



Site Manager's Daily Safe Start									
Contract:	NG 200	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	22/07/2024	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		22/07/2024	D Sanders	<i>D Sanders</i>	Dust and Air quality				
Tuesday		23/07/2024	D Sanders	<i>D Sanders</i>	Green Purchasing				
Wednesday		24/07/2024	D Sanders	<i>D Sanders</i>	Abrasive wheels				
Thursday		25/07/2024	D Sanders	<i>D Sanders</i>	Buying timber FSC and PEFC				
Friday		26/07/2024	D Sanders	<i>D Sanders</i>	Banksmen and slingers				
Saturday		27/07/2024	N/A		N/A				
Sunday		28/07/2024	N/A		N/A				
Operatives Daily Sign Off									
Name	Signature	M	T	W	T	F	S	S	Comments
K KULSINSKAS	<i>[Signature]</i>	✓	✓	✓	✓	✓			RCL MANGER/CARPENTER
S SIMONOVIC	<i>[Signature]</i>	✓	✓	✓	✓	✓			RCL CARPENTER
K WARNER	<i>[Signature]</i>	✓	✓	✓	✓	✓			RCL APPRENTICE CARPENTER
D CONYERS	<i>[Signature]</i>	✓	✓	✓	✓	✓			RCL CARPENTER
V BALIUIEVICIUS	<i>[Signature]</i>	✓	✓	✓	✓	✓			RCL CARPENTER
B RAMSING	<i>[Signature]</i>	✓	✓	✓	✓	✓			RCL CARPENTER

**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****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**





## 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
Bob Dombard		✓	✓	✓		✓	✓					25/6/24
J.BASQUILLE		✓		✓		✓			✓			11.07.24
K.WARNER		✓				✓				✓		19.07.24



# RAPHAEL CONTRACTING LTD

## RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Green Purchasing	Date: 23/07/2024
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
K KULSINKAS	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 BALIUDEVICIUS	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
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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

**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 OWNER:	MOB			LAST REVISION DATE:	Oct-2021	






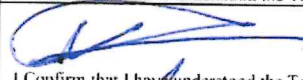
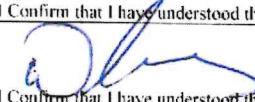

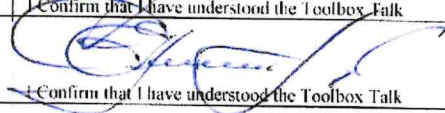


# RAPHAEL

## CONTRACTING LTD

### RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Buying timber FSC and PEFC	Date: 25/07/2024
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
K KULSINSKAS	RAPHAEL CONTRACTING LTD	 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

**Toolbox Talk No. 88 BUYING TIMBER - FSC AND PEFC**



**Forestry – what are the issues?**

- Illegal logging
- Change of land use – e.g. palm oil, farming
- Soil destabilisation
- Government corruption
- Human / civil rights
- Impact on biodiversity – 4000 hardwood species – many at risk of extinction

**Why use timber?**

- Renewable and sustainable
- High strength to weight ratio
- Low energy cost in production
- Versatile product

**How can we protect forests then?**

<ul style="list-style-type: none"> <li>• <b>Forest Stewardship Council</b> – promotes responsible management of the world's forests</li> <li>• Covers 174 million hectares of forest</li> <li>• Certification and product labelling of wood-based products (paper and wood) from well-managed forests</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Programme for the Endorsement of Forest Certification</b> – promotes sustainable forest management</li> <li>• Covers 243 million hectares of forest</li> <li>• Sustainable means that they will plant more trees than are taken down</li> </ul>
	
<p><b>What does FSC or PEFC certification mean?</b></p> <ul style="list-style-type: none"> <li>• Unbroken chain of forest-based products from a certified forest through to the customer</li> <li>• The label says 'this product has been made with timber from well-managed forests and we can prove it'</li> </ul>	

**What are Raphael Contracting doing and why?**

- We are certified to sell products with Chain of Custody to the FSC or PEFC standards
- This is so that we can prove to our main customers that the timber and joinery we have purchased is from a managed source and we can give them the documentation to prove it.
- The main contractors are insisting that we become FSC / PEFC certified so that we can give them the assurance that the timber we buy is from a managed source
- We can sell timber and timber products (carpentry, joinery and decking) with FSC and PEFC claims
- We care about the environment. We already have ISO14001 and have made a commitment to sustainable business. We don't want to knowingly buy timber from illegal sources. Timber is our main material and product, so we need to protect it.

**What does this mean in practice?**

- We have a policy and procedures that outline how we will control our purchases and deliveries (and paperwork) so that we can prove we have purchased FSC / PEFC timber.

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## TRAINING AND DEVELOPMENT PLAN

Title: Start of the week highlights and free noise times.	Date: 22.07.24
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.Makarauskas	RCL	 I confirm that I have understood the Tool Box Talk
5	I.Neagu	RCL	 I confirm that I have understood the Tool Box Talk
6	D.Marciulaitis	RCL	 I confirm that I have understood the Tool Box Talk
7	K.O'Malley	RCL	 I confirm that I have understood the Tool Box Talk
8	B.V.Khetan	RCL	 I confirm that I have understood the Tool Box Talk
9	L.K.Pate	RCL	 I confirm that I have understood the Tool Box Talk
10	K.V.Patel	RCL	 I confirm that I have understood the Tool Box Talk
11	V.V.Khetani	RCL	 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 11	Duration 30min	Total Time 5.5h	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
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## TRAINING AND DEVELOPMENT PLAN

Title: Delta Deck assembly and safety check.	Date: 24.07.24
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.Makarauskas	RCL	 I confirm that I have understood the Tool Box Talk
5	I.Neagu	RCL	 I confirm that I have understood the Tool Box Talk
6	D.Marciulaitis	RCL	 I confirm that I have understood the Tool Box Talk
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11	V.V.Khetani	RCL	 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 11	Duration 30min	Total Time 5.5h	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
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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		
A. Makaravskas		✓								✓		8.7.24
V. Gustainis		✓								✓		8.7.24
B. V. Khetani	✓	✓	✓	✓			✓					8.7.24
L. K. Patel	✓	✓	✓	✓			✓					8.7.24
V. V. Khetani	✓	✓	✓	✓			✓					16.07.24
K. V. Patel	✓	✓	✓	✓			✓					16.07.24
A. Makaravskas				✓		✓				✓		17.07.24
J. Smith	✓			✓		✓				✓		18.07.24
I. Neaggy			✓							✓		26.07.24