



TRAINING AND DEVELOPMENT PLAN

Title: Site Quiet Times, Global H&S Week Agenda	Date: 03.06.24
Location: Millennium Bridge House	Start Time: 7:30
Duration (Minutes) 30min	End Time: 8:30
Presenters name: A. Kulsinskas	Presenters Signature:

SHORT TRAINING SESSION ATTENDANCE SHEET

	Candidate's Name	Name of Employer	Candidate's Signature
1	B. Ramchande	RCL	 I confirm that I have understood the Tool Box Talk
2	I. Sahota	RCL	 I confirm that I have understood the Tool Box Talk
3	J. Smith	RCL	 I confirm that I have understood the Tool Box Talk
4	A. Lidzius	RCL	 I confirm that I have understood the Tool Box Talk
5	K. O'Malley	RCL	 I confirm that I have understood the Tool Box Talk
6	A. Gustainis	RCL	 I confirm that I have understood the Tool Box Talk
7	D. Nunes	RCL	 I confirm that I have understood the Tool Box Talk
8	I. Neagu	RCL	 I confirm that I have understood the Tool Box Talk
9	D. Marciulaitis	RCL	 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 9	Duration 30min	Total Time 4.5 h	Employer Reference 2453745
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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
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TRAINING AND DEVELOPMENT PLAN

Title: Site Quiet Times, Global H&S Week Agenda	Date: 03.06.24
Location: Millennium Bridge House	Start Time: 7:30
Duration (Minutes) 30min	End Time: 8:30
Presenters name: A. Kulsinkas	Presenters Signature:

SHORT TRAINING SESSION ATTENDANCE SHEET

	Candidate's Name	Name of Employer	Candidate's Signature
1	B. Ramchande	RCL	 I confirm that I have understood the Tool Box Talk
2	I. Sahota	RCL	 I confirm that I have understood the Tool Box Talk
3	J. Smith	RCL	 I confirm that I have understood the Tool Box Talk
4	A. Lidzius	RCL	 I confirm that I have understood the Tool Box Talk
5	K. O'Malley	RCL	 I confirm that I have understood the Tool Box Talk
6	A. Gustainis	RCL	 I confirm that I have understood the Tool Box Talk
7	D. Nunes	RCL	 I confirm that I have understood the Tool Box Talk
8	I. Neagu	RCL	 I confirm that I have understood the Tool Box Talk
9	D. Marculaitis	RCL	 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
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No. Attended 9	Duration 30min	Total Time 4.5 h	Employer Reference 2453745
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TRAINING AND DEVELOPMENT PLAN

Title: Tower Scaffolds and Podium Steps	Date: 04.06.24
Location: Millennium Bridge House	Start Time: 7:30
Duration (Minutes) 30min	End Time: 8:30
Presenters name: A. Kulsinkas	Presenters Signature:

SHORT TRAINING SESSION ATTENDANCE SHEET

	Candidate's Name	Name of Employer	Candidate's Signature
1	B. Ramchande	RCL	 I confirm that I have understood the Tool Box Talk
2	I.Sahota	RCL	 I confirm that I have understood the Tool Box Talk
3	J.Smith	RCL	 I confirm that I have understood the Tool Box Talk
4	A.Lidzius	RCL	 I confirm that I have understood the Tool Box Talk
5	K.O'Malley	RCL	 I confirm that I have understood the Tool Box Talk
6	A.Gustainis	RCL	 I confirm that I have understood the Tool Box Talk
7	A.Makarauskas	RCL	 I confirm that I have understood the Tool Box Talk
8	I.Neagu	RCL	 I confirm that I have understood the Tool Box Talk
9	D.Marciulaitis	RCL	 I confirm that I have understood the Tool Box Talk
10	D.Nunes	RCL	 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 10	Duration 30min	Total Time 5h	Employer Reference 2453745
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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		
J. Smith		✓		✓		✓				✓	<i>J. Smith</i>	03.06.24
V. Gustainis				✓						✓	<i>V. Gustainis</i>	03.06.24
I. Neagy				✓						✓	<i>I. Neagy</i>	05.06.24
A. Makarauskas		✓				✓					<i>A. Makarauskas</i>	06.06.24
K. O'Malley				✓						✓	<i>K. O'Malley</i>	10.06.24
V. Gustainis		✓								✓	<i>V. Gustainis</i>	10.06.24



