



# RAPHAEL CONTRACTING LTD

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

Title: Welcome back- Method statement & Risk Assessment	Date: 02/19/2024
Location: 84 MOORGATE	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: D Sanders	Presenters Signature: <i>D Sanders</i>

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
S SIMONOVIC	RAPHAEL CONTRACTING LTD	<i>[Signature]</i> I Confirm that I have understood the Toolbox Talk
I ANDRONIC	<i>ANDRONIC</i> RAPHAEL CONTRACTING LTD	<i>[Signature]</i> I Confirm that I have understood the Toolbox Talk
I SAHOTA	RAPHAEL CONTRACTING LTD	<i>[Signature]</i> I Confirm that I have understood the Toolbox Talk
A LIDZIUS	<i>[Signature]</i> RAPHAEL CONTRACTING LTD	<i>[Signature]</i> 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
	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. 4 METHOD STATEMENTS AND RISK ASSESSMENTS

### METHOD STATEMENTS

- Method statements are a written list of operations, to be carried out in a specified sequence, in order to complete a work activity in a safe manner
- Everyone involved in a job for which a method statement has been written should read it and sign as having done so
- Well-written method statements address all the hazards present and plan the work so that the risk of accident is eliminated or reduced to an acceptable level
- Most method statements also include the risk assessments for the same job so that operatives can read what hazards have been considered and how the risk of accidents have been overcome

### RISK ASSESSMENTS

- All employers have a legal duty to prepare risk assessments for work activities that could foreseeably result in injury to persons or damage to equipment
- Risk assessments outline the ways in which the job could result in injury or damage and the measures put in place to ensure that the chance of anything going wrong is eliminated or reduced to an acceptable level
- Employers with five or more employees must have written risk assessments
- If there are less than five employees, the risk assessments must still be carried out although there is no legal duty to write them down
- Employers also have a legal duty to communicate the findings of the risk assessment to operatives who may be affected by it
- Therefore, depending upon the size of your company, you should either be told, or be asked to read, what the risks and control measures are for each job that you carry out
- There is no specified way for laying out a risk assessment so you must familiarise yourself with the way your employers lay out theirs
- In many cases, the risk assessments are part of the method statement

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	10	CREATION DATE:	11/08/2010	Page 9 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	Oct-2021	

Tue 2/1/24

Osborne

## Safe Start 2024

### Toolbox Talk

Welcome back! We hope you have all come back to work refreshed and ready for 2024.

Before starting back to work we need to take time to stop and think about how we can work safely together and as we start the new year.

With that in mind before starting back to work we need you to:

- Reviewed and re-briefed all method statements and risk assessment so that everyone is refreshed and understand what is required of them.
- Carry out a safe start before starting works.
- The weather may be cold and icy, this can change access routes and work environments, if you have any concerns; speak to your supervisor or an Osborne manager.
- Keep warm: Layer your clothing, do not wear woolly hats or jumper hoods under your hard hat, only the purpose designed hard hat liners can be worn.
- Lighting: during winter, the days can be dark. It is important to ensure you have suitable task lighting throughout the day. If you feel you need some additional lighting, please speak to your supervisor, do not attempt to work by torch light.
- All Scaffolds will be checked before used, and **all** working platforms before use. However always check to make sure they are built correctly, safe to use and have been inspected and tagged. Speak to your supervisor before use. These checks are to only be completed by someone who is trained and competent.
- If you have any concerns about any of the above, speak to an Osborne manager as soon as possible.

**During the first quarter of 2023 we had 22 reported incidents; 6 of these were injuries and 2 near misses. The start of the year is a time to be vigilant and look out for yourself and each other.**

#### **Remember:**

- Make sure you have suitable PPE for the job or if you require a new item of PPE then please let your site manager/supervisor know.
- Look out for those working around you.
- Be open to being approached by someone looking out for your safety.
- If you are not sure about carrying out a task or see something you do not feel safe, STOP and speak to an Osborne Manager.
- Report all incidents and near misses to an Osborne manager as soon as it is safe to do so, who will report it to the SHE team.

