

Remote Induction/4C's at Unmanned Site

TAVISTOCK Joint Cadet Centre - WWDV67TAVI01

ADDRESS: Joint Cadet Centre, Battery Lane, Tavistock, PL19 9BH		Parking Information Within JCC fence line
Site Contact (job role and mobile number) Scott Henshaw Site Manager Mob: 07384 252560 Skype: 01392 307003	RFCA Estate Team Contact (job role and mobile number) Mr Kelvin Walker Estates Manager (Devon & Dorset) 07508 130359	Nearest Hospital: Derriford Hospital Derriford Road Crownhill Plymouth Devon PL6 8DH Telephone: 01752 202082
Emergency Procedures 1. The location of emergency stop valves are as follows - <ul style="list-style-type: none"> Water - Disused Annex (key required) Gas - In Joint Classroom (far end) Electricity - Inside utility cupboard in ACF classroom, or external plant room (key required) 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 within the JCC car park.		Pre-visit Planning 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"> 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, toilets located on ground floor. <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"> The electrical supply cabinet is in the utility cupboard in the ACF classroom, or external plant room (key required). There are no safe roof access points from within the building. Avoid leaving tools in insecure external areas. External parking outside of hut. The range has been decommissioned, but still used for Air Rifle shooting. The 2 back gates use the same code as the main gate to open them. Electrical panel number 1 is located in the ACF classroom cupboard. Electrical panel number 2 (main) is located to the rear of the building. 		
Safety Briefing (4C's – Coordination, Cooperation, Communication and Control) <ol style="list-style-type: none"> Coordination – This site will be used by volunteers and Cadets for activity such as training on Mondays and Wednesdays, between 1800hrs and 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. 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. 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. 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. 		