



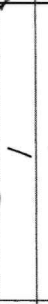

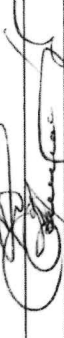

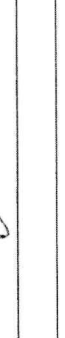


Wk 35

Site Manager's Daily Safe Start									
Contract:	NG 200	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	25/11/2024	Method statement (s) (Title, Rev No. & Rev date)	RCL NG200-RCL-ZZ-MS-X-00001 REV P02		
Location and description of work: fitting directional signage / fitting door sets / snagging									
Site Manager's Daily Sign Off									
		Date	Name	Signature	Hot Topics of the Day (the main points you discussed)				
Monday		25/11/2024	D Sanders		Fire precautions and equipment				
Tuesday		26/11/2024	D Sanders		Foot and ankle protection				
Wednesday		27/11/2024	D Sanders		Portable electric tools				
Thursday		28/11/2024	D Sanders		Needlestick injuries				
Friday		29/11/2024	D Sanders		Water usage				
Saturday		30/11/2024	N/A	/	N/A				
Sunday		01/12/2024	N/A	/	N/A				
Operatives Daily Sign Off									
Name	Signature	M	T	W	T	F	S	S	Comments
K KULSINSKAS		✓	✓	✓	✓	✓	✓	✓	RCL MANGER/CARPENTER
K O'MALLEY		✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
S SIMONOVIC		✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
V BALIUIEVICIUS		✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER

Before starting work, STOP, THINK and CHECK		Yes	No	N/A
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				



Toolbox Talk No. 17 FOOT AND ANKLE PROTECTION

Fact: Every year people sustain foot injuries from falling objects or slipping and tripping.

Large numbers of major injuries to feet and ankles are reported to the HSE every year, but sensible, robust, safety footwear will reduce this unnecessary loss of time and considerable pain which follows these injuries. Under the Personal Protective Equipment at Work Regulations 1992, your employer must provide you with protective footwear, where you are exposed to the risk of foot injury. If you are self-employed you must provide your own safety footwear.

You have a legal obligation to wear equipment provided for your safety.

The two main causes of foot injuries are:

- Treading on sharp objects, such as nails, which pierce the soles of the foot.
- Objects dropping causing crush injuries.

Other Potential Hazards

1. Stacked material falling onto feet.
2. Spatter and sparks from welding and cutting.
3. Slippery floor surfaces.
4. Poor housekeeping presents slip and trip hazards.

Q: What are the two main causes of foot injuries? And what hazards could you encounter in your workplace?

5. Poor and badly worn footwear offers little ankle support.
6. Worn soles can affect your grip.
7. Incorrect footwear for the job could promote an injury i.e. open fronted boots for welding.

Q: How can worn footwear affect you?

Foot and Ankle Protection

Totally unsuitable footwear, such as trainers, or sandals, which offer no protection are not permitted on construction sites.

Suitable safety boots, shoes and trainers:

1. High leg lace-up boots provide support and may prevent a twisted ankle.
2. In wet conditions or when working with concrete Wellington boots may be the best bet.
3. Steel toecaps are required for toe protection.
4. Made of strong material such as leather or rubber to support and prevent twisted ankles

Q: What must you ensure when issued with safety footwear?

5. Where nails and other sharp objects may be present, steel mid-sole protection will be required.
6. Ensure that the footwear fits you and is fit for the job.
7. Take care of any footwear issued to you.
8. Ensure any damaged, lost, or worn footwear is replaced immediately.
9. Badly worn soles can increase your chances of slipping.

Q: If your footwear is damaged what should you do?

Q: How can worn footwear contribute towards you having an accident?

Q: In a workplace littered with slip and trip hazards, describe the features you would like to see in a boot?


REMEMBER: Wear and protect!

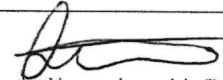
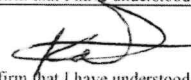

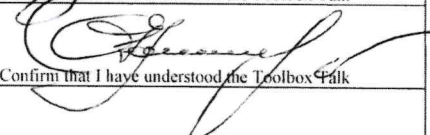
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DOCUMENT OWNER:	MOB			LAST REVISION DATE:	Oct-2021	



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Exclusion zones around tower scaffolds and MEWPS ,Ensure operatives do no move /cut through barriered off areas and rushing /cutting corners	Date: 27/11/2024
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
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Grant Claim information Note: Claims can only be made for your employees or labour-only sub-contractors

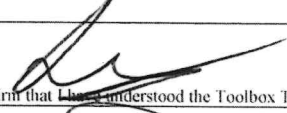
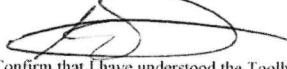

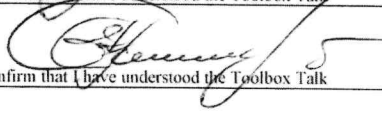
No. Attended 4	Duration 30 mins	Total Time 2 hours	Employer Reference 2453745
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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Needlestick injuries	Date: 28/11/2024
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
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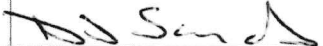
Grant Claim information Note: Claims can only be made for your employees or labour-only sub-contractors


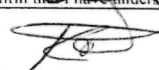

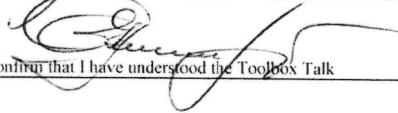
No. Attended 4	Duration 30 mins	Total Time 2 hours	Employer Reference 2453745
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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Foot and Ankle Protection	Date: 26/11/2024
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
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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
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Toolbox Talk No. 45 NEEDLESTICK INJURIES

WHAT IS A NEEDLESTICK INJURY?

