

Toolbox Talk No. 26 TRESTLE SCAFFOLDS AND STEPLADDERS

The use of trestles are forbidden on most construction sites, they should only be used with specific permission from the main contractor and *Raphael's Director of Construction and Safety*, should permission be given the following guidance must be followed:

Two types of trestle scaffolds are used on construction sites: -

- Folding wooden or metal trestles.
- Fixed metal trestles or bandstands.

Trestles must only be on firm level surfaces. Both types are frequently misused and several accidents have occurred – **OBSERVE THE RULES AND PREVENT A FALL.**

FOLDING TRESTLES

- Use for work of a **LIGHT** nature and **SHORT DURATION** only.
- Examine for damaged cross bearers, broken or damaged hinges or damaged stiles.
- Use lightweight stagings for the platform. If normal scaffold boards are used support at 1.2 metre centres.
- Do not use top 1/3 of trestles.
- Do not attempt to increase the height of the platform by use of hop- ups.
- Must not be used if it is possible to fall more than 2 metres unless guard rails and toe boards are fitted.
- Platform must be at least 600mm wide (24 inches)

FIXED TRESTLES

- Ensure correct pins are used when height is raised (not reinforcement or nails).
- If used with normal scaffold boards, space stands 1.2 metres apart (4 feet).
- If used with lightweight stagings – check allowable loads.
- Where it is possible to fall 2 metres or more guardrails and toeboards must be fitted. This is generally difficult and will require a scaffolder.

Safe access:

- A tied ladder must always be provided for folding and fixed trestles.
- Steps must be taken to prevent any person falling.
- Safe access to the working platform (tied ladder).
- Free of openings and traps, which may cause a person to trip, fall or be injured.
- Particular care must be taken when trestle scaffolds are erected near floor edges or on existing scaffold platforms to ensure that guarding is provided.

Stepladders

1. Can a Mobile Tower Scaffold or MEWP be used instead?
2. Check treads, styles, hinges, and restraining rope before using a stepladder.
3. Use on firm level base.
4. Don't work higher than two thirds up stepladder (hand hold).

Q: Before using steps what should you consider?

5. Don't use boards between treads on steps to provide working platform - they are not designed for this loading.
6. Don't lean outward or sideways from steps, move them.
7. Ensure steps are fully extended before you go up.

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	10	CREATION DATE:	11/08/2010	Page 37 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	Oct-2021	



RAPT

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Trestle scaffolds and step ladders	Date: 24/10/2023
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 SIMONOVIC	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
J SMITH	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
B. RAMCHAND	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
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Toolbox Talk No. 29 SAFETY ALERT PODIUM STEPS
THE INCIDENT

- An electrician was working from a podium step to fix a ceiling mounted conduit. Shortly after ascending the podium his workmate, who was in the same room, heard a shout and turned to see the podium step overturning and his colleague falling with it.
- As the podium fell to the floor the electrician struck his head against a wall, just above floor height.
- The electrician partially lost consciousness and appeared very confused. The site team called an ambulance and at hospital the electrician was diagnosed with a compression injury, necessitating a stay in hospital of five days for observation.
- Considering the distance that the electrician fell and his own momentum from the fall, it is surprising and fortunate that he did not sustain a fractured skull or possibly worse.

INVESTIGATION

- The room within which the electrician was working had an existing timber floor, which was in good condition, without holes or openings and was also level. Although there were some materials stored within the room, they did not affect the use of the podium. The location where the podium step was being used was directly beneath the conduit being fixed, so overreaching was not necessary.
- On examining the podium several issues were identified. None of the four wheel locks had been engaged; the guardrail had not been raised to suit the (adjustable) platform height of 1.25m; a diagonal brace (normally attached between the two side frames) had not been fitted, it remained in its stowed position. The podium was also in a generally poor condition, with some parts not moving easily, and other parts clearly misaligned/bent.
- Although the plant hire company had provided instructions with the podium, these remained sealed within a wallet attached to the podium. The M&E contractor had not provided any form of instruction to their operatives on the assembly and use of this type of podium.
- Without the diagonal brace in position, the podium is prone to leaning or 'sagging' to one or another side by approximately 50mm. Whilst this tendency alone will not make the podium overturn, combined with the poor maintenance and the unlocked wheels these factors definitely contributed to the overturning.
- What most probably happened at the time of the accident is that the podium leaned to one side, probably due to the electrician moving to one side of the platform. As his weight was thrown further over the side of the podium by the unexpected movement, his momentum together with the wheels being unlocked caused his weight to move outside the balance point of the podium causing it to overturn.

SUMMARY

- The electrician was not familiar with this particular type of podium that he was given to use. Although he had not assembled the podium himself, had he been given instruction on its assembly and use, it is more likely that he would have known that the diagonal brace was still in its stowed position.
- Podium steps have been developed and marketed over a relatively short period of time, with several different types now available and in regular use. This makes it very important that users are instructed in their use – for each type that they're expected to use. Had this happened in this instance this accident would likely not have occurred.

