SITE survey. APP

SITE SURVEY REPORT

Work at Height Rescue Plan Record

Prepared for	Severn Leisure Trust
Date	24 Sep 2026
Site	Riverside Leisure Centre, Shrewsbury
Prepared by	T. Hargreaves

FORM

Work at Height Rescue Plan Record

1. Record details and scope

Project	Riverside Leisure Centre, Shrewsbury: roof plant rescue plan (completed example)
Site or premises address	Riverside Leisure Centre, Frankwell Quay, Shrewsbury
Client or organisation	Severn Leisure Trust
Record date	24 Sep 2026
Person completing the record	T. Hargreaves

This records a site-specific plan for competent review. It is not a rescue technique manual, training qualification or permission to improvise rope or lifting systems.

2. Work and scenarios

Work location, height and access system	Main hall roof, about 11 m to the eaves. Access by mobile elevating work platform to replace roof plant fan motors.
Work risk assessment and approved method reference	RA-RLC-044 and method statement MS-RLC-044 rev 2
Credible rescue scenarios and access constraints	1. Operator in the platform basket unwell or platform fails at height. 2. Person on the roof in a fall restraint harness becomes unable to return to the hatch. Access constraint: car park lane under the platform must be closed.
Competent plan author and rescue lead	T. Hargreaves, contracts supervisor. Rescue lead on site: G. Faulkner

3. Response arrangements

Scenario response 1: S1

Scenario ID	S1
Approved rescue method reference	Ground control lowering of the platform as per the manufacturer's manual, MS-RLC-044 section 6
Trained responders and availability	G. Faulkner and one other trained ground person, both on site for the whole job
Equipment, inspection and anchor verification references	Platform thorough examination LOLER-MEWP-3381, daily check sheet, keys for ground controls held by G. Faulkner

Access, exclusion and casualty transfer arrangements	Car park lane coned off and closed for the job. Casualty lowered to ground level and moved to the first aid room in the centre.

Scenario response 2: S2

Scenario ID	S2
Approved rescue method reference	Recovery to the roof hatch using the restraint line, MS-RLC-044 section 7
Trained responders and availability	Two roof operatives working in pairs, both trained in the method
Equipment, inspection and anchor verification references	Harness and lanyard inspection records HL-2209, anchor test certificate reference RLC-ANC-0711
Access, exclusion and casualty transfer arrangements	Roof hatch kept clear. Duty manager holds the key to the plant room route down.

4. Readiness

Alarm, communications and emergency-service coordination	Radio to the ground person, duty manager on the centre phone, 999 if anyone needs to be lowered injured
First-aid and receiving arrangements	Centre first aid room and two first aiders on duty in the leisure centre during the job
Rehearsal or validation evidence and limitations	Ground lowering practised on 2026-09-24 with the platform at 4 m. Roof hatch recovery talked through only, not practised at height.
Readiness decision	Ready under approved plan

5. Briefing

Briefed team and date	Briefed to G. Faulkner, two roof operatives and the duty manager on 2026-09-24
Weather, personnel or equipment changes requiring review	Wind above the platform's stated limit, rain on the roof, a change of crew, or a different platform being delivered.
Authorised review and approval reference	Approved by contracts manager, record RLC-APP-044

6. Actions and review

Are further actions required?	Yes

Further action 1: Practise roof hatch recovery at ground level before roof work starts.

Action and evidence reference	Practise roof hatch recovery at ground level before roof work starts.
Person responsible	G. Faulkner
Target date	29 Sep 2026

Action status	Completed
Completion evidence	Practised at ground level on 2026-09-28, recorded on RLC-DRL-02.

Further action 2: Confirm the car park lane closure with the centre manager for each work day.

Action and evidence reference	Confirm the car park lane closure with the centre manager for each work day.
Person responsible	T. Hargreaves
Target date	5 Oct 2026
Action status	In progress
Outstanding limitations and information to pass on	Rehearsal of the roof scenario was at ground level, not at height. Check again if the crew changes.
Record status	Ready for review
Reviewed by	S. Bhatt, contracts manager
Review date	25 Sep 2026
Author signature	

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.