

**Remote Induction/4C's at Unmanned Site**  
**MERCHANTS ACADEMY ACF - WWAVF30001**

<b>ADDRESS:</b> Merchants Academy, Gatehouse Avenue, Withywood BS13 9AJ		<b>Parking Information</b> ONSITE PARKING AVAILABLE
<b>Site Contact (job role and mobile number)</b>  CAA <b>DYLAN TREASY</b> 07722435158	<b>RFCA Estate Team Contact (job role and mobile number)</b>  Estate Manager (Bristol & Gloucestershire) <b>MARK ARMSTRONG</b> 07508 129987	<b>Nearest Hospital:</b>  BRISTOL ROYAL INFIRMARY Upper Maudlin Street Bristol BS2 8HW  TEL:- 01179230000
<b>Emergency Procedures</b> 1. The location of emergency stop valves are as follows - <ul style="list-style-type: none"> <li>Water –CADET BUILDING :- UNDER SINK IN KITCHEN</li> <li>Gas – N/A</li> <li>Electricity – MAIN BOARD IN UTILITY ROOM NEXT TO MAIN CADET BUILDING ACCESS BY MERCHANTS ACADEMY STAFF ONLY</li> <li>Other – VARIOUS FIRE ALARM POINTS AND FIRE EXT CADET BUILDING.</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 MERCHANTS ACADEMY CAR PARK 4.		<b>Pre-visit Planning</b> 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 (as this site is likely to contain asbestos).</li> <li>Gas Safety Management Plan (where applicable)</li> <li>Site-specific hazard information (below).</li> <li>Location of welfare facilities KITCHEN AREA, MALE AND FEMALE TOILETS IN CADET BUILDING</li> </ol> <p>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.</p>
<b>Unique Hazards/Issues at this Site</b>  THIS IS A SHARED ASSET WITH MERCHANTS ACADEMY. RFCA ONLY RESPONSIBLE FOR MAINTENANCE OF THE INDOOR RANGE ONLY, ALL OTHER ASSETS IN REGARDS TO MAINTENANCE AND REPAIR ARE THE RESPONSIBILITY OF MERCHANTS ACADEMY. DURING TERM TIMES THERE MAY BE STUDENTS ON SITE SO A CHAPERONE MAY BE NEEDED IN REGARDS TO SAFEGUARDING 24HRS NOTICE TO CAA REQUIRED FOR ACCESS  <ol style="list-style-type: none"> <li>Shutter doors on main entrance</li> <li>Cadet building is alarmed</li> <li>Firing range contains Lead. (Air Rifle Pellets only)</li> </ol>		

**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 WEDNESDAYS 1900-2130hrs 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.