



SITE SAFETY INSPECTION

Project: 55-93 knightsbridge	Overall assessment of site: V.Good <input checked="" type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/>	Number of pages: 2
Inspection undertaken by: G.Buck	Date of Inspection: 10-09-2020	Signature of Raphael Manager:

Key	Satisfactory	✓	Unsatisfactory	X	Not applicable	N/A	Not Inspected	N/I	*See comments*
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Ref	Inspected Item	Rating	Status	Ref	Inspected Item	Rating	Status
	Offices & Welfare	8			Site Specific	7	
1.	Canteen / drinking water		YES	34.	Excavations, shafts and tunnels		N/A
2.	Washing & toilets		YES	35.	Raised flooring / tiles		N/A
3.	Changing / drying room		YES	36.	General edge protection		N/A
4.	Fire prevention		YES	37.	Scaffolding		N/A
5.	First aiders		YES	38.	Ladders and steps		N/A
6.	Statutory signs & notices		YES	39.	Cranes, hoists & lifting equipment		N/A
7.	Office tidiness		YES	40.	Services riser signage and control		N/A
	Monitoring & Control	8		41.	Sample of power tools		YES
8.	Health & Safety policy		YES	42.	Cable management		YES
9.	Trades supervision at work		YES	43.	Temporary electrical supplies		YES
10.	Statutory registers		N/A	44.	Mobile towers & podium steps		N/A
11.	Accident Book / procedures		YES	45.	Confined spaces		N/A
12.	Induction training		YES	46.	Construction phase (part 2) H&S Plan		N/A
13.	PAT Test Evidence		YES	47.	Abrasive wheels		N/A
14.	Sample training certificates		YES	48.	COSHH & hazardous substances		YES
15.	Sample of COSHH Assessments		YES	49.	Asbestos management		N/A
16.	Sample of Risk Assessments		YES		Environmental Issues	7	
17.	Sample of Method Statements		YES	50.	Sample of waste transfer notes		N/A
18.	CSCS compliant		YES	51.	Noise		N/A
	Material Storage	7		52.	Dust suppression / extraction		YES
19.	General materials		YES	53.	Waste segregation and management		N/A
20.	Flammable liquids, LPG, other gases		N/A	54.	Water pollution prevention		N/A
21.	Roof / exposed floors		N/A	55.	Traffic management		N/A
	Site General	8		56.	Contaminated land		N/A
22.	Site access & egress		YES	57.	Spill kits on site		N/A
23.	Site security & demarcation		YES	58.	Oils & chemicals stored in bonded areas away from drains		N/A
24.	Pedestrian routes & roadways		N/A				
25.	Tidiness & house keeping		YES	59.	General assessment of site Health & Safety	8	
26.	Trip hazards / holes in floor		NO				
27.	Overhead power cables		N/A		Health & Safety Meetings	6	
28.	Lighting		YES	60.	Last month held	N/A	
29.	Public safety		YES	61.	Date of next meeting		
30.	Site perimeter / hoarding clear and safe		YES	62.	Total rating of site	8	
31.	Underground services		N/A				
32.	Fire safety / signage		YES		Other - specify 'comments' - See attached pages		
33.	Personal protection equipment		YES				

Items marked as unsatisfactory or requiring attention must be actioned ASAP. Please ensure all items are "signed off" when actioned.

Rating Scheme: 0-4 Unacceptable 5 Poor 6 Requires Improvement 7 Average 8 Good 9 Very Good 10 Excellent							
DOCUMENT REFERENCE:	SIT-FM-006	VERSION NO:	1.0	CREATION DATE:	07/02/2013	Page 1 of 3	
DOCUMENT OWNER:	DAS			LAST REVISION DATE:	N/A		
				NEXT REVIEW DATE:	07/02/2014		

Introduction and General Comments

COVID 19 -Temperature checks not being carried out by SRM before staff enter site
More hand sanitizer could be place around site entrances , exit from subcontractors offices

