



| Site Manager's Daily Safe Start | | | | | | | | | |
|--|-----------|-------------------------------------|-------------------------------------|-------------------------------------|--|---|---|-------------------------------------|--------------------------|
| Contract: | NG 200 | Contracts Manager Site Manager | Paul Haugh Dave Sanders | Date (w/c): | 08/07/2024 | 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 | | 08/07/2024 | D Sanders | | Main power on -on site | | | | |
| Tuesday | | 09/07/2024 | D Sanders | | Hazardous waste | | | | |
| Wednesday | | 10/07/2024 | D Sanders | | Airborne dust and fibres on site | | | | |
| Thursday | | 11/07/2024 | K Kulsinskas | | Green Purchasing | | | | |
| Friday | | 12/07/2024 | K Kulsinskas | | Working with or near finished works on site | | | | |
| Saturday | | 13/07/2024 | N/A | | N/A | | | | |
| Sunday | | 14/07/2024 | N/A | | N/A | | | | |
| Operatives Daily Sign Off | | | | | | | | | |
| Name | Signature | M | T | W | T | F | S | S | Comments |
| K KULSINKAS | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | RCL MANGER/CARPENTER |
| S SIMONOVIC | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | RCL CARPENTER |
| K WARNER | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | RCL APPRENTICE CARPENTER |
| D CONVERS | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | RCL CARPENTER |
| V BALIUJEVICIUS | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | RCL CARPENTER |
| B RAMSING | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | RCL CARPENTER |
| E. Carpenter | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | (WHITE ROCK) |
| | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |

Before starting work, STOP, THINK and CHECKIf 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

Yes

No



N/A



METHOD STATEMENT INDUCTION

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

| | | | |
|------------------|-------|----------------|----------------|
| CONTRACT: | NG200 | MS REF: | MGD White rock |
|------------------|-------|----------------|----------------|

| | NAME (PRINT) | DATE ATTENDED | SIGNATURE | COMMENTS |
|----|-----------------|---------------|---|--|
| 1 | ETHAN CARPENTER | 8.7.24 |  | I confirm that I have read and understood the Risk Assessment and Method Statement |
| 2 | TOM WASE | 12.7.24 |  | I confirm that I have read and understood the Risk Assessment and Method Statement |
| 3 | | | | 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:

SUPERVISOR

Print Name: K. KULSINSKAS

Date: 8.7.24

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)



RAPHAEL
CONTRACTING LTD

PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: The National Gallery

| 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 | | |
| K.KULSINSKAS | | ✓ | | ✓ | | | | | | ✓ | | 08-04-24 |
| V.DALIULEVICIUS | | ✓ | | ✓ | | ✓ | | | | ✓ | | 08-04-24 |
| K.KULSINSKAS | | | | ✓ | | | | ✓ | | | | 24-04-24 |
| J.BASQUILLE | | ✓ | | | | ✓ | | | | | | 10/06/24 |
| K.WARNER | | | | ✓ | | ✓ | | | | | | 10/06/24 |
| KES KULSINSKAS | | | | ✓ | | | | | | | | 18/06/24 |
| K.KULSINSKAS | | | ✓ | | | | | | | | | 24/06/24 |
| Bobbie Downes | | ✓ | ✓ | ✓ | | ✓ | ✓ | | | | | 28/06/24 |
| J.BASQUILLE | | ✓ | | ✓ | | ✓ | | | ✓ | | | 11.07.24 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

| | |
|-------------------------------|-----------------------|
| Title: Green Purchasing | Date: 11/07/2024 |
| Location: NG200 | Start Time: 07:30 |
| Duration (Minutes) 30 mins | End Time: 08:00 |
| Presenter's name: K Kulsinkas | Presenters Signature: |

| Candidate's Name | Name of Candidate's Employer | Candidate's Signature |
|------------------|------------------------------|---|
| P AMSING | 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 |
| D CONYERS | RAPHAEL CONTRACTING LTD | I Confirm that I have understood the Toolbox Talk |
| V BALIUIEVICIUS | RAPHAEL CONTRACTING LTD | I Confirm that I have understood the Toolbox Talk |
| | RAPHAEL CONTRACTING LTD | 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

