

## Site Manager's Daily Safe Start

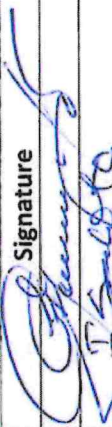
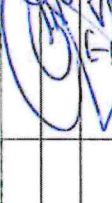

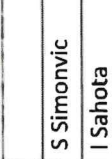
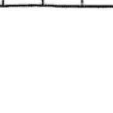
Contract:	84 MOORGATE	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	18/12/2023	Method statement (s) (Title, Rev No. & Rev date)	RCL 84M-RCL-ZZ-ZZ-MS-A-00001 rev C01
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Location and description of work: Installing temporary door sets and window boards

### Site Manager's Daily Sign Off

	Date	Name	Signature	Hot Topics of the Day (the main points you discussed)
Monday	18/12/2023	D Sanders		Roof works
Tuesday	19/12/2023	D Sanders		High Blood pressure fact sheet
Wednesday	20/12/2023	D Sanders		Safe stacking
Thursday	21/12/2023	D Sanders		Diet and nutrition factsheet
Friday	22/12/2023	D Sanders		Cholesterol fact sheet
Saturday	23/12/2023	N/A		N/A
Sunday	24/12/2023	N/A		N/A

### Operatives Daily Sign Off

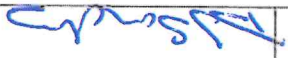
Name	Signature	M	T	W	T	F	S	S	Comments
S Simonvic		✓	✓	✓	✓	✓	✓	✓	RCL MANGER/CARPENTER
I Sahota		✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
B Ramchande		✓	✓	✓	✓	✓	✓	✓	RCL LABOURER
A Lidzius		✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
D Marciulaitis		✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
I Dragus		✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
I Andronic		✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER

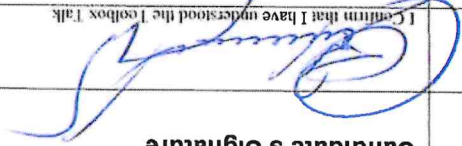
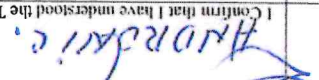
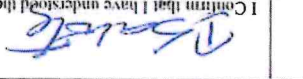
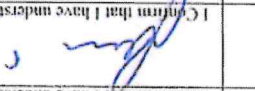
NOTE IF YOU HAVE MORE THAN 10 OPERATIVES ON SITE, PLEASE USE THE CONTINUATION SHEET 656

Before starting work, STOP, THINK and CHECK 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)		✓	
Remember, as the supervisor YOU are responsible for the safety of YOUR team			



RCL TRAINING AND DEVELOPMENT PLAN  
SHORT TRAINING SESSION ATTENDANCE SHEET

Title: High Blood Pressure Fact Sheet		Date: 19/12/2023
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 ANDRONIC	RAPHAEL CONTRACTING LTD	
I SAHOTA	RAPHAEL CONTRACTING LTD	
A LIDZIUS	RAPHAEL CONTRACTING LTD	
	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
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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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IF YOU HAVE MORE THAN 10 OPERATIVES ON SITE, PLEASE USE THE CONTINUATION SHEET

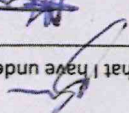
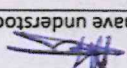
**SITE:** 57Campden Hill road

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# SHORT TRAINING SESSION ATTENDANCE SHEET

Title: ALCOHOL AND DRUGS	Date: 19-12-23
Location: 57Campden Hill road	Start Time: 7:30
Duration (Minutes) 30	End Time: 8:00
Presenters name: K.Kulisinskas	Presenters Signature: 

	Candidate's Name	Name of Employer	Candidate's Signature
1	V. BALIVILEVICIUS	RCL	
2	A. MAKARAUSKAS	RCL	
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Grant Claim information

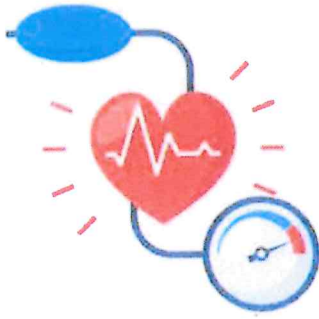
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No. Attended	Duration	Total Time	Employer Reference 2453745
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# High Blood Pressure Factsheet

## What Is High Blood Pressure?



Your heart is a muscle that pumps blood around your body. Blood Pressure is the way doctors describe how hard your blood is being pushed through your arteries - the tubes that carry blood from your heart to the rest of your body.

