



RAPHAEL
CONTRACTING LTD

Site Manager's Daily Safe Start

Contract:	84 MOORGATE	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	12/02/2024	Method statement (s) (Title, Rev No. & Rev date)	<small>RCL 84M-RCL-ZZ-ZZ-MS-A-00001 rev 001</small>
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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	12/02/2024	D Sanders		Responsibilities: Employees and sub-contractors					
Tuesday	13/02/2024	D Sanders		Welfare Arrangements					
Wednesday	14/02/2024	D Sanders		General Site Health and Safety					
Thursday	15/02/2024	D Sanders		Personal Protective Equipment					
Friday	16/02/2024	D Sanders		Electricity on site					
Saturday	17/02/2024	N/A		N/A					
Sunday	18/02/2024	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
I Andronic		✓	✓	✓	✓	✓	/	/	RCL CARPENTER
A Lidzius		✓	✓	✓	✓	✓	/	/	RCL CARPENTER
R Cancrai		✓	✓	✓	✓	✓	/	/	RCL CARPENTER
J Smith		X	X	X	X	X	/	/	RCL CARPENTER
J Kidecha		✓	✓	✓	✓	✓	/	/	RCL CARPENTER
K O'Malley		✓	✓	✓	✓	✓	/	/	RCL CARPENTER
J Basquille		✓	✓	✓	✓	✓	/	/	RCL CARPENTER
A. STARRS		✓	✓	✓	✓	✓			
D RASCELLAL		✓	✓	✓	✓	✓			
M. BHANUJI		✓	✓	✓	✓	✓			

D Rascidai										/	/	RCL CARPENTER
M Bhanji										/	/	RCL CARPENTER

NOTE IF YOU HAVE MORE THAN 10 OPERATIVES ON SITE, PLEASE USE THE CONTINUATION SHEET56


Before starting work, STOP, THINK and CHECK												Yes	No	N/A			
If the answer to any question below is NO, do not start work until the issues are resolved																	
1. Method statements, risk assessments and permits																	
Have you read and understood the method statement and risk assessment for the task?															✓		
Is everyone on your team briefed on the method statement for the task?															✓		
Have you carried out your weekly toolbox talk?															✓		
Do you have COSHH Assessments and Safety Data Sheets in place for all hazardous substances that will be used?															✓		
Have you carried out Manual Handling Assessments and planned for any deliveries / extraordinary activities?																	
2. Place of work																	
Are you satisfied that your team has a safe place to work?															✓		✓
Have you checked access equipment has been inspected as required and certification issued? E.g. Podium steps, scaffold towers															✓		
Are other contractors working adjacent to you aware of what you are doing today? Are you aware of what they will be doing?															✓		
Are third parties and members of the public securely protected from falling materials?															✓		
Does your team know the safe access and egress routes to their places of work?																	
3. Task specific																	
Are all necessary tools and equipment on site to carry out your work in a safe / efficient manner?															✓		
Are you confident there are no health and safety risks in your work task(s)?															✓		
Are you certain that the operatives you are putting to work are competent for their assigned tasks?															✓		
Are the team equipped with the correct PPE to carry out the task?																	
4. Variations																	
Have the team members changed? (If yes revise)																✓	

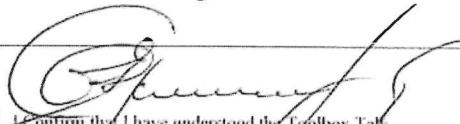

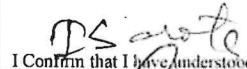
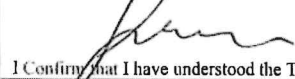

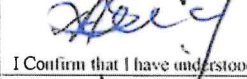
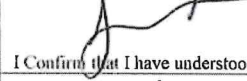
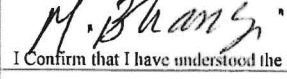
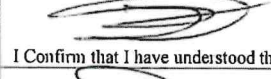
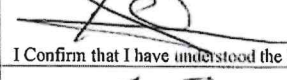
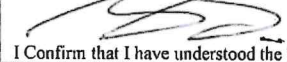
Has the task or working environment changed significantly to require a risk assessment and method statement (If yes, work to stop and new method statement to be produced)			✓	
Remember, as the supervisor YOU are responsible for the safety of YOUR team				



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Welfare Arrangements	Date: 13/02/2024
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 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
R CANCRAI	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
A. STATTS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
J KIDECHA	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
M BHANJI	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
D RASCICLAL	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
K O'MALLEY	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
J BASQUILLE	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. 6 WELFARE ARRANGEMENTS**GENERAL WELFARE**

- The CDM 2015 Regulations outline the welfare requirements on site
- Sufficient toilets, wash basins, drying spaces and rest areas must be provided to cope with the number of operatives on site
- Toilets and wash basins must be properly maintained and kept clean – hot and cold water must be provided, preferably running water
- If you change out of 'street' clothes into working clothes, a changing area should be provided with storage facilities for your 'street' clothes
- Rest areas should include one or more rest rooms which must be arranged so that non-smokers are protected from the effects of cigarette smoke. They may also need to be heated, depending up on the time of year.

