RAPHAEL CONTRACTING LTD

Site Manager's Daily Safe Start

Contract:	New Bond Street	Site Manager:	KES KULSINSKAS	Date (w/c):	08-02-21	Method statement (s) (Title, Rev No. & Rev date)	001

Location and description of works: FITTING WINDOW LINING, DOOR FRAMES, IPS, SKIRTING ALL FLOORS

Site Manager's Daily Sign Off

	Date	Name	Signature	Hot Topics of the Day (the main points you discussed)
Monday	8-02-21	KES		PASLODE GUNS
Tuesday	9-02-21	KES		LOCKING TOOLS OVER NIGHT
Wednesday	10-02-21	KES		MANUAL HANDLING.
Thursday	11-02-21	KES		SNOW / SLIPS / TRIPS
Friday	12-02-21	KES		TIDY WORK PLACE
Saturday				
Sunday				

Operatives Daily Sign Off

Name	Signature	M	T	W	T	F	S	S	Comments
H. BYTAUTAS		✓	✓	✓	✓	✓			
KARLIS ZANDBERGS		✓	✓	✓	✓	✓			
Dean Conyers		X	X	✓	X	X			
H. MAMILAL		X	X	✓	✓	✓			
ZAZA TOKLIKISHVILI	Z. TOKLA	X	X	✓	✓	X			
GOCITA DZIUNCIAITIS	G. DZ	X	X	✓	✓	X			

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

RAPHAEL CONTRACTING LTD

PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: NEW BOND STREET

OPERATIVE NAME	HARD HAT	SAFETY GLASSES	HI-VIS VEST	GLOVES	EAR DEFENDERS/ PLUGS	DUST MASK FFP3	REASON FOR ISSUE / REISSUE				SIGNATURE	DATE
							New	Lost	Damaged	Wear and Tear		
K.KULSINSKAS		V		V		V				V		18/01/21
D Conyers						V	V					18/01/21
KARLIS ZANDBERGS			V	V		V	V					25/01/21
Yuriy Hudyma		V	V	V		V	V					25/01/21
K.KULSINSKAS				V		V	V					05/02/21
M.BYTAUTAS		V	V	V		V						08-02/21

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RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

Title: COLD WEATHER / SNOW	Date: 10-02-2021
Location: New Bond Street	Start Time: 730
Duration (Minutes) 30	End Time: 800
Presenters name: KES KULSINSKAS	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	M. BYTAUTAS	RCL	I confirm that I have understood the Tool Box Talk
2	KARLIS ZANDBERGS	RCL	I confirm that I have understood the Tool Box Talk
3	Dean Conyers	RCL	I confirm that I have understood the Tool Box Talk
4	H. MAMIL	RCL	I confirm that I have understood the Tool Box Talk
5	ZAZA TOKLIKISHVILI	RCL	I confirm that I have understood the Tool Box Talk
6	Costa DZIMISTAFI'LAS	RCL	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	Duration	Total Time	Employer Reference
			2453745

RAPHAEL CONTRACTING LTD

METHOD STATEMENT INDUCTION

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

CONTRACT:	NEW BOND STREET	MS REF:	001

	NAME (PRINT)	DATE ATTENDED	SIGNATURE	COMMENTS
1	Dean Conyers	18/01/21		I confirm that I have read and understood the Risk Assessment and Method Statement
2	KARLIS ZANDBERGS	25/01/21		I confirm that I have read and understood the Risk Assessment and Method Statement
3	Yuriy Hladkyna	25/01/21		I confirm that I have read and understood the Risk Assessment and Method Statement
4	MINDAUGAS BYTAUTAS	08-02-21		I confirm that I have read and understood the Risk Assessment and Method Statement
5	Z. TOKLIKIS	10-02-21		I confirm that I have read and understood the Risk Assessment and Method Statement
6	G. DZORMTIL	10-02-21		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: [signature] Position: SUPERVISOR

Print Name: K.KULSINSKAS Date: 14-01-21

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)

RAPHAEL
CONTRACTING LTD

Site Manager's Daily Safe Start

Contract:	Knightsbridge	Site Manager:	G.Buck	Date (w/c):	8/02/21	Method statement (s) (Title, Rev No. & Rev date)	General Carpentry and Joinery . P-03

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	8/2/21	G Buck		Core B, Level 1, installing floor. Area closed. Barrier
Tuesday	9/2/21	G Buck		Materials delivery. Manual Handling
Wednesday	10/2/21	G Buck		Finished area floor protection.
Thursday	11/2/21	G Buck.		Floor install to Level 2, Core B. Area closed Barrier
Friday	12/2/21	A. Kulsinskas		
Saturday	13/2/21	A Kulsinskas		
Sunday				

Operatives Daily Sign Off

Name	Signature	M	T	W	T	F	S	S	Comments
S. HIRANI	Sfiran	✓	✓	✓	✓	✓			
R. Comaroni		✓	✓	✓	✓	✓	✓		
K. O'Malley		✓	✓	✓	✓	✓			
S. Simonovic		✓		✓	✓	✓			
A. Ridzius		✓	✓	✓	✓	✓	✓		
LAL. ZABITA			✓	✓	✓	✓	✓		
G. ZABITA		✓	✓	✓	✓	✓	✓		
V. BALIULEVICIUS		✓	✓	✓	✓	✓	✓		
G. Diaconu		✓	✓	✓	✓	✓	✓		
A. STATTS		✓	✓	✓	✓	✓	✓		
I. Neagu	Neagu	✓	✓	✓	✓	✓	✓		