High Blood Pressure - sometimes called Hypertension - means that your blood pressure is always higher than it should be.

Most people can't feel that they have high blood pressure and they only find out when they have their blood pressure checked. But, in some rare cases, someone with very high blood pressure might have: blurred or double vision, nosebleeds, shortness of breath and a headache that goes on for a long time. **If you have any of these you should see your doctor as soon as possible.**

## Risks of High Blood Pressure

If your blood pressure is too high, it puts extra strain on your blood vessels, heart and other organs such as the brain, kidneys and eyes.

Persistent high blood pressure can increase your risk of a number of serious and potentially life-threatening conditions, such as:

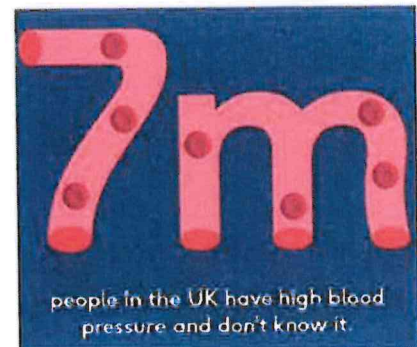
- Heart Disease
- Strokes
- Peripheral arterial disease
- Kidney disease
- Heart Attacks
- Heart Failure
- Aortic aneurysms
- Vascular dementia

## Causes of High Blood Pressure

It's not always clear what causes high blood pressure, but certain things can increase your risk.

You're at an increased risk of high blood pressure if you:

- are over the age of 65
- are overweight or obese
- are of African or Caribbean descent
- have a relative with high blood pressure
- eat too much salt and don't eat enough fruit and vegetables
- don't do enough exercise
- drink too much alcohol or coffee (or other caffeine-based drinks)
- smoke
- don't get much sleep or have disturbed sleep



# High Blood Pressure Factsheet

## How to reduce your Blood Pressure

The following lifestyle changes can help prevent and lower blood pressure:

- **Reduce the amount of salt in your diet** - Salt raises your blood pressure. The more salt you eat, the higher your blood pressure. Aim to eat less than 6g (0.2oz) of salt a day, which is about a teaspoonful.
- **Eat a diet full of fruit and vegetables and low in saturated fat** - Eating a low-fat diet that includes lots of fibre – such as wholegrain rice, bread and pasta – and plenty of fruit and vegetables also helps lower blood pressure. Aim to eat five portions of fruit and vegetables every day.
- **Lose weight if you are overweight** - being overweight forces your heart to work harder to pump blood around your body. If you do need to shed some weight, it's worth remembering that just losing a few pounds will make a big difference to your blood pressure and overall health.
- **Exercise regularly** – being active and taking regular exercise lowers blood pressure by keeping your heart and blood vessels in good condition. Regular exercise can also help you lose weight, which will also help lower your blood pressure. Adults should do at least 150 minutes (2 hours and 30 minutes) of moderate-intensity aerobic activity such as cycling or fast walking every week. Physical activity can include anything from sport to walking and gardening.
- **Cut down on caffeine** - Drinking more than four cups of coffee a day may increase your blood pressure. If you're a big fan of coffee, tea or other caffeine-rich drinks, such as cola and some energy drinks, consider cutting down. It's fine to drink tea and coffee as part of a balanced diet, but it's important that these drinks are not your main or only source of fluid.
- **Stop smoking** - Smoking doesn't directly cause high blood pressure, but it puts you at much higher risk of a heart attack and stroke. Smoking, like high blood pressure, will cause your arteries to narrow. If you smoke and have high blood pressure, your arteries will narrow much more quickly, and your risk of heart or lung disease in the future is dramatically increased.
- **Cut back on alcohol** - Staying within these recommended levels is the best way to reducing your blood pressure; men and women are advised not to regularly drink more than 14 units a week. Spread your drinking over three days or more if you drink as much as 14 units a week.
- **Try to get at least six hours of sleep a night** - Long-term sleep deprivation is associated with a rise in blood pressure and an increased risk of hypertension. It's a good idea to try to get at least six hours of sleep a night if you can.



