



Site Manager's Daily Safe Start									
Contract:	84 MOORGATE	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	28/08/2023	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		28/08/2023	Bank holiday	N/A		N/A			
Tuesday		29/08/2023	Dave Sanders	Dave Sanders		Working at height regulations 2005			
Wednesday		30/08/2023	Dave Sanders	Dave Sanders		Manual handling			
Thursday		31/08/2023	Dave Sanders	Dave Sanders		Hearing protection and noise			
Friday		01/09/2023	Dave Sanders	Dave Sanders		Eye protection			
Saturday		02/09/2023	N/A			N/A			
Sunday		03/09/2023	N/A			N/A			
Operatives Daily Sign Off									
Name	Signature	M	T	W	T	F	S	S	Comments
S Simonovic		/	/	/	/	/	/	/	RCL Manager/supervisor
Rajesh Canacrai		/	/	/	/	/	/	/	RCL CARPENTER
B Ramchande		/	/	/	/	/	/	/	RCL LABOURER
I Andronic		/	/	/	/	/	/	/	RCL CARPENTER
Joe Smith		/	/	/	/	/	/	/	RCL HANDYMAN
A Lidzius		/	/	/	/	/	/	/	RCL CARPENTER


NOTE IF YOU HAVE MORE THAN 10 OPERATIVES ON SITE, PLEASE USE THE CONTINUATION SHEET 656

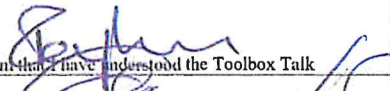
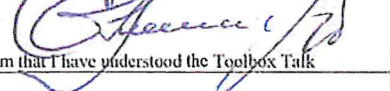

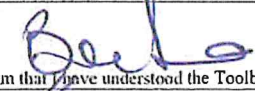
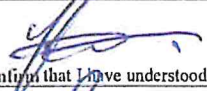

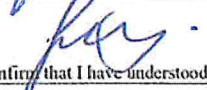
Before starting work, STOP, THINK and CHECK		Yes	No	N/A
If the answer to any question below is NO, do not start work until the issues are resolved				
1. Method statements, risk assessments and permits				
Have you read and understood the method statement and risk assessment for the task?		✓		
Is everyone on your team briefed on the method statement for the task?		✓		
Have you carried out your weekly toolbox talk?		✓		
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				



RAPT

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: working at heights regulations 2005	Date: 29/08/2023
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
A LIDZIUS	 RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
	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. 23 THE WORK AT HEIGHT REGULATIONS 2005
Key Features:-

- Every employer to ensure that work at height is properly planned, supervised and carried out in a safe manner.
- Avoid work at height where possible.
- Where work is carried out at height prevent persons falling any distance liable to cause personal injury (2m rule no longer applies).
- Materials and objects to be stored in a manner to prevent risk from collapse, overturning or unintended movement.
- Mobile work platforms not to be used unless inspected within the previous 7 days.
- In relation to construction work the top guardrail height will change to 950mm (from 910mm) for all new guardrails put in place after 6th April. Gaps must not exceed 470mm as per current requirement.
- In relation to scaffolding (depending on complexity) an assembly, use and dismantling plan is to be drawn up by a competent person.
- A brief guide to the Work at Height Regulations 2005 is outlined below.

THE WORK AT HEIGHT REGULATIONS 2005 – A BRIEF GUIDE

Falls from height remain the single biggest cause of workplace deaths and one of the main causes of major injury. This guide is written for anyone who works at height. It tells you what you need to do to comply with the Work at Height Regulations 2005. The Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury.

WHAT IS 'WORK AT HEIGHT'?

- A place is 'at height' if (unless these Regulations are followed) a person could be injured falling from it, even if it is at or below ground level.
- 'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work. For instance, a sales assistant on a stepladder would be working at height, but we would not be inclined to apply the Regulations to a mounted police officer on patrol.

DO THE RULES APPLY TO YOU?


- The Work at Height Regulations 2005 apply to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self-employed, and any person who controls the work of others (e.g. facilities managers, building owners, or householders who may contract others to work at height) to the extent they control the work.
- If you are an employee or working under someone else's control, regulation 14 says you must:
 - report any safety hazard to them
 - use the equipment supplied (including safety devices) properly, following any training and instructions (unless you think that would be unsafe, in which case you should seek further instructions before continuing).

