CONTRACTING

		<i>,</i>	ite Manag	er's Daily	Site Manager's Daily Safe Start		
Contract:	21 MOORFIELDS	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	07/08/2023	Method statement (s) (Title, Rev No. & Rev date)	RCL 21M-RCL-XX-XXX-MS-X-00001 rev P07 Assa Abloy 21M-RCL-XX-XX-MS-X-00002 rev P02 Stafford Bridge / 247 21M-RCL-XX-XX-MS-X-00004 rev P04 A 5 Cutts Mastic 21M-RCL-XX-XXX-MS-X-00006 rev P01 21M-RCL-XX-XXX-MS-X-00006 rev P01
Location and descri	ption of work: Installi	Location and description of work: Installing remaining Skirting & Selo and Timber		or Sets to varies ar	eas Installing Stafford Bı	Door Sets to varies areas Installing Stafford Bridge Actuators Levels 00, 00M & 01	& 01
			Site Ma	Site Manager's Daily Sign Off	gn Off		
	. *	0		, conclu	S. S	Hot Topics of the Day	of the Day
Monday		07/08/2023	0	Dave Sanders	Signature	Portable ele	Portable electrical tools
Tuesday		08/08/2023	۵	Dave Sanders	Chocks /	Safe st	Safe stacking
Wednesday	-	09/08/2023	۵	Dave Sanders	50 SV. JA	P	Lead
Thursday		10/08/2023	٥	Dave Sanders	2000 C	Environmental iss	Environmental issues for carpenters
Friday		11/08/2023		Dave Sanders	TOUS A	Plaster and	Plaster and plasterboard
Saturday		12/08/2023		N/A		Z	N/A
Sunday		13/08/2023		N/A		Z	N/A
			Oper	Operatives Daily Sign Off	Off		5.77
Name	Ð	Signature	M	M T	T F S S	Comr	Comments
SLAVOMIR SIMONVIC	ū	(Jummy	7	>	\ \ \ \	RCL MANAGER/Carpenter	
ISHPAL SAHOTA		a saloth	7	7	7	RCL CARPENTER	
FABIAN ANDRES		· A)	X		Magic Man	
					/ /		
		.*.			1 1		
		- 			/ /	-	
				-	/ / /		

Sefore 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		600	
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	>	Total Control	
Do you have COSHH Assessments and Safety Data Sheets in place for all hazardous substances that will be used?	>	1407 1407 1407	
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			



Title: Safe stacking	Date: 08/08/2023
Location: 21 MOORFIELDS	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: D SANDERS	Presenters Signature:
	BSands

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
I SAHOTA	RAPHAEL CONTRACTING LTD	1 Confirm that I have understood the Tookox Talk
S SIMONOVIC	RAPHAEL CONTRACTING LTD	1 Confirm that These Inderstood the Toolbox Talk
F ANDRES	LS SURFACE	1 Confirm that I have understood the Toolbox Talk
	RAPHAEL CONTRACTING LTD	1 Confirm that I have understood the Toolbox Talk
	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
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		1 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	
10	30 mins	5 hours	2453745	2.00





Toolbox Talk No. 38 SAFE STACKING

Many accidents occur when materials are removed from stacks, in particular when this is done by hand. Care taken when material is stacked initially can help prevent many of these.

- 1. When handling materials wear protective clothing, i.e. safety helmet, gloves and steel-toed boots.
- 2. Only stack material in authorised areas, NEVER near doorways, access ways, or on fire escape routes.
- 3. Stack on a level surface and provide packing.
- 4. Never make stacks higher than 3 timed the minimum base width.
- 5. Materials stacked by machine may have to be removed by hand, consider this in the method of placing.
- 6. When handling materials by hand, check weight if in doubt ASK.
- 7. If material is being lowered by machine, keep hands clear of load and / or any obstruction.

SHEET MATERIAL

• Stack flat where possible. If corners are sharp – PROTECT (examples – reinforcements mesh, steel sheets).

PIPES AND TUBES

 Where small diameter stack in racks or stillages, if large diameter securely chock at base and at subsequent cross bearers. Pyramid stacks can quickly spread and "a rolling tube damages toes".

BRICKS / BLOCKS / PALLETED MATERIALS

- Take care, ensure level base and restrict height of stack many of these are removed by hand.
- If banding is damaged or materials are displaced in the pack do not stack other material on top.
- Leave sufficient space between different materials for safe removal.

