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Site Manager's Daily Safe Start

| | | | | | | | |
|------------------|------------------|----------------------|--------------|--------------------|----------|---|------------|
| Contract: | Sebastian Street | Site Manager: | K.Kulsinskas | Date (w/c): | 28-10-19 | Method statement (s) (Title, Rev No. & Rev date) | 001 |
|------------------|------------------|----------------------|--------------|--------------------|----------|---|------------|

| Location and description of works: Fitting door frame L-4,5&6 |
|---|
|---|

Site Manager's Daily Sign Off

| | Date | Name | Signature | Hot Topics of the Day (the main points you discussed) |
|-----------|----------|-------------|---|--|
| Monday | 28-10-19 | K.Kulsinkas |  | SAFE LOADING |
| Tuesday | 29-10-19 | K.Kulsinkas |  | PERSONAL SAFETY |
| Wednesday | 30-10-19 | K.Kulsinkas |  | SAFE USE OF HOPIPS |
| Thursday | 31-10-19 | K.Kulsinkas |  | PERSONAL HYGIENE |
| Friday | 01-11-19 | K.Kulsinkas |  | FOXES |
| Saturday | | | | |
| Sunday | | | | |

Operatives Daily Sign Off

[illegible]

NOTE IF YOU HAVE MORE THAN 10 OPERATIVES ON SITE, PLEASE USE THE CONTINUATION SHEET

| Before starting work, STOP, THINK and CHECK If the answer to any question below is NO, do not start work until the issues are resolved | Yes | No | N/A |
|--|-----|----|-----|
| 1. Method statements, risk assessments and permits | | | |
| Have you read and understood the method statement and risk assessment for the task? | ✓ | | |
| Is everyone on your team briefed on the method statement for the task? | ✓ | | |
| Have you carried out your weekly toolbox talk? Please give title of toolbox talk: | ✓ | | |
| Do you have COSHH Assessments and Safety Data Sheets in place for all hazardous substances that will be used? | ✓ | | |
| Have you carried out Manual Handling Assessments and planned for any deliveries / extraordinary activities? | ✓ | | |
| 2. Place of work | | | |
| Are you satisfied that your team has a safe place to work? | ✓ | | |
| Have you checked access equipment has been inspected as required and certification issued? E.g. Podium steps, scaffold towers | | | ✓ |
| Are other contractors working adjacent to you aware of what you are doing today? Are you aware of what they will be doing? | ✓ | | |
| Are third parties and members of the public securely protected from falling materials? | | | ✓ |
| Does your team know the safe access and egress routes to their places of work? | ✓ | | |
| 3. Task specific | | | |
| Are all necessary tools and equipment on site to carry out your work in a safe / efficient manner? | ✓ | | |
| Are you confident there are no health and safety risks in your work task(s)? | ✓ | | |
| Are you certain that the operatives you are putting to work are competent for their assigned tasks? | ✓ | | |
| Are the team equipped with the correct PPE to carry out the task? | ✓ | | |
| 4. Variations | | | |
| Have the team members changed? (If yes revise) | | ✓ | |
| Has the task or working environment changed significantly to require a risk assessment and method statement (If yes, work to stop and new method statement to be produced) | | ✓ | |
| Remember, as the supervisor YOU are responsible for the safety of YOUR team | | | |



RAPHA

CONTRACTING

METHOD STATEMENT INDUCTION

ATTENDANCE SHEET TO BE COMPLETED FOR ALL METHOD STATEMENT TALKS
(METHOD STATEMENTS ISSUED TO ALL PRESENT)

| | | | |
|-----------|------------------|---------|-----|
| CONTRACT: | Sebastian Street | MS REF: | 001 |
|-----------|------------------|---------|-----|

