



Wk 26

## Site Manager's Daily Safe Start

Contract:	NG 200	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	23/09/2024	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	23/09/2024	D Sanders	<i>D Sanders</i>	Ethical Trading					
Tuesday	24/09/2024	D Sanders	<i>D Sanders</i>	Manual Handling					
Wednesday	25/09/2024	D Sanders	<i>D Sanders</i>	Safe Stacking					
Thursday	26/09/2024	D Sanders	<i>D Sanders</i>	Hand Arm Vibrations					
Friday	27/09/2024	D Sanders	<i>D Sanders</i>	Wildlife Conservation					
Saturday	28/09/2024	N/A	/	N/A					
Sunday	29/09/2024	N/A	/	N/A					
Operatives Daily Sign Off									
Name	Signature	M	T	W	T	F	S	S	Comments
K KULSINSKAS	<i>K Kulinsk</i>	<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
V BALIUIEVICIUS	<i>V Baluievicius</i>	<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
S SIMONOVIC	<i>S Simonovic</i>	<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
<i>K. O'Callaghan</i>	<i>K. O'Callaghan</i>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	/	

**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		
S. Simonovic		✓		✓		✓				✓		16-09-24
K. KULINSKAS		✓		✓		✓				✓		16-09-24
V. BRILULEVICIUS		✓		✓		✓				✓		16-09-24
K. O'Malley		✓		✓		✓						27-09-24

Site Manager's Daily Safe Start								
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Name	Signature	M	T	W	T	F	S	Comments
K KULSINKAS							/	RCL MANGER/CARPENTER
V BALIUIEVICIUS							/	RCL CARPENTER
S SIMONOVIC							/	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
<b>1. Method statements, risk assessments and permits</b>			
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?	✓		
<b>2. Place of work</b>			
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?	✓		
<b>3. Task specific</b>			
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?	✓		
<b>4. Variations</b>			
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)		✓	
<b>Remember, as the supervisor YOU are responsible for the safety of YOUR team</b>			


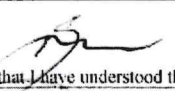
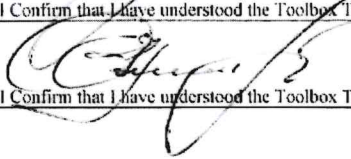




# RAPHAEL CONTRACTING LTD

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

Title: Manual Handling	Date: 24/09/2024
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
V BALIUIEVICIUS	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
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**Grant Claim information** Note: Claims can only be made for your employees or labour-only sub-contractors

No. Attended  
3

Duration  
30 mins

Total Time  
1.5 hours

Employer Reference  
2453745



## Toolbox Talk No. 21 MANUAL HANDLING

Over one third of all accidents reported involve injuries sustained whilst lifting and handling materials and equipment.

### Before Manual Handling

#### PREPARE FOR THE LIFT – THINK AND PLAN!!

1. Wear the correct PPE
  2. What is being lifted – where to and how far?
  3. Can you handle the load yourself or do you need assistance? How many people are needed? Know your capabilities, only tackle jobs you can handle.
  4. Is the lifting and handling area clear of hazards?
  5. Can loads be split into smaller loads?
  6. Is equipment available? If possible, use mechanical handling instead of manual handling, i.e. forklifts or pallet trucks.
  7. Is there a clear walkway with good lighting to the work area?
- Q: What checks should you carry out before lifting?**

1. Always you know the weight of load before lifting.
2. Wear gloves to protect against cuts and puncture wounds.
3. Wear safety boots or shoes to protect from falling loads.
4. Carry out a trial lift by rocking the load from side to side, then try to lift it a small amount, get a 'feel' for it.

**Q: What PPE should you wear and why?**

### Good Handling Technique

1. Stand reasonably close to the load, feet hip-width apart, one foot slightly forward, pointing in the direction you're going.
2. Bend your knees and keep your back straight.
3. Get a secure grip on the load.
4. Breathe in, before lifting, as this helps to support the spine.

**Q: Describe how you would lift an object safely.**

5. Use a good lifting technique, keep your back straight, and lift using your legs.
6. Keep the load close to your body.
7. Don't carry a load that obscures your vision.
8. Lift slowly and smoothly.