## Blood Pressure Medication

If your blood pressure is very high, or making changes to your lifestyle doesn't lower it enough, your doctor might suggest that you take medication to control it and lower your risk of having a heart attack or stroke.


Because you don't normally feel or notice high blood pressure, it can be easy to forget to take your medication. But because it will help cut your risk, it's very important to take it in the way your doctor tells you. If you're already taking medication for high blood pressure, you should still eat well and be active, to keep your risk of a heart attack or stroke as low as it can be.

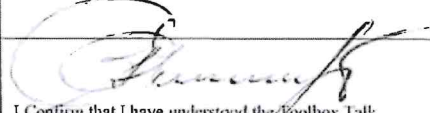
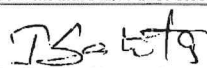
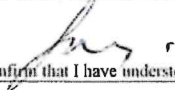





# RAPHAEL CONTRACTING LTD

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

Title: Diet and Nutrition Fact Sheet	Date: 21/12/2023
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
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No. Attended 10	Duration 30 mins	Total Time 5 hours	Employer Reference 2453745
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# Diet and Nutrition Factsheet

## What is a healthy diet?

A good diet is important for our health and can help us feel our best – but what is a good diet? Apart from breastmilk as a food for babies, no single food contains all the essential nutrients the body needs to stay healthy and work properly. For this reason, our diets should contain a variety of different food, to help us get the wide range of nutrients that our bodies need.

## How much food do I need to have a healthy diet?

A healthy diet should provide us with the right amount of energy (calories or kilojoules), from foods and drinks to maintain energy balance. Energy balance is where the calories taken in from the diet are equal to the calories used by the body. We need these calories to carry out everyday tasks such as walking and moving about, but also for all the functions of the body we may not even think about. Processes like breathing, pumping blood around the body and thinking also require calories.

So, foods and drinks provide the calories we need to go about our daily lives but consuming more calories than we need over a period of time will cause weight gain. This is because, any extra calories we consume but we don't use, will just be stored as fat.

Obesity is a common problem in the UK that's estimated to affect around 1 in every 4 adults. There is also a huge concern about childhood obesity, where 1 in 3 children aged 4-5, and 1 in 5 children aged 10-11, are overweight or obese. Being overweight as a child increases the risk of developing type 2 diabetes, heart disease and some cancers in adulthood. So, maintaining a healthy weight is really important for health.

How much energy you need from foods and drinks depends on many different things, such as how active you are. But, on average:



Women should have around **2,000 calories** a day (8,400 kilojoules)



Men should have around **2,500 calories** a day (10,500 kilojoules)

Eating only as many calories as you need will help to maintain a healthy weight. However, the foods and drinks you choose need to be the right ones, and in the right proportions to stay healthy. Having this balance in your diet can be achieved by following the Eatwell Guide.

## What is the Eatwell Guide?

Public Health England's Eatwell Guide is the UK's healthy eating model. It is a simple, practical tool to help us make healthy choices and to show the proportions in which different food groups are needed to make up a healthy, balanced diet.

The Government's Eatwell Guide is suitable for most people in the UK, regardless of weight, dietary preferences, ethnic origin, religious or cultural beliefs.

Anyone with medical conditions or special dietary requirements may need to seek advice from their GP or health professional about their diet.



## How to follow the Eatwell Guide



The Eatwell Guide has taken the foods and drinks we consume, and split them into five main food groups, each in different proportions. You don't have to eat all groups in these proportions at every meal time, but rather over the space of a day or even a week.

Each group provides different essential nutrients, so we should be trying to choose a variety of different foods from each of the food groups to make sure our diet provides the range of essential nutrients our body needs to function properly and stay healthy.

None of these food groups need to or should be excluded. Cutting out a whole food group, for instance, avoiding starchy carbohydrates could reduce intake of key nutrients like dietary fibre and B vitamins.

The size of each group in the Eatwell Guide shows what proportion these foods should make up in our diet.