| | NAME (PRINT) | DATE ATTENDED | SIGNATURE | COMMENTS |
|----|---------------|---------------|-----------|--|
| 1 | K.KULSINSKAS | 9-9-19 | | I confirm that I have read and understood the Risk Assessment and Method Statement |
| 2 | C. NEALE | 17/9/19 | | I confirm that I have read and understood the Risk Assessment and Method Statement |
| 3 | Joseph Smith | 30/09/19 | J. Smith | I confirm that I have read and understood the Risk Assessment and Method Statement |
| 4 | Aminesh Patel | 30/09/19 | A. Patel | I confirm that I have read and understood the Risk Assessment and Method Statement |
| 5 | H. MATHILAL | 30/09/19 | | I confirm that I have read and understood the Risk Assessment and Method Statement |
| 6 | | | | I confirm that I have read and understood the Risk Assessment and Method Statement |
| 7 | | | | I confirm that I have read and understood the Risk Assessment and Method Statement |
| 8 | | | | I confirm that I have read and understood the Risk Assessment and Method Statement |
| 9 | | | | I confirm that I have read and understood the Risk Assessment and Method Statement |
| 10 | | | | I confirm that I have read and understood the Risk Assessment and Method Statement |

Signed:

Position: SUPERVISOR

Print Name: K.KULSINSKAS

Date: 09/09/19

WHEN COMPLETED RETURN THIS FORM TO THE RCL SAFETY OFFICER

Note on this side any points that have arisen which you may think should be brought to the attention of RCL and complete the attendance list above (add an extra sheet if necessary)

| | | | | | | |
|---------------------|------------|-------------|-----|---------------------|------------|-------------|
| DOCUMENT REFERENCE: | SIT-FM-004 | VERSION NO: | 1.1 | CREATION DATE: | 07/02/2013 | Page 1 of 1 |
| DOCUMENT OWNER: | DAS | | | LAST REVISION DATE: | 01/03/2018 | |



RAPHAEL

CONTRACTING LTD

PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: SEBASTIAN STREET

| OPERATIVE NAME | HARD HAT | SAFETY GLASSES | HI-VIS VEST | GLOVES | EAR DEFENDER S/ PLUGS | DUST MASK FFP3 | REASON FOR ISSUE / REISSUE | | | | SIGNATURE | DATE |
|----------------|-------------|-------------------|----------------|--------|--------------------------------|----------------------|-------------------------------|------|---------|------------------|-----------|----------|
| | | | | | | | New | Lost | Damaged | Wear and Tear | | |
| C. NEON | | | ✓ | | | ✓ | | | | | | 17-9-19 |
| K. KULSINSKAS | | | ✓ | ✓ | | ✓ | | | | | | 17-9-19 |
| Aminesh Patel | | | | | | ✓ | ✓ | | | | | 30/9/19 |
| H. MANIVEL | ✓ | ✓ | | ✓ | | ✓ | ✓ | | | | | 30/9/19 |
| Joseph Smith | | ✓ | | ✓ | | ✓ | ✓ | | | | | 30/9/19 |
| K. KULSINSKAS | | | | ✓ | | | | | | ✓ | | 17/10/19 |
| K. OMALEY | ✓ | | ✓ | ✓ | | | ✓ | | | | | 25/10/19 |
| D. FENNESSY | | | | ✓ | | | | | | | D. H | 30/10/19 |
| | | | | | | | | | | | | |
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TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

| | |
|--------------------------------|-----------------------|
| Title: HAZARDOUS WASTE | Date: 30-10-19 |
| Location: SEBASTIAN STREET | Start Time: 730 |
| Duration (Minutes) 30 | End Time: 800 |
| Presenters name: K. KULSINSKAS | Presenters Signature: |

| | Candidate's Name | Name of Employer | Candidate's Signature |
|----|------------------|------------------|--|
| 1 | Joseph Smith | RCL | I confirm that I have understood the Tool Box Talk |
| 2 | Ko'Malley. | RCL | I confirm that I have understood the Tool Box Talk |
| 3 | H. MANILAL | RCL | I confirm that I have understood the Tool Box Talk |
| 4 | D. Hennessy | RCL | I confirm that I have understood the Tool Box Talk |
| 5 | A. PATEL | RCL | I confirm that I have understood the Tool Box Talk |
| 6 | | | I confirm that I have understood the Tool Box Talk |
| 7 | | | I confirm that I have understood the Tool Box Talk |
| 8 | | | I confirm that I have understood the Tool Box Talk |
| | | | I confirm that I have understood the Tool Box Talk |
| 10 | | | I confirm that I have understood the Tool Box Talk |
| 11 | | | I confirm that I have understood the Tool Box Talk |
| 12 | | | I confirm that I have understood the Tool Box Talk |
| 13 | | | I confirm that I have understood the Tool Box Talk |
| 14 | | | I confirm that I have understood the Tool Box Talk |
| 15 | | | I confirm that I have understood the Tool Box Talk |

