

Site Manager's Daily Safe Start

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Contract:	Knightbridge	Site Manager:	G.Buck	Date (w/c):	04 / 01 / 21.	Method statement (s) (Title, Rev No. & Rev date)	General Carpentry and Joinery - P-014		
Location and description of works: Ground floor reception framework for panels.									
Site Manager's Daily Sign Off									
	Date	Name	Signature	Hot Topics of the Day (the main points you discussed)					
Monday	04.01.21	<i>A. Buck</i>	<i>[Signature]</i>	Back to work - re-grief on RAMS					
Tuesday	05.01.21	<i>A. Buck</i>	<i>[Signature]</i>	Cutting station - extraction.					
Wednesday	06.01.21	<i>A. Buck</i>	<i>[Signature]</i>	Panel delivery - Routes, Manual Handling					
Thursday	07.01.21	<i>A. Buck</i>	<i>[Signature]</i>	Works area keep tidy and clear					
Friday	08.01.21	<i>A. Buck</i>	<i>[Signature]</i>	Cold weather - wear appropriate clothing					
Saturday									
Sunday									
Operatives Daily Sign Off									
Name	Signature	M	T	W	T	F	S	S	Comments
KOMAROV	<i>[Signature]</i>	✓	✓	✓	✓	✓			
ANIDZUS	<i>[Signature]</i>	✓	✓	✓	✓	✓			
RONACESI	<i>[Signature]</i>	✓	✓	✓	✓	✓			
YBAMANDUS	<i>[Signature]</i>	✓	✓	✓	✓	✓			
SIMONOVIC	<i>[Signature]</i>	✓	✓	✓	✓	✓			
SILICANI	<i>[Signature]</i>	✓	✓	✓	✓	✓			
A. KULISINSKAS	<i>[Signature]</i>	✓	✓	✓	✓	✓			
G. DIACONU	<i>[Signature]</i>			✓	✓	✓			
I. NEAGU	<i>[Signature]</i>			✓	✓	✓			

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

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:

General Site Health and Safety

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



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Asbestos Awareness	Date: 08.01.21
Location: Knightsbridge	Start Time: 10:00
Duration (Minutes) 30min	End Time: 10:30
Presenters name: RACHEL WIDDOWS	Presenters Signature: Rachel Widdows

	Candidate's Name	Name of Employer	Candidate's Signature
1	A. Kulsinskas	RCL	I confirm that I have understood the Tool Box Talk
2	P. Hough	RCL	I confirm that I have understood the Tool Box Talk
3	G. Bunn	RCL	I confirm that I have understood the Tool Box Talk
4	A. LIDZIUS	RCL	I confirm that I have understood the Tool Box Talk
5	G. Diocorno	RCL	I confirm that I have understood the Tool Box Talk
6	I. Neagu	RCL	I confirm that I have understood the Tool Box Talk
7	K. O'Malley	RCL	I confirm that I have understood the Tool Box Talk
8	R. Carrara	RCL	I confirm that I have understood the Tool Box Talk
9	V. Baklanovs	RCL	I confirm that I have understood the Tool Box Talk
10	S. HIRANI	RCL	I confirm that I have understood the Tool Box Talk
11	S. SIMONOVIC	RCL	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	



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <u>GENERAL SITE HEALTH & SAFETY</u>	Date: <u>06/01/2021</u>
Location: <u>Knightsbridge</u>	Start Time: <u>14:00</u>
Duration (Minutes) <u>30min</u>	End Time: <u>14:30</u>
Presenters name: <u>G.Buck</u>	Presenters Signature: <u>[Signature]</u>

	Candidate's Name	Name of Employer	Candidate's Signature
1	<u>K O'MALLEY</u>	<u>REL</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
2	<u>V. BALIMONICUS</u>	<u>REL</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
3	<u>A. LIDZINS</u>	<u>REL</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
4	<u>R CANACCAI</u>	<u>REL</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
5	<u>S SIMONOVIC</u>	<u>REL</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
6	<u>S MIRANI</u>	<u>REL</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
7	<u>A. KULSINSKAS</u>	<u>REL</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
8	<u>G. Diaconu</u>	<u>REL</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
9	<u>I Neagu</u>	<u>REL</u>	<u>[Signature]</u> 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

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No. Attended <u>9</u>	Duration <u>30min</u>	Total Time <u>4.5 hours</u>	Employer Reference <u>2453745</u>
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PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

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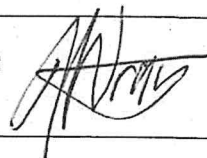
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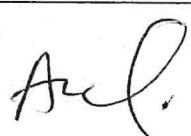
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RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: SRM – TBT – RETURN TO WORK 2021	Date: 04/01/2021
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
J. GODMAN	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
E. AMANING	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
B. RAMCHANDE	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 03	Duration 30 mins	Total Time 1 ½ hours	Employer Reference 2453745
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RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: UPDATE ON FACE COVERINGS & MASKS DUE TO COVID-19	Date: 07/01/2020
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
J. GODMAN	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
M. ROBINSON	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
E. AMANING	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
B. RAMCHANDE	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
E. LEON JOYA	Raphael Contracting Ltd / CRS Agency	 I Confirm that I have understood the Toolbox Talk
E. ANDDH	Raphael Contracting Ltd / CRS Agency	 I Confirm that I have understood the Toolbox Talk
P. JAWORSKI	Formwise Washrooms	 I Confirm that I have understood the Toolbox Talk
J. GRIGAITIS	Formwise Washrooms	 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 08	Duration 30 mins	Total Time 4 hours	Employer Reference 2453745
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RCL TOOLBOX TALK – UPDATE ON FACE COVERINGS & MASKS DUE TO COVID-19

Whilst there are numerous different types of masks and face coverings available in the marketplace and varying guidelines on what and when should be worn , we will endeavour to keep things simple and consistent on all our projects going forward from here.

1. If and when working in situations where power tools are necessary to machine wood and sheet materials and dust is being created, we will wear **unvented FFP3** masks , in the past we mostly wore vented FFP3 masks which are not recommended by WHO whilst Covid 19 is still with us.
2. We will wear **Medical grade masks** on site at all other times except when consuming food.
3. We will discontinue to wear face coverings unless we have already purchased some which are specified to be suitable to use as protection against COVID-19 otherwise Face Coverings should not be used in future.