Unsatisfactory Items

Activity in progress: Ceiling works

Hazard details:
Installation of metal and boarding / plastering works area to be barriered off
Commissioning works through ceiling grids

Exact location: Level 1 & 2 office space

Risks identified: Falling debris

Controls required:
Barriers to be in place highlighting work area

Actioned By:

Signed when actioned:

DOCUMENT REFERENCE:
DOCUMENT OWNER:

SIT-FM-006
DAS

VERSION NO:

1.0

CREATION DATE:
LAST REVISION DATE:
NEXT REVIEW DATE:

07/02/2013
N/A
07/02/2014

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Unsatisfactory Items	
Activity in progress:	
Hazard details:	
Exact location:	
Risks identified:	
Controls required:	
Action by:	Signed when actioned:

Unsatisfactory Items	
Activity in progress:	
Hazard details:	
Exact location:	
Risks identified:	
Controls required:	
Action By:	Signed when actioned:



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <i>Wood Working Machine</i>	Date: <i>08-09-20</i>
Location: KNIGHTSBRIDGE	Start Time: <i>10.30</i>
Duration (Minutes) <i>15 mins.</i>	End Time: <i>10.45</i>
Presenters name: <i>G. Bruce</i>	Presenters Signature: <i>[Signature]</i>

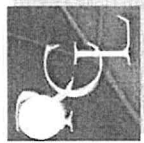
	Candidate's Name	Name of Employer	Candidate's Signature
1	<i>K O'Malley</i>	<i>RCL</i>	<i>[Signature]</i> I confirm that I have understood the Tool Box Talk
3			I confirm that I have understood the Tool Box Talk
4			I confirm that I have understood the Tool Box Talk
5			I confirm that I have understood 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
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
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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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PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: HILTON HOTEL, WOKING

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		
M. KOWALSKI				✓		✓				✓	<i>Stowall</i>	25.06.20
K. KOWALSKI				✓		✓				✓	<i>Kun</i>	25.06.20
J. WRAY	(FULL FACE SHIELD FOR HARD HAT)						✓				<i>[Signature]</i>	09/07/20
I. MAYOVSKY			✓			✓	✓				<i>[Signature]</i>	20/07/2020
I. MAYOVSKY				✓			✓				<i>[Signature]</i>	04/08/2020



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: RCL 39 – SITE HOUSEKEEPING & WASTE DISPOSAL	Date: 08/09/2020
Location: Hilton Hotel, Victoria Square, Woking	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenters name: Jason Wray	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
K. KOWALSKI	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
M. KOWALSKI	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk

Grant Claim information

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

No. Attended 2	Duration 30 mins	Total Time 1 hour	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
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Toolbox Talk No. 39 SITE HOUSEKEEPING AND WASTE DISPOSAL

WHAT IS HOUSEKEEPING AT WORK?

It's taking care of your work area. We are responsible for maintaining a clean and healthy workplace. It's your responsibility to help keep it that way.

Housekeeping is an important part of any job. Housekeeping means more than neatness – it includes keeping everything you need for your job close at hand and in good condition.

Good housekeeping calls for constant care – it's something that everyone can and should practice.

GOOD HOUSEKEEPING CAN PROVIDE BENEFITS:


- ✓ *Safer:* Minimises carelessness and clutter and common causes of accidental injuries and fires.
- ✓ *Easier:* You'll spend less time looking for things in a more comfortable working environment.
- ✓ Clean up after work and remove rubbish to the skip provided.
- ✓ Material left lying around is a tripping hazard and could cut off someone's escape route during a fire.
- ✓ De-nail all timber – this is a major accident hazard.
- ✓ Put tools and equipment in the store provided – otherwise you can bet they won't be there when you return.
- ✓ Stack materials securely as they arrive on site and protect them as necessary.
- ✓ Keep walkways and scaffolds clear of material and rubbish.
- ✓ Ensure all lightweight materials are secured during windy weather.
- ✓ If you notice rubbish piling up which you cannot remove, bring this to the attention of the site supervisor who will arrange to have it removed.