Grant Claim information

Note: Claims can only be made for your employees or labour-only sub-contractors

| No. Attended | Duration | Total Time | Employer Reference |
|--------------|----------|------------|--------------------|
| | | | 2453745 |

| | | | | | | |
|---------------------|------------|-------------|-----|---------------------|------------|-------------|
| DOCUMENT REFERENCE: | SIT-FM-007 | VERSION NO: | 1.1 | CREATION DATE: | 07/02/2013 | Page 1 of 1 |
| DOCUMENT OWNER: | DAS | | | LAST REVISION DATE: | 01/03/2018 | |



Toolbox Talk No. 81 HAZARDOUS WASTE

WHAT IS IT?

- Hazardous waste is essentially waste that contains hazardous properties that may render it harmful to human health or the Environment.
- All Raphael sites produce hazardous waste, the majority in small quantities
- Hazardous waste can come in many forms whether it is: explosive, harmful, corrosive, flammable or toxic. They are all dangerous, and if not managed properly, can cause serious harm to the environment or to human health.
- The introduction of the Hazardous Waste Regulations in 2005 expanded the definitions of hazardous waste.
- Typical potentially hazardous wastes found on sites include: fluorescent tubes, paints, resins, oils, aerosols, mastics.

WHY?

- Avoid Prosecution: It is illegal to mix hazardous and non-hazardous waste to landfill. The penalty is a fine of up to £50,000 and up to 5 years in prison. Managers have a duty to ensure that workplace hazardous wastes are correctly identified at each stage of production and appropriate measures are taken to protect the health of employees and contractors who transport or dispose of these wastes.
- Avoid environmental harm: Incorrect disposal could cause water pollution and damage habitats. For example one fluorescent tube contains enough mercury to pollute 30,000 litres of water beyond safe drinking levels.
- Reduce costs: The number of hazardous waste disposal sites is reducing all the time, thus increasing disposal costs. Sites will have to be more proactive in the way they manage their hazardous waste. New practical methods will need to be found to eliminate, reduce or re-use potentially hazardous wastes.

DO

- ✓ Check the container to see if it displays one of the Hazardous warning signs below.



- ✓ Use all of the material to eliminate waste.
- ✓ Use correct PPE when handling hazardous substances
- ✓ Ensure subcontractors remove their own hazardous waste correctly.
- ✓ Place any Hazardous Waste / containers with residue in a Chemstore or other secure receptacle.
- ✓ Label the Hazardous Waste receptacle with the correct hazardous signage.
- ✓ Hazardous waste can be minimised by rendering it non-hazardous:
 - Use up all paint and allow tin to dry out
 - Use up all mastic and allow tubes to cure
 - Let plaster dry out before disposal
- ✓ Ensure only trained individuals handle hazardous waste
- ✓ Return fluorescent tubes to the appropriate Electrical Contractor for recycling.
- ✓ Return empty oil drums to your supplier
- ✓ Employ licensed companies to remove any hazardous waste
- ✓ Hazardous materials cannot be removed without a consignment note.
- ✓ Check also the safety data sheet to see if the material is hazardous.

| | | | | | | |
|---------------------|---------------|-------------|---|---------------------|------------|-----------------|
| DOCUMENT REFERENCE: | TOOLBOX TALKS | VERSION NO: | 8 | CREATION DATE: | 11/08/2010 | Page 121 of 141 |
| DOCUMENT OWNER: | MOB | | | LAST REVISION DATE: | 10/05/2018 | |



SITE: PLUMSTEAD LIBRARY

[illegible]



