



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		✓		✓		✓				✓	J. Smith	03.06.24
V. Gustainis				✓						✓	V. Gustainis	03.06.24
I. Neagu				✓						✓	I. Neagu	05.06.24
A. Makarauskas		✓				✓					A. Makarauskas	06.06.24
K.O'Malley				✓						✓	K.O'Malley	10.06.24
V. Gustainis		✓								✓	V. Gustainis	10.06.24
K.O'Malley		✓				✓				✓	K.O'Malley	12.06.24
J. Smith			✓							✓	J. Smith	14.06.24



TRAINING AND DEVELOPMENT PLAN

Title: Site Quiet Times and weeks highlights	Date: 10.06.24
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	A. Makarauskas	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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TRAINING AND DEVELOPMENT PLAN

Title: Site PPE	Date: 11.06.24
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
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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
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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

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No. Attended 10	Duration 30min	Total Time 5h	Employer Reference 2453745
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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Safe use of Hop-ups	Date: 13/06/2024
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 ARCHENOU	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
		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 6	Duration 30 mins	Total Time 6 hours	Employer Reference 2453745
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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 BAHULEVICIUS	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 SANDERS	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	Dean Conger	12/6/24		I confirm that I have read and understood the Risk Assessment and Method Statement
7	Don Brimmer	14/6/24		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

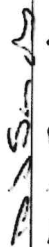
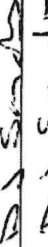
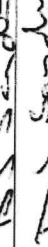




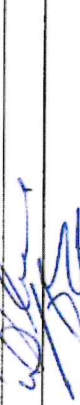




Print Name:

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)

Site Manager's Daily Safe Start									
Contract:	NG 200	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	10/06/2024	Method statement (s) (Title, Rev No. & Rev date)			
						RCL NG200-RCL-ZZ-MS-X-00001 REV P02			
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	10/06/2024	D Sanders		Weil's Disease					
Tuesday	11/06/2024	D Sanders		Security on site					
Wednesday	12/06/2024	D Sanders		Slip, Trips and Falls					
Thursday	13/06/2024	D Sanders		Safe use of Hop ups					
Friday	14/06/2024	D Sanders		Personal safety in or around vehicles					
Saturday	15/06/2024	N/A		N/A					
Sunday	16/06/2024	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 BALIUIEVICIUS		✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
D CONVERS		✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
J BASQUILLE		✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
L ARCHENOUL		✓	✓	✓	✓	✓	✓	✓	HUTCHISON FLOORING
B AYLING		✓	✓	✓	✓	✓	✓	✓	HUTCHISON FLOORING
A MASTAC		✓	✓	✓	✓	✓	✓	✓	HUTCHISON FLOORING

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: Security on site	Date: 11/06/2024
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
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B AYLING	HATCHISON FLOORING	 I Confirm that I have understood the Toolbox Talk
L TURAWKA	PLANET	 I Confirm that I have understood the Toolbox Talk
M KOSTRZANOWSKI	PLANET	 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 3 hours	Employer Reference 2453745
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Toolbox Talk No. 48 SECURITY ON SITE

WHAT THE LAW SAYS

- Under the law, trespassers have a right to expect not to be put at risk if they enter a construction site, particularly children who are less aware of danger
- On larger sites, the CDM Regulations place a specific duty on the main contractor to ensure that unauthorised persons do not gain access to the site

SOME RISKS TO THE UNWARY

- Children often find that construction sites are exciting places to play – ensure they cannot gain access after normal working hours
- Power tools, plant and equipment may be too tempting if not disabled and locked away; they could be stolen or cause injury to the inexperienced
- Hazardous substances which you may be familiar with and use daily may cause serious injury to unauthorised persons; lock them away when not in use

REMOVE TEMPTATION

- Ensure that an effective system of access control is operated
- Remove ladders from scaffolds or securely board up the lower rungs to prevent access at the end of each working day
- Check that the perimeter hoarding or fencing is intact and is to a standard which does not encourage unauthorised entry
- Remove keys from plant and equipment when not in use
- Remove from view and secure any tools, equipment and materials which might tempt thieves on to the site after normal working hours

DEALING WITH TRESPASSERS

- Ask suspected trespassers who they wish to see and, if necessary, escort them to site security. If they are genuine visitors, they will not mind being challenged
- Ensure that trespassing children are escorted off the site immediately
- Do not put yourself in a position where you could be accused of assault

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	10	CREATION DATE: LAST REVISION DATE:	11/08/2010 Oct-2021	Page 67 of 141
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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Safe use of Hop-ups	Date: 13/06/2024
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
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Toolbox Talk No. 87 SAFE USE OF HOP-UPS

Hop-ups are designed for short-term use where access might be limited for other equipment such as podium steps. Some sites may require you to have a 'Permit-to-Work' for hop-ups and/or mini scafftags for their inspection records.

- Never use this equipment if you are ill, feeling tired, or under the influence of alcohol or drugs.
- Wear sensible, protective clothing and footwear offering good grip. Tie back long hair and avoid loose garments and jewellery that could get in your way.
- Do not use a hop-up if you suffer from vertigo or have a fear of heights.
- This equipment is designed to support one person only.
- The Hop-up is designed for internal use and must only be sited on a level floor.
- Erect the Hop-up away from overhead hazards.
- Never suspend the Hop-up from another structure.
- Never carry anything when climbing, unless you can do so leaving both hands free. Place tools and materials on to the platform before climbing.
- Always check the condition of components before use – and at regular intervals thereafter. If any show signs of damage or excessive wear, do not use it.
- Always ensure the hop-up is correctly extended and level before use – and check regularly thereafter.
- Do not site the Hop-up directly on carpet or floor surfaces that could be damaged by the feet
- Never overload the Hop-up. The work platform's maximum load is 110kg or 17.3 stone. The **MAXIMUM SAFE WORKING LOAD** must not be exceeded.
- Never lean anything against the Hop-up and never use it for jobs that exert repetitive or excessive force.
- Never use boxes, steps etc to gain extra height and never reach too far out to one side.
- Never move a Hop-up with personnel, tools or materials, always clear the platform first.
- Ensure the ground over which the Hop-up is to be moved is flat, level and firm enough to bear its weight, and well away from hazards.
- Don't take chances. If the Hop-up cannot be moved safely for any reason, fold it and rebuild in the new location.

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	10	CREATION DATE: LAST REVISION DATE:	11/08/2010 Oct-2021	Page 130 of 141
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