An accidental puncture of the skin by a hypodermic needle

IF YOU FIND A NEEDLE:

- It has probably been used by a drug user and may be contaminated by infected blood
- Do not touch it or move it, unless you have to because of the situation at the time
- Leave a responsible person to safeguard it whilst you report the matter to your supervisor
- If you have a site nurse, she or he should be informed
- If you do not have a nurse on site, the local Council's Environmental Health Department should be informed
- If you must move the syringe or needle:
 - Carry it with the needle pointing downwards
 - Do not wrap it in paper or put it into a litter bin
 - If available, place it in a clear glass bottle or jar
 - Dispose of it safely through the site nurse, local police or Council's Environmental Health Department
 - Wash your hands thoroughly

IF YOU SHOULD PRICK YOUR SKIN

- Do not panic
- Gently squeeze the area around the wound to encourage bleeding
- **Do not suck the wound**
- Wash the site of the injury thoroughly with soap and water at the first opportunity
- Obtain medical assistance as soon as possible from either the site nurse or the nearest hospital with an Accident and Emergency Department
- If you can do so safely, take the syringe or needle with you
- If dealt with properly and promptly, the risks of a resulting health problem are small
- Think about the consequences of not acting promptly and possibly being off work for several weeks while you recover

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Toolbox Talk – ENV002

Topic/subject covered:	Spillage Control and Prevention
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A: Details of the briefing

Site / Project Name:	Millennium Bridge House	Company:	Raphael Contracting LTD
Name of presenter:	A. Kulsinskas	Position:	Site Manager
Date:	28.11.24	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
The briefing highlights the hazards and risks associated with leaks and spillages and deals with the control measures needed to manage liquids in order to prevent spillages from occurring. The aim of this briefing is to ensure that all staff are fully aware of the potential risks associated with storing liquids on site and what actions they should be taking to minimise the chance of a spillage.
Hazards
<ul style="list-style-type: none"> Slips, trips and falls. Depending on liquid, injury or illness due to exposure to hazardous properties. Fire. Environmental pollution.
Risk Level
The following are potential incidents that can be caused if the risks associated with liquids and potential spillages aren't addressed:
<ul style="list-style-type: none"> <u>Slips, trips and falls</u> - Wet floors are slippery and can result in broken bones, musculoskeletal injuries and/or serious abrasions. <u>Exposure</u> - Injury or illness can result from skin contact with irritant, harmful, toxic or corrosive liquids, and from inhalation of fumes. <u>Fire</u> - Many solvents etc. are flammable, and spills release large amounts of vapour. <u>Pollution</u> - Many liquids are harmful to watercourses, wildlife etc., if released.
Control Measures
<ul style="list-style-type: none"> Ensure that chemicals, oils and fuels are stored in a designated CoSHH area. Ensure that chemicals, oils and fuels are double skinned or placed on bunds that can contain 110% of their capacity. Ensure CoSHH store has adequate, clear signage and displays the Spill Incident Response Plan (SPRIP)

<ul style="list-style-type: none"> • Ensure that refueling takes place in a designated area and that containment equipment is used e.g. sump pallets and drip trays.
<ul style="list-style-type: none"> • Ensure that plant nappies are placed in front of diesel bowzers and under plant in order to catch any drips or potential leakages.
<ul style="list-style-type: none"> • Always refuel in a designated area – do not carry flammable fuel away from the CoSHH store, on to, or around site.
<ul style="list-style-type: none"> • Ensure equipment is in good order, especially vessels, pipe work and fittings.
<ul style="list-style-type: none"> • Ensure handling aids are in good order - fork lift clamps, drum trolleys etc.
<ul style="list-style-type: none"> • Protect storage areas etc. from accidental damage.
<ul style="list-style-type: none"> • Minimise unnecessary movement of liquids, and the quantities moved.
<ul style="list-style-type: none"> • Observe manual handling training to minimise the chances of dropping containers.
<ul style="list-style-type: none"> • Ensure spill kits are provided and people are trained in their safe use.
<ul style="list-style-type: none"> • Clean up minor leaks, drips and slops immediately.
<ul style="list-style-type: none"> • Package and label all waste carefully, and dispose of correctly (may be hazardous waste).
Key Points
<ul style="list-style-type: none"> • Keep an eye on all equipment, use it and refuel it correctly and report any potential problems.
<ul style="list-style-type: none"> • Remember all training and use a common-sense approach whenever handling liquids.
<ul style="list-style-type: none"> • Know the hazards of the liquids themselves.
<ul style="list-style-type: none"> • Report any leaks, spills or damage to equipment to your supervisor.
<ul style="list-style-type: none"> • If you see a spill, even small, deal with it or make sure that somebody does - however, when you do - "safety first", just as with any other emergency.

C: 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)

Toolbox Talk – ENV002			
Topic/subject covered:		Spillage Control and Prevention	
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
28.11.24	J. Smith	Carpenter	[Signature]
28.11.24	I. Sahota	Carpenter	[Signature]
28.11.24	D. Rascielal	Carpenter	[Signature]
Given by: A. Kulsinskas		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			



SITE: MBHS01

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