METHOD STATEMENT INDUCTION

ATTENDANCE SHEET TO BE COMPLETED FOR ALL METHOD STATEMENT TALKS
(METHOD STATEMENTS ISSUED TO ALL PRESENT)

CONTRACT:	NG200	MS REF:	NG200-RCL-XX-MS-X-00006 P1
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	NAME (PRINT)	DATE ATTENDED	SIGNATURE	COMMENTS
1	LEWIS ARCHENOLD	8/5/24	L Archend	I confirm that I have read and understood the Risk Assessment and Method Statement
2	ANDREI MASTAC	8/5/24	Andre	I confirm that I have read and understood the Risk Assessment and Method Statement
3	BLACOVES TRENDAPILON	8/5/24	FB	I confirm that I have read and understood the Risk Assessment and Method Statement
4				I confirm that I have read and understood the Risk Assessment and Method Statement
5				I confirm that I have read and understood the Risk Assessment and Method Statement
6				I confirm that I have read and understood the Risk Assessment and Method Statement
7				I confirm that I have read and understood the Risk Assessment and Method Statement
8				I confirm that I have read and understood the Risk Assessment and Method Statement
9				I confirm that I have read and understood the Risk Assessment and Method Statement
10				I confirm that I have read and understood the Risk Assessment and Method Statement

Signed:

Position: SITE MANAGER

Print Name: D Sanders

Date: 08-05-2024

WHEN COMPLETED RETURN THIS FORM TO THE RCL SAFETY OFFICER

Note on this side any points that have arisen which you may think should be brought to the attention of RCL and complete the attendance list above (add an extra sheet if necessary)

DOCUMENT REFERENCE:	SIT-FM-004	VERSION NO:	1.1	CREATION DATE:	07/02/2013	Page 1 of 1
DOCUMENT OWNER:	DAS			LAST REVISION DATE:	01/03/2018	



METHOD STATEMENT INDUCTION

ATTENDANCE SHEET TO BE COMPLETED FOR ALL METHOD STATEMENT TALKS
(METHOD STATEMENTS ISSUED TO ALL PRESENT)

PLAWEET

CONTRACT:	The National Gallery	MS REF:	NG200-RCL-ZZ-XX-MS-X-0004 PO2
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	NAME (PRINT)	DATE ATTENDED	SIGNATURE	COMMENTS
1	M. CANAL KOSTRZANOVA	3/06/24		I confirm that I have read and understood the Risk Assessment and Method Statement
2	LESZEK TURKCIWKA	3/06/24		I confirm that I have read and understood the Risk Assessment and Method Statement
3	DANAL KUSZKOWSKI	3/06/24		I confirm that I have read and understood the Risk Assessment and Method Statement
4				I confirm that I have read and understood the Risk Assessment and Method Statement
5				I confirm that I have read and understood the Risk Assessment and Method Statement
6				I confirm that I have read and understood the Risk Assessment and Method Statement
7				I confirm that I have read and understood the Risk Assessment and Method Statement
8				I confirm that I have read and understood the Risk Assessment and Method Statement
9				I confirm that I have read and understood the Risk Assessment and Method Statement
10				I confirm that I have read and understood the Risk Assessment and Method Statement

Signed:

Position:

Print Name:

Date:

WHEN COMPLETED RETURN THIS FORM TO THE RCL SAFETY OFFICER

Note on this side any points that have arisen which you may think should be brought to the attention of RCL and complete the attendance list above (add an extra sheet if necessary)



METHOD STATEMENT INDUCTION

ATTENDANCE SHEET TO BE COMPLETED FOR ALL METHOD STATEMENT TALKS
(METHOD STATEMENTS ISSUED TO ALL PRESENT)

