

Contract: NG 200 Contracts Manager Site Manager Paul Haugh Boards Location and description of work: Installing temporary door sets and window boards Date Site Manager Manager Site Manager Manager Manager Site Manager Manager	Site IV	Idilagei 3 Dall	Site Ivialidaer's Dally Safe Start	i	
Location and description of work: Installing temporary of Monday 28/1 Tuesday 29/1 Wednesday 30/1 Friday 31/1 Friday 01/1 Saturday 01/1 Sunday 02/1 Sunday 02/1 Sunday 03/1 VAMALLEY SIMONOVIC 03/1 V BALIUIEVICIUS	nager	gh nders Date (w/c):	28/10/2024	Method statement (s) (Title, Rev No. & Rev date)	RCL NG200-RCL-ZZ-MS-X-00001 REV P02
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ay ssday lay Name NSKAS LLEY VOVIC IEVICIUS	Date	Name	Signature	(the main points you discussed)	you discussed)
ay lay Name NSKAS LLEY NOVIC IEVICIUS	28/10/2024	D Sanders	2550	Eye protection	tection
ay Name NSKAS LLEY VOVIC IEVICIUS ACCIOUS	29/10/2024	D Sanders	10/6	Winter working	vorking
ay Name NSKAS LLEY VOVIC IEVICIUS ***********************************	30/10/2024	D Sanders	5000	Mobile elevation work platforms	work platforms
Askas Novic IEVICIUS PASCAN LIFE NOVIC NOVIC	31/10/2024	D Sanders	(2016)	Site housekeeping and waste disposal	ind waste disposal
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NOTE IF YOU HAVE MORE THAN 10 OPERATIVES ON SITE, PLEASE USE THE CONTINUATION SHETCES 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	Yes	No.	N/A
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?	>		1
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			1
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?	>		P 1
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?	>		1
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)?	>		One of the control of
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			



TRAINING AND DEVELOPMENT PLAN

Title: ISO ISO45001- Environmental Management System	Date: 30.10.24
Location: Millennium Bridge House	Start Time: 7:45
Duration (Minutes) 30min	End Time: 8:15
Presenters name: A. Kulsinskas	Presenters Signature:

SHORT TRAINING SESSION ATTENDANCE SHEET

	Candidate's Name	Name of Employer	Candidate's Signature
1	D.Rasciclal	RCL	I confirm that have understood the Tool Box Talk
2	A.Makarauskas	RCL	I confirm that I have understood the Tool Box Talk
3	V.Guzauskas	RCL	I confirm that I have understood the Tool Box Talk
4	I.Sahota	RCL	I confirm that I have understood the Tool Box Talk
5			
6			I confirm that I have understood the Tool Box Talk
7			I confirm that I have understood the Tool Box Talk
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10			I confirm that I have understood the Tool Box Talk
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11			I confirm that I have understood the Tool Day Tally
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
			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

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No. Attended	Duration	Total Time	Employer Reference
4	30min	2 h	2453745
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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

Mear and Tear Damaged Lost New 1.2 PLUGS Abundance Abundance
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07/02/2013	22/11/2018			
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TRAINING AND DEVELOPMENT PLAN

Title: Welfare Arrangements	Date: 28.10.24
Location: Millennium Bridge House	Start Time: 7:45
Duration (Minutes) 30min	End Time: 8:15
Presenters name: A. Kulsinskas	Presenters Signature:

SHORT TRAINING SESSION ATTENDANCE SHEET

	Candidate's Name	Name of Employer	Candidate's Signature
1	D.Rasciclal	RCL	S Signature
			I confirm that I have understood the Tool Box Talk
2	A. Makarauskas	RCL	Ma
			I confirm that I have anderstood the Tool Box Talk
3	V.Guzauskas	RCL	a dente
			I confirm that I have understood the Tool Box Talk
4	J.Smith	RCL	Hum
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5	I.Sahota	RCL	TSal-Cy
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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
			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	Duration	Total Time	Employer Reference
5	30min	2.5h	2453745
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DOCUMENT REFERENCE: SIT-FM-007 DOCUMENT OWNER: 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: The National Gallery

	DATE	1-2-60-91	42-60-91	16-09-24	27-09-24	11-10-27	11-10-24	24-10-24	25-10-24	11-24	The second state of the se		
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RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Site housekeeping and waste disposal	Date: 31/10/2024
Location: NG200	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: D Sanders	Presenters Signature:
	7355mm

