






Site Manager's Daily Safe Start

Contract:	NG 200	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c): 04/11/2024	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	04/11/2024	D Sanders		Method statements and risk assessments
Tuesday	05/11/2024	D Sanders		
Wednesday	06/11/2024	D Sanders		Fire precautions and equipment ppe
Thursday	07/11/2024	D Sanders		Tower scaffold & podium steps
Friday	08/11/2024	D Sanders		
Saturday	09/11/2024	N/A	/	Green purchasing N/A
Sunday	10/11/2024	N/A	/	N/A

Operatives Daily Sign Off

[illegible]

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

Yes

No


N/A

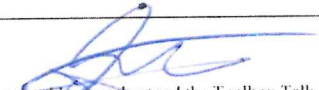
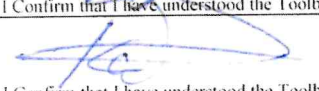
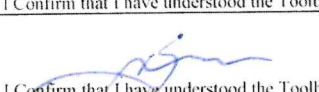
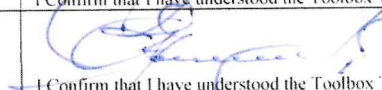
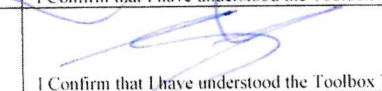


RAPHAEL

CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Fire precautions and equipment	Date: 05/11/2024
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
K O'MALLEY	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
J BASQUILLE	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
4

Duration
30 mins

Total Time
2 hours

Employer Reference
2453745



Toolbox Talk No. 10 FIRE PRECAUTIONS AND EQUIPMENT

Buildings in the course of erection or undergoing alteration are particularly vulnerable to fire. Fire causes loss of life and millions of pounds worth of damage each year.

OUTLINE SITE PLAN OF ACTION IN CASE OF FIRE:

Q. What is the name and location of the Fire Safety Coordinator / Fire Marshall?

Q. On discovering a fire, how do you:

- raise the alarm?
- call the fire brigade?

Everyone should know the:

- ✓ Fire Action Procedure
- ✓ Location of Fire Action Notices
- ✓ Location of exits from building and signage to same.
- ✓ Location of fire extinguishers and limitations on use.
- ✓ Access for fire brigade – keep site routes clear.
- ✓ Company “no smoking” policy.
- ✓ Hot working – permit to work requirements when applied.

Good practice on site to reduce the risk of fire and get out safely:


- ✓ No accumulation of waste materials – clear regularly to skips.
- ✓ Keep fire exit routes clear.
- ✓ Flammable materials, gas cylinders and flammable liquids – stored correctly and separately.
- ✓ Heaters safely located and guarded – no clothes drying in contact with any heating appliance.
- ✓ Vehicles or plant must not be fuelled while engine is running.
- ✓ On cessation of work check that heaters, lights etc are switched off.

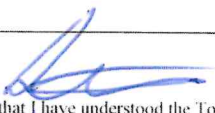
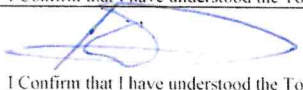

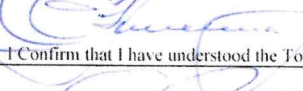
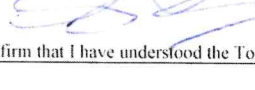
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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Tower scaffolds and podium steps	Date: 07/11/2024
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
4

Duration
30 mins

Total Time
2 hours

Employer Reference
2453745



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 – Scafftag 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.





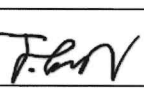

- Access is from the inside of the tower frame to avoid eccentric loading of the tower. Working platforms are to be provided with trap doors to facilitate access.
- Where the vertical distance between the ground and working platform exceeds 9 metres, an intermediate platform with guardrails must be provided. 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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Briefing/Toolbox Talk Record			
Topic / Subject:	Dust		
A. Location and Presenter Details			
Location of Briefing	MBH - Subcontractors Office	Company:	Raphael Contracting LTD
Presenter:	A. Kul'sinska s	Date:	8.11.24
Position:	Site Manager	Time:	7:45 am
B. Details of Briefing			
Purpose of Briefing			
Dusts cause diseases including cancers. Those who work in dusty environments are especially at risk because of repeated and prolonged exposure.			
Hazards			
Health effects from:			
<ul style="list-style-type: none"> • general dusts 			
<ul style="list-style-type: none"> • hard and soft wood dusts 			
<ul style="list-style-type: none"> • silica dust (originating from sand, block, brick and stone) 			
<ul style="list-style-type: none"> • asbestos 			
<ul style="list-style-type: none"> • Explosion hazard from all fine dusts. 			
Reasons for Concern			
Exposure to dusts can lead to lung diseases including:			
<ul style="list-style-type: none"> • lung and nasal cancer 			
<ul style="list-style-type: none"> • silicosis, asbestosis and mesothelioma 			
<ul style="list-style-type: none"> • chronic obstructive pulmonary disease 			
<ul style="list-style-type: none"> • asthma 			
Fine dusts are highly combustible and may explode on contact with an ignition source.			

