

## Remote Induction/4C's at Unmanned Site Westbury Cadet Centre - WWWT08WEST01

<b>ADDRESS:</b> West End, Westbury, Wiltshire, BA13 3JG W3W Location: outlooks.spot.chairs		<b>Parking Information:</b> Small fenced car park to front of building via inset Main and only gate.
<b>Site Contact:</b>  <b>Steve DAVIES</b> CAA Wiltshire ACF 07775 675268	<b>RFCA Estate Team Contact:</b>  <b>Rory Simpson</b> Estate Manager (Somerset & Wiltshire) 07957436139	<b>Nearest Hospital:</b> Minor Injuries Unit: Westbury Community Hospital The Butts Westbury Wiltshire BA13 3EL  General A&E: Royal United Hospital Bath Combe Park, Avon BA1 3NG
<b>Emergency Procedures</b> 1. The location of emergency stop valves are as follows – Water: <ul style="list-style-type: none"> <li>Stopcock – Under sink in Kitchen.</li> <li>Shut off Valve (Tbc): Path to front of property.</li> </ul> Gas: <ul style="list-style-type: none"> <li>External meter box and valve on wall near right side of building. W3W: whizzing.trucks.quick</li> </ul> Electricity: <ul style="list-style-type: none"> <li>Isolation switch, is located in consumer unit in kitchen, high up on far end of LH wall. External meter box with mains fuse is on wall left near side of building W3W: bake.rant.skies</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 at the Car Park, front of the building.		<b>Pre-visit Planning</b> It is recommended that contractors do not visit the site unescorted 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"> <li>Asbestos Management Plan: N/A No Asbestos on this site</li> <li>Gas Safety Management Plan: Via site QR Code</li> <li>Site-specific hazard information (below).</li> <li>Location of welfare facilities: Toilet – Enter building via front door into short corridor toilets up on RH side. Kitchen – take door on left through Drill Hall standing at exit from Drill Hall to rest of build kitchen on your left.</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>  <ol style="list-style-type: none"> <li>Westbury Cadet Centre is an aging building, of a sort with cast iron guttering in need on attention and draughty single metal window frames.</li> <li>The Car Parking here is sufficient although the inset gate means manoeuvre with care. This area can become slippery when wet due to excessive moss growth.</li> <li>Due to being a joint Cadet Centre the internal Offices &amp; Storerooms are locked and if access is required will need key access, not all keys are currently held by PSS. Entry to Service &amp; utilities will only require front door access. Currently no external wall mounted coded key safe available.</li> <li>The Range is prone to flooding during heavy rains in Winter.</li> <li>No hot water facilities in kitchen, current wall mounted mini boiler u/s.</li> <li>Concerns were raised on the last Fire Risk Assessment regarding Range escape routes, Fire door mechanism and external lighting for escape routes.</li> <li>Sadly due to some low and damaged fencing the Grounds to the Left and Right of the site get seen has a dumping, fly tipping site for inscrutable locals. Care should be taken in these areas for used syringe needles.</li> </ol>		

#### **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.