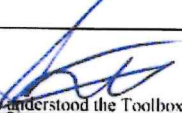
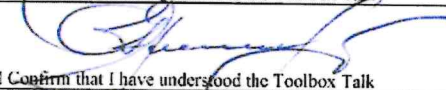
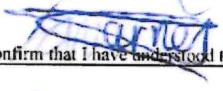

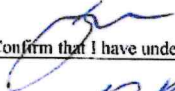

| | | | |
|-------------------|---------------------|-----------------------|-------------------------------|
| No. Attended 6 | Duration 30 mins | Total Time 3 hours | Employer Reference 2453745 |
|-------------------|---------------------|-----------------------|-------------------------------|



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

| | |
|-----------------------------|---|
| Title: Hazardous Waste | Date: 09/07/2024 |
| 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 |
|------------------|------------------------------|--|
| TULSINKAS | 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 |
| D CONYERS | RAPHAEL CONTRACTING LTD |  I Confirm that I have understood the Toolbox Talk |
| V BALIUIEVICIUS | RAPHAEL CONTRACTING LTD |  I Confirm that I have understood the Toolbox Talk |
| B RAMSING | RAPHAEL CONTRACTING LTD |  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 |
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| | | 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. 81 HAZARDOUS WASTE

WHAT IS IT?

- Hazardous waste is essentially waste that contains hazardous properties that may render it harmful to human health or the Environment.
- All Raphael sites produce hazardous waste, the majority in small quantities
- Hazardous waste can come in many forms whether it is: explosive, harmful, corrosive, flammable or toxic. They are all dangerous, and if not managed properly, can cause serious harm to the environment or to human health.
- The introduction of the Hazardous Waste Regulations in 2005 expanded the definitions of hazardous waste.
- Typical potentially hazardous wastes found on sites include: fluorescent tubes, paints, resins, oils, aerosols, mastics.

WHY?

- Avoid Prosecution: It is illegal to mix hazardous and non-hazardous waste to landfill. The penalty is a fine of up to £50,000 and up to 5 years in prison. Managers have a duty to ensure that workplace hazardous wastes are correctly identified at each stage of production and appropriate measures are taken to protect the health of employees and contractors who transport or dispose of these wastes.
- Avoid environmental harm: Incorrect disposal could cause water pollution and damage habitats. For example one fluorescent tube contains enough mercury to pollute 30,000 litres of water beyond safe drinking levels.
- Reduce costs: The number of hazardous waste disposal sites is reducing all the time, thus increasing disposal costs. Sites will have to be more proactive in the way they manage their hazardous waste. New practical methods will need to be found to eliminate, reduce or re-use potentially hazardous wastes.

DO

- ✓ Check the container to see if it displays one of the Hazardous warning signs below.



- ✓ Use all of the material to eliminate waste.
- ✓ Use correct PPE when handling hazardous substances
- ✓ Ensure subcontractors remove their own hazardous waste correctly.
- ✓ Place any Hazardous Waste / containers with residue in a Chemstore or other secure receptacle.
- ✓ Label the Hazardous Waste receptacle with the correct hazardous signage.
- ✓ Hazardous waste can be minimised by rendering it non-hazardous:
 - Use up all paint and allow tin to dry out
 - Use up all mastic and allow tubes to cure
 - Let plaster dry out before disposal
- ✓ Ensure only trained individuals handle hazardous waste
- ✓ Return fluorescent tubes to the appropriate Electrical Contractor for recycling.
- ✓ Return empty oil drums to your supplier
- ✓ Employ licensed companies to remove any hazardous waste
- ✓ Hazardous materials cannot be removed without a consignment note.
- ✓ Check also the safety data sheet to see if the material is hazardous.

| | | | | | | |
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| DOCUMENT REFERENCE: | TOOLBOX TALKS | VERSION NO: | 10 | CREATION DATE: | 11/08/2010 | Page 121 of 141 |
| DOCUMENT OWNER: | MOB | | | LAST REVISION DATE: | Oct-2021 | |



Toolbox Talk No. 74 GREEN PURCHASING

Environmentally responsible, sustainable or "green" procurement is the selection of products and services that minimise environmental impacts. Raphael Contracting Ltd have adopted a green purchasing policy, which is important for the following reasons:

- Green procurement of products and services raises environmental awareness, which in turn moves more people to buy more environmentally sound products.
- Green procurement has potentially direct environmental benefits. Fewer emissions, less waste and more efficient resources use.
- An increase in demand for greener products and services improves the market position of suppliers.
- Demand for green products acts as an incentive for technological development towards greener products.

