



RAPHAEL CONTRACTING LTD

METHOD STATEMENT INDUCTION

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

CONTRACT:	29 New End	MS REF:	REV.B
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	NAME (PRINT)	DATE ATTENDED	SIGNATURE	COMMENTS
1	V. BALIULEVICIUS	18.05.2020		I confirm that I have read and understood the Risk Assessment and Method Statement
2	A. LIOZINS	18.05/20		I confirm that I have read and understood the Risk Assessment and Method Statement
3				I confirm that I have read and understood the Risk Assessment and Method Statement
4				I confirm that I have read and understood the Risk Assessment and Method Statement
5				I confirm that I have read and understood the Risk Assessment and Method Statement
6				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:

Position:

Contract Manager

Print Name:

PAUL HAWORTH

Date:

18/05/20

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)

* RE-INDUCTED ON RETURNING A SE BY BHEL *

ARENT REFERENCE:	ST-000000	VERSION NO:	1.1	CREATION DATE:	07/02/2018	Page 1 of 1
ARENT CHANGES:	001			LAST REVISION DATE:	01/08/2018	

[illegible]

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

Before starting work, STOP, THINK and CHECK		Yes	No	N/A
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: COVID19		✓		
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:	06
DATE:	21.05.2020
CONTRACT / SITE:	Woking
COMPLETED BY:	J.Godman
CARPENTERS ON SITE:	J.Godman
CHECKLIST	
LOCATION	ACTIVITIES & CONTROLS
1. Site entrance	<ul style="list-style-type: none">• Site entrance controlled with turnstiles using swipe in card system.• Taking temperature readings before being allowed on site.• Hand sanitiser is available at site office and welfare facilities entrance point
2. Site toilets	<ul style="list-style-type: none">• Four working toilets on Site.• 1 WC on each level by canteen, 3 by site entrance and 1 on site. Maximum of 4 persons to use space at once.• Each sink has a divider in the middle of each other.
3. Site canteen	<ul style="list-style-type: none">• Ply dividers between each table.• Canteen serviced kitchen currently open but has a screen up and can only eat what's made and bagged up.• Drinkable Water Station with disposable cups operates.• One person per table• Tables and cleaned frequently.
4. Workplace	<ul style="list-style-type: none">• Everyone keeping 2m distance at all time.• RCL work area Level 9
5. Communications	<ul style="list-style-type: none">• RCL Daily Safe Start topic: Safe site walking routes.• COVID-19 topic : Keeping 2m.
6. PPE	<ul style="list-style-type: none">• Everyone wearing 5 Point PPE and some people using dust masks for extra protection
7. Site Cleaning	<ul style="list-style-type: none">• All handrails and turnstiles cleaned frequently. Sweeping floor frequently.
8. Other Locations / Notes	<ul style="list-style-type: none">• Two hoists running for materials to take to different levels.• Two lifts working but only taking 3 people and a driver.



9.	Raphael's power tools after each person use been cleaned with antibacterial cleaner and wiped down with paper towel. Raphael do daily, morning body temperature checks. J.Godman 34.4
Any Improvements Needed?	
RCL COMMENTS:	



Daily Report of Site Conditions and Controls for COVID-19

REPORT NO:	05
DATE:	19.05.2020
CONTRACT / SITE:	Woking
COMPLETED BY:	J.Godman
CARPENTERS ON SITE:	J.Godman
CHECKLIST	
LOCATION	ACTIVITIES & CONTROLS
1. Site entrance	<ul style="list-style-type: none">• Site entrance controlled with turnstiles using swipe in card system.• Taking temperature readings before being allowed on site.• Hand sanitiser is available at site office and welfare facilities entrance point
2. Site toilets	<ul style="list-style-type: none">• Four working toilets on Site.• 1 WC on each level by canteen, 3 by site entrance and 1 on site. Maximum of 4 persons to use space at once.• Each sink has a divider in the middle of each other.
3. Site canteen	<ul style="list-style-type: none">• Ply dividers between each table.• Canteen serviced kitchen currently open but has a screen up and can only eat what's made and bagged up.• Drinkable Water Station with disposable cups operates.• One person per table• Tables and cleaned frequently.
4. Workplace	<ul style="list-style-type: none">• Everyone keeping 2m distance at all time.• RCL work area Level 9
5. Communications	<ul style="list-style-type: none">• RCL Daily Safe Start topic: Safe site walking routes.• COVID-19 topic : Keeping 2m.
6. PPE	<ul style="list-style-type: none">• Everyone wearing 5 Point PPE and some people using dust masks for extra protection
7. Site Cleaning	<ul style="list-style-type: none">• All handrails and turnstiles cleaned frequently. Sweeping floor frequently.
8. Other Locations / Notes	<ul style="list-style-type: none">• Two hoists running for materials to take to different levels.• Two lifts working but only taking 3 people and a driver.