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

RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

Title: ISO 14001 - Environmental Management sys	Date: 11/02/21
Location: Knightsbridge	Start Time: 10:50
Duration (Minutes) 30min	End Time: 11:20
Presenters name: ~~G Bark~~ A. Kulsinskas	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	S. HIRANI	R.C.L	I confirm that I have understood the Tool Box Talk
2	R Ceracchi	R.C.L	I confirm that I have understood the Tool Box Talk
3	K. O'Malley.	R.C.L	I confirm that I have understood the Tool Box Talk
4	S. Simonovic	RCL	I confirm that I have understood the Tool Box Talk
5	A. Ridzius	RCL	I confirm that I have understood the Tool Box Talk
6	LAI ZABITA	RCL	I confirm that I have understood the Tool Box Talk
7	G. ZABITA	RCL	I confirm that I have understood the Tool Box Talk
8	V. BALIULEVICIUS	RCL	I confirm that I have understood the Tool Box Talk
9	G. DIACONU	RCL	I confirm that I have understood the Tool Box Talk
10	A. STATTS	RCL	I confirm that I have understood the Tool Box Talk
11	I. Neagu	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
11	30min.	5.5 hours	2453745

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: ISO14001 - ENVIRONMENTAL MANAGEMENT	✓		
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: (RCL-01) – **GENERAL DUTIES and ADVICE FOR EMPLOPYEES and SUBCONTRACTORS**	**Date:** 09/02/2020
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
J. SMITH	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
I. KOVACH	Raphael Contracting Ltd	I Confirm that I have understood the Toolbox Talk
C. CASEY	Raphael Contracting Ltd / Rec Serv Ltd	I Confirm that I have understood the Toolbox Talk
1. PETREAN	Raphael Contracting Ltd / Apex Agency	I Confirm that I have understood the Toolbox Talk
H. SINGH	Raphael Contracting Ltd / Apex Agency	I Confirm that I have understood the Toolbox Talk
K. SINGH	Raphael Contracting Ltd / Apex Agency	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	Duration	Total Time	Employer Reference
08	30 mins	4 hours	2453745

Toolbox Talk No.1 GENERAL DUTIES AND ADVICE FOR EMPLOYEES AND SUBCONTRACTORS

Q. What are the duties of employees and sub-contractors while at work?

1. To take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work. Other persons include the people you work with, other contractors and members of the public.

2. To co-operate with the employer so far as it is necessary to enable their duty or requirement to be performed or complied with.

3. No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety or Welfare in pursuance of any of the relevant statutory provisions.

Q. Keeping safe on site – what are the DO's and DON'Ts?

✓ **DO**	Study your Company's health and safety policy which explains the arrangements made for your health and safety.
✓ **DO**	Wear and/or use protective clothing and/or equipment as instructed when issued for your use.
✓ **DO**	Play your part in keeping the site TIDY AND SAFE.
✓ **DO**	Watch out for warning notices and OBEY the warnings given
✓ **DO**	Always keep alert if you are working in the vicinity of mobile plant.
✓ **DO**	Obtain assistance when necessary, or use the appropriate lifting equipment. Lifting heavy objects or materials can cause injury.
✓ **DO**	Report any defects or damage to ladders, scaffolding, plant or tools or any other unsafe circumstances, to your foreman at once.
✓ **DO**	Report all accidents involving injury, however slight, to your foreman. Details of an accident necessitating first aid treatment should be entered in Raphael's Accident Book.
✓ **DO**	Ask your foreman, if you are in doubt about your job
✓ **DO**	Discourage children from entering site to help to reduce accidents to them. Construction sites are particularly inviting to young children.
✓ **DO**	Stack or store all materials, which would be liable to cause injury if they fall, prevent easy displacement. Temporary but secure and stable racking should be used when appropriate.
✗ **DON'T**	Attempt to operate a machine unless you have been trained and authorised to do so.
✗ **DON'T**	Ride on machines which have no passenger seat. It is illegal.
✗ **DON'T**	Interfere with ladders or alter scaffolding or move boards unless you are properly authorised to do so.
✗ **DON'T**	Throw anything from scaffolding or any height. Lower it properly.
✗ **DON'T**	Take short cuts, use the access provided.

RAPHAEL CONTRACTING LTD

PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: HILTON HOTEL, WOKING

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		
T. OVIDIU-TRAIAN						10X SURGICAL	✓					27-01-21
M. RIMAN						10X SURGICAL	✓					27-01-21
H. SINGH		✓		✓		10X SURGICAL	✓			✓		27-01-21
K. SINGH		✓		✓		10X SURGICAL	✓			✓		27-01-21
I. PETREAH						10X SURGICAL	✓					01-02-21
J GODMAN						10X SURGICAL	✓					11-02-21
H SINGH						10X SURGICAL	✓					11-02-21
K SINGH						10X SURGICAL	✓					11-02-21