



Wk 45

## Site Manager's Daily Safe Start

Contract:	NG 200	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	03/02/2025	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: fitting joinery items & snagging

### Site Manager's Daily Sign Off

	Date	Name	Signature	Hot Topics of the Day (the main points you discussed)
Monday	03/02/2025	D Sanders	<i>D Sanders</i>	Welfare arrangements
Tuesday	04/02/2025	D Sanders	<i>D Sanders</i>	Fire precautions and equipment
Wednesday	05/02/2025	D Sanders	<i>D Sanders</i>	Site signage
Thursday	06/01/2025	D Sanders	<i>D Sanders</i>	Hearing protection and noise
Friday	07/01/2025	D Sanders	<i>D Sanders</i>	Electricity on site
Saturday	08/02/2025	N/A	/	N/A
Sunday	09/02/2025	N/A	/	N/A

### Operatives Daily Sign Off

Name	Signature	M	T	W	T	F	S	S	Comments
K KULSINKAS	<i>K Kulsinkas</i>	✓	✓	✓	✓	✓	/	/	RCL MANGER/CARPENTER
V BALIUJEVICIUS	<i>V Baliujevicius</i>	✓	✓	✓	✓	✓	/	/	RCL CARPENTER
S SIMONOVIC	<i>S Simonovic</i>	✓	✓	✓	✓	✓	/	/	RCL CARPENTER
K O'MALLEY	<i>K O'Malley</i>	✓	✓	✓	✓	✓	/	/	RCL CARPENTER

Before starting work, STOP, THINK and CHECK		Yes	No	N/A
<b>If the answer to any question below is NO, do not start work until the issues are resolved</b>				
<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>				





**SITE: The National Gallery**

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# RAPHAEL CONTRACTING LTD

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

Title: Fire precautions and equipment	Date: 04/02/2025
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
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
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 4	Duration 30 mins	Total Time 2 hours	Employer Reference 2453745
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## 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.

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	10	CREATION DATE:	11/08/2010	Page 16 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	Oct-2021	





# RAPHAEL CONTRACTING LTD

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

Title: Hearing protection and noise	Date: 06/02/2024
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
S SIMONOVIC	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
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## Toolbox Talk No. 15 HEARING PROTECTION AND NOISE

### **Fact: When you're deaf, you stay deaf!**

Excessive noise from plant and tools on site can cause, over a period of time, progressive and irreversible loss of hearing – before this permanent loss, rushing or ringing noises in the ear can be a constant source of annoyance. This is called “TINNITUS”.

### **Hazards**

1. Some of the following things used on site can be harmful to your hearing: compressors, breakers, circular saws, concrete mixers, power tools, paslode guns and mobile plant.
2. You may not be using the noisy equipment. However, someone nearby may be. It could affect your hearing.
3. Look out for noise hazard signs and obey them and observe hearing protection zones.

**Q: Name some noise hazards to be found on site.**

### **Controlling Noise**

1. Do it a less noisy way, if possible.
2. If shouting is necessary in order to be heard, wear ear protectors.
3. Keep compressor covers closed when in use, ensure breaker mufflers are correctly fitted and that airlines do not leak – this can cause unnecessary noise.

**Q: When should ear protection be worn?**

4. Don't keep machinery running unnecessarily.
5. Don't expose workmates to your noise.
6. Move noise source away or move away from noise.
7. If possible, shield noisy processes, work behind a wall or some other sound absorbing material.

**Q: Name two precautions you can take with machinery to reduce noise.**

### **Ear Protection**

1. Cotton wool plugs are not effective!
2. Ensure earplugs are a good fit and correctly inserted.
3. Regularly clean re-usable earplugs.
4. Only use disposable earplugs once.
5. Clean your hands before touching all types of earplugs.

**Q: What should not be used instead of earplugs?**

6. The seal on the earmuff cup should fit all the way round your head.
7. Ensure that earmuffs are worn the correct way round.
8. Ensure earmuff seals are always in serviceable condition.
9. Don't alter pressure of earmuffs by bending headband.
10. If you have difficulty in wearing earmuffs, report it.