TRAINING AND DEVELOPMENT PLAN
SHORT TRAINING SESSION ATTENDANCE SHEET

| | |
|---------------------------------------|--------------------------|
| Title: <u>Green Purchasing</u> | Date: <u>01.11.19</u> |
| Location: <u>PLUMSTEAD LIBRARY</u> | Start Time: <u>14:30</u> |
| Duration (Minutes) <u>30min</u> | End Time: <u>15:00</u> |
| Presenters name: <u>A. Kulsinskas</u> | Presenters Signature: |

| | Candidate's Name | Name of Employer | Candidate's Signature |
|----|--------------------|------------------|--|
| 1 | <u>A. LIDZIUS</u> | <u>RCL</u> | I confirm that I have understood the Tool Box Talk |
| 2 | <u>R. RAMA.</u> | <u>RCL.</u> | I confirm that I have understood the Tool Box Talk |
| 3 | <u>D. RASCIDAL</u> | <u>R.C.L</u> | I confirm that I have understood the Tool Box Talk |
| 4 | <u>H. GORASIA</u> | <u>R.C.L</u> | I confirm that I have understood the Tool Box Talk |
| 5 | <u>N. R. PATIL</u> | <u>R. CL</u> | I confirm that I have understood the Tool Box Talk |
| 6 | | | I confirm that I have understood the Tool Box Talk |
| 7 | | | I confirm that I have understood the Tool Box Talk |
| 8 | | | I confirm that I have understood the Tool Box Talk |
| 9 | | | I confirm that I have understood the Tool Box Talk |
| 10 | | | I confirm that I have understood the Tool Box Talk |
| 11 | | | I confirm that I have understood the Tool Box Talk |
| 12 | | | I confirm that I have understood the Tool Box Talk |
| 13 | | | I confirm that I have understood the Tool Box Talk |
| 14 | | | I confirm that I have understood the Tool Box Talk |
| 15 | | | I confirm that I have understood the Tool Box Talk |

Grant Claim information

Note: Claims can only be made for your employees or labour-only sub-contractors

| | | | |
|--------------------------|---------------------------|---------------------------------|--------------------------------------|
| No. Attended <u>5</u> | Duration <u>30min.</u> | Total Time <u>2.5 hours.</u> | Employer Reference <u>2453745</u> |
|--------------------------|---------------------------|---------------------------------|--------------------------------------|

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| DOCUMENT REFERENCE: DOCUMENT OWNER: | SIT-FM-007 DAS | VERSION NO: 1.1 | CREATION DATE: LAST REVISION DATE: | 07/02/2013 01/03/2018 | Page 1 of 1 |
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RAPHAEL

CONTRACTING

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

| | |
|-----------------------------------|-----------------------|
| Title: SECURITY ON SITE (RCL 048) | Date: 31/10/2019 |
| Location: ST PAULS SCHOOL Phase 2 | Start Time: 11:00 |
| Duration (Minutes) 30 mins | End Time: 11:30 |
| Presenters name: Jason. Wray | Presenters Signature: |

| Candidate's Name | Name of Candidate's Employer | Candidate's Signature |
|------------------|------------------------------|-----------------------|
| S. HIRANI | RAPHAEL CONTRACTING LTD | |
| M. DANDY | RAPHAEL CONTRACTING LTD | |
| J. DYSON | RAPHAEL CONTRACTING LTD | |
| P. O'DONOVAN | RAPHAEL CONTRACTING LTD | |
| S. SIMONOVIC | RAPHAEL CONTRACTING LTD | |
| I. SAHOTA | RAPHAEL CONTRACTING LTD | |
| R. CANCRAI | RAPHAEL CONTRACTING LTD | |
| J. KEARNS | RAPHAEL CONTRACTING LTD | |

Grant Claim information

Note: Claims can only be made for your employees or labour-only sub-contractors

| | | | |
|--------------------|---------------------|-----------------------|-------------------------------|
| No. Attended 08 | Duration 30 mins | Total Time 4 Hours | Employer Reference 2453745 |
|--------------------|---------------------|-----------------------|-------------------------------|

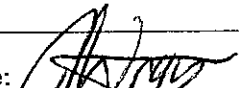
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| DOCUMENT REFERENCE: DOCUMENT OWNER: | SIT-FM-007 DAS | VERSION NO: 1.0 | CREATION DATE: LAST REVISION DATE: NEXT REVIEW DATE: | 07/02/2013 N/A 07/02/2014 | Page 1 of 1 |
|--|-------------------|--------------------|--|---------------------------------|-------------|