**"Through the highest level of safe and sustainable performance, we will protect every person impacted by our works, create a healthy workforce, and ensure everyone goes home safely to their families every day. "**

**How will you look after yourself and your colleagues this year?**



## Dave Sanders

---

**From:** David Sweeney <David.Sweeney@osborne.co.uk>  
**Sent:** 20 December 2023 12:15  
**To:** Paul Blackburn; Adrian Pricope; george.warmate@madigangill.co.uk; Andy Randell; Tom Henley Stone; Tom Holland; Craig Walsh; Jack Lunn; Ionut Ciubotaru; Roberto Nobrega; Peter Cohen; Daniel Hill; Daniel Walder; Kim; Dave Sanders; Rob Tuomey; Allen Jamieson; Chad Page; Max Valler; dan.barlow@rostek-uk.com  
**Cc:** Alex Land; Ben Shaw; Everton Haughton; Igor Novak; Kevin Morton; Lewis Apps; Oliver Kerr; Tom Meeres; Jason Swindells; Jonathan Cannell; Liam O'Keeffe; Sewit Tedla Tekeste; com-inbound-84-moorgate@us02.procoretech.com; Patrice Okaro; Robert Brown; Tom Morgan; Fathema Rahman; Sunday Adepegba; Jay Johnston  
**Subject:** RE: 84 Moorgate - Site wide email - Safe start 2024  
**Attachments:** Safe Start 2024.docx  
**Importance:** High

Hi All,

With the Christmas break fast approaching Osborne would like to thank you for your efforts so far this year.

Please take notice of the information below

Site shuts at 12:30pm on Friday 23<sup>rd</sup> December 2023 and reopens Tuesday 2<sup>nd</sup> January 2024.

### Christmas Holiday Working – 27<sup>th</sup>, 28<sup>th</sup> & 29<sup>th</sup> December

The site will be opened for a few specific trades to continue with works within the scenic lift. We have had to hand the lift over to Amalgamated, but still have some plastering works and painting that need to be completed prior to the scaffold being struck. Opportunities to complete these works and prepare the site for the New Year have been hampered by the UKPN shutdowns with no power on site.

### Osborne Managers on site

- |                                       |   |              |
|---------------------------------------|---|--------------|
| • Wednesday 27 <sup>th</sup> December | Tom Meeres – CSCS, SMSTS, 1 <sup>st</sup> Aid       | 07736 597340 |
| • Thursday 28 <sup>th</sup> December  | Richard Hulbert – CSCS, SMSTS & 1 <sup>st</sup> Aid | 07393 148220 |
| • Friday 29 <sup>th</sup> December    | Igor Novac – CSCS, SMSTS & 1 <sup>st</sup> Aid      | 07721 445509 |

### Trades Working

- Rosguill (2 operatives) – painting lift shaft steelwork and blockwork
- Rosguill (2 operatives) – dry liners reinstating water damaged ceiling to 5<sup>th</sup> floor
- Henley Stone (2 operatives) – rendering to inside of lift shaft
- Madigan Gill (6 operatives) – clearing site for a clean start

Regards to return OSB believe that return dates are as follows:

- JCC – 2<sup>nd</sup> January 2024
- Rosguill – 2<sup>nd</sup> January 2023 staggered return
- DOP – 8<sup>th</sup> January 2024
- EWC – 2<sup>nd</sup> January 2024 Staggered return
- Access – 3<sup>rd</sup> January – 2024
- Athena – 3<sup>rd</sup> January 2024
- Madigan Gill – 3<sup>rd</sup> January 2024
- Raphaels - 2<sup>nd</sup> January 2024
- Novum – 2<sup>nd</sup> January 2024
- Amalgamated – 2<sup>nd</sup> January 2024

- Highly Decorated - 8<sup>th</sup> January 2024
- C&N - 2<sup>nd</sup> January 2024
- Henely Stone - 2<sup>nd</sup> January 2024
- W B Simpson - 2<sup>nd</sup> January 2024
- DMC - 2<sup>nd</sup> January 2024
- Rostek - 2<sup>nd</sup> January 2024
- Access - 2<sup>nd</sup> January 2024

**During the first quarter of 2023 we had 22 reported incidents; 6 of these were injuries and 2 near misses. The start of the year is a time to be vigilant and look out for yourself and each other.**

OSB ask you undertake the following on the 1<sup>st</sup> day back.:

- **Full review of all method statements and risk assessment and re-brief so that everyone is refreshed and understand what is required of them**
- **Make sure you have suitable PPE for the job or if you require a new item of PPE then please let your supervisor know This goes for all visitors/external members of your team. No exception.**