9.	<p>Raphael's power tools after each person use been cleaned with antibacterial cleaner and wiped down with paper towel.</p> <p>Raphael do daily, morning body temperature checks.</p> <p>J.Godman 34.7</p>
Any Improvements Needed?	
RCL COMMENTS:	



Daily Report of Site Conditions and Controls for COVID-19

REPORT NO:	04
DATE:	19.05.2020
CONTRACT / SITE:	Woking
COMPLETED BY:	J.Godman
CARPENTERS ON SITE:	J.Godman
CHECKLIST	
LOCATION	ACTIVITIES & CONTROLS
1. Site entrance	<ul style="list-style-type: none">• Site entrance controlled with turnstiles using swipe in card system.• Taking temperature readings before being allowed on site.• Hand sanitiser is available at site office and welfare facilities entrance point
2. Site toilets	<ul style="list-style-type: none">• Four working toilets on Site.• 1 WC on each level by canteen, 3 by site entrance and 1 on site. Maximum of 4 persons to use space at once.• Each sink has a divider in the middle of each other.
3. Site canteen	<ul style="list-style-type: none">• Ply dividers between each table.• Canteen serviced kitchen currently open but has a screen up and can only eat what's made and bagged up.• Drinkable Water Station with disposable cups operates.• One person per table• Tables and cleaned frequently.
4. Workplace	<ul style="list-style-type: none">• Everyone keeping 2m distance at all time.• RCL work area Level 9
5. Communications	<ul style="list-style-type: none">• RCL Daily Safe Start topic: Safe site walking routes.• COVID-19 topic : Keeping 2m.
6. PPE	<ul style="list-style-type: none">• Everyone wearing 5 Point PPE and some people using dust masks for extra protection
7. Site Cleaning	<ul style="list-style-type: none">• All handrails and turnstiles cleaned frequently. Sweeping floor frequently.
8. Other Locations / Notes	<ul style="list-style-type: none">• Two hoists running for materials to take to different levels.• Two lifts working but only taking 3 people and a driver.



9.	Raphael's power tools after each person use been cleaned with antibacterial cleaner and wiped down with paper towel. Raphael do daily, morning body temperature checks. J.Godman 34
Any Improvements Needed?	SRM to make sure only one trade working in a room at one time
RCL COMMENTS:	



Daily Report of Site Conditions and Controls for COVID-19

REPORT NO:	03
DATE:	18.05.2020
CONTRACT / SITE:	Woking
COMPLETED BY:	J.Godman
CARPENTERS ON SITE:	J.Godman
CHECKLIST	
LOCATION	ACTIVITIES & CONTROLS
1. Site entrance	<ul style="list-style-type: none">• Site entrance controlled with turnstiles using swipe in card system.• Taking temperature readings before being allowed on site.• Hand sanitiser is available at site office and welfare facilities entrance point
2. Site toilets	<ul style="list-style-type: none">• Four working toilets on Site.• 1 WC on each level by canteen, 3 by site entrance and 1 on site. Maximum of 4 persons to use space at once.• Each sink has a divider in the middle of each other.
3. Site canteen	<ul style="list-style-type: none">• Ply dividers between each table.• Canteen serviced kitchen currently open but has a screen up and can only eat what's made and bagged up.• Drinkable Water Station with disposable cups operates.• One person per table• Tables and cleaned frequently.
4. Workplace	<ul style="list-style-type: none">• Everyone keeping 2m distance at all time.• RCL work area Level 9
5. Communications	<ul style="list-style-type: none">• RCL Daily Safe Start topic: Safe site walking routes.• COVID-19 topic : Keeping 2m.
6. PPE	<ul style="list-style-type: none">• Everyone wearing 5 Point PPE and some people using dust masks for extra protection
7. Site Cleaning	<ul style="list-style-type: none">• All handrails and turnstiles cleaned frequently. Sweeping floor frequently.
8. Other Locations / Notes	<ul style="list-style-type: none">• Two hoists running for materials to take to different levels.• Two lifts working but only taking 3 people and a driver.



9.	Raphael's power tools after each person use been cleaned with antibacterial cleaner and wiped down with paper towel. Raphael do daily, morning body temperature checks. J.Godman 32
Any Improvements Needed?	
RCL COMMENTS:	



Daily Report of Site Conditions and Controls for COVID-19

REPORT NO:	02
DATE:	12.05.2020
CONTRACT / SITE:	Woking
COMPLETED BY:	J.Godman
CARPENTERS ON SITE:	J.Godman, I.Hayovskyy
CHECKLIST	
LOCATION	ACTIVITIES & CONTROLS
1. Site entrance	<ul style="list-style-type: none">• Site entrance controlled with turnstiles using swipe in card system.• Taking temperature readings before being allowed on site.• Hand sanitiser is available at site office and welfare facilities entrance point
2. Site toilets	<ul style="list-style-type: none">• Four working toilets on Site.• 1 WC on each level by canteen, 3 by site entrance and 1 on site. Maximum of 4 persons to use space at once.• Each sink has a divider in the middle of each other.
3. Site canteen	<ul style="list-style-type: none">• Ply dividers between each table.• Canteen serviced kitchen currently open but has a screen up and can only eat what's made and bagged up.• Drinkable Water Station with disposable cups operates.• One person per table• Tables and cleaned frequently.
4. Workplace	<ul style="list-style-type: none">• Everyone keeping 2m distance at all time.• RCL work area Level 9
5. Communications	<ul style="list-style-type: none">• RCL Daily Safe Start topic: Wipe down tools.• COVID-19 topic : Commuting to work.
6. PPE	<ul style="list-style-type: none">• Everyone wearing 5 Point PPE and some people using dust masks for extra protection
7. Site Cleaning	<ul style="list-style-type: none">• All handrails and turnstiles cleaned frequently. Sweeping floor frequently.
8. Other Locations / Notes	<ul style="list-style-type: none">• Two hoists running for materials to take to different levels.• Two lifts working but only taking 3 people and a driver.



9.	<p>Raphael's power tools after each person use been cleaned with antibacterial cleaner and wiped down with paper towel.</p> <p>Raphael do daily, morning body temperature checks.</p> <p>J.Godman 32.5</p> <p>I.Havoskyy 32</p>
Any Improvements Needed?	
RCL COMMENTS:	