- Most of what we eat should come from ingredients shown in the two biggest food groups - **starchy carbohydrates** and **fruit and vegetables**.
  - The **beans, pulses, fish, eggs, meat and other proteins** group, and the **dairy and alternatives** group are smaller, showing that we should eat foods from these groups in moderate amounts.
  - The **oils and spreads** group illustrates that although some fat is essential in a healthy, balanced diet; we are generally eating too much saturated fat. Most of the fat in our diet should come from unsaturated oils and spreads, but all these foods are high in calories and so should only be eaten in small amounts.
- The five main groups in the Eatwell Guide are:

  - Fruit and vegetables**
  - Starchy carbohydrates** (potatoes, bread, rice, pasta and other starchy carbohydrates)
  - Beans, pulses, fish, eggs, meat and other proteins**
  - Dairy and alternatives**
  - Oils and spreads**

The five main groups in the Eatwell Guide are:

- **Fruit and vegetables**
- **Potatoes, bread, rice, pasta and other starchy carbohydrates**
- **Beans, pulses, fish, eggs, meat and other proteins**
- **Dairy and alternatives**
- **Oils and spreads**

The Eatwell Guide also displays **foods high in saturated fat, salt and sugars** outside of the main image, meaning they are not needed as part of a healthy, balanced diet. Eating too much of these foods may be bad for our health, so if they are consumed, it should only be done infrequently and in small amounts!

### When can I use the Eatwell Guide?

The Eatwell guide can be used to help you make healthier choices on lots of occasions, including:

- When at home cooking
- When out shopping for groceries

# Diet and Nutrition Factsheet

- When deciding what to eat for a meal or snack
- When eating out in a restaurant, café or canteen
- When choosing food on the go

The Eatwell Guide applies to most of us, whether we're a healthy weight or overweight, whether we eat meat or are [vegetarian](#), and no matter what our ethnic origin.

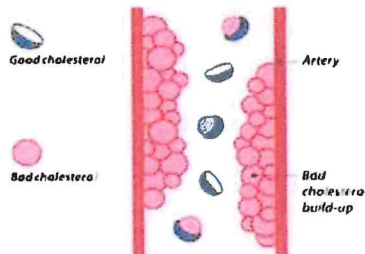
Anyone with special dietary requirements or medical needs might want to check with a registered dietitian on how to adapt the Eatwell Guide to meet their individual needs.





# Cholesterol Factsheet

## What is Cholesterol?



Cholesterol is a waxy substance found naturally in the blood. Predominantly produced in the liver, but also found in foods such as red meat, high fat cheese, butter and eggs, Cholesterol is essential for maintaining good health and only becomes a problem when the level in your blood is too high.

## Good and Bad Cholesterol

Cholesterol is transported around the blood in 'vehicles' called lipoproteins. There are two types of lipoproteins:

**LDL (low density lipoprotein)** is the '**bad**' type of cholesterol. If there is too much LDL cholesterol in the blood, it can slowly build in the arteries, making them narrower which increases the risk of coronary heart diseases. You should aim to lower your levels of LDL by eating healthily

**HDL (high density lipoprotein)** is the '**good**' type of cholesterol. It helps to remove excess cholesterol from the bloodstream and returns it to the liver where it is broken down and passed out of the body. The amount of cholesterol in the blood (both HDL and LDL) can be measured with a blood test.

### What should my cholesterol levels be?

Blood cholesterol is measured in units called millimoles per litre of blood, often shortened to mmol/L. The recommended levels of total cholesterol should be:

- 5mmol/L or less for healthy adults
- 4mmol/L or less for those at high risk

## Why should I lower my Cholesterol?

Evidence strongly indicates that high cholesterol can increase the risk of:

- Narrowing of the arteries
- Heart attack
- Stroke
- Transient ischaemic attack (TIA) – often known as a 'mini stroke'
- Peripheral arterial disease (PAD)

This is because cholesterol can build up in the artery wall, restricting the blood flow to your heart, brain and the rest of your body. It also increases the risk of a blood clot developing somewhere in your body.

Your risk of developing coronary heart disease also rises as your blood's cholesterol level increases. This can cause pain in your chest or arm during stress or physical activity (angina).