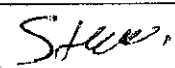
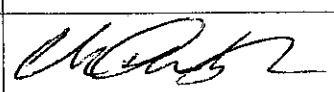
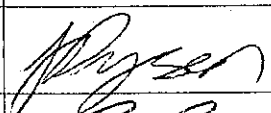
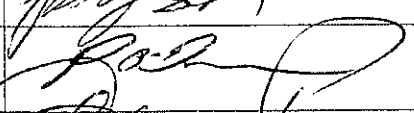
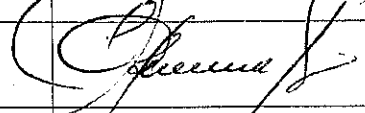
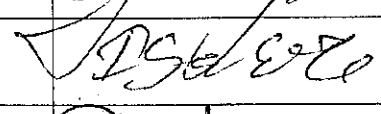
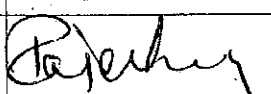


RAPHA

CONTRACTING

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

| | |
|-----------------------------------|---|
| Title: ETHICAL TRADING (RCL 075) | Date: 01/11/2019 |
| Location: ST PAULS SCHOOL Phase 2 | Start Time: 09:00 |
| Duration (Minutes) 30 mins | End Time: 09:30 |
| Presenters name: Jason. Wray | Presenters Signature:  |

| Candidate's Name | Name of Candidate's Employer | Candidate's Signature |
|------------------|------------------------------|---|
| S. HIRANI | RAPHAEL CONTRACTING LTD |  |
| M. DANDY | RAPHAEL CONTRACTING LTD |  |
| J. DYSON | RAPHAEL CONTRACTING LTD |  |
| P. O'DONOVAN | RAPHAEL CONTRACTING LTD |  |
| S. SIMONOVIC | RAPHAEL CONTRACTING LTD |  |
| I. SAHOTA | RAPHAEL CONTRACTING LTD |  |
| R. CANCRAI | RAPHAEL CONTRACTING LTD |  |

Grant Claim information

Note: Claims can only be made for your employees or labour-only sub-contractors

| No. Attended | Duration | Total Time | Employer Reference |
|--------------|----------|-------------|--------------------|
| 07 | 30 mins | 3 1/2 Hours | 2453745 |

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| DOCUMENT REFERENCE: DOCUMENT OWNER: | SIT-FM-007 DAS | VERSION NO: | 1.0 | CREATION DATE: LAST REVISION DATE: NEXT REVIEW DATE: | 07/02/2013 N/A 07/02/2014 | Page 1 of 1 |
|--|-------------------|-------------|-----|--|---------------------------------|-------------|



RAPHA
RAID ACTING

PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: St Pauls School Phase 2

| OPERATIVE NAME | HARD HAT | SAFETY GLASSES | HI-VIZ VEST | GLOVES | EAR DEFENDERS / PLUGS | DUST MASK FFP3 | REASON FOR ISSUE / REISSUE | | | | SIGNATURE | DATE |
|----------------|----------|----------------|-------------|--------|-----------------------|----------------|----------------------------|------|---------|---------------|-----------|----------|
| | | | | | | | New | Lost | Damaged | Wear and Tear | | |
| H. GODDASIA | | | | ✓ | | | | | | ✓ | | 11/10/19 |
| J. GOODMAN | | ✓ | | ✓ | | | ✓ | | | | | 14/10/19 |
| J. KEARNS | | | | ✓ | | | | | | ✓ | | 16/10/19 |
| M. OGDON | | | ✓ | ✓ | | | ✓ | | | ✓ | | 16/10/19 |
| K. O'Malley | | | | ✓ | | | | | | ✓ | | 28/10/19 |
| P. O'Donovan | | | | ✓ | | | | | | | | 28/10/19 |
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PAGE 4

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| DOCUMENT REFERENCE: DOCUMENT OWNER: | SIT-FM-008 DAS | VERSION NO: 1.1 | CREATION DATE: LAST REVISION DATE: | 07/02/2013 04/02/2016 | Page 1 of 1 |
|--|-------------------|--------------------|---------------------------------------|--------------------------|-------------|