**Q: What must you ensure when wearing earmuffs?**

### **Questions for you:**

**Q: How can you reduce noise levels from a machine?**

**Q: What must you remember when handling earplugs?**

**REMEMBER: Once you lose it, it's gone forever!**

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	10	CREATION DATE: LAST REVISION DATE:	11/08/2010 Oct-2021	Page 22 of 141
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Briefing/Toolbox Talk Record			
Topic / Subject:	Safe Use of Podiums		
A. Location and Presenter Details			
Location of Briefing	MBH, Subcontractors office.	Company:	RCL.
Presenter:	A. Kulsinskas	Date:	04.02.25
Position:	Site Manager	Time:	08:00 am.
B. Details of Briefing			
Purpose of Briefing			
The following briefing addresses the Safe Use of Podiums. The aim of this briefing is to ensure that all staff are made fully aware of the issues associated with using Podium in the workplace.			
Hazards			
<ul style="list-style-type: none"> <li>Personal injuries caused by falling off the podium.</li> </ul>			
<ul style="list-style-type: none"> <li>Injuries to others caused by objects falling.</li> </ul>			
Risk Level			
The following are potential causes of incidents leading to injuries that can arise from incorrect working at height practices:			
<ul style="list-style-type: none"> <li>Incorrect use of the podium may lead to falls.</li> </ul>			
<ul style="list-style-type: none"> <li>Incorrect assembly of the podium may lead to the podium overturning.</li> </ul>			
<ul style="list-style-type: none"> <li>Not applying the brake may lead to the podium moving/overturning.</li> </ul>			
<ul style="list-style-type: none"> <li>Damaged components may lead to the podium moving/overturning.</li> </ul>			
<ul style="list-style-type: none"> <li>Working on uneven ground may result in the podium moving/overturning.</li> </ul>			
<ul style="list-style-type: none"> <li>Failure to close the gates may lead to a fall from height.</li> </ul>			
<ul style="list-style-type: none"> <li>Working too close to the edge of a building could result in a fall from height.</li> </ul>			
<ul style="list-style-type: none"> <li>Falling materials could cause injury to others or cause property damage.</li> </ul>			



**C. Employee Actions – Briefing / TBT 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)

- Ensure assembly of podium steps is only carried out by persons instructed in safe assembly.
- Ensure that the work areas in which podium steps will be used have firm, level surfaces.
- Ensure tethered tools are used and materials are tethered where there is a risk of falling tools or materials from height.
- Ensure that podium steps are not used at the edges of buildings unless agreed by your health and safety advisor.
- Ensure that barriers are provided to segregate the working area from other personnel
- Ensure that all users of podiums are instructed to carry out daily visual inspections and to report any defects.
- Ensure a visual in date tag is on the podium
- Ensure that a competent person inspects the podium steps every seven days and signs the inspection card attached to the podium steps.
- Ensure that a competent person inspects the steps after adverse weather or after events that could affect their stability, for example, work activities being carried out by other personnel nearby.

**Key Points**

- You should only assemble podium steps if you have been instructed in safe assembly.
- Always inspect component parts before assembling – if damaged do not use them and report the problems to your supervisor.
- Always ensure that you erect the podium steps on firm, level surfaces, being particularly aware of any drains or other holes which might cause them to overturn.
- Always ensure there is a visual in date tag on the podium
- Always check for overhead obstructions before using the steps, in particular, for overhead power lines.
- Use the podium steps only as intended, i.e. no overreaching, no ladders on working platforms to increase height
- Ensure outriggers are fully engaged where they are required.
- Ensure castor wheels are locked when you are using the steps to prevent movement and that the gate always remains closed whilst in use.
- You should check the condition of the podium steps visually every day, before and after use, and report any defects.

RN: BO-JRLG-SM-TBT-FM-Z-0014	Page 3 of 3	Suitability: A1	Rev: C02
TN: BO-JRLG-SM-SHE-FM-Z-0013			Security: Internal

Briefing/Toolbox Talk Record			
Topic / Subject:	Access Equipment - Hop Up		
A. Location and Presenter Details			
Location of Briefing	MBH Subcontractors Office.	Company:	RCL
Presenter:	A. Kulsinkas	Date:	06.02.25
Position:	Site Manager	Time:	08:00 am.
B. Details of Briefing			
Purpose of Briefing			
<p>The following briefing addresses the key risks associated with the use of folding Hop Up and the control measures necessary to manage them.</p> <p>There have been many cases on our construction sites where hop ups have been found to be not fit for purpose and have resulted in near misses due to incorrect hop up dimensions, positioned on uneven ground and adjusted so they are too high to be used safely resulting in operatives either slipping off or falling from these work equipment platforms.</p> <p>As a result, and to ensure the safety of all our employees and workers it has been decided that only certain 'Hop Up's will be allowed on our sites. Long and narrow hop ups are NOT allowed on our sites.</p> <p>Only square working platform Hop Ups are allowed to be used on Midgard sites with dimensions of 600 x 600 and a working height of a maximum of 510mm.</p> <p>When collective fall protection measures cannot be used, e.g. handrails the use of any Hop Up must a last resort and not automatically option A risk assessment must be carried out to ensure the hop is used in a safe environment.</p> <p>Generally, the hop up should only be used indoors on finished floors, e.g., concrete, screed or timber floors, they should not be used on crushed stone, mud or spoil or sand sub-bases, the hop up will sink or will be supported on an unstable base which will result in the hop up becoming unstable and result in a work at height fall!</p>			
Hazards			
<ul style="list-style-type: none"> <li>Falls from height.</li> </ul>			
<ul style="list-style-type: none"> <li>Failure of the equipment.</li> </ul>			
Risk Level			
<ul style="list-style-type: none"> <li>If hop up are set up incorrectly, they are liable to collapse or topple over.</li> </ul>			
<ul style="list-style-type: none"> <li>Using damaged equipment increases risk of an incident.</li> </ul>			
<ul style="list-style-type: none"> <li>Hop up may not be the most suitable equipment for the job.</li> </ul>			



