



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
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	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	LARLIS ZANDIERGS	25/01/21		I confirm that I have read and understood the Risk Assessment and Method Statement
3	Yecriy Heclyna	25/01/21		I confirm that I have read and understood the Risk Assessment and Method Statement
4	MIND AUGAS 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. DZOMTIL	10-02-21		I confirm that I have read and understood the Risk Assessment and Method Statement
7	MYKHAYLO GOLUBVAK	23 02 21		I confirm that I have read and understood the Risk Assessment and Method Statement
8	Kyr IVAN	23 02 21		I confirm that I have read and understood the Risk Assessment and Method Statement
9	ALBINAS AMRAZIELUS	16.03.21		I confirm that I have read and understood the Risk Assessment and Method Statement
10	RAMESH Raman	22-03-21		I confirm that I have read and understood the Risk Assessment and Method Statement

Signed:

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)



PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: NEW BOND 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		
K.KULSINSKAS		✓		✓		✓				✓	<i>[Signature]</i>	18/01/21
D. Conyers						✓	✓				<i>[Signature]</i>	18/01/21
KARIS JANDBERGS			✓	✓		✓	✓				<i>[Signature]</i>	25/01/21
Muriy Hedyman		✓	✓	✓		✓	✓				<i>[Signature]</i>	25/01/21
K.KULSINSKAS				✓		✓	✓				<i>[Signature]</i>	03/02/21
M. DYTANTAS		✓	✓	✓		✓					<i>[Signature]</i>	08-02/21
D. CONYERS				✓		✓				✓	<i>[Signature]</i>	03-03/21
A. AMBRAZIEJUS		✓		✓			✓				<i>[Signature]</i>	16.03.21
RAMESH RAMANA	✓	✓	✓	✓			✓				<i>[Signature]</i>	22-03-21



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: WOOD WORKING MACHINES	Date: 24-03-21
Location: New Bond Street	Start Time: 7 ³⁰
Duration (Minutes) 30	End Time: 8 ⁰⁰
Presenters name: K. KULSINSKAS	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1		RCL	I confirm that I have understood the Tool Box Talk
2	Ramen Ramen	RCL	RAMESH RAMEN I confirm that I have understood the Tool Box Talk
3	A. AMBRAZIEVUS	RCL	 I confirm that I have understood the Tool Box Talk
4	H. MAMILAL	RCL	 I confirm that I have understood the Tool Box Talk
5	M. BYTAUTAS	RCL	 I confirm that I have understood the Tool Box Talk
6	D. CONYER	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
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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
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	



Contract:	New Bond Street	Site Manager:	RES KULSINSKA	Date (w/c):	22-03-21	Method statement (s) (Title, Rev No. & Rev date)	001
Location and description of works: HANGING DOORS, FITTING WALL PANELING, STAIR STAIRINGS							

Site Manager's Daily Sign Off				
	Date	Name	Signature	Hot Topics of the Day (the main points you discussed)
Monday	22-03-21	KES		
Tuesday	23-03-21	KES		
Wednesday	24-03-21	KES		
Thursday	25-03-21	KES		
Friday	26-03-21	KES		
Saturday				
Sunday				

[illegible]

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

PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: LORD'S C & E

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		
PAOLO SARROEIRA	✓	✓	✓	✓			✓				Paolo Sarroeira	03/03/21
OLIVIAN SMYTH	✓						✓				OLIVIAN SMYTH	08/03/21
Ben Smith	✓						✓				Ben Smith	08/03/21
NOURA KONEIANI	✓						✓				NOURA KONEIANI	11/03/21
ZAZA TOKELISHVILI	✓	✓					✓				ZAZA TOKELISHVILI	11/03/21
LILIAN CIMPCEA	✓	✓	✓	✓		✓	✓				LILIAN CIMPCEA	18/03/21
MARIE CIMPCEA	✓	✓	✓	✓			✓				MARIE CIMPCEA	18/03/21
GEORGE KARAFIZI	✓	✓	✓	✓		✓	✓				GEORGE KARAFIZI	22/03/21
GEORGE BULGHER	✓	✓	✓	✓		✓	✓				GEORGE BULGHER	22/03/21
I. CIMPCEA						✓	✓				I. CIMPCEA	26/03/21
E. KARAFIZI						✓	✓				E. KARAFIZI	26/03/21
G											G	



