










W1610

Site Manager's Daily Safe Start

Contract:	NG 200	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	05/08/2024	Method statement (s) (Title, Rev No. & Rev date)	RCL NG200-RCL-ZZ-MS-X-00001 REV P02
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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	05/08/2024	D Sanders		Unloading Lorries						
Tuesday	06/08/2024	D Sanders		Tower scaffold and Podiums						
Wednesday	07/08/2024	D Sanders		Manual handling						
Thursday	08/08/2024	D Sanders		Safe use of hand tools						
Friday	09/08/2024	D Sanders		Dust controls						
Saturday	10/08/2024	N/A		N/A						
Sunday	11/08/2024	N/A		N/A						
Operatives Daily Sign Off										
Name	Signature	M	T	W	T	F	S	S	Comments	
K KULSINSKAS		✓	✓	✓	✓	✓			RCL MANGER/CARPENTER	
J BASQUILLY		✓	✓	✓	✓	✓			RCL CARPENTER	
K WARNER		✓	✓	✓	✓	✓			RCL APPRENTICE CARPENTER	
D CONYERS	D.N.A	✓	✓	✓	✓	✓			RCL CARPENTER	
V BALIUIEVICIUS		✓	✓	✓	✓	✓			RCL CARPENTER	
B RAMSING		✓	✓	✓	✓	✓			RCL CARPENTER	

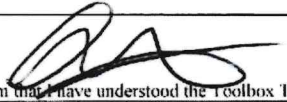

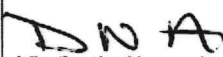
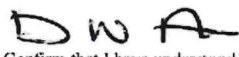
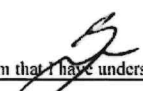
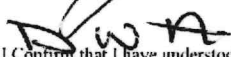
Before starting work, STOP, THINK and CHECK If the answer to any question below is NO, do not start work until the issues are resolved		Yes	No	N/A
1. Method statements, risk assessments and permits				
Have you read and understood the method statement and risk assessment for the task?		✓		
Is everyone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



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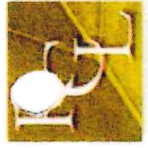
RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Tower scaffold and podium steps	Date: 06/08/2024
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
B RAMSING	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
J BASQUILLY	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
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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. DALIVLEVICIUS		✓		✓		✓				✓		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
Bobby Ramsing		✓	✓	✓		✓	✓					25/6/24
J. BASQUILLE		✓		✓		✓			✓			11.07.24
K. WARNER		✓				✓				✓		19.07.24
B. RAMSING		✓		✓	✓	✓				✓		1.8.24
V. BALIVLEVICIUS		✓		✓	✓	✓				✓		9.8.24



Toolbox Talk No. 27 TOWER SCAFFOLDS AND PODIUM STEPS

Fact: Only trained, competent persons are to erect mobile towers e.g. PASMA

Before Use:

- Prefabricated access towers are to be erected in accordance with the manufacturer's instructions by competent operatives, erection instructions must be available on site.
- Check all components are in good condition. Check wheels for effective rotation and brake and locking devices work currently.
- Towers must be used on firm surfaces, where ground is soft or slopping, adequate support must be provided – Persons must be protected from falls.
- The platform height should not be more than 3 times the length of the shortest side of the tower (example: shortest side of tower is 1.5 metres multiplied by 3 giving a maximum platform height of 4.5 metres). This height can be increased by the use of outriggers.
- At 2m and above toeboards and double handrails **MUST** be fitted.
- Care must be taken when working from the platform that pulling or pushing actions do not overturn the tower – Do not climb the outside of the tower.
- Do not pull heavy items up the side of the tower, use lifting devices – Always check manufacturers safe working load (**DO NOT EXCEED**).
- Do not use ladders from platforms of towers, this causes high overturning force – Scaffoldtag System to be used if situated in an area for more than one week.
- Tie the tower to a permanent structure, where possible, but do not tie to the thin tube sections.

Q: How would you hoist materials on to a working platform?