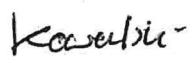


DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	8	CREATION DATE:	11/08/2010	Page 56 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	10/05/2018	



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: SRM & NG BAILEY – INTRODUCING 230/415 VOLT ELECTRICITY ON SITE	Date: 10/09/2020
Location: Hilton Hotel, Victoria Square, Woking	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenters name: Jason Wray	Presenters Signature: 

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
K. KOWALSKI	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
M. KOWALSKI	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
J. GODMAN	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk

Grant Claim information

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

No. Attended 3	Duration 30 mins	Total Time 1 ½ 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
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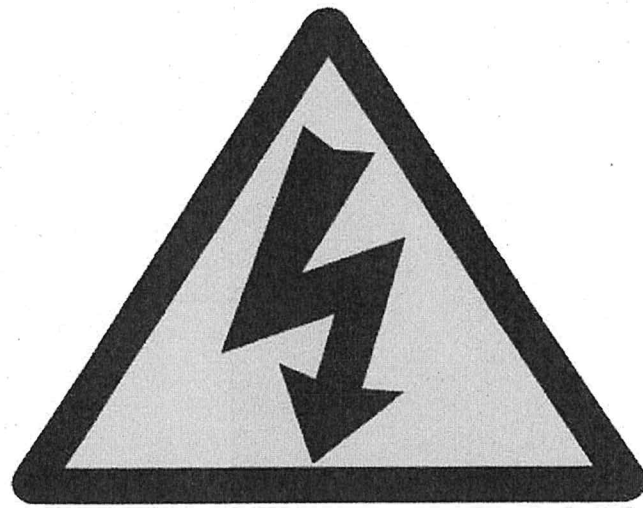


NG Bailey


Hilton Hotel Woking

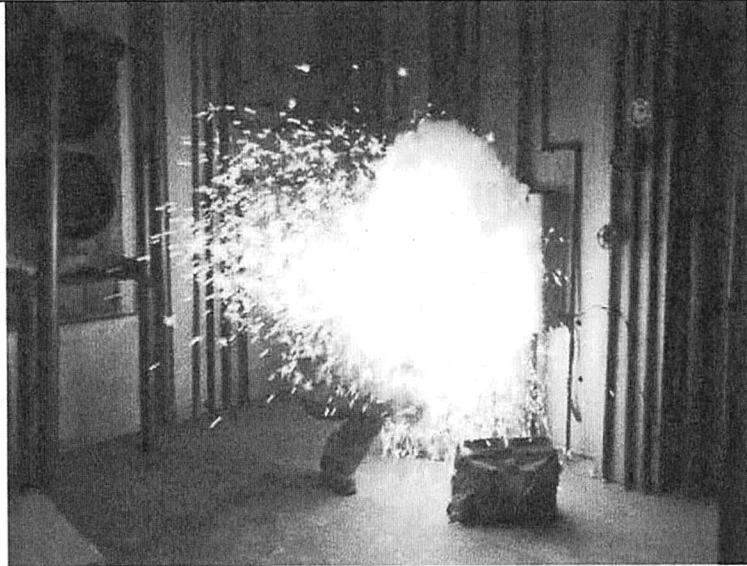
Tool Box Talk:

**Introducing 230/415 Volt
Electricity to Site**



Danger
415 volts

1	Date of Energisation	<i>Provisionally July 2020</i>
2	<p>The dangers of interfering with live equipment.</p> <ol style="list-style-type: none"> 1. Death to yourself or others. 2. Shock. 3. Burns. 4. Falls from loss of muscle control. 5. Fire. 	<p>Electricity can kill or severely injure people and cause damage to property from the effects of fires and explosions. Every year accidents at work involving electric shock or burns are reported to the Health and Safety Executive (HSE). Electric shocks do not always cause lasting injury but in certain circumstances can result in death.</p> <p>The sudden muscular contraction during the shock can result in injuries from, for example, falling. Electric current flowing through the body can cause deep burns.</p>  <p>Electrical arcing (sometimes called a 'flashover' or 'arc flash'), perhaps as a result of a short circuit caused by unsafe working practices, can generate intense heat leading to deep-seated and slow-healing burns, even if it persists for a short time.</p>



Most electrical accidents occur because people are working on or near equipment and exhibit;

- Poor communication; equipment thought to be dead is actually live.
- Poor planning and organisation; equipment is known to be live but those involved do not have adequate training or appropriate equipment to prevent injury, or they have not taken adequate precautions.
- Poor co-operation; vandalism causing safety precautions to break down leading to injury by negligence. Disregard for the safety procedures put in place.