OPERATIVES' RESPONSIBILITIES

- Site staff should expect to use welfare facilities without finding them dirty, vandalised or covered in graffiti – leave them as you wish to find them
- Use the appropriate rest area depending upon whether you are a smoker or not
- Tell your supervisor if you are aware that welfare facilities are being deliberately damaged or otherwise misused

FOOD SAFETY


- Larger sites may provide hot or cold food facilities as part of welfare arrangements
- All food must be stored, handled and prepared in hygienic conditions
- Anyone preparing food for others must observe good standards of personal hygiene, not smoke in food preparation areas and report certain illnesses
- Where a cooker or microwave oven is provided for you to prepare your own food, ensure the food is thoroughly cooked – undercooked food can lead to food poisoning
- Dispose of food waste safely, do not encourage rats or other vermin


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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Personal Protective Equipment	Date: 15/02/2024
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 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
R CANCRAI	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
A. STATTIS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
J KIDECHA	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
M BHANJI	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
D RASCICLAL	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
K O'MALLEY	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
J BASQUILLE	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



Tool Box Talk No. 14 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Many accidents occur because people on site do not pay sufficient attention to their own health and safety. You can do a great deal to protect yourself simply by knowing what is available, wearing the correct clothing and using the protective equipment appropriate to your job.

Remember:

- Gone are the days when people who asked to be issued with protective clothing were thought to be wimps.
- Exposing your body to hazards at work without personal protective equipment is foolish.
- Personal Protective Equipment (PPE) should always be regarded as the last resort – it's the safe system of work that provides the primary defence.
- PPE is often the last line of defence between you and an accident.
- Use it carefully – it may save you from serious injury or even save your life.
- PPE is anything you wear at work to help guard against an accident.
- PPE won't prevent an accident in itself but it does provide an additional safety net.
- It may seem a waste of time to put on protective clothing to carry out a 10 minute job but remember it's not the length of time spent doing the job which creates the risk – it's the job itself.
- The law requires us to provide protective clothing and equipment where necessary and for you to wear it as required.
- If you are not sure how to use any item of PPE – ask your supervisor.
- If you feel any item of PPE is unsuitable or does not allow ease of working during use – tell your supervisor.
- Look after any personal protective equipment issued to you.
- If your PPE is damaged in any way it's your responsibility to tell your supervisor who will have it replaced.


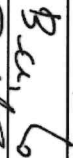











Whilst employed or sub-contracting to Raphael Contracting wearing of the following PPE is mandatory:

- ✓ Hard Hat
- ✓ Hi-Viz
- ✓ Safety Boots
- ✓ Gloves
- ✓ Ear defenders - whilst using power tools or working adjacent to power tools when others are using them
- ✓ Safety glasses and masks must be worn when conditions warrant such protection or when the site rules specify they are mandatory

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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	✓	✓	✓	✓			✓					8.1.24
D. Marciulaitis	✓	✓	✓	✓			✓					8.1.24
V. Gustainis	✓	✓	✓	✓			✓					8.1.24
A. Makarauskas	✓	✓	✓	✓			✓					8.1.24
V. Gustainis				✓		✓		✓				22.1.24
A. Kulsiuskas		✓							✓			24.1.24
D. Nunes						✓						05.02.24
I. Neagu			✓	✓		✓	✓					05.02.24
G. Diacomu			✓	✓		✓	✓					05.02.24
A. Kulsiuskas	✓											15.02.24
A. Makarauskas	✓					✓	✓					15.02.24
V. Gustainis	✓			✓		✓	✓					15.02.24

SITE: MBHS01

[illegible]



TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Quiet Times at work	Date: 12.02.24
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	D.Nunes	RCL	 I confirm that I have understood the Tool Box Talk
2	A.Makarauskas	RCL	 I confirm that I have understood the Tool Box Talk
3	V.Gustainis	RCL	 I confirm that I have understood the Tool Box Talk
4	I.Neagu	RCL	 I confirm that I have understood the Tool Box Talk
5	D.Marciulaitis	RCL	 I confirm that I have understood the Tool Box Talk
6	B.Ramchande	RCL	 I confirm that I have understood the Tool Box Talk
7	G.Diaconu	RCL	 I confirm that I have understood the Tool Box Talk
8	A.Fediuk	RCL	 I confirm that I have understood the Tool Box Talk
9			I confirm that I have understood the Tool Box Talk
10			I confirm that I have understood the Tool Box Talk
11			I confirm that I have understood the Tool Box Talk
12			I confirm that I have understood the Tool Box Talk
13			I confirm that I have understood the Tool Box Talk
14			I confirm that I have understood the Tool Box Talk
15			I confirm that I have understood the Tool Box Talk

Grant Claim information

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

No. Attended 8	Duration 30min	Total Time 4h	Employer Reference 2453745
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TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Buying Timber – FSC and PEFC	Date: 16.02.24
Location: Millennium Bridge House	Start Time: 07:30
Duration (Minutes) 30min	End Time: 08:00
Presenters name: A. Kulsinkas	Presenters Signature:

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

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