**Maintain a healthy, balanced diet. It's important to keep your diet low in fatty food.**

## How can I lower my Cholesterol?

### What constitutes a healthy, balanced diet?

A healthy, balanced diet should contain a variety of food from all the main food categories, including lots of fruit and vegetables, starchy foods such as wholemeal bread and wholegrain cereals; protein-rich foods such as meat, fish and eggs; and dairy foods. Foods containing sugar and fat should only be eaten in moderation.

### Tips to help you lead a healthier lifestyle and lower your cholesterol levels

- **Start with starches:** Starchy foods such as bread, cereals, rice, pasta and potatoes give us energy. Choose 'wholegrain' rather than refined varieties. They contain more nutrients and fibre which releases energy slowly making you feel fuller for longer
- **Five a day:** Try to eat at least five portions of fruit and vegetables every day. The portion may be fresh, frozen, canned or freshly juiced
- **Cut down on salt:** Around 75 per cent of the salt in our diet comes from processed foods, so cook using fresh ingredients when you can. Check food labels and avoid foods that are high in salt. 6g salt (2.4g sodium) should be your daily maximum
- **Cut back on sugar:** Sugar is often known as 'empty calories' as it contains only calories with no other nutrients. Check food labels to work out if a food is high (more than 15g sugars per 100g) or low in sugar (5g sugars or less per 100g)
- **Eat the right fats:** We all need to have a small amount of fat in our diets; but what is important is the kind of fat you are eating. Cut back on saturated fat, which can raise your cholesterol found in fatty meat, full fat dairy products, cakes and pastries:

	FAT	SUGARS	SATURATES	SALTS
<b>LOW</b> Healthier choice	3g or less	5g or less	1.5g or less	0.3g or less
<b>MED</b> OK most of the time	3g to 17.5g	5g to 22.5g	1.5g to 5g	0.3g to 1.5g
<b>HIGH</b> Just occasionally	More than 17.5g	More than 22.5g	More than 5g	More than 1.5g

All measures as 100g

#### Total Fat

High is more than 17.5g fat per 100g  
Low is less than 3g fat per 100g

#### Saturated Fat

High in saturates is 5g or more per 100g  
Low in saturates is 1.5g or less per 100g

- **Don't forget fish:** Eat at least two portions of fish per week, one of those to be oily fish, such as sardines, salmon, trout, pilchards and mackerel for a valuable source of protein and omega-3 fats
- **Maintain a healthy weight, or aim to lose weight if you are overweight:** If you're worried about your weight, ask your GP for advice
- **If you drink alcohol, be sensible:** That's no more than 3-4 units of alcohol a day for men and 2-3 for women

**Exercise and Fitness:** Staying healthy means staying active. According to the Department of Health, you should be getting a minimum of 30 minutes of moderate intensity exercise at least five times a week. This might sound like a big undertaking, but it needn't be. Day-to-day tasks like walking, household chores and gardening can increase heart rate, breathing rate and body warmth and can soon add up. No one expects a beginner to become a fitness fanatic overnight, so start at a pace that suits you and seek medical advice before starting a regime if you're unsure about what's suitable.

**Stop Smoking:** When you stop smoking, protective HDL (good) cholesterol levels can increase by about 30 percent within three weeks. Need help quitting? Contact NHS Smokefree Helpline on 0300 123 1044



HEALTH &  
WELLBEING

Contact us: [HealthandWellbeing@osborne.co.uk](mailto:HealthandWellbeing@osborne.co.uk)





# RAPHAEL CONTRACTING LTD

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

Title: Cholesterol Fact Sheet	Date: 22/12/2023
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
I DRAGUS	RAPHAEL CONTRACTING LTD	DNA I Confirm that I have understood the Toolbox Talk
I SAHOTA	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
B RAMCHANDE	RAPHAEL CONTRACTING LTD	DNA I Confirm that I have understood the Toolbox Talk
D MARCIULAITIS	RAPHAEL CONTRACTING LTD	DNA I Confirm that I have understood the Toolbox Talk
I ANDRONIC	RAPHAEL CONTRACTING LTD	ANDRONIC I Confirm that I have understood the Toolbox Talk
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