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
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K KULSINSKAS	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
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K O'MALLEY	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	Duration	Total Time	Employer Reference
3	30 mins	1.5 hours	2453745



RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Winter Working	Date: 29/10/2024
Location: NG200	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: D Sanders	Presenters Signature:
	MSando

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
<u> </u>		A
K KULSINSKAS	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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S SIMONOVIC	RAPHAEL CONTRACTING LTD	1 Confirm that I have understood the Toolbox Talk
JSASSAININA	RAPHAEL CONTRACTING LTD	1 Confirm that Thave understood the Toolbox Talk
Dujon Semper-Highes	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
James Ogitrie	THRISLING TON RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
LERON LYNX	THRISIMUSTON	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	Duration	Total Time	Employer Reference
3	30 mins	1.5 hours	2453745





Toolbox Talk No. 39 SITE HOUSEKEEPING AND WASTE DISPOSAL

WHAT IS HOUSEKEEPING AT WORK?

It's taking care of your work area. We are responsible for maintaining a clean and healthy workplace. It's your responsibility to help keep it that way.

Housekeeping is an important part of any job. Housekeeping means more than neatness – it includes keeping everything you need for your job close at hand and in good condition.

Good housekeeping calls for constant care – it's something that everyone can and should practice.

GOOD HOUSEKEEPING CAN PROVIDE BENEFITS:

- ✓ Safer: Minimises carelessness and clutter and common causes of accidental injuries and fires.
- ✓ Easier: You'll spend less time looking for things in a more comfortable working environment.
- ✓ Clean up after work and remove rubbish to the skip provided.
- ✓ Material left lying around is a tripping hazard and could cut off someone's escape route during a fire.
- ✓ De-nail all timber this is a major accident hazard.
- ✓ Put tools and equipment in the store provided otherwise you can bet they won't be there when you return.
- ✓ Stack materials securely as they arrive on site and protect them as necessary.
- Keep walkways and scaffolds clear of material and rubbish.
- Ensure all lightweight materials are secured during windy weather.
- ✓ If you notice rubbish piling up which you cannot remove, bring this to the attention of the site supervisor who will arrange to have it removed.

10





Why

Construction activities during the winter months can be unpleasant, the environment can be dark, wet, cold and there can even be snow and ice!

A simple and low risk task can potentially become very dangerous due to these conditions.

It's important that we identify the risks associated with this time of year and place suitable control measures to reduce risk and protect people.

What

An interactive toolbox talk to help raise the appreciation and risk perception of winter working.

To promote and confirm understanding from those attending, this toolbox talk is structured for the user to ask questions and draw feedback from the attendees. We are not testing people; we are building knowledge.

Toolbox Talk

1. Question: Does everyone know when the clocks change?

Look for: 27th October (2024)

2. Question: Can the clocks changing affect us psychically and mentally?

Look for: Yes, there are many studies out there that prove the clocks changing can affect us.

Due to shorter daylight hours and changes in sleep patterns, we can become slower to react and our decision making can become impaired. We may also not feel our normal selves.

To stay in a positive physical and mental place, it's important that we get the right levels of sleep, we maintain a healthy and balanced diet, and stay active.

We may even need to talk to someone to share what we are feeling when we don't feel ourselves or speak to mental health first aider and be directed to further help and support.

3. Question: Is what we eat during winter important?

Look for: Of course! Again, there is a host of studies that prove that what we eat has a direct impact on our physical and mental health.

Eating warm high calorie meals such as porridge for breakfast and pasta for lunch will make you feel better on the cold days and ensure your performance on site doesn't drop.

Staying hydrated is also really important. We often forget that dehydration can be a problem in the winter months. Drink warm sweet beverages but avoid caffeine where possible.





4. Question: Where there has been snow, significant rain or windy conditions, can we go straight to work in excavations, lifting operations, working at height, confined spaces, scaffolding and other high-risk areas?

Look for: No, we should be checking these areas before we commence works anyway, but these checks become even more important during and after adverse weather. Adverse weather can significantly impact these areas.

5. Question: With reduced daylight hours, do we have the right lighting? What should we do where lighting is right?

Look for: Before starting works, we need to check we have right levels of lighting to help us stay safe.

If lighting isn't right, lets do the right thing and pause works, speak to our supervisor and get the right levels of lighting sorted.

6. Question: Are our work areas clear of slips and trips risks? These include snow, icy conditions and wet / decaying leaves.