Access:

- Proprietary steel or aluminium alloy towers have a variety of means of access, these being:-
 - a) Integral diagonal stairway. As well as providing access this will form part of the bracing of the tower.
 - b) Ladder units which slip onto the end frame or inclined ladders, securely fixed, inside the scaffold frame.
 - c) Climbing a ladder section, which is incorporates within the end frame. Such a ladder section will have rungs no more than 300mm apart with stiles not more than 480mm apart. Climbing horizontal members of the other types of end frame is not to be accepted as a safe means of access.

NB. All towers must have a double hand rail or gap not exceeding 470mm from toeboard.

SCAFFOLD TOWERS AND PODIUM STEPS MUST BE CHECKED WEEKLY BY A COMPETENT PERSON, SIGNED OFF FIT FOR USE, ON RAPHAEL PLANT RETURN SHEET AND COPIED TO HEAD OFFICE.

- Access is from the inside of the tower frame to avoid eccentric loading of the tower. Working platforms are to be provided with trap doors to facilitate access.
- Where the vertical distance between the ground and working platform exceeds 9 metres, an intermediate platform with guardrails must be provided. Minimum platform width 600mm or 3 boards.

Working platforms


- Working platforms are to be fully boarded and complete with guardrails and toeboards.

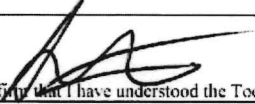
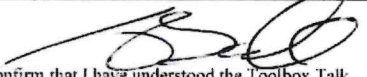
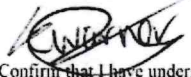
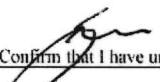

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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Safe use of hand tools	Date: 08/08/2024
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
J BASQUILLY	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	D.N.A I Confirm that I have understood the Toolbox Talk
V BALIUKEVICIUS	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
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No. Attended 6	Duration 30 mins	Total Time 3 hours	Employer Reference 2453745
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Toolbox Talk No. 36 SAFE USE OF HAND TOOLS

- Don't take hand tools for granted, because of the rugged demands our industry puts on tools, the misuse of tools, using the incorrect tool for the job or tools in poor condition can result in injury or spoiled work.
- There are numerous hand tools used in construction work; hammers, screwdrivers, wrenches, side cutters, tape measures, sledge hammers, hand saws, cat's paws, chisels, punches and pipe wrenches, just to name a few.
- Each tool is designed to do a specific job. It is up to you to know how to use each tool properly.
- Short cuts and using the wrong tool for the job will more than likely cause an accident. One of the most frequent abuses of a hand tool is the misuse of the screwdriver. This hand tool is often used as a mini pry bar, a wood chisel, etc – any number of small tasks for which it simply was not designed to be used. A puncture wound can easily occur when misusing any pointed hand tool. Always use the right tool for the job at hand.
- Keep tools in good condition. Injuries occur when a tool slips or breaks, often because the tool is dull. A sharp, well maintained tool will help you perform your job more effectively and in a shorter time. Keep all tools sharp, chisel points dressed etc. Replace broken tools and broken or cracked handles immediately. As the worker who uses the hand tool, you should think of safety first. Check to be sure that the tool is in good shape before you use it. If you have any question about the condition of the tool, or how to use it properly, check with your supervisor.
- Personal protective equipment is required if there's any danger of flying objects. Wear your safety goggles. If there is the potential risk of a hand injury, be sure to wear gloves. Injuries also can occur when you're carrying the tool. Never run, with any tool in your hands. Carry tools with pointed or sharp edges so that those edges are away from your body. An intelligent and safe way to transport hand tools is to wear a tool belt or carry them in a toolbox.

CHOOSE THE RIGHT TOOL FOR THE RIGHT JOB AND THEN BE SURE YOU KNOW HOW TO USE IT CORRECTLY.

THE BASIC RULES ARE:

1. Choose the right tool for the job.
2. Use only tools in good condition – no tools with cracked or broken handles, none without handles, none with mushroomed or broken heads.
3. Keep keen-edged blades sharp; store them safely when not in use.
4. Always cut away from yourself.
5. Be sure to wear eye protection if there's any chance of chips or flying particles.
6. Don't use a file without a handle.
7. Don't use a chisel or screwdriver as a pry bar.

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