**Q: What checks should you carry out before moving off with a load?**

9. Avoid jerky movements.
10. Avoid twisting your body when lifting or carrying a load.
11. When lifting a height from the floor, do it in two stages.
12. When two or more people lift a load, one person must take control to co-ordinate the lift.

**Q: When two or more people are lifting a load, what should happen?**

**Q: What should you first consider before manual handling?**

**Q: What should you do to help support your spine?**

**Q: Name two hazards when lifting and carrying.**

**REMEMBER: You only have one back, look after it!**

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DOCUMENT OWNER:	MOB			LAST REVISION DATE:	Oct-2021	



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#### Q: What should you do to help support your spine?

#### Q: Name two hazards when lifting and carrying.

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# RAPHAEL CONTRACTING LTD

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

<b>Title:</b> Manual Handling	<b>Date:</b> 24/09/2024
<b>Location:</b> NG200	<b>Start Time:</b> 07:30
<b>Duration (Minutes)</b> 30 mins	<b>End Time:</b> 08:00
<b>Presenter's name:</b> D Sanders	<b>Presenters Signature:</b>

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
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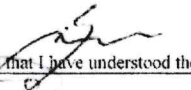
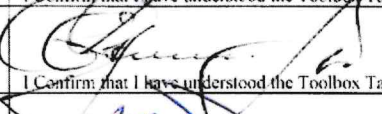
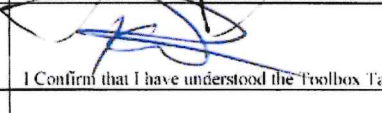
<b>No. Attended</b> 3	<b>Duration</b> 30 mins	<b>Total Time</b> 1.5 hours	<b>Employer Reference</b> 2453745
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# RAPHAEL CONTRACTING LTD

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

Title: Hand Arm Vibration	Date: 26/09/2024
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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V BALIUIEVICIUS	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. O'Malley	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
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No. Attended 3	Duration 30 mins	Total Time 1.5 hours	Employer Reference 2453745
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**Toolbox Talk No. 41 HAND ARM VIBRATION (HAV)**

**Fact:** Regular exposure to vibration can cause a range of permanent injuries to your hands and arms.

**WHAT IS HAV?**

1. HAV stands for Hand-Arm Vibration.
2. HAV reaches your hands when:
  - working with hand-held power tools, or
  - hand-guided machinery, or
  - holding materials processed by machinery

**Q:** What does HAV stand for?

**Q:** How can you get HAV?

**THE SOURCES OF VIBRATION**

- A common cause of hand-arm vibration is the prolonged use of rotating hand tools used for cutting and gripping
- Percussive hand tools used for riveting, chipping, hammering, drilling etc. are also sources of vibration
- The use of chainsaws is also another source of hand-arm vibration

**EFFECTS OF VIBRATION**

Depending upon the work situation, vibration can affect the whole body or, more commonly, just the hands and arms, usually called 'hand-arm vibration'.

- The first signs of a problem may only be tingling in the affected fingers
- Exposure to vibration can lead to irritation, fatigue and loss of concentration
- The above effects are likely to affect a person's attention to safety and therefore increase the likelihood of an accident occurring
- In the longer term, damage may occur to blood vessels, nerves, muscles, tendons and body organs
- Excessive hand-arm vibration can lead to 'Vibration White Finger' resulting in damaged blood vessels, circulatory problems, pain and possibly gangrene

**Health effects**

1. Regular exposure can cause a range of permanent injuries to your hands and arms.
2. Known as hand-arm vibration syndrome (HAVS)
3. The injuries you could suffer include damage to your:
  - blood circulatory system (Vibration White Finger (VWF))
  - sensory nerves
  - muscles, bones, joints

**Symptoms**

**Vibration White Finger**

1. Usually set off when your hands or body get cold or wet
2. The first sign is when your fingertips become white
3. Your fingers may also become numb
4. You may get 'pins and needles'

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# RAPHAEL CONTRACTING LTD

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<b>Location:</b> NG200	<b>Start Time:</b> 07:30
<b>Duration (Minutes)</b> 30 mins	<b>End Time:</b> 08:00
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