TIMBER

- Racks are best for small sized timbers saves space.
- Joists and larger timbers should be placed on bearers and cross packing should be used to level the stack.
- Try to keep different lengths in separate stacks.

LARGE PREFABRICATED PANELS - FLOORS /WALLS

- Stack flat or store secured in designated racks. DO NOT lean against parts of the building or against temporary structures.
- If stacked vertically, use suitable racks to prevent collapse. Material stacked vertically against walls can collapse whilst being removed or may overload walls etc.



Title: Environmental issues for carpenters	Date: 10/08/2023
Location: 21 MOORFIELDS	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: D Sanders	Presenters Signature:
	753 Sand

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
S SIMONOVIC	RAPHAEL CONTRACTING LTD	Confirm the I have understood the Toolbox Talk
I SAHOTA	RAPHAEL CONTRACTING LTD	1 Confirm that Leave understood the Toolbox Talk
F ANDRES	LS SURFACE	I Confirm that Thave understood the Toolbox Talk
	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
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		I Confirm that I have understood the Toolbox Talk
		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
10	30 mins	5 hours	2453745
5		g.	Š





Toolbox Talk No. 71 ENVIRONMENTAL ISSUES FOR CARPENTERS

- Construction timber comes in a large variety of forms, with very differing environmental impacts. Natural timber
 is very sustainable (it can easily be re-used and recycled) but, often not very durable (so we treat it with
 preservatives) or stable (we bond it with formaldehyde and isocyanate glues to make sheet and laminate
 materials).
- Chemicals and glues add dramatically to the environmental impact of such products. While they do not prevent re-use, they can make recycling more difficult as the wood is not 'clean'.
- Knowing where your timber comes from helps you to understand its environmental impact. Transport is a major
 cost and user of resources, so where you source your timber from is an important consideration.
- The Forestry Stewardship Council (FSC) scheme certifies that timber (both softwood and hardwood) comes from sustainable forests and not from the depletion of tropical rainforests.

Things you can do

We are aiming for the best practical environmental option – a balance between getting the job done well and considering the environmental impact.

You should:

- Know about the types and sources of timber.
- Know about hazardous waste and if your site is a registered producer.
- Use your materials and keep off-cuts for re-use.
- Use mechanical fixings where possible and use fewer composite boards, where we can.
- Segregate your waste, where the facilities exist.
- Pack skips well a skip is up to 70% air.
- Aim to recycle and reduce packaging waste at the end of a job, up to 35% of waste is packaging.
- Make sure pallets are sent back to the manufacturer, or back to the RCL yard.
- Use FSC timber, we are aiming to use 95% FSC timber in 2010
- Be aware that insulation reduces the energy needed to warm and cool buildings, and so has a direct impact on global warming. Insulation delivered to site should never be thrown away.
- WEEE Waste Electrical and Electronic Equipment Regulations affect all forms of electrical equipment, from
 mobile phones to battery power tools. WEEE is classified as hazardous waste and needs to be deconstructed
 before disposal and therefore cannot be put into a mixed waste skip (or bin at home).
- Batteries Directive on the use and disposal of batteries. Batteries are also now classified as hazardous waste (because of the heavy metal content) and therefore cannot be put into a mixed waste skip.

Want some help?

Website lists sources of recycled building products:	www.recycledproducts.org.uk
Type in your postcode for local waste handling, recycling and re-use companies and organisations:	www.bremap.co.uk
Details on recycling:	www.wrap.org.uk
Legal obligations with respect to waste management:	www.netregs.gov.uk

	OCUMENT REFERENCE: OCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	10	CREATION DATE: LAST REVISION DATE:	11/08/2010 Oct-2021	Page 109 of 141
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CONTRACTING LTD