CONTRACT:	NG200	MS REF:	001 P02
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	NAME (PRINT)	DATE ATTENDED	SIGNATURE	COMMENTS
1	KESTUTIS KULSINSKAS	08-04-24		I confirm that I have read and understood the Risk Assessment and Method Statement
2	VIRGINIJUS BALIULÉVICIUS	08-04-24		I confirm that I have read and understood the Risk Assessment and Method Statement
3	SLAV. SIMONOV	22-04-24		I confirm that I have read and understood the Risk Assessment and Method Statement
4	DAVE SANDER	29-04-24		I confirm that I have read and understood the Risk Assessment and Method Statement
5	Kacee Warner	03/05/24		I confirm that I have read and understood the Risk Assessment and Method Statement
6				I confirm that I have read and understood the Risk Assessment and Method Statement
7				I confirm that I have read and understood the Risk Assessment and Method Statement
8				I confirm that I have read and understood the Risk Assessment and Method Statement
9				I confirm that I have read and understood the Risk Assessment and Method Statement
10				I confirm that I have read and understood the Risk Assessment and Method Statement

Signed:

Position:

Site Manager

Print Name:



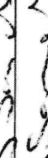
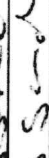

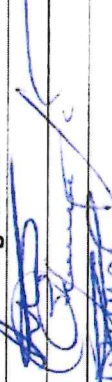
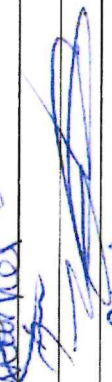
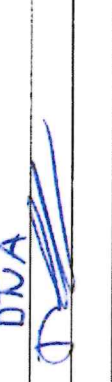


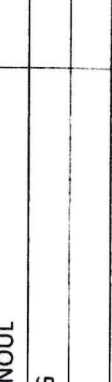
K.Kulsinskas

Date: 08-04-24

WHEN COMPLETED RETURN THIS FORM TO THE RCL SAFETY OFFICER

Note on this side any points that have arisen which you may think should be brought to the attention of RCL and complete the attendance list above (add an extra sheet if necessary)

DOCUMENT REFERENCE:	SIT-FM-004	VERSION NO:	1.1	CREATION DATE:	07/02/2013	Page 1 of 1
DOCUMENT OWNER:	DAS			LAST REVISION DATE:	01/03/2018	

Site Manager's Daily Safe Start									
Contract:	NG 200	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	03/06/2024	Method statement (s) (Title, Rev No. & Rev date)			
Location and description of work: Installing temporary door sets and window boards						RCL NG200-RCL-ZZ-MS-X-00001 REV P02			
Site Manager's Daily Sign Off									
	Date	Name	Signature	Hot Topics of the Day (the main points you discussed)					
Monday	03/06/2024	D Sanders		Falling Objects					
Tuesday	04/06/2024	D Sanders		Tethering of tools					
Wednesday	05/06/2024	D Sanders		Dust control from tools					
Thursday	06/06/2024	D Sanders		Dust and air quality					
Friday	07/06/2024	D Sanders		Pollution control					
Saturday	08/06/2024	N/A		N/A					
Sunday	09/06/2024	N/A		N/A					
Operatives Daily Sign Off									
Name	Signature	M	T	W	T	F	S	S	Comments
K KULSINKAS		✓	✓	✓	✓	✓	✓	✓	RCL MANGER/CARPENTER
S SIMONOVIC		✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
K WARNER		✓	✓	✓	✓	✓	✓	✓	RCL APPRENTICE CARPENTER
V BALIUDEVICIUS		✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
A MASTAC		✓	✓	✓	✓	✓	✓	✓	HUTCHISON FLOORING
L ARCHENOUL	DNA	X	X	X	X	X	X	X	HUTCHISON FLOORING
B AYLING		✓	✓	✓	✓	✓	✓	✓	HUTCHISON FLOORING


NOTE IF YOU HAVE MORE THAN 10 OPERATIVES ON SITE, PLEASE USE THE CONTINUATION SHEET656

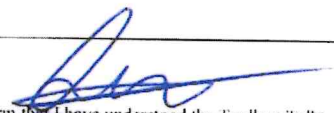
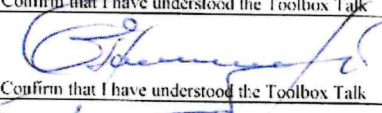
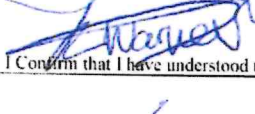
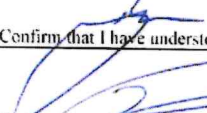
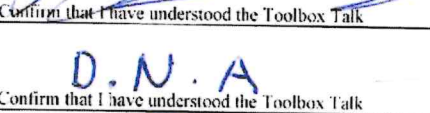
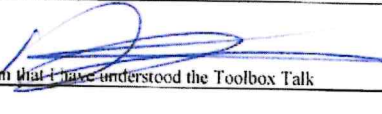
Before starting work, STOP, THINK and CHECK If the answer to any question below is NO, do not start work until the issues are resolved		Yes	No	N/A
1. Method statements, risk assessments and permits				
Have you read and understood the method statement and risk assessment for the task?		✓		
Is everyone 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				