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

No: 49	Date: 23/03/21
Title: SLIPS, TRIPS AND FALLS	Start Time: 730
Location: LORD'S C & E	End Time: 820
Duration (Minutes) 30min	Presenters Signature: [Signature]
Presenters name: SLAV SIMONOVIC	

	Candidate's Name	Name of Employer	Candidate's Signature
1	I. CUPCEA	Agency	I confirm that I have understood the Tool Box Talk
2	L. GARBATOVSCHI	[Signature]	I confirm that I have understood the Tool Box Talk
3	G. KARAFIZI	?	I confirm that I have understood the Tool Box Talk
4	G. DIULGHER	?	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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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 4	Duration 30min	Total Time 24.	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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Toolbox Talk No. 49 SLIPS, TRIPS AND FALLS

Fact: Approximately 25% of accidents at work are attributed to slips, trips, and falls.

WHY DO THEY OCCUR?

- Most injuries from slips, trips and falls occur because of poor housekeeping
 - Many items such as coiled cables, hand tools, lengths of pipe or timber etc. left on the ground will trip someone if not deposited in a safe position
- Spilt substances such as oils and greases will form a slip hazard if not immediately cleaned up
- General debris such as brick and block fragments etc. can quickly accumulate and form a tripping hazard if not cleaned up as it is created
- Trailing cables are another frequent cause of tripping
- Mud left on the rungs of a ladder by the previous user will represent a slipping and falling hazard for the next person

Reduced levels of natural light, for example during winter afternoons, can easily increase the tripping hazards if adequate access lighting is not provided. Tools, equipment and materials which are visible in full daylight might be hidden in semi-darkness

Q: Name five hazards in your workplace that are caused by poor housekeeping.

WHAT CAN YOU DO ABOUT IT?

- Clear up waste materials as you create them. Lightweight waste should be bagged or bundled, and nails removed from waste timber
 - Do not leave tools, equipment or unused materials lying about on the floor
 - If you are using substances which might possibly spill, ensure that you have a means of effectively clearing up the spillage
 - As far as possible, route cables for power tools above head height. If cables have to be routed at floor level, try to avoid crossing pedestrian walkways
 - If the site is muddy, scrape mud off your boots before climbing ladders or walking anywhere else where it might be a danger to others
- Be aware of the increased risks of tripping as the level of natural light fades; ensure that all tools, equipment and materials are stored in a safe location

Questions for you:

- Q:** Why should you ensure that good housekeeping standards exist in your workplace?
- Q:** What hazards are posed by rubbish in your workplace?
- Q:** What precautions can you take to make your workplace safer for everybody?

REMEMBER: If you ignore it, you condone it



RAPHAEL

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RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 24) SCAFFOLDING & WORKING AT HEIGHT	Date: 23/03/2021
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
B. RAMCHANDE	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
K. SINGH	Raphael Contracting Ltd	 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
D. DUMITRANA	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
G. BURLAN	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
I. SANDA	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
F. CERNEA	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
E. YALAMOV	Raphael Contracting Ltd / CRS 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 10	Duration 30 mins	Total Time 5 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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Toolbox Talk No. 24 SCAFFOLDING AND WORK AT HEIGHT

Fact: 50% of deaths in construction are falls from height.

General

- Do not remove or interfere with the scaffolding in any way – especially ties, guardrails, toeboards and ladders.
- Alterations to scaffolding should only be made by authorised persons.
- Do not use a scaffold while it is being erected or dismantled or in any way incomplete. Look out for warning notices.
- Report any deficient scaffolding as soon as possible.
- Guardrails and toeboards must be fitted where a person is liable to fall more than 2 metres.