Look for: In addition to maintaining our high levels of housekeeping, we need to check our work areas are free from hazards that the winter months can introduce.

Snow can hide potential level changes and icy conditions can increase the risk of slips. Place salt / grit on walkways and work areas.

Wet / decaying leaves can become very slippery. Let's remove this risk and continue maintain our work areas.

Summary & Key Messages:

- Clocks change on Sunday 27th October (2024)
- Clocks changing can affect us physically and mental.
- Are we staying up to date with weather forecasts?
- Do we have the right lighting for access routes and our work areas?
- Eat warm high calorie meals such as porridge and pasta.
- Dress appropriately wear several layers of loose-fitting clothing this will retain warmth better than thick / heavy jackets
- What additional control measures do we need to stay safe from the hazards introduced by winter months?
 E.g. icy conditions
- Check high risk areas before commencing works.
- Has a Winter Working Risk Assessment been developed and communicated?





Further Support

Speak with your supervisor, line manager and / or HS&W representative if you need further help and support.

- Information on maintaining your health during winter Met Office
- Information on looking after your mental health during winter Met Office and Mind
- Information on winter driving <u>Met Office</u>
- Information from the HSE on icy conditions and winter weather HSE

Feedback & Comments

Write any additional feedback and comments from the team here:

Welfare Areas

- Your Wellbeing Matters A warm
 Welfare Area gives you a comfortable
 space to rest and recharge, which is
 especially important during cold
 weather.
- Make sure you take full advantage of these breaks.
- Make sure the area stays warm for everyone – turn on heaters if they are not already on.

Other Important Checks

- Make sure ply/timber temporary covers are anti-slip to prevent accidents.
- Regular perimeter and hoarding checks (including lighting) are crucial during daylight saving hours to ensure site security and prevent unauthorised access as visibility and working hours change.
- Logistics start and finish times must be adjusted for daylight saving hours to optimise site operations and ensure safety during changing light conditions.





Any Questions?

Please give feedback to your Supervisor if you do think of any questions later.

Fatigue Management

 Provide regular breaks to combat fatigue and ensure workers have enough rest. Encourage open communication between workers and supervisors to report fatigue or issues related to concentration. Promote mental health awareness and offer resources to help workers manage Seasonal Affective Disorder (SAD) or winter-related stress.

Fatigue and Reduced Concentration

concentration, which can lead to errors Disruption of sleep patterns and body clocks due to the change in hours can cause worker fatigue and reduced and accidents.

 Less daylight can also lead to lower mood and energy levels, affecting overall worker wellbeing and productivity.

Cold Weather & Frost- Safety Measures

- Check your work areas for standing water/frost affected areas.
- Apply grit or salt to walkways and work areas prone to becoming slippery.
- Dress appropriately for cold weather with the use of thermal PPE.
- Keep yourself warm by regularly making hot drinks and food.



Cold Weather & Frost



- With shorter days, temperatures often drop quickly, increasing the risks of cold-related illnesses, frostbite, or icy surfaces leading to slips and trips.
- You need to take action
 whenever freezing
 temperatures are forecast.
 Keep up to date by visiting a
 weather service site such as
 the Met Office or Highways
 the Intermediate

Lighting – Safety Measures

- Ensure all areas, including pathways, work zones and storage areas, are equipped with sufficient lighting.
- Regularly check lights for functionality and replace bulbs or repair as needed.
- Adapt lighting schedules and systems to match changes in daylight hours.



Project Lighting

winter make it crucial to ensure well-lit Shorter days and early sunsets during areas.

 Poor lighting can lead to increased accidents, especially in high-traffic zones and near plant and machinery. Fog, rain and snow can further worsen visibility, making proper lighting essential for safe operations.

Personal Safety

site - Stay alert, try to avoid using earphones and All staff should take care going to / from work or mobile phones when commuting.

 Stick to well-lit routes and consider the local environment. If necessary, do not travel alone. For example – Walk to the station with a colleague if possible.

leave times if you feel unsafe in the area after dark. Discuss with your Project Manager your start and

The Issue

 As the clocks go back an hour, the days spending much of the day in reduced grow shorter, many of us will be daylight hours.

 The daylight-saving time can leave many feeling fatigued, which can pose safety risks both at home and in the workplace.

GIVE YOURSELF TIME TO ADJUST

Introduction

- During winter, changing to Daylight Saving Time (DST) can create health and safety risks on construction sites.
- This is because there is less daylight, and it gets darker in the morning and evening (also a lot colder!).



