

Remote Induction/4C's at Unmanned Site

CHRISTCHURCH ACF - WWDO24EWD001

ADDRESS: Christchurch Cadet Centre Portfield Rd Christchurch BH232AQ		Parking Information Car Parking normally available in front of building.
Site Contact (job role and mobile number) CAA East Mr Bob Rutherford 07387261374	RFCA Estate Team Contact (job role and mobile number) Mr Kelvin Walker Estates Manager (Devon & Dorset) 07508 130359	Nearest Hospital: Christchurch Hospital Fairmile Rd Christchurch BH232JX
Emergency Procedures 1. The location of emergency stop valves are as follows - <ul style="list-style-type: none"> Water –Behind First WC Gas – N/A Electricity – Corridor Just pass WCs' Other - 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. Car park at the front of Community Centre		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 Male and Female Toilets can be located on the left hand side immediately after entering the building. Canteen is situated on the right hand side directly opposite Female toilets. Canteen has kettle and Fridge. NO COOKING FACILITIES. All cold tap water is potable and should be safe to drink. 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 ACCESS: Parking can be difficult as the community centre can get very busy during the day Building has a high amount of asbestos especially in the roof, Contractor must thoroughly read through the Asbestos report. Access to the rear of the building can be difficult due to the amount of bracken and foliage that grows there,		

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 Monday and Thursday evenings 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.