C. Employee Actions – Briefing / TBT 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)



Hop Up

- Can a mobile scaffold tower or podium step be used instead?
- **Hop up working platform MUST be 600mm (W) x 600mm (B) maximum of 510mm high**
- **The hop ups are in good condition**
- **The hop ups are tagged, checked and recorded weekly**
- Check
- Damaged hop up must either be destroyed or returned to supplier.
- Use on firm level base.
- Don't paint.
- Don't lean outwards or sideways from the hop up.
- Report all damage immediately.

Key Points

- Hop up should only be used when a safer alternative is not available.
- Staff should not work.
- Hop up should be set up on firm and even ground.

## Briefing/Toolbox Talk Record

Topic / Subject		Access Equipment - Hop Up		
Location of Briefing:		MBH, Subcontractors Office.	Company:	RCL
<p><b>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</b></p>				
Date	Name	Position/Role	Signature	Briefing given by
06.02.25	J. Smith	Carpenter		A.K.
<p><b>I confirm that the above delegates attended the above stated briefing/toolbox/training</b></p>				
Given by:	A. Kulsinskas	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 – <a href="mailto:jrl.training@jrlgroup.co.uk">jrl.training@jrlgroup.co.uk</a></p>				

Briefing/Toolbox Talk Record			
Topic / Subject:	Using a Ladder		
A. Location and Presenter Details			
Location of Briefing	MBH, Subcontractors Office	Company:	RCL
Presenter:	A. Kulsinskas	Date:	05.02.25
Position:	Site Manager	Time:	08:00 am
B. Details of Briefing			
Purpose of Briefing			
The following briefing addresses the key risks and control measures to employ when using a ladder in the workplace. The aim of this briefing is to ensure that all staff are fully aware of the potential risks associated with ladder use and what they should do to minimize the chances of an accident.			
Hazards			
<ul style="list-style-type: none"> <li>Falls from height caused by unstable ladders.</li> </ul>			
<ul style="list-style-type: none"> <li>Ladders erected at the wrong angle.</li> </ul>			
<ul style="list-style-type: none"> <li>Ladders unsecured.</li> </ul>			
<ul style="list-style-type: none"> <li>Faulty ladders.</li> </ul>			
<ul style="list-style-type: none"> <li>Misuse of ladders.</li> </ul>			
Risk Level			
The following are potential incidents that can result if the risks associated with ladder use aren't addressed:			
<b>Falls from height.</b> Accidents, sometimes with fatal results, can be caused by:			
<ul style="list-style-type: none"> <li>A ladder erected at the wrong angle and not tied off.</li> </ul>			
<ul style="list-style-type: none"> <li>A ladder erected on an unstable or greasy surface.</li> </ul>			
<ul style="list-style-type: none"> <li>Ladders in poor condition, with missing rungs/broken stiles, or so that rungs break when climbing.</li> </ul>			
<ul style="list-style-type: none"> <li>Incorrect climbing technique.</li> </ul>			
<ul style="list-style-type: none"> <li>Overreaching whilst working from a ladder.</li> </ul>			
<ul style="list-style-type: none"> <li>Using a ladder instead of other means of access.</li> </ul>			
<b>Dropping of loads.</b> Causing injuries to others in the vicinity.			



C. Employee Actions – Briefing / TBT 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)

Control Measures

- Ladders should only be used for short duration work when no other means to carry out the task is feasible. Ladders are only to be used in RESTRICTED AREAS.
- A ladder permit must be in place.
- Ladders should be erected so that they are one unit out at the base for four units up in height and must always be securely tied off at the top.
- Ladders should only be erected on a firm base.
- The condition of ladders should be inspected before use.
- Use both hands on the rungs and always face the ladder when climbing