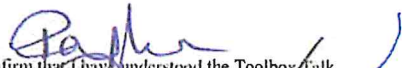
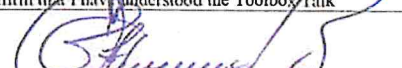
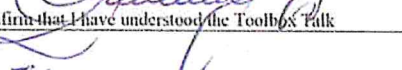
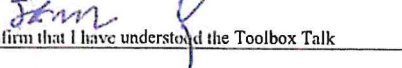


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RAPT

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Hearing protection and noise	Date: 31/08/2023
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
A LIDZIUS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
	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. 15 HEARING PROTECTION AND NOISE

Fact: When you're deaf, you stay deaf!

Excessive noise from plant and tools on site can cause, over a period of time, progressive and irreversible loss of hearing – before this permanent loss, rushing or ringing noises in the ear can be a constant source of annoyance. This is called “TINNITUS”.

Hazards

1. Some of the following things used on site can be harmful to your hearing: compressors, breakers, circular saws, concrete mixers, power tools, paslode guns and mobile plant.
2. You may not be using the noisy equipment. However, someone nearby may be. It could affect your hearing.
3. Look out for noise hazard signs and obey them and observe hearing protection zones.

Q: Name some noise hazards to be found on site.

Controlling Noise

1. Do it a less noisy way, if possible.
2. If shouting is necessary in order to be heard, wear ear protectors.
3. Keep compressor covers closed when in use, ensure breaker mufflers are correctly fitted and that airlines do not leak – this can cause unnecessary noise.

Q: When should ear protection be worn?

4. Don't keep machinery running unnecessarily.
5. Don't expose workmates to your noise.
6. Move noise source away or move away from noise.
7. If possible, shield noisy processes, work behind a wall or some other sound absorbing material.

Q: Name two precautions you can take with machinery to reduce noise.

Ear Protection

1. Cotton wool plugs are not effective!
2. Ensure earplugs are a good fit and correctly inserted.
3. Regularly clean re-usable earplugs.
4. Only use disposable earplugs once.
5. Clean your hands before touching all types of earplugs.

Q: What should not be used instead of earplugs?

6. The seal on the earmuff cup should fit all the way round your head.
7. Ensure that earmuffs are worn the correct way round.
8. Ensure earmuff seals are always in serviceable condition.
9. Don't alter pressure of earmuffs by bending headband.
10. If you have difficulty in wearing earmuffs, report it.

Q: What must you ensure when wearing earmuffs?

Questions for you:

Q: How can you reduce noise levels from a machine?

Q: What must you remember when handling earplugs?

REMEMBER: Once you lose it, it's gone forever!

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DOCUMENT OWNER:	MOB			LAST REVISION DATE:	Oct-2021	

Contract:	BSB 57CHR	Site Manager:	Kes Kulsinkas	Date (w/c):	28/08/23	Method statement (s) (Title, Rev No.)	Installation of Joinery
Rev 002							

Site Manager's Daily Sign Off

	Date	Name	Signature	Hot Topics of the Day (the main points you discussed)
Monday		K. Kulsinskas		
Tuesday	29-08-23	K. Kulsinskas		MANUAL HANDLING
Wednesday	30-08-23	K. Kulsinskas		SAFE USE OF HAND TOOLS
Thursday	31-08-23	K. Kulsinskas		SAFE STACKING
Friday	01-09-23	K. Kulsinskas		HOUSEKEEPING
Saturday				
Sunday				

[illegible]



METHOD STATEMENT INDUCTION

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

CONTRACT:	57 Campden Hill Road	MS REF:	002
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	NAME (PRINT)	DATE ATTENDED	SIGNATURE	COMMENTS
1	KESTUTIS KULSINSKAS	01/08/23		I confirm that I have read and understood the Risk Assessment and Method Statement
2	Kieran O'Malley	01/08/23		I confirm that I have read and understood the Risk Assessment and Method Statement
3	A. Kulsinskas	7/8/23		I confirm that I have read and understood the Risk Assessment and Method Statement
4	E. Amanius	7/8/23		I confirm that I have read and understood the Risk Assessment and Method Statement
5	B. Ramchande	7/8/23		I confirm that I have read and understood the Risk Assessment and Method Statement
6	V. BALIULEVICIUS	14/8/23		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: SUPERVISOR

Print Name: K. KULSINSKAS

Date: 01/08/2023

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)



TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: CLIMATE CHANGE	Date: 30/08/23
Location: BSB 57 Campden Hill Road	Start Time: 730
Duration (Minutes) 30	End Time: 800
Presenters name: K. 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	A. Kulsinskas	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	Duration	Total Time	Employer Reference 2453745
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