




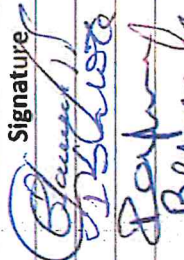
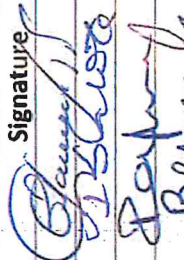
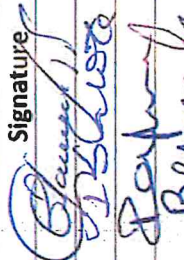
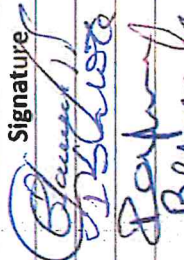
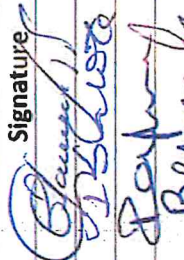


## Site Manager's Daily Safe Start

Contract:	84 MOORGATE	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	25/09/2023	Method statement (s) (Title, Rev No. & Rev date)	RCL B4IM-RCL-ZZ-ZZ-MS-A-00001 rev C01	
Location and description of work: Installing temporary door sets and window boards								
<b>Site Manager's Daily Sign Off</b>								
		Date	Name	Signature	Hot Topics of the Day (the main points you discussed)			
Monday		25/09/2023	D Sanders		Lead			
Tuesday		26/09/2023	D Sanders		Asbestos			
Wednesday		27/09/2023	D Sanders		Migrant workers-Language barriers mean new dangers at work			
Thursday		28/09/2023	D Sanders		Electricity on site			
Friday		29/09/2023	D Sanders		Security on site			
Saturday		30/09/2023	N/A		N/A			
Sunday		01/10/2023	N/A		N/A			
<b>Operatives Daily Sign Off</b>								
Name	Signature	M	T	W	T	F	S	Comments
S Simonvic		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	RCL MANGER/CARPENTER
I Sahota		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	RCL CARPENTER
Rajesh Canacrai		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	RCL CARPENTER
B Ramchande		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	RCL LABOURER
I. DRAGUS		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

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
<b>1. Method statements, risk assessments and permits</b>				
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?		✓		
<b>2. Place of work</b>				
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?		✓		
<b>3. Task specific</b>				
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?		✓		
<b>4. Variations</b>				
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)			✓	
<b>Remember, as the supervisor YOU are responsible for the safety of YOUR team</b>				

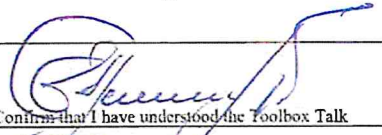
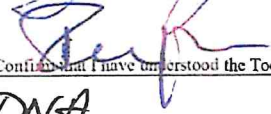

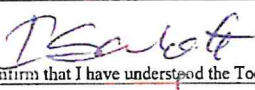
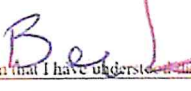

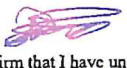




# RAPT

## RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Asbestos	Date: 26/09/2023
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
S SIMONAVIC	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
R CANACRAI	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
B RAMCHANDE	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

**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
--------------------	---------------------	-----------------------	-------------------------------



## Toolbox Talk No. 42 ASBESTOS

**Fact:** Every year, approximately 3000 people a year die from asbestos related diseases.

### WHERE YOU MIGHT FIND ASBESTOS

#### 1. Insulation and sprayed coatings used for:

- ✓ boilers, plant and pipework hidden in underfloor ducting
- ✓ fire protection to steelwork, hidden behind false ceilings
- ✓ thermal and acoustic insulation of buildings
- ✓ some textured coatings and paints

#### 2. Insulating board used in the following places:

- ✓ fire protection to doors, protected exits and steelwork
- ✓ claddings on walls and ceilings
- ✓ internal walls, partitions and suspended ceiling tiles

#### 3. Asbestos cement, which is found as:

- ✓ corrugated roofing and cladding sheets of buildings
- ✓ flat sheets for partitions, cladding sheets and door facings
- ✓ rainwater gutters and downpipes

### HOW ASBESTOS CAN AFFECT YOU

1. Asbestos breaks into tiny, long, sharp fibres. They can get lodged and scar the lungs causing asbestosis or fibrosis
2. Asbestos fibres may also cause lung cancer
3. It can also cause mesothelioma, a cancer of the inner lining of the chest wall, this cancer is incurable
4. Smokers are at much greater risk to asbestos diseases

### HAZARDOUS WORK

1. Plumbers, carpenters and electricians working on building repair are considered most at risk
2. Old buildings constructed in the 1950s and 60s may have many forms of asbestos materials used in them
3. The removal of roofing felts, old floor tiles, textured paints and plasters containing asbestos

**If you think you've come across asbestos, stop work and tell your supervisor or foreman**

**Q: What are some of the hazardous work areas?**

**Note:** Now inform your workforce of the company policy.

**Q: In what sort of places will you find asbestos?**

**Q: What diseases can exposure to asbestos cause?**

**REMEMBER: Don't take chances, if you think you've found it, stop, and tell!**

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	10	CREATION DATE: LAST REVISION DATE:	11/08/2010 Oct-2021	Page 61 of 141
--	----------------------	-------------	----	---------------------------------------	------------------------	----------------



# RAPT

## RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Electric on site	Date: 28/09/2023
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
S SIMONAVIC	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
R CANACRAI	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
I. DRAGUS	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
B RAMCHANDE	RAPHAEL CONTRACTING LTD DNA	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

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
--------------------	---------------------	-----------------------	-------------------------------





**Toolbox Talk No. 22 ELECTRICITY ON SITE**

**Electricity is a killer, make no mistake about that! Not only can it kill but it can cause fires.**

The Electricity at Work Regulations is the main law covering electricity but BS 7671 for installations is also significant. Working with electricity involves two distinct areas:

1. Doing electrical work i.e. installations or repairs to an electrical system.
2. Using electrical appliances to lighten or speed up other types of work.