Contract: 84 MOORGATE Contracts Manager Paul Haugh Date Earlier Paul Haugh Date (w/c): Paul Haugh Date (w/c): Paul Haugh Date (w/c): Paul Haugh				ite Manag	er's Dail	Site Manager's Daily Safe Start		
Date	Contract:	84 MOORGATE	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	07/08/2023	Method statement (s) (Title, Rev No. & Rev date)	RCL 84M-RCL-ZZ-ZZ-MS-A-00001 rev C01
Name	Location and descri	ption of work: Installi	ng temporary door sets	and window boards	· .			N/2 (see
Name Signature M T W T K K C C K C C C C C	The state of the s			Site Ma	anager's Daily Si	gn Off		
Name			Date		Name	Signature	Hot Topic	s of the Day ts vou discussed)
10 08/08/2023 Dave Sanders Seday 10/08/2023 Dave Sanders Seday 11/08/2023 Dave Sanders Secondary 11/08/2023 Dave Sanders Secondary 11/08/2023 N/A T W T F S S S S T T T T T T	Monday		07/08/2023)ave Sanders	1 0 S N N	Portable e	lectric tools
Signature Color	Tuesday		08/08/2023		ave Sanders	57.75	Safes	stacking
ay 10/08/2023 Dave Sanders C ay 12/08/2023 N/A N/A Aname Signature M T W T RCL HAI Lidzius Aname Signature M T N T R CL CAF Lidzius Anande	Wednesday		09/08/2023		ave Sanders	1 300	, Te	ead
ay 11/08/2023 Dave Sanders Sanders Sanders N/A N/A <th< td=""><td>Thursday</td><td></td><td>10/08/2023</td><td></td><td>ave Sanders</td><td>3</td><td>Environmental is:</td><td>sues for carpenters</td></th<>	Thursday		10/08/2023		ave Sanders	3	Environmental is:	sues for carpenters
12/08/2023 N/A	Friday		11/08/2023		Jave Sanders	7/505/4	Plaster and	Plasterboard
13/08/2023 N/A	Saturday		12/08/2023		N/A			1/A
Name Signature M T W T F S S Pacrai T V V V V V V N RCL HANDYMAN Pacrai T V V V V V N RCL CARPENTER Pacrai X V V X V N RCL CARPENTER Inde X V V X V N RCL CARPENTER	Sunday		13/08/2023		N/A		2	1/A
Name Signature M T W T F S S Accrail Accrail According				Oper	ratives Daily Sign) Off		
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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			13.4
Have you read and understood the method statement and risk assessment for the task?	>	1	
Is everyone on your team briefed on the method statement for the task?	>		!
Have you carried out your weekly toolbox talk?	\		
Do you have COSHH Assessments and Safety Data Sheets in place for all hazardous substances that will be used?	>		
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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)		> 3	
Remember, as the supervisor YOU are responsible for the safety of YOUR team			



Title: Safe Stacking	Date: 08/08/2023
Location: 84 MOORGATE	Start Time: 07:30
Duration (Minutes) - 30 mins	End Time: 08:00
Presenter's name: D SANDERS	Presenters Signature:
	755 Sands

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
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R CANACRAI	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
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A LIDZIUS	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
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J SMITH	RAPHAEL CONTRACTING LTD	1 Confirm that I have understood the Toolbox Talk
B RAMCHANDE	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
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<u>Grant Claim information</u> Note: Claims can only be made for your employees or labour-only sub-contractors

No. Attended	Duration	Total Time	Employer Reference
10	30 mins	5 hours	2453745
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Toolbox Talk No. 38 SAFE STACKING

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Title: Environmental issues for carpenters	Date: 10/08/2023
Location: 84 MOORGATE	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: D Sanders	Presenters Signature:
	15 Souds

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
R CANACRAI	RAPHAEL CONTRACTING LTD	I Confirm that Thave understood the Toolbox Talk
A LIDZIUS	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
J SMITH	RAPHAEL CONTRACTING LTD	1 Confirm that I have understood the Toolbox Talk
B RAMCHANDE	RAPHAEL CONTRACTING LTD	I Confight that I have understood the Toolbox Talk
I ANDRONIC	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
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Grant Claim information Note: Claims can only be made for your employees or labour-only sub-contractors

No. Attended	Duration	Total Time	Employer Reference
10	30 mins	5 hours	2453745
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Toolbox Talk No. 71 ENVIRONMENTAL ISSUES FOR CARPENTERS

- Construction timber comes in a large variety of forms, with very differing environmental impacts. Natural timber
 is very sustainable (it can easily be re-used and recycled) but, often not very durable (so we treat it with
 preservatives) or stable (we bond it with formaldehyde and isocyanate glues to make sheet and laminate
 materials).
- Chemicals and glues add dramatically to the environmental impact of such products. While they do not prevent re-use, they can make recycling more difficult as the wood is not 'clean'.
- Knowing where your timber comes from helps you to understand its environmental impact. Transport is a major
 cost and user of resources, so where you source your timber from is an important consideration.
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You should:

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- Know about hazardous waste and if your site is a registered producer.
- Use your materials and keep off-cuts for re-use.
- Use mechanical fixings where possible and use fewer composite boards, where we can.
- Segregate your waste, where the facilities exist.
- Pack skips well a skip is up to 70% air.
- Aim to recycle and reduce packaging waste at the end of a job, up to 35% of waste is packaging.
- Make sure pallets are sent back to the manufacturer, or back to the RCL yard.
- Use FSC timber, we are aiming to use 95% FSC timber in 2010
- Be aware that insulation reduces the energy needed to warm and cool buildings, and so has a direct impact
 on global warming. Insulation delivered to site should never be thrown away.
- WEEE Waste Electrical and Electronic Equipment Regulations affect all forms of electrical equipment, from
 mobile phones to battery power tools. WEEE is classified as hazardous waste and needs to be deconstructed
 before disposal and therefore cannot be put into a mixed waste skip (or bin at home).
- Batteries Directive on the use and disposal of batteries. Batteries are also now classified as hazardous waste (because of the heavy metal content) and therefore cannot be put into a mixed waste skip.

Want some help?

Website lists sources of recycled building products:	www.recycledproducts.org.uk
Type in your postcode for local waste handling, recycling and re-use companies and organisations:	www.bremap.co.uk
Details on recycling:	www.wrap.org.uk
Legal obligations with respect to waste management:	www.netregs.gov.uk

DOCUMENT REFERENCE: TOOLBOX TALKS MOB	VERSION NO:	10	CREATION DATE: LAST REVISION DATE:	11/08/2010 Oct-2021	Page 109 of 141	
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Title: ISO45001 – HEALTH AND SAFETY MANAGEMENT SYSTEM	Date: 30/06/2023
Location: Hilton - Woking	Start Time: 09:00
Duration (Minutes) 30min	End Time: 09:30
Presenters name: A. Kulsinskas	Presenters Signature:

	Candidate's Name	Name of Employer	Condidate/s Signature
1	Candidate's Name	Name of Employer	Candidate's Signature
1	E. Amaning	RCL	I confirm that I have understood he Tool Box Talk
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Grant Claim information

Note: Claims can only be made for your employees or labour-only sub-contractors

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No. Attended	Duration	Total Time	Employer Reference
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Contract:	57 Campden Hill Road	Site Manager:	A. Kulsinskas	Date (w/c):	;;	7	7/8/23	8	Method statement (s) (Title, Rev No. & Rev date)	General Carpentry and Joinery. Rev. 02	_
Location and desc	Location and description of works: Install Wardrobes - Level 2	stall Wardrobes	-Level 2.	o e		* *					
			Site	Site Manager's Daily Sign Off	ily Sign	Off					
		Date		N	•	ָ _֖	Signoturo		Hot Topics of the Day	if the Day	
Monday	2/8/2		ď	A.Kulsinskas	5	S S	200		11 Jan Carber dolivera - Nam	nol handling	
Tuesday	8/8/23	82)	Ä	A. Kulsinskas	0	\$			Work area cetup. Level 2.		
Wednesday	9/6	9/8/23	Ą	A. Kulsinskas		0			Extraction units to power to	ols.	
Thursday	8/01	10/8/23	A	A. Kulsinskas	<u></u>	Z.			Work area temp lights.		
Friday	8/11	11/8/23	A.	A. Kulsinskas		€	٥		Wardrobes protection.		
Saturday					N (V						
Sunday				20						2 · · · · · · · · · · · · · · · · · · ·	
			Ю	peratives Daily Sign Off	/ Sign O	Ħ					-
Name	e e	Signature		T N	>	_ _	FS	S	Comments	ents	
K. O'Malley	× ×	- C-124		/	<u>`</u>	7		-		0.77	
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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	-		1-9
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:	>		
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?	>		ar France
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			A.
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?	>	2 -4	
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)		>	- 85,485 - 1
Remember, as the supervisor YOU are responsible for the safety of YOUR team			

	Comments			8.5				St					
Operatives Daily Sign Off (Continuation Sheet)	s			,						=		=	
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PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

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