

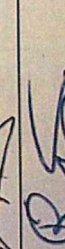
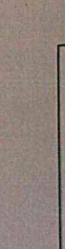
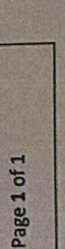


Site Manager's Daily Safe Start

Contract:	BSB 57CHR	Site Manager:	Kes Kulsinskas	Date (w/c):	30/10/23	Method statement (s) (Title, Rev No.)	Installation of Joinery Rev 002	
Location and description of works. Fitting Joinery to levels : GF, L-1, L-2 & L-3 BASEMENT								
Site Manager's Daily Sign Off								
	Date	Name	Signature	Hot Topics of the Day (the main points you discussed)				
Monday	30/10/23	K. Kulsinskas		PODIUM STEPS				
Tuesday	31/10/23	K. Kulsinskas		SAFE USE OF PASLODE GUN				
Wednesday	1/11/23	K. Kulsinskas		DUST				
Thursday	2/11/23	K. Kulsinskas		PERSONAL HYGIENE				
Friday	3/11/23	K. Kulsinskas		HOP - UPS				
Saturday								
Sunday								
Operatives Daily Sign Off								
Name	Signature	M	T	W	T	F	S	Comments
K. Kulsinskas		✓	✓	✓	✓	✓	✓	
A. Kulsinskas		✓	✓	✓	✓	✓	✓	
V. Baliulevicius		✓	✓	✓	✓	✓	✓	
K. Omalley		✓	✓	✓	✓	✓	✓	
A. Lydzius	D.N.A	✓	✓	✓	✓	✓	✓	
B. Ramchande	D.N.A	✓	✓	✓	✓	✓	✓	
A. MAKHANSKAS		✓	✓	✓	✓	✓	✓	
V. GUSTAFSSON		✓	✓	✓	✓	✓	✓	

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. O'Malley				✓		✓				✓		15/09/23
A. Liodenis		✓				✓				✓		15/09/23
A. Kulsinskas		✓				✓				✓		19/09/23
V. BALIULEVICIUS				✓		✓				✓		21/09/23
D. MARCINIUKAS		✓	✓	✓			✓					02/10/23
V. GOSTARAVIČIUS	✓	✓	✓	✓								02/10/23
A. MARCINAVIČIUS	✓	✓	✓	✓		✓						03/10/23
B. RAMCHINDAS				✓		✓						05/10/23
K. KULSINSKAS				✓	✓	✓		✓				16/10/23
A. Kulsinskas												23/10/23
K. O'Malley				✓		✓						26/10/23
V. BALIULEVICIUS												31/10/23



RAPHAEL CONTRACTING LTD

Site Manager's Daily Safe Start

Contract:	84 MOORGATE	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	30/10/2023	Method statement (s) (Title, Rev No. & Rev date)	RCL 84M-RCL-ZZ-ZZ-MS-A-00001 rev C01	
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	30/10/2023	S Simonovic		Manual Handling				
Tuesday	32/10/2023	S Simonovic		Slips, Trips and Falls				
Wednesday	01/11/2023	D Sanders		Method statements and risk assessments				
Thursday	02/11/2023	D Sanders		Dust and air quality				
Friday	03/11/2023	D Sanders		Safe use of Hop-ups				
Saturday	04/11/2023	N/A		N/A				
Sunday	05/11/2023	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
A Lidzius		✓	✓	✓	✓	✓	✓	RCL CARPENTER
D. MARCULAIU'S		✓	✓	✓	✓	✓	✓	RCL CARPENTER

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				



TRAINING AND DEVELOPMENT PLAN
SHORT TRAINING SESSION ATTENDANCE SHEET

Title: SAFE USE OF PASLODE GUN	Date: 31/10/23
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	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.OMalley	RCL	I confirm that I have understood the Tool Box Talk
4	A.Lydzius	RCL	D.N.A I confirm that I have understood the Tool Box Talk
5	B.Ramchande	RCL	D.N.A I confirm that I have understood the Tool Box Talk
6	A MALKARANSKAS	RCL	I confirm that I have understood the Tool Box Talk
7	GUSTAFWIS	RCL	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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DOCUMENT OWNER:	DAS			LAST REVISION DATE:	01/03/2018	



RAPT

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Air Quality	Date: 02/11/2023
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
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
S SIMONOVIC	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
D. MARCIELLA LARIS	RAPHAEL	 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. 79 DUST AND AIR QUALITY

WHAT?

