



Site Manager's Daily Safe Start									
Contract:	NG 200	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	30/12/2024	Method statement (s) (Title, Rev No. & Rev date)	RCL NG200-RCL-ZZ-MS-X-00001 REV P02		
Location and description of work: fitting joinery items & snagging									
Site Manager's Daily Sign Off									
		Date	Name	Signature	Hot Topics of the Day (the main points you discussed)				
Monday		30/12/2024			hols				
Tuesday		31/12/2024			hols				
Wednesday		01/01/2025			hols				
Thursday		02/01/2025	K KULSINSKAS		Welcome back				
Friday		03/01/2025	K KULSINSKAS		PPE				
Saturday		04/01/2025	N/A	/	N/A				
Sunday		05/01/2025	N/A	/	N/A				
Operatives Daily Sign Off									
Name	Signature	M	T	W	T	F	S	S	Comments
K KULSINSKAS		/	/	/	/	/	/	/	RCL MANGER/CARPENTER
V BALIUIEVICIUS		/	/	/	/	/	/	/	RCL CARPENTER
S SIMONOVIC		/	/	/	/	/	/	/	RCL CARPENTER
K O'MALLEY		/	/	/	/	/	/	/	

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			



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. KULSINSKAS		✓		✓		✓				✓		16-09-24
V. BALIULIČIUS		✓		✓		✓				✓		16-09-24
K. O'Malley		✓		✓		✓						27-09-24
D. THOMPSON												11-10-24
J. HORSMAN		✓		✓			✓					11-10-24
S. SIMONOVIC		✓	✓	✓								24-10-24
K. O'MALLEY		✓		✓								25-10-24
V. BALIULIČIUS		✓		✓		✓						01-11-24
D. SIAWODZ	✓	✓		✓								29-11-24
K. KULSINSKAS	✓	✓	✓									04-12-24
V. BALIULIČIUS		✓		✓		✓						10-12-24
S. SIMONOVIC		✓		✓								16-12-24



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Welcome back	Date: 02/01/2025
Location: NG200	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: K Kulsinskas	Presenters Signature:

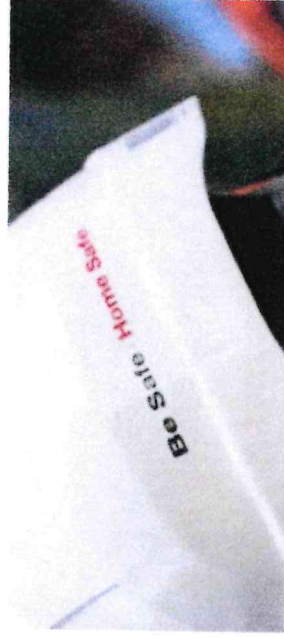
Candidate's Name	Name of Candidate's Employer	Candidate's Signature
K O'MALLEY	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
S SIMONOVIC	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
V BALIUIEVICIUS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
	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
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kes do TBT
on 2nd Jan.

Welcome back January 2025



Everyone is welcome back to the project. We hope that everyone has had a restful period and are ready to get back to working safely

Our Priority is to send you home healthy and safe to your families each and every day

Proudly building Britain's future heritage

Sir Robert
McALPINE