3	Aim of Electrical Safe System of Work	The fundamental aim of the permit system is to ensure that everyone on site is afforded a safe working environment and goes home safe, healthy and fit.
4	Request for power procedures	We request at least 48 Hour notice and you must fill in a "Request for Power" Permit. These must be given to the NGB Electrical Appointed Person (AP) before 9 a.m. as he will only issue permits up until that time every day.
5	Secure areas, which will require permits	LV Switchroom and Electrical Risers. This is not exhaustive and may change during course of construction. Adequate information will be displayed/distributed.
6	Procedures for obtaining permits.	<p>Permits to be requested up until 2pm daily for next day works which can be left in the drop in box outside the permit office on level 3, NGB will then process each permit in the afternoon and it will be ready for collection the next morning between 8:00 and 9:00 for issue. All permits and keys must be returned by 4.15 p.m. every day. This is to allow the AP sufficient time to check the areas have been left in a safe state. All trades will need to bring with the their Daily task briefing detailing their works in order to obtain a permit.</p> <p>Please leave permit requests in no later than 2PM on the day before you need the permit.</p>
7	Who and What	<p>All trades/contractors within the Hilton Hotel Woking project will be subject to the conditions implemented within the NG Bailey Electrical Safe System of Work with no exceptions. This includes;</p> <ul style="list-style-type: none"> • A Limitation of Access permit if you require access to areas containing electrical equipment controlled by NG Bailey e.g electrical risers. • A permit-to-work will need to be requested if you require entry to a previously LIVE or potentially LIVE piece of equipment e.g. Access to LV Panel, Fire Alarm Panel, BMS Controls. <p><u>Areas will be locked with signs posted and entry will be via permit only.</u></p>
8	Responsibilities on the person in charge who is ISSUED a permit	<p>The operative must adhere to any special measures set out on the Permit.</p> <ul style="list-style-type: none"> • If he/she leaves the area, the door must be locked. • At no time is the area to be left unattended. • The recipient of an electrical permit-to-work should keep it for reference while the work is in progress and to prevent inadvertent cancellation and re-energisation of the equipment. • Only names included on the permit may work under its provision.

9	Disciplinary procedures for contravening the permit system or interfering with live Equipment.	Due to the nature and consequences of working with 230/415 Volt electricity, any breaches of the Permit system will result in NO future permits being issued to that particular person. They and their supervisor will be required to be re-inducted. Exceptional circumstances may result in their removal from the project.
10	Contractors - Plan Ahead	<p>Many electrical accidents are due to a failure to plan ahead. Planning should consider the management, supervision, implementation and completion of the work, and should lead to a formal system of work based on information in the safety rules and your task-specific risk assessment.</p> <p>You should consider the following:</p> <ul style="list-style-type: none"> • The work to be done; how and why. • The hazards of the system or equipment to be worked on and the risks associated with the work, if applicable. • The people doing the work, their competence and the level of supervision necessary that may influence their perception of the risks involved. • The precautions to be taken and the system of work to be employed.

- We are all required **by law** to take reasonable care of ourselves and others when at work.
- We also have a duty **by law** to NOT interfere with anything provided in the interest of Health, Safety or Welfare.
- Signage and information will be displayed on site to direct everyone safely but everything must be treated as **LIVE**
- **Take no chances** and if in doubt about live cabling with the potential to cause harm or the possibility of accidental damage to the electrical system then contact a NGB Electrical employee as soon as possible.

THINK...

“WHAT IF, NOT IF ONLY”