No doubt your operatives will return in a periodic manner, so you be required to follow this up each day for any person who returns during the week.- Please keep a register of who is in each day, so we account for as many operatives as possible and don't duplicate for no reason

**PLEASE NOTE - All operatives must undertake this toolbox talk prior to starting any construction works other than safety checks !!!**

Please also ensure:

- **No scaffolding is used until OSB confirm that all checks have been completed.**
- **All plant and equipment is to be checked before putting to use.**

It what has seen a challenging year across all aspects and OSB hope to continue our valued collaboration going in to 2024.

**Through the highest level of safe and sustainable performance, we will protect every person impacted by our works, create a healthy workforce, and ensure everyone goes home safely to their families every day.**

Wishing you a merry Christmas and a happy new year from all the Osborne team.

Geoffrey Osborne Limited Registered office: Geoffrey Osborne Ltd, Fonteyn House, 47-49 London Road, Reigate, Surrey RH2 9PY  
Registered in England No. 873093

The contents of this email (including any attachments) are confidential and may contain privileged material. If you are not the intended recipient of this email, any disclosure, copying, distribution or use of its contents is strictly prohibited, and you should please notify the sender immediately and then delete it (including any attachments) from your system.



# RAPHAEL CONTRACTING LTD

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

Title: Electricity on site	Date: 04/10/2024
Location: 84 MOORGATE	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: D Sanders	Presenters Signature: D Sanders

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



Site Manager's Daily Safe Start									
Contract:	84 MOORGATE	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	01/01/2024	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		01/01/2024	Bank Holiday						
Tuesday		02/01/2024	D Sanders		Welcome back - method statement & Risk Assessment				
Wednesday		03/01/2024	D Sanders		Personal Protective Equipment				
Thursday		04/01/2024	D Sanders		Electricity on site				
Friday		05/01/2024	D Sanders		Alcohol and Drugs				
Saturday		06/01/2024	N/A		N/A				
Sunday		07/01/2024	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 655



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				



# RAPHAEL CONTRACTING LTD

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

Title: Welcome back- Method statement & Risk Assessment	Date: 02/10/2024
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 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
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
	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
	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. 4 METHOD STATEMENTS AND RISK ASSESSMENTS

### METHOD STATEMENTS

- Method statements are a written list of operations, to be carried out in a specified sequence, in order to complete a work activity in a safe manner
- Everyone involved in a job for which a method statement has been written should read it and sign as having done so
- Well-written method statements address all the hazards present and plan the work so that the risk of accident is eliminated or reduced to an acceptable level
- Most method statements also include the risk assessments for the same job so that operatives can read what hazards have been considered and how the risk of accidents have been overcome

### RISK ASSESSMENTS

- All employers have a legal duty to prepare risk assessments for work activities that could foreseeably result in injury to persons or damage to equipment
- Risk assessments outline the ways in which the job could result in injury or damage and the measures put in place to ensure that the chance of anything going wrong is eliminated or reduced to an acceptable level
- Employers with five or more employees must have written risk assessments
- If there are less than five employees, the risk assessments must still be carried out although there is no legal duty to write them down
- Employers also have a legal duty to communicate the findings of the risk assessment to operatives who may be affected by it
- Therefore, depending upon the size of your company, you should either be told, or be asked to read, what the risks and control measures are for each job that you carry out
- There is no specified way for laying out a risk assessment so you must familiarise yourself with the way your employers lay out theirs
- In many cases, the risk assessments are part of the method statement

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	10	CREATION DATE: LAST REVISION DATE:	11/08/2010 Oct-2021	Page 9 of 141
--	----------------------	-------------	----	---------------------------------------	------------------------	---------------



Tue 2/1/24

Osborne

## Safe Start 2024

### Toolbox Talk

Welcome back! We hope you have all come back to work refreshed and ready for 2024.

Before starting back to work we need to take time to stop and think about how we can work safely together and as we start the new year.

