



Contract:	Knightsbridge	Site Manager:	A. Kulsinskas	Date (w/c):	20.04.20	Method statement (s) (Title, Rev No. & Rev date)	Joinery. Rev. P-03 09.04.19.
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Location and description of works: Level 1. Core B Toilets. Install timber and plywood walls.

Site Manager's Daily Sign Off

	Date	Name	Signature	Hot Topics of the Day (the main points you discussed)
Monday				
Tuesday	21.04.20	A. Kulsinskas		Delivery. Router. Storage. R.A.M.S
Wednesday	22.04.20	A. Kulsinskas		Antibacterial cleaner for tools.
Thursday	23.04.20	A. Kulsinskas		Site single way routes.
Friday	24.04.20	A. Kulsinskas		Level 2, accessible raised floor.
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**

N/A

Yes

No

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:

Covid-19

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



Daily Report of Site Conditions and Controls for COVID-19

REPORT NO:	005
DATE:	27-04-20
CONTRACT / SITE:	55-93 Knightsbridge
COMPLETED BY:	A. Kulsinskas
CARPENTERS ON SITE:	A.Kulsinskas , V. Baliulevicius
CHECKLIST	
LOCATION	ACTIVITIES & CONTROLS
1. Site entrance	• Site entrance controlled with turnstiles using swipe in card system. • No temperature checks on site entry. • Hand sanitiser is available at site office and welfare facilities entrance point
2. Site toilets	Four working toilets on Site. Location: Two toilet Rooms by canteen. Maximum of 4 persons to use space at once. One toilet Room by Subcontractors Office. Maximum of 2 persons to use space at once. Site WC Block on Ground floor. Maximum of 2 persons to use space at once.
3. Site canteen	• Times to use canteen allocated for each Subcontractor. • RCL Break 1- 10:30am (30min), Break 2 – 1:00pm (30min) • Canteen serviced kitchen currently closed. • Drinkable Water Station with disposable cups operates.
4. Workplace	• Everyone keeping 2m distance at all time. • About 150 men on site in total. • RCL work area Level 2, Core B, East and West Toilets.
5. Communications	• RCL Daily Safe Start topic: Power tools. COVIC-19 topic : Keep 2m distance between you and person.
6. PPE	• Everyone wearing 5 Point PPE and some people using dust masks for extra protection
7. Site Cleaning	• All tables and handles being cleaned frequently.
8. Other Locations	Two hoists running for materials to take to different levels.



/ Notes	Only one person +driver per hoist.
9.	Raphael's power tools after each person use been cleaned with antibacterial cleaner and wiped down with paper towel.
Any Improvements Needed?	
RCL COMMENTS:	Please find attachment – RCL Site Manager's Daily Safe Start for w/e 26.04.20



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: COVID-19 RCL Mobilisation Plan .23.0420	Date: 23.04.2020
Location: KNIGHTSBRIDGE	Start Time: 13:30
Duration (Minutes) 30min.	End Time: 14:00
Presenters name: A. Kulsinskas	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	V. Baliulevičius	RCL	I confirm that I have understood the Tool Box Talk
2			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
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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
1	30min.	30min.	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	