



Site Manager's Daily Safe Start

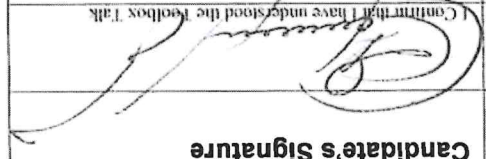
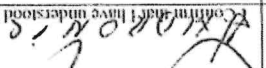
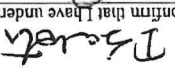
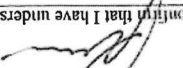
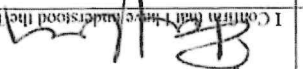
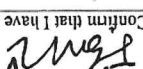
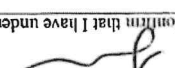
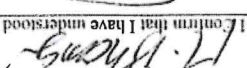
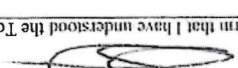
Contract:	84 MOORGATE	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	29/01/2024	Method statement (s) (Title, Rev No. & Rev date)	RCL BAMF-RCL-ZZ-ZZ-MS-A-00001 rev C01		
Location and description of work: Installing temporary door sets and window boards									
Site Manager's Daily Sign Off									
		Date	Name	Signature	Hot Topics of the Day (the main points you discussed)				
Monday		29/01/2024	D Sanders	<i>D Sanders</i>	Fire Precautions and equipment				
Tuesday		30/01/2024	D Sanders	<i>D Sanders</i>	Eye Protection				
Wednesday		31/01/2024	D Sanders	<i>D Sanders</i>	Slips, Trips and falls				
Thursday		01/02/2024	D Sanders	<i>D Sanders</i>	Dust and air quality				
Friday		02/02/2024	D Sanders	<i>D Sanders</i>	Climate change				
Saturday		03/02/2024	N/A		N/A				
Sunday		04/02/2024	N/A		N/A				
Operatives Daily Sign Off									
Name	Signature	M	T	W	T	F	S	S	Comments
S Simonvic	<i>Simonvic</i>	✓	✓	✓	✓	✓	✓	✓	RCL MANGER/CARPENTER
I Sahota	<i>I Sahota</i>	✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
I Andronic	<i>I Andronic</i>	✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
A Lidzius	<i>A Lidzius</i>	✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
R Cancrai	<i>R Cancrai</i>	✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
J Smith	<i>J Smith</i>	✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
J Kidecha	<i>J Kidecha</i>	✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
D Rascidal	<i>D Rascidal</i>	✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
M Bhanji	<i>M Bhanji</i>	✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
<i>9. cooper</i>	<i>9. cooper</i>	✓	✓	✓	✓	✓	✓	✓	
<i>M. Hill</i>	<i>M. Hill</i>	✓	✓	✓	✓	✓	✓	✓	

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.

RCL TRAINING AND DEVELOPMENT PLAN
SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Dust and Air Quality		Date: 01/02/2024
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 ANDRONIC	RAPHAEL CONTRACTING LTD	
I SAHOTA	RAPHAEL CONTRACTING LTD	
A LIDZIUS	RAPHAEL CONTRACTING LTD	
R CANCRAI	RAPHAEL CONTRACTING LTD	
J SMITH	RAPHAEL CONTRACTING LTD	
J KIDECHA	RAPHAEL CONTRACTING LTD	
M BHANJI	RAPHAEL CONTRACTING LTD	
D RASCICAL	RAPHAEL CONTRACTING LTD	
	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
--------------------	---------------------	-----------------------	-------------------------------

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

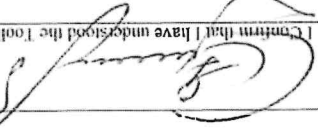
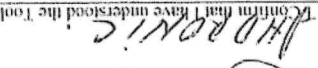
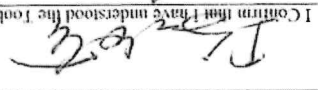
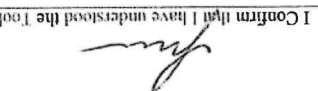
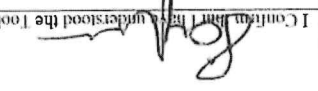
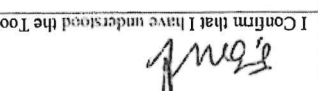
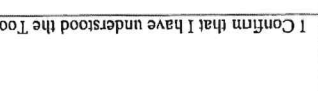
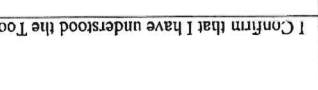
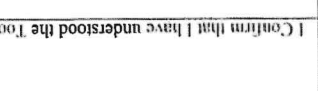
- ✗ DON'T burn materials on site without approval from your Project Manager. Permission is required first from the Environment Agency
- ✗ DON'T use poorly maintained plant. Black smoke may give rise to poor health and can cause a nuisance
- ✗ DON'T leave plant running if not in use
- ✗ DON'T ignore sources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

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	10	CREATION DATE:	11/08/2010	11/08/2021	Page 119 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:			

RCL TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Eye Protection		Date: 30/01/2024	
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 ANDRONIC	RAPHAEL CONTRACTING LTD	
I SAHOTA	RAPHAEL CONTRACTING LTD	
A LIDZIUS	RAPHAEL CONTRACTING LTD	
R CANCRAI	RAPHAEL CONTRACTING LTD	
J SMITH	RAPHAEL CONTRACTING LTD	
M BHANJI	RAPHAEL CONTRACTING LTD	
J KIDECCHA	RAPHAEL CONTRACTING LTD	
D RASCICAL	RAPHAEL CONTRACTING LTD	
	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
--------------------	---------------------	-----------------------	-------------------------------

Fact: On average, 1000 eye injuries occur every day, 75% by impact, 10% by ingress of foreign bodies (dust), and 15% by burns or chemicals.