With that in mind before starting back to work we need you to:

- Reviewed and re-briefed all method statements and risk assessment so that everyone is refreshed and understand what is required of them.
- Carry out a safe start before starting works.
- The weather may be cold and icy, this can change access routes and work environments, if you have any concerns; speak to your supervisor or an Osborne manager.
- Keep warm: Layer your clothing, do not wear woolly hats or jumper hoods under your hard hat, only the purpose designed hard hat liners can be worn.
- Lighting: during winter, the days can be dark. It is important to ensure you have suitable task lighting throughout the day. If you feel you need some additional lighting, please speak to your supervisor, do not attempt to work by torch light.
- All Scaffolds will be checked before used, and **all** working platforms before use. However always check to make sure they are built correctly, safe to use and have been inspected and tagged. Speak to your supervisor before use. These checks are to only be completed by someone who is trained and competent.
- If you have any concerns about any of the above, speak to an Osborne manager as soon as possible.

**During the first quarter of 2023 we had 22 reported incidents; 6 of these were injuries and 2 near misses. The start of the year is a time to be vigilant and look out for yourself and each other.**

### **Remember:**

- Make sure you have suitable PPE for the job or if you require a new item of PPE then please let your site manager/supervisor know.
- Look out for those working around you.
- Be open to being approached by someone looking out for your safety.
- If you are not sure about carrying out a task or see something you do not feel safe, STOP and speak to an Osborne Manager.
- Report all incidents and near misses to an Osborne manager as soon as it is safe to do so, who will report it to the SHE team.

**"Through the highest level of safe and sustainable performance, we will protect every person impacted by our works, create a healthy workforce, and ensure everyone goes home safely to their families every day. "**

**How will you look after yourself and your colleagues this year?**

## Dave Sanders

---

**From:** David Sweeney <David.Sweeney@osborne.co.uk>  
**Sent:** 20 December 2023 12:15  
**To:** Paul Blackburn; Adrian Pricope; george.warmate@madigangill.co.uk; Andy Randell; Tom Henley Stone; Tom Holland; Craig Walsh; Jack Lunn; Ionut Ciubotaru; Roberto Nobrega; Peter Cohen; Daniel Hill; Daniel Walder; Kim; Dave Sanders; Rob Tuomey; Allen Jamieson; Chad Page; Max Valler; dan.barlow@rostek-uk.com  
**Cc:** Alex Land; Ben Shaw; Everton Haughton; Igor Novak; Kevin Morton; Lewis Apps; Oliver Kerr; Tom Meeres; Jason Swindells; Jonathan Cannell; Liam O'Keeffe; Sewit Tedla Tekeste; com-inbound-84-moorgate@us02.procoretech.com; Patrice Okaro; Robert Brown; Tom Morgan; Fathema Rahman; Sunday Adepegba; Jay Johnston  
**Subject:** RE: 84 Moorgate - Site wide email - Safe start 2024  
**Attachments:** Safe Start 2024.docx  
**Importance:** High

Hi All,

With the Christmas break fast approaching Osborne would like to thank you for your efforts so far this year.

Please take notice of the information below

Site shuts at 12:30pm on Friday 23<sup>rd</sup> December 2023 and reopens Tuesday 2<sup>nd</sup> January 2024.

### Christmas Holiday Working – 27<sup>th</sup>, 28<sup>th</sup> & 29<sup>th</sup> December

The site will be opened for a few specific trades to continue with works within the scenic lift. We have had to hand the lift over to Amalgamated, but still have some plastering works and painting that need to be completed prior to the scaffold being struck. Opportunities to complete these works and prepare the site for the New Year have been hampered by the UKPN shutdowns with no power on site.

### Osborne Managers on site

- |                                       |   |              |
|---------------------------------------|---|--------------|
| • Wednesday 27 <sup>th</sup> December | Tom Meeres – CSCS, SMSTS, 1 <sup>st</sup> Aid       | 07736 597340 |
| • Thursday 28 <sup>th</sup> December  | Richard Hulbert – CSCS, SMSTS & 1 <sup>st</sup> Aid | 07393 148220 |
| • Friday 29 <sup>th</sup> December    | Igor Novac – CSCS, SMSTS & 1 <sup>st</sup> Aid      | 07721 445509 |

### Trades Working

- Rosguill (2 operatives) – painting lift shaft steelwork and blockwork
- Rosguill (2 operatives) – dry liners reinstating water damaged ceiling to 5<sup>th</sup> floor
- Henley Stone (2 operatives) – rendering to inside of lift shaft
- Madigan Gill (6 operatives) – clearing site for a clean start

