



RAPHALL
CONTRACTING LTD

PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: 57 CAMPDEN HILL ROAD

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>	20/02/23
V. BALIULEVICIUS		✓	✓	✓						✓	<i>[Signature]</i>	20/02/23
B. RANCHANDU		✓								✓	<i>[Signature]</i>	31/07/23
K. O'Malley	✓			✓	✓					✓	<i>[Signature]</i>	31/07/23
A. Kulsinskas					✓		✓				<i>[Signature]</i>	9/08/23
B. Ramchande				✓	✓						<i>[Signature]</i>	11/08/23
V. Baliulevicius				✓	✓	✓					<i>[Signature]</i>	14/08/23
K. O'Malley					✓	✓			✓		<i>[Signature]</i>	15/08/23
A. Kulsinskas					✓	✓			✓		<i>[Signature]</i>	16/08/23

Site Manager's Daily Safe Start

[illegible]

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:		✓		
Environmental Management System.		✓		
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				



TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

Title: ISO14001 – Environmental Management System	Date: 16.08.23
Location: 57 Campden Hill Road	Start Time: 7:30
Duration (Minutes) 30min	End Time: 8:00
Presenters name: A. Kulsinskas	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	V. Baliulevicius	RCL	I confirm that I have understood the Tool Box Talk
2	K. O'Malley	RCL	I confirm that I have understood the Tool Box Talk
3			I confirm that I have understood the Tool Box Talk
4			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
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 2	Duration 30min	Total Time 1h	Employer Reference 2453745
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RAPT

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Responsibilities, employees and sub-contractors	Date: 15/08/2023
Location: 84 MOORGATE	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: D SANDERS	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
R CANACRAI	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
S SIMONOVIC	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 ANDRONIC	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
I SAHOTA	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 10	Duration 30 mins	Total Time 5 hours	Employer Reference 2453745
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Toolbox Talk No. 2 RESPONSIBILITIES: EMPLOYEES AND SUB-CONTRACTORS

The Health and Safety at Work etc. Act 1974 and the Construction (Design and Management) Regulations 2015 give everyone health and safety responsibilities. Where these responsibilities are not carried out people like you can be injured or killed, others could be prosecuted. Over 220 people are killed every year; several thousand are seriously injured. Fines can be thousands of pounds for Companies who break the regulations.

Employees: *Your bosses* must provide you with a safe place of work, safe equipment and the necessary instruction and training to enable you to carry out your work safely.

Employees and sub-contractors: *You* must take reasonable care to ensure that no person – yourself included – suffers because of the way that you work.

You must help your employer to carry out his responsibilities by:

- Not interfering with items provided for your safety.
- By using equipment given to you for your protection and by not abusing it. For example hard hats, goggles and hearing protection.
- By telling your foreman of any hazards that you notice which could affect you or others safety.

SOME EXAMPLES:

- If you work on a scaffold provided by another company your foreman must ensure that it is safe for your use. Therefore, if you notice anything, which you consider unsafe, point this out.
- If you strike shuttering which leaves an opening make sure it is covered or guarded before you leave it. The same applies if you are permitted to remove a guardrail or cover for the passage of materials or services, make sure it goes back – DO NOT LEAVE A TRAP FOR OTHERS.
- If you are working or are having to pass alongside openings, i.e. floors or excavations which are unguarded, your foreman must ensure that they are protected even though you may not have been responsible for making the hazard.
- Have all injuries, however slight, properly attended to
- Rectify or report all unsafe conditions
- Help to keep the work place clean and tidy
- Wear the protective clothing and equipment provided for your safety
- Obey all safety rules and signs
- Use only those tools you are authorised to use
- Use correct tools and equipment
- If you do not know – ask
- Do not take chances – carry out instructions
- Do not start machinery unless authorised and without the guard being in place
- Do not horseplay or distract others
- Do not leave tools on the floor or where they can fall on people below

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RAPT

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Method statement and risk assessments	Date: 17/08/2023
Location: 84 MOORGATE	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: D SANDERS	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
R CANACRAI	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
S SIMONOVIC	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 ANDRONIC	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
I SAHOTA	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 10	Duration 30 mins	Total Time 5 hours	Employer Reference 2453745
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Toolbox Talk No. 4 METHOD STATEMENTS AND RISK ASSESSMENTS

METHOD STATEMENTS

- Method statements are a written list of operations, to be carried out in a specified sequence, in order to complete a work activity in a safe manner
- Everyone involved in a job for which a method statement has been written should read it and sign as having done so
- Well-written method statements address all the hazards present and plan the work so that the risk of accident is eliminated or reduced to an acceptable level
- Most method statements also include the risk assessments for the same job so that operatives can read what hazards have been considered and how the risk of accidents have been overcome

RISK ASSESSMENTS

- All employers have a legal duty to prepare risk assessments for work activities that could foreseeably result in injury to persons or damage to equipment
- Risk assessments outline the ways in which the job could result in injury or damage and the measures put in place to ensure that the chance of anything going wrong is eliminated or reduced to an acceptable level
- Employers with five or more employees must have written risk assessments
- If there are less than five employees, the risk assessments must still be carried out although there is no legal duty to write them down
- Employers also have a legal duty to communicate the findings of the risk assessment to operatives who may be affected by it
- Therefore, depending upon the size of your company, you should either be told, or be asked to read, what the risks and control measures are for each job that you carry out
- There is no specified way for laying out a risk assessment so you must familiarise yourself with the way your employers lay out theirs
- In many cases, the risk assessments are part of the method statement

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Site Manager's Daily Safe Start										
Contract:	84 MOORGATE	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	14/08/2023	Method statement (s) (Title, Rev No. & Rev date)				
Location and description of work: Installing temporary door sets and window boards										
Site Manager's Daily Sign Off										
		Date	Name	Signature	Hot Topics of the Day (the main points you discussed)					
Monday		14/08/2023	Dave Sanders	<i>D Sanders</i>	General duties & advice for employees & sub-contractors					
Tuesday		15/08/2023	Dave Sanders	<i>D Sanders</i>	Responsibilities, employees & sub-contractors					
Wednesday		16/08/2023	Dave Sanders	<i>D Sanders</i>	Benefits of safety					
Thursday		17/08/2023	Dave Sanders	<i>D Sanders</i>	Method statements and risk assessments					
Friday		18/08/2023	Dave Sanders	<i>D Sanders</i>	Welfare arrangements					
Saturday		19/08/2023	N/A		N/A					
Sunday		20/08/2023	N/A		N/A					
Operatives Daily Sign Off										
	Name	Signature	M	T	W	T	F	S	S	Comments
	Joe Smith	<i>Joe Smith</i>	✓	✓	✓	✓	✓	✓	✓	RCL HANDYMAN
	Rajesh Canacrai	<i>Rajesh Canacrai</i>	✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
	B Ramchande	<i>B Ramchande</i>	✓	✓	✓	✓	✓	✓	✓	RCL LABOURER
	I Andronic	<i>I Andronic</i>	✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
	S Simonovic	<i>S Simonovic</i>	✓	✓	✓	✓	✓	✓	✓	RCL Manager/supervisor
	I Sahota	<i>I Sahota</i>	✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER

NOTE IF YOU HAVE MORE THAN 10 OPERATIVES ON SITE, PLEASE USE THE CONTINUATION SHEET656

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?		✓		
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				