Greener purchasing aims to avoid unnecessary purchasing by:

- Reviewing the actual need of the product.
- Seeking alternative goods and services.
- Purchasing a greener variant with comparable if not better performance than a conventional choice.

Green claims – "sustainable forests", "recyclable", "earth friendly"

An increasing number of products falsely claim that they are "environmentally friendly". It is important to verify claims made by the manufacturer and supplier.

- Ensure you have written documentation that backs up the claims of the supplier.
- Ask when was their documentation and process last reviewed and to what standard or accreditation.
- Can you get a copy of their environmental report or technical data?

Environmental Purchasing Criteria for products and services

- Is it essential to buy the product - can it be leased or rented?

Resource Use and Recycling

- Does production/extraction of the product cause ecological damage, such as loss of habitats or damage to threatened species? Are there alternatives?
- Is this a remanufactured product?
- Can the product be re-used, refilled, recharged or reconditioned to extend its life?
- Can the item be easily upgraded by adding or replacing a part?
- Does the product have a recycled content? What percentage?
- Is the product accredited with a recognised environmental standard?
- Can the product be recycled easily (in the workplace and/or local community)?

Hazardous content

- Is the product or are its components hazardous to humans and/or the wider environment?
- If yes, what are the health and safety implications and disposal requirements?
- Are there any non-hazardous alternatives available?
- Are technical data sheets available?

Energy

- Does the item use energy? (e.g. electrical appliances, equipment, machinery, space heating or vehicles).
- If so, is the item as energy efficient as the alternatives?
- Does the item have energy consumption data for all operation modes?

| | | | | | | |
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| DOCUMENT REFERENCE: | TOOLBOX TALKS | VERSION NO: | 10 | CREATION DATE: | 11/08/2010 | Page 113 of 141 |
| DOCUMENT OWNER: | MOB | | | LAST REVISION DATE: | Oct-2021 | |



TRAINING AND DEVELOPMENT PLAN

| | |
|---|-----------------------|
| Title: Site Quiet Times and week's highlights | Date: 08.07.24 |
| 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 | A.Makarauskas | 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 | K.O'Malley | RCL | I confirm that I have understood the Tool Box Talk |
| 11 | B.V.Khetani | RCL | I confirm that I have understood the Tool Box Talk |
| 12 | L.K.Patel | RCL | 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 12 | Duration 30min | Total Time 6h | Employer Reference 2453745. Szechuan. |
|--------------------|-------------------|------------------|--|

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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 |
|--|-------------------|--------------------|---------------------------------------|--------------------------|-------------|



TRAINING AND DEVELOPMENT PLAN

| | |
|-----------------------------------|-----------------------|
| Title: Site PPE | Date: 09.07.24 |
| 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 | A.Makarauskas | RCL | I confirm that I have understood the Tool Box Talk |
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| 8 | I.Neagu | RCL | I confirm that I have understood the Tool Box Talk |
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| 10 | K.O'Malley | RCL | I confirm that I have understood the Tool Box Talk |
| 11 | B.V.Khetani | RCL | I confirm that I have understood the Tool Box Talk |
| 12 | L.K.Patel | RCL | I confirm that I have understood the Tool Box Talk |
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| No. Attended 12 | Duration 30min | Total Time 6h | Employer Reference 2453745. Szechuan. |
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| DOCUMENT REFERENCE: DOCUMENT OWNER: | SIT-FM-007 DAS | VERSION NO: 1.1 | CREATION DATE: 07/02/2013 | LAST REVISION DATE: 01/03/2018 | Page 1 of 1 |
|--|-------------------|--------------------|------------------------------|-----------------------------------|-------------|