



NCI FLEETWOOD TRAINING MANUAL

PART 17

HEALTH AND SAFETY VISITORS BRIEFING

Before starting work in or commencing a visit to the Station the following instructions and information is to be given to new Trainees and to all Visitors.

Explain

- That they must carry out the legitimate instructions of the duty Watchkeepers and comply with all written H&S or other Notices in the Station.
- That any person who has a disability that would make them vulnerable if they attempted to climb the stairs should decline to enter the Station.
- They must behave at all times in a manner that does not place themselves or anyone else in danger.

Point out

- The Fire Escape Plan
- That the fire exit is by the staircase and primary entry
- That they ensure that anyone in the Tower is aware of the danger
- That the assembly point is on the promenade 30 yards up wind of the Station
- That once out of the Station they are not to re-enter
- That the overriding principles are Save Life and Raise the Alarm
- The location of the fire extinguishers but only fight the fire if safe to do so
- That they are to contact the Emergency Services, before exiting if safe to do so, by using the Station phone, the Lone Worker (DORO) phone, their personal mobile, or once out, the emergency phone located at the front of the adjacent store/WC building.
Take the Station phone and a portable radio if possible



National Coastwatch Fleetwood

EYES ALONG THE COAST



General H&S requirements

- The Tower is a No Smoking area
- Watchkeepers may only fight the fire with the available fire extinguishers if they are able to do so at no risk to themselves or others.
- There is to be no use of any electrical or other equipment unless supervised until completion of training and then only in accordance with the Watchkeeper Reference Cards (WRC)
- There shall be no attempt to repair or dismantle any electrical equipment save under the supervision of nth Operations Manager
- Users of the Binoculars and Monoculars are not to look directly into the sun and when using the Binoculars the strap must either be around the neck or wrist
- Trainees are to note the instructions for the Emergency Phone
- No item which is likely to fall out is to be placed on the window sill and all liquids, hot or cold, must only be placed on the draining board and associated rear shelf
- The location of the First Aid Kit is to be noted as well as the circumstances under which it may be used, either for a Watchkeeper or a member of the public, and the necessity to complete the Accident Report book