NS  
(W3W Location: narrates.hawks.dares)

#### **Parking Information:**

Large Car Park to left side of building via Main and only vehicle gate, inside secure fencing. Individual bay car parking on Right side of building.

#### **Site Contact (job role and mobile number)**

**Steve DAVIES**  
CAA Wiltshire ACF  
07775 675268

#### **RFCA Estate Team Contact (job role and mobile number)**

**Rory Simpson**  
Estate Manager (Somerset & Wiltshire)  
07957436139

#### **Nearest Hospital:**

Chippenham Community Hospital  
Rowden Hill,  
Chippenham,  
Wiltshire N15 2AJ  
Depending on Injury be prepared to be directed to General A&E at:  
Royal United Hospital BATH  
Combe Park, Avon BA1 3NG

#### **Emergency Procedures**

- The location of emergency stop valves are as follows –  
Water:
  - Stopcock – Lower LH wall in Disabled Toilet.
  - Emergency cut off valve. Outside Right of House SV covers W3W: yield.protester.kneeled
 Gas:
  - Enter cellar boiler room at rear of Building. Turn left down short flight of stairs Shut of Value in LH corner before bottom steps turn right. W3W: aunts.seeing.removable
 Electricity:
  - Isolation switch, is located in the locked (key held by CAA) electrical metering cupboard, on the RH side at the top of the only flight of stairs, taken from the main foyer.
- 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 Car Park left hand side of the building.

#### **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.  
The grounds immediately around Portway House are patrolled by MOD Security including Guard Dogs. Contractors entering site MUST do so via the Main vehicle gate which is to remain OPEN, to act as notification to any MOD security patrol that they are on site. They will then ensure dogs are kept on leads and not allowed to exercise and patrol free.  
They must also inform him when they arrive on site and when leaving if he is not on site in conjunction with their visit.  
Area outside the footpath around Portway House is under the control of MOD Corsham.  
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 –

- Asbestos Management Plan: N/A No Asbestos on this site
- Gas Safety Management Plan: Via site QR Code
- Site-specific hazard information (below).
- Location of welfare facilities: Toilet – Enter building via front door, into Foyer around to right. Kitchen – Left from foyer into corridor 2<sup>nd</sup> door on left.

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**

- Portway House is an aging building part of the MOD Corsham estate. The sort with cast Iron gutters in need of attention. The house itself is under Wx RFCA management, but the grounds are subject to MOD Security including Patrol Dogs.
- The upper level of the house is put Out Of Bounds for Cadet and goes without use.
- The Car Parking here acts as an overflow for MOD Corsham which can be tight although this is very rare.
- Due to being a joint Cadet Centre many of the internal rooms are locked and will require key access currently held by PSS. Entry to Service & utilities (less Electrical) can be accessed via code for the key safe containing the Main Gate and Front door keys.
- The boiler room is prone to flooding during heavy rainfall due to root blocked drainage. External drainage is a bane throughout the site.
- Many utility service inspection encasements around the grounds are ill fitting and failing.
- Signs of moisture and damp on some internal walls.

**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.