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	10	CREATION DATE: LAST REVISION DATE:	11/08/2010 Oct-2021	Page 42 of 141
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RAPF

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Safety alert podium steps	Date: 26/10/2023
Location: 84 MOORGATE	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: S SIMONOVIC	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
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
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
	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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No. Attended 10	Duration 30 mins	Total Time 5 hours	Employer Reference 2453745
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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				



Site Manager's Daily Safe Start

Contract:	84 MOORGATE	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	23/10/2023	Method statement (s) (Title, Rev No. & Rev date)	RCL 84M-RCL-ZZ-ZZ-MS-A-00001 rev C01
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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	23/10/2023	S Simonovic		Working at heights Regs 2005
Tuesday	24/10/2023	D Sanders		Trestle scaffolds & step ladders
Wednesday	25/10/2023	D Sanders		Scaffold & working at heights
Thursday	26/10/2023	S Simonovic		Safety alert podium steps
Friday	27/10/2023	S Simonovic		Housekeeping and waste disposal
Saturday	28/10/2023	N/A		N/A
Sunday	29/10/2023	N/A		N/A

Operatives Daily Sign Off

Name	Signature	M	T	W	T	F	S	Comments
S Simonovic		✓	✓	✓	✓	✓	✓	RCL MANGER/CARPENTER
I Sahota		✓	✓	✓	✓	✓	✓	RCL CARPENTER
Rajesh Canacrai		✓	✓	✓	✓	✓	✓	RCL CARPENTER
B Ramchande		✓	✓	✓	✓	✓	✓	RCL LABOURER
J Smith		✓	✓	✓	✓	✓	✓	RCL CARPENTER
I Dragus		✓	✓	✓	✓	✓	✓	RCL CARPENTER

NOTE IF YOU HAVE MORE THAN 10 OPERATIVES ON SITE, PLEASE USE THE CONTINUATION SHEET SHE6656



RAPT

METHOD STATEMENT INDUCTION

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

CONTRACT:	84 Moorgate	MS REF:	85M-RCL-ZZ-ZZ-MS-A-00001
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	NAME (PRINT)	DATE ATTENDED	SIGNATURE	COMMENTS
1	D. MARCIULAITIS	30/10/23		I confirm that I have read and understood the Risk Assessment and Method Statement
2				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:

Print Name:

Date:

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)

DOCUMENT REFERENCE:	SIT-FM-004	VERSION NO:	1.1	CREATION DATE:	07/02/2013	Page 1 of 1
DOCUMENT OWNER:	DAS			LAST REVISION DATE:	01/03/2018	



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. Amanuel	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. LIDZIKAS	13/9/23		I confirm that I have read and understood the Risk Assessment and Method Statement
8	J. GOSTOMINS	25/9/23		I confirm that I have read and understood the Risk Assessment and Method Statement
9	D. MARCULAITIS	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)



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: SECURITY ON SITE	Date: 24/10/23
Location: BSB 57 Campden Hill Road	Start Time: 730
Duration (Minutes)	End Time: 800
Presenters name: K. Kulsinskas	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	A. Kulsinskas	RCL	I confirm that I have understood the Tool Box Talk
2	V. Baliulevicius	RCL	I confirm that I have understood the Tool Box Talk
3	K. O'Malley	RCL	I confirm that I have understood the Tool Box Talk
4	A. Lydzius	RCL	I confirm that I have understood the Tool Box Talk
5	B. Ramchande	RCL	I confirm that I have understood the Tool Box Talk D. N. A
6	V. GUSTAS	RCL	I confirm that I have understood the Tool Box Talk
7	A. MAKARAVSKAS	RCL	I confirm that I have understood the Tool Box Talk
8	D. MARCILEAITIS	RCL	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



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
							£	£	Damaged	Wear and Tear		
K. O'Malley				✓		✓				✓		15/09/23
A. Lidzins		✓				✓				✓		15/09/23
A. Kulsinskis		✓				✓				✓		19/09/23
V. BALMUCIENIS				✓		✓				✓		21/09/23
D. MACHINIAKIS		✓	✓	✓			✓					02/10/23
V. GOSPODARUS	✓		✓	✓								02/10/23
A. MACHINIAKAS	✓	✓	✓	✓		✓						03/10/23
B. RAMCHINDAS				✓		✓				✓		05/10/23
K. KULSINSKAS				✓	✓	✓						16/10/23
A. Kulsinskis				✓								
K. O'Malley				✓								
V. BALMUCIENIS												



RAPHAEL CONTRACTING LTD

Site Manager's Daily Safe Start									
Contract:	BSB 57CHR	Site Manager:	Kes Kulsinskas	Date (w/c):	23/10/23	Method statement (s) (Title, Rev No.)	Installation of Joinery Rev 002		
Location and description of works: GF, L1, L2 & L3 - 1 CASEMENT FITTING JOINERY									
Site Manager's Daily Sign Off									
		Date	Name	Signature	Hot Topics of the Day (the main points you discussed)				
Monday		23/10/23	K. Kulsinskas		PODDUMS				
Tuesday		24/10/23	K. Kulsinskas		SECURITY ON SITE				
Wednesday		25/10/23	K. Kulsinskas		DUST				
Thursday		26/10/23	K. Kulsinskas		FOXES				
Friday		27/10/23	K. Kulsinskas		GLOVES				
Saturday									
Sunday									
Operatives Daily Sign Off									
Name	Signature	M	T	W	T	F	S	S	Comments
K. Kulsinskas		✓	✓	✓	✓	✓	✓	✓	
A. Kulsinskas		✓	✓	✓	✓	✓	✓	✓	
V. Balilevicius		✓	✓	✓	✓	✓	✓	✓	
K. Omalley		✓	✓	✓	✓	✓	✓	✓	
A. Lydzius		✓	✓	✓	✓	✓	✓	✓	
B. Ramchande		✓	✓	✓	✓	✓	✓	✓	
V. GOSTYANIS		✓	✓	✓	✓	✓	✓	✓	
A. MAKARAVSKAS		✓	✓	✓	✓	✓	✓	✓	
D. MARCINAITIS		✓	✓	✓	✓	✓	✓	✓	