Regards to return OSB believe that return dates are as follows:

- JCC – 2<sup>nd</sup> January 2024
- Rosguill – 2<sup>nd</sup> January 2023 staggered return
- DOP – 8<sup>th</sup> January 2024
- EWC – 2<sup>nd</sup> January 2024 Staggered return
- Access – 3<sup>rd</sup> January – 2024
- Athena – 3<sup>rd</sup> January 2024
- Madigan Gill – 3<sup>rd</sup> January 2024
- Raphaels – 2<sup>nd</sup> January 2024
- Novum – 2<sup>nd</sup> January 2024
- Amalgamated – 2<sup>nd</sup> January 2024

- Highly Decorated - 8<sup>th</sup> January 2024
- C&N – 2<sup>nd</sup> January 2024
- Henely Stone – 2<sup>nd</sup> January 2024
- W B Simpson – 2<sup>nd</sup> January 2024
- DMC – 2<sup>nd</sup> January 2024
- Rostek – 2<sup>nd</sup> January 2024
- Access – 2<sup>nd</sup> January 2024

**During the first quarter of 2023 we had 22 reported incidents; 6 of these were injuries and 2 near misses. The start of the year is a time to be vigilant and look out for yourself and each other.**

OSB ask you undertake the following on the 1<sup>st</sup> day back.:

- **Full review of all method statements and risk assessment and re-brief so that everyone is refreshed and understand what is required of them**
- **Make sure you have suitable PPE for the job or if you require a new item of PPE then please let your supervisor know This goes for all visitors/external members of your team. No exception.**

No doubt your operatives will return in a periodic manner, so you be required to follow this up each day for any person who returns during the week.– Please keep a register of who is in each day, so we account for as many operatives as possible and don't duplicate for no reason

**PLEASE NOTE – All operatives must undertake this toolbox talk prior to starting any construction works other than safety checks !!!**

Please also ensure:

- **No scaffolding is used until OSB confirm that all checks have been completed.**
- **All plant and equipment is to be checked before putting to use.**

It what has seen a challenging year across all aspects and OSB hope to continue our valued collaboration going in to 2024.

**Through the highest level of safe and sustainable performance, we will protect every person impacted by our works, create a healthy workforce, and ensure everyone goes home safely to their families every day.**

Wishing you a merry Christmas and a happy new year from all the Osborne team.

Geoffrey Osborne Limited Registered office: Geoffrey Osborne Ltd, Fonteyn House, 47-49 London Road, Reigate, Surrey RH2 9PY  
Registered in England No. 873093

The contents of this email (including any attachments) are confidential and may contain privileged material. If you are not the intended recipient of this email, any disclosure, copying, distribution or use of its contents is strictly prohibited, and you should please notify the sender immediately and then delete it (including any attachments) from your system.





## TRAINING AND DEVELOPMENT PLAN

### SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Safe Start	Date: 02-01-23
Location: 57. Campden Hill Road	Start Time: 7:30
Duration (Minutes) 30min	End Time: 8:00
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	K.O'Malley	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
--------------	----------	------------	-------------------------------

DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-007 DAS	VERSION NO: 1.1	CREATION DATE: LAST REVISION DATE:	07/02/2013 01/03/2018	Page 1 of 1
--	-------------------	--------------------	---------------------------------------	--------------------------	-------------

Site Manager's Daily Safe Start					
Contract:	57Campden Hill	Site Manager:	Kes Kulsinskas	Date (w/c):	01/01/24
			Method statement (s) (Title, Rev No. & Rev date)	Installation of Joinery Rev.2	

**Location and description of works. Fitting joinery and ironmongery : Varies floors and locations**

Site Manager's Daily Sign Off				
	Date	Name	Signature	Hot Topics of the Day (the main points you discussed)
Monday				
Tuesday	02/01//24	K.Kulsinskaskas		Safe Start
Wednesday	03/01//24	K.Kulsinskaskas		Safe use of hand tools
Thursday	04/01//24	K.Kulsinskaskas		Woodworking machines
Friday	05/01//24	K.Kulsinskaskas		Safe stacking
Saturday				
Sunday				

[illegible]

HSF26 SAFE START FORM V1.0 JAN 2014

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? Please give title of 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>			





**SITE: 57Campden Hill road**

Page -