Q: Over what height must guardrails and toe boards be fitted?

Material Loading

- When stacking materials, always leave a passageway at least two boards wide for other people to pass.
- See that materials are always properly stacked and not in danger of falling.
- Erect brick guards / netting where required.
- Do not overload a scaffold. Position stacks by the standards, not between them.
- Do not leave tools or materials lying around on platforms.
- Materials should never be thrown, tipped or dropped from height; they should always be lowered or disposed of through properly constructed chute.

Q: Where would you stack materials on scaffolding and why?

Access

- Never climb up or down scaffolding. Always use the ladders or stairs provided.
- Ensure that ladders are properly secured at the top, have a firm base, extend at least 1.050m above the platform and are at an angle of approximately 1 out to 4 up.
- If a ladder has any rungs missing or split stiles, report the fact to your foreman and see that it is replaced. Do not climb the ladder.
- Ladder rungs should not be used to support either the ladder or run-up boards for hod carriers.
- All ladders giving access to scaffolds or elevated areas must, when the site is unoccupied, be effectively blocked or have ladder removed.

Q: What angle should the access ladder be at?

Safety Checks for you:

- Carry out a visual inspection at the start of each shift, prior to use.
- Report all faults or defects immediately, do not use until it's right.
- Scaffolding should be inspected every 7 days by a competent person and details of inspection recorded.
- Is the 'Scaff Tag' in place?

Q: What action would you carry out upon noticing defective scaffolding?

REMEMBER: Scaffolding provides you with a safe working platform, only if you look after it!

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	8	CREATION DATE:	11/08/2010	Page 35 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	10/05/2018	



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 39) SITE HOUSEKEEPING AND WASTE DISPOSAL	Date: 25/03/2021
Location: Hilton Hotel, Victoria Square, Woking	Start Time: 16:30
Duration (Minutes) 30 mins	End Time: 17:00
Presenters name: JAMES GODMAN	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
B. RAMCHANDE	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
K. SINGH	Raphael Contracting Ltd	 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
D. DUMITRANA	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
G. BURLAN	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
I. SANDA	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
F. CERNEA	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
E. YALAMOV	Raphael Contracting Ltd / CRS 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 9	Duration 30 mins	Total Time 4 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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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: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	7	CREATION DATE: LAST REVISION DATE: NEXT REVIEW DATE:	11/08/2010 16/10/2014 16/10/2015	Page 56 of 133
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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		
S WRAY						10x SURGICAL	✓				[Signature]	09/03/21
B RANCHARD						10x SURGICAL	✓				[Signature]	09/03/21
S GOSMAN						10x SURGICAL	✓				[Signature]	23/03/21
S WRAY						10x SURGICAL	✓				[Signature]	23/03/21
K SINGH				✓		10x SURGICAL	✓				[Signature]	23/03/21
H SINGH				✓		10x SURGICAL	✓				[Signature]	23/03/21
K SINGH (R/L)						10x SURGICAL	✓				[Signature]	23/03/21
B RANCHARD						10x SURGICAL	✓				[Signature]	23/03/21

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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
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	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
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10	RAMESH RAMANI	22-03-21		I confirm that I have read and understood the Risk Assessment and Method Statement

Signed:

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)

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	

Site Manager's Daily Safe Start

Contract:	New Bond Street	Site Manager:	KES KULSINSKAS	Date (w/c):	15-03-21	Method statement (s) (Title, Rev No. & Rev date)	001
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Site Manager's Daily Sign Off

[illegible]

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: SAFE STACKING	Date: 17/03/21
Location: New Bond Street	Start Time: 7:30
Duration (Minutes) 30	End Time: 8:00
Presenters name: K. KULSINSKAS	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	RAMEN RAMUT	RCL	 I confirm that I have understood the Tool Box Talk
2	M. BYTAUTAS	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	M. GOLUBVASK	RCL	 I confirm that I have understood the Tool Box Talk
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