Dust, emissions and odours can annoy neighbours and may cause health risks at very high concentrations

WHY?

Avoid nuisance to neighbours: Dust can settle on neighbours' properties and give rise to local dispute. Poorly controlled emissions and odours from plant or works may give rise to valid complaints.

Avoid programme delays: The Local Authority has the power to stop works if dust is causing a nuisance. Emission of dark smoke from plant and fires is illegal.

Avoid health problems: Dust may cause eye irritation or make asthma worse

Avoid impact on ecology: Dust can damage the ecology of a watercourse and affect plant growth, including crops

DO

- ✓ Keep surfaces swept and damp down with water at regular intervals
- ✓ Minimise drop heights into haulage vehicles and into conveyors
- ✓ Ensure cutting and grinding operations are adequately shielded or wetted
- ✓ Sheet lorries carrying dry materials off site
- ✓ Use the wheelwash, for appropriate vehicles, if one is provided on site
- ✓ Store fine, dry materials within buildings or provide adequate protection from the wind.
- ✓ Store bulk cement and bentonite in silos
- ✓ Position silos and stockpiles away from residential areas or watercourses.
- ✓ Clean up or damp down any spillage of dry dusty materials
- ✓ Notify your Line Manager if work activities are causing poor air quality.

DON'T

- ✗ DON'T burn materials on site without approval from your Project Manager. Permission is required first from the Environment Agency
- ✗ DON'T use poorly maintained plant. Black smoke may give rise to poor health and can cause a nuisance
- ✗ DON'T leave plant running if not in use
- ✗ DON'T ignore sources of poor air quality, notify your line manager
- ✗ DON'T ignore complaints

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RAPT

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Slips, Falls and Trips	Date: 31/10/2023
Location: 84 MOORGATE	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: Slav Simonovic	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
A LIDZIUS	 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
D. MARCIULAITIS	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. 49 SLIPS, TRIPS AND FALLS

Fact: Approximately 25% of accidents at work are attributed to slips, trips, and falls.

WHY DO THEY OCCUR?

- Most injuries from slips, trips and falls occur because of poor housekeeping
 - Many items such as coiled cables, hand tools, lengths of pipe or timber etc. left on the ground will trip someone if not deposited in a safe position
- Spilt substances such as oils and greases will form a slip hazard if not immediately cleaned up
- General debris such as brick and block fragments etc. can quickly accumulate and form a tripping hazard if not cleaned up as it is created
- Trailing cables are another frequent cause of tripping
- Mud left on the rungs of a ladder by the previous user will represent a slipping and falling hazard for the next person
- Reduced levels of natural light, for example during winter afternoons, can easily increase the tripping hazards if adequate access lighting is not provided. Tools, equipment and materials which are visible in full daylight might be hidden in semi-darkness

Q: Name five hazards in your workplace that are caused by poor housekeeping.

WHAT CAN YOU DO ABOUT IT?

- Clear up waste materials as you create them. Lightweight waste should be bagged or bundled, and nails removed from waste timber
- Do not leave tools, equipment or unused materials lying about on the floor
- If you are using substances which might possibly spill, ensure that you have a means of effectively clearing up the spillage
- As far as possible, route cables for power tools above head height. If cables have to be routed at floor level, try to avoid crossing pedestrian walkways
- If the site is muddy, scrape mud off your boots before climbing ladders or walking anywhere else where it might be a danger to others
- Be aware of the increased risks of tripping as the level of natural light fades; ensure that all tools, equipment and materials are stored in a safe location

Questions for you:

Q: Why should you ensure that good housekeeping standards exist in your workplace?

Q: What hazards are posed by rubbish in your workplace?

Q: What precautions can you take to make your workplace safer for everybody?

REMEMBER: If you ignore it, you condone it

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