Briefing/Toolbox Talk Record				
Topic / Subject	Dust			
Location of Briefing:	MBH Subcontractors Office	Company:	Raphael Contracting LTD	
<p>We the undersigned fully understand of the contents of this briefing/toolbox talk. If we are unable to carry out our work safely we agree that we must immediately stop work and inform our line manager or supervisor</p>				
Date	Name	Position/Role	Signature	Briefing given by
8.11.24	I. Sahota	Carpenter		A.K
8.11.24	V. Guzauskas	Carpenter		A.K
8.11.24	A. Makarauskas	Carpenter		A.K
8.11.24	D. Rascickal	Carpenter		A.K
8.11.24	J. Smith	Carpenter		A.K
<p>I confirm that the above delegates attended the above stated briefing/toolbox/training</p>				
Given by:	A. Rulsinskas	Position:	Site Manager	
Signature:				
<p>Please ensure that a copy of this briefing/toolbox talk/training register is sent to the Training Department at Head Office – jrl.training@jrlgroup.co.uk</p>				



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		
D. Rasciela	✓	✓	✓	✓			✓					02.09.24
A. Makarauskas		✓		✓						✓		05.09.24
A. Kulinskis		✓		✓					✓			13.09.24
A. Makarauskas		✓		✓		✓						21.10.24
D. Rasciela				✓		✓						21.10.24
T. Smith.		✓		✓								21.10.24
A. Kulinskis				✓		✓						23.10.24
A. Makarauskas		✓				✓				✓		29.10.24
I. Sahota				✓	✓					✓		30.10.24
D. Rasciela					✓		✓					30.10.24
T. Smith				✓						✓		05.11.24
A. Makarauskas				✓		✓				✓		07.11.24

Toolbox Talk – ENV006	
Topic/subject covered:	Statutory Nuisance – Dust Emissions and Air Quality.

A: Details of the briefing

Location of briefing:	MBH-subcontractors office.	Company:	Raphael Contracting LTD
Name of presenter:	A. Kulsinskas	Position:	Site Manager
Date:	6/11/24	Time:	8:00am.

B: Employee actions – Briefing/toolbox talk must be given before work starts – Include main parts of the briefing/toolbox talk in the below section, including actions which must be taken and avoided (Do's and Don'ts)

Purpose of Briefing
Dust and emissions to air can be a nuisance to neighbours' and may cause health risks at very high concentrations. Dust can damage vegetation and crops and have a negative effect on local wildlife and watercourses.
The briefing will detail the hazards associated with dust emissions and poor air quality and the control measures that should be used in order to prevent any adverse effects to the environment or workforce.
Hazards
The following are potential hazards associated with dust emissions and poor air quality:
<ul style="list-style-type: none"> <u>Environmental pollution</u> - dust can damage the ecology of a watercourse and affect plant growth, including crops. <u>Health risks</u> - eye irritation, pulmonary irritation, dust emissions may be carcinogenic and can cause nausea, dizziness or fainting.
Control Measures
<ul style="list-style-type: none"> Keep surfaces swept and damp down with water at regular intervals during dry weather. Minimise drop heights into haulage vehicles and conveyors. Ensure cutting and grinding operations are adequately shielded or wetted. Sheet over lorries carrying dry materials to or from site. Keep to site speed limits to minimise dust generation. Use the wheel wash for appropriate vehicles if there is one present on site. Store fine dry materials within buildings or provide adequate protection from the wind. Store bulk cement and bentonite in silos. Position silos and stockpiles away from residential areas and watercourses.

Toolbox Talk – ENV006			
Topic/subject covered:	Statutory Nuisance – Dust and Air Emissions		
Location of briefing:	MBH - subcontractors office	Company:	Raphael Contracting LTD
We the undersigned fully understand of the contents of this briefing/toolbox talk. If we are unable to carry out our work safely we agree that we must immediately stop work and inform our line manager or supervisor			
Date	Print Name	Position/Role	Signature
6-11-24	J. Smith	Carpenter	[Signature]
6-11-24	I. Sahota	Carpenter	[Signature]
6-11-24	A. Makarauskas	Carpenter	[Signature]
6-11-24	D. Rascicla	Carpenter	[Signature]
6-11-24	V. Guzauskas	Carpenter	[Signature]
Given by: A. Kulskinskas Position: Site Manager Signature: [Signature]			
I confirm that the above delegates attended the above stated briefing/toolbox/training			
Please ensure that a copy of this briefing/toolbox talk/training register is sent to the Training Department at Head Office – irl.training@irlgroup.co.uk			