Understanding how electrical equipment is designed to be safe, helps us to spot when things are wrong and therefore dangerous.

1. All metal parts designed to carry current (conductors) need to be properly insulated.
2. If the insulation is vulnerable it has to be additionally protected – sheathing, conduit, trunking, armoured cable etc. may be used. If you can see defective insulation or sheathing, the system is not as safe as it should be and should be isolated and immediate steps taken to get it repaired by a competent person. For example, a flex pulling out of a plug top or a cable frayed or split showing the colours inside.
3. NOTE: Sometimes conductors are made safe by ‘placing out of reach’. This is OK until unusual circumstances (perhaps maintenance or decorating work) make them not ‘out of reach’ any more. Take special care in such cases.
4. Earthing all metal parts not intended to carry current will prevent them becoming live in a fault situation. Earth wires and connectors are just as important as the circuit wires and any damage or looseness must be repaired urgently by a competent person.
5. Earthing works in conjunction with the fuse or circuit breaker to protect the circuit in the event of excessive current. If a wrong size fuse is fitted, or a circuit breaker tampered with, the protection may not be adequate and danger could arise.
6. To protect people, either the voltage has to be reduced to a safe level by a transformer, or if using 240v the fault current should be limited by a Residual Current Device (RCD). When using 110v transformers the maximum voltage to earth is only 55v. An RCD limits the fault current to only 30mA and trips in less than half a second.

NOTE: These devices do not prevent electric shock, only that the shock is unlikely to be fatal. In damp or sweaty conditions the shock could still be severe so do not be lulled into a false sense of security.

**If in doubt, have the circuit/equipment checked by an electrician before starting work. Things you can do on site:**

1. Ensure that cables are not lying on ground unprotected from physical conditions and wet conditions.
2. Ensure cables are not hung from nails etc which may cause insulation damage.
3. Ensure cables do not cause a hazard at openings, passages, ladders, stairs, etc.
4. Do not carry out any alterations or makeshift repairs.
5. Disconnect equipment when not in use.
6. Lighting is a heat source – locate lights and switch off to reduce possibility of burns or fire.
7. Observe notices warning of live conductors.
8. Explain permit to work system where applicable.
9. Underground services, particularly electricity and gas, can be dangerous. Damage to electrical cables can cause a flash, leading to severe burns and even death. Gas leaks can cause fire or explosion.
10. Underground services may be found in roads, footpaths and on sites. Always assume that they are present. Treat all services as LIVE, despite their apparent physical condition.
11. Accidents have happened because people have mistaken one service taken for another, for example black plastic-covered electricity cables look like black plastic water pipes and cast iron gas and water mains look alike. Check before you act.

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	10	CREATION DATE: LAST REVISION DATE:	11/08/2010 Oct-2021	Page 30 of 141
--	----------------------	-------------	----	---------------------------------------	------------------------	----------------





**RAPHAELL**  
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.BALIUDEVICIUS		✓	✓	✓						✓	<i>[Signature]</i>	20/02/23
B. RANCHARD		✓								✓	<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. Balindevicius				✓	✓	✓			✓		<i>[Signature]</i>	14/08/23
K. O'Malley					✓	✓			✓		<i>[Signature]</i>	15/08/23
A. Kulsinskas					✓	✓			✓		<i>[Signature]</i>	16/08/23
K. O'Malley		✓	✓	✓						✓	<i>[Signature]</i>	18/08/23
K. KULSINSKAS										✓	<i>[Signature]</i>	29/08/23
V. BALIUDEVICIUS					✓					✓	<i>[Signature]</i>	5/09/23
A. Kulsinskas					✓	✓				✓	<i>[Signature]</i>	8/09/23

Page -

DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-008 DAS	VERSION NO: 1.3	CREATION DATE: LAST REVISION DATE:	07/02/2013 22/11/2018	Page 1 of 1
--	-------------------	--------------------	---------------------------------------	--------------------------	-------------



# 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. RAMCHANDRE		✓		✓						✓	<i>[Signature]</i>	31/07/23
K. O'Malley	✓			✓	✓					✓	<i>[Signature]</i>	31/07/23
A. Kulsinskas				✓	✓		✓				<i>[Signature]</i>	9/08/23
B. Ramchandre				✓	✓						<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
K. O'Malley		✓	✓	✓						✓	<i>[Signature]</i>	18/08/23
K. KULSINSKAS		✓	✓							✓	<i>[Signature]</i>	29/08/23
V. BALIULEVICIUS					✓					✓	<i>[Signature]</i>	4/09/23
A. Kulsinskas					✓	✓				✓	<i>[Signature]</i>	8/09/23

Page -









## 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
-----------	----------------------	---------	-----

	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	A. LIDZIUS	13/9/23		I confirm that I have read and understood the Risk Assessment and Method Statement
8	J. GUSTAVAS	25/9/23		I confirm that I have read and understood the Risk Assessment and Method Statement
9	D. MARCIULAITIS	25/09/23		I confirm that I have read and understood the Risk Assessment and Method Statement
10	A. MAKABANSKAS	25/09/23		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)