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Tethering of tools	Date: 04/06/2024
Location: NG200	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
K KULSINSKAS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
S SIMONOVIC	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
K WARNER	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
V BALIULEVICIUS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
A MASTAC	HUTCHISON FLOORING	 I Confirm that I have understood the Toolbox Talk
I. ARCHENOU	HATCHISON FLOORING	D.N.A I Confirm that I have understood the Toolbox Talk
B AYLING	HATCHISON FLOORING	 I Confirm that I have understood the Toolbox Talk
		I Confirm that I have understood the Toolbox Talk
		I Confirm that I have understood the Toolbox Talk
		I Confirm that I have understood the Toolbox Talk
		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
6

Duration
30 mins

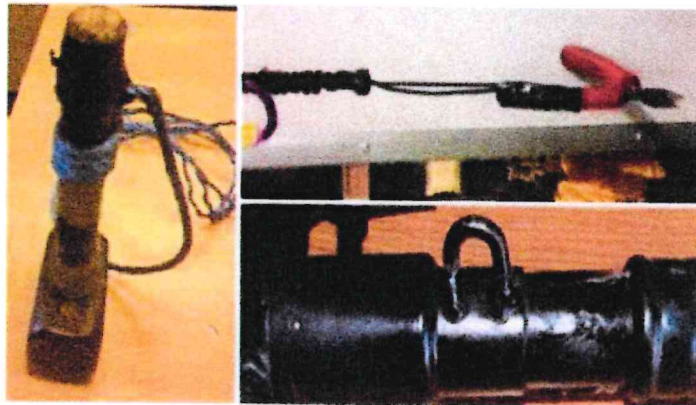
Total Time
3 hours

Employer Reference
2453745

Toolbox Talk No.92 TETHERING OF TOOLS

Can I use my own tethers?

- Possibly the single biggest issue is not the lack of a tool tether but the prevalence of so called 'self-tethering' (normally with rope, key rings or taped lanyards). These are just three of the types of self-tethering that widely continue to be in use:



These tethers are perfectly legal but could also cause incidents because they:

- are not standardised
- are not certified
- have no mechanism for traceability or inspection.

Examples of good tethers:



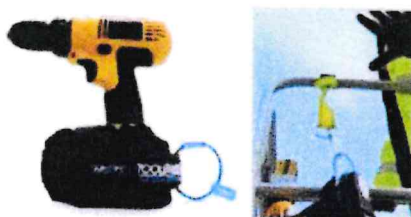
Wrist lanyard



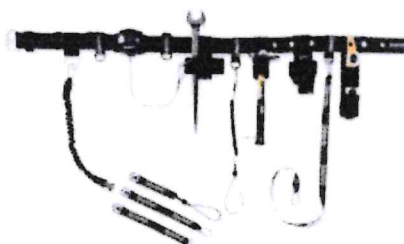
Retractable / rotating lanyard



Webbing lanyard



For power tools, loop prevents battery detaching



Belts, pouches and tool holders

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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Dust and air quality	Date: 06/06/2024
Location: NG200	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
K KULSINSKAS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
S SIMONOVIC	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
K WARNER	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
V BALIULEVICIUS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
A MASTAC	HUTCHISON FLOORING	 I Confirm that I have understood the Toolbox Talk
L ARCHENOUL	HATCHISON FLOORING	 I Confirm that I have understood the Toolbox Talk
B AYLING	HATCHISON FLOORING	 I Confirm that I have understood the Toolbox Talk
		 I Confirm that I have understood the Toolbox Talk
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No. Attended 6	Duration 30 mins	Total Time 6 hours	Employer Reference 2453745
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Toolbox Talk No. 79 DUST AND AIR QUALITY

WHAT?

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

WHY?

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

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

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

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

DO

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

DON'T

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

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DOCUMENT OWNER:	MOB			LAST REVISION DATE:	Oct-2021	