Potential Hazards to Eyes

1. Using hammers and chisels.
2. The use of compressed air and any gas or vapour under pressure.
3. Work where sparks or particles may be given off at speed i.e. angle grinder, Stihl saw, and chainsaw.
4. Work with any tools, which will result in chippings being broken off i.e. breakers.
5. When welding, ultraviolet light is often given off, which can damage your eyes.
6. The handling of, usage, or contact with, corrosive, or irritant substances, such as acids or alkalis.
7. Handling and use of cartridge-operated tools.
8. Cutting wire or metal strapping under tension.

Take Note

- A tiny fragment in your eye can cause disaster.
- See a trained first-aider for attention to eyes – don't use a dirty handkerchief.
- You have a legal obligation to wear or use eye protection provided in accordance with regulations.
- Even if you are not carrying out one of the specific processes you may be at risk, so wear, or use, the eye protection provided.
- Do not watch welding processes unless your eyes are properly protected.
- Do not go into areas where eye protection is required unless you are wearing protective equipment.
- Take care of any protective equipment issued to you.
- Have any damaged, lost, or unserviceable protective equipment replaced immediately.
- Make sure your eye protectors are suitable for you and for the work being done. (CN166).
- Ensure that eye protectors are comfortable to wear and keep them clean.
- The place for eye protectors is over your eyes – not on your head, or round your neck.
- Persons wearing prescribed glasses must also wear prescribed safety glasses.

REMEMBER – Eye protectors are replaceable; your eyes are not.

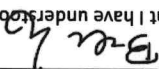
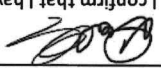
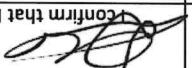
Questions for you:

- Q: What are the hazards associated with compressed air?
- Q: What must you ensure when issued with eye protection?
- Q: If you get something in your eye what should you do?
- Q: What should you do if you damage your eye protectors?

TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Quiet Times at work		Date: 29.01.24
Location: Millennium Bridge House		Start Time: 07:30
Duration (Minutes) 30min		End Time: 08:00
Presenters name: A. Kulsinskas		Presenters Signature: 

	Candidate's Name	Name of Employer	Candidate's Signature
1	B. Ramchande	RCL	
2	A. Makarauskas	RCL	
3	V. Gustainis	RCL	
4	D. Nunes	RCL	
5	D. Marculaitis	RCL	
6	I. Neagu	RCL	
7	G. Diaconu	RCL	
8			
9			
10			
11			
12			
13			
14			
15			

Grant Claim information

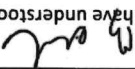
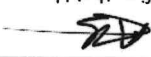
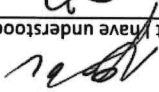
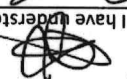
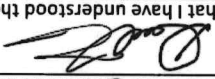
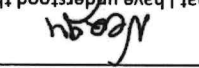
Note: Claims can only be made for your employees or labour-only sub-contractors

No. Attended 7	Duration 30min	Total Time 3.5h	Employer Reference 2453745
-------------------	-------------------	--------------------	-------------------------------

TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Scaffolding and working at height	Date: 31.01.24
Location: Millennium Bridge House	Start Time: 07:30
Duration (Minutes) 30min	End Time: 08:00
Presenters name: A. Kulsinskas	Presenters Signature: 

Candidate's Name	Name of Employer	Candidate's Signature
1	B. Ramchande	 I confirm that I have understood the Tool Box Talk
2	A.Makarauskas	 I confirm that I have understood the Tool Box Talk
3	V.Gustainis	 I confirm that I have understood the Tool Box Talk
4	D.Nunes	 I confirm that I have understood the Tool Box Talk
5	D.Marciliaitis	 I confirm that I have understood the Tool Box Talk
6	I.Neagu	 I confirm that I have understood the Tool Box Talk
7	G.Diacanu	RCL I confirm that I have understood the Tool Box Talk
8		
9		
10		
11		
12		
13		
14		
15		

Grant Claim information

Note: Claims can only be made for your employees or labour-only sub-contractors

No. Attended 7	Duration 30min	Total Time 3.5h	Employer Reference 2453745
-------------------	-------------------	--------------------	-------------------------------



PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: MBHS01

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		
D. Nunes	✓	✓	✓	✓			✓					8.1.24
B. Ramchande	✓	✓	✓	✓			✓				B. Ramchande	8.1.24
D. Marculaitis	✓	✓	✓	✓			✓				D. Marculaitis	8.1.24
V. Gustainis	✓	✓	✓	✓			✓				V. Gustainis	8.1.24
A. Makarouskas	✓	✓	✓	✓			✓				A. Makarouskas	8.1.24
V. Gustainis				✓		✓			✓		V. Gustainis	22.1.24
A. Kulsi nskas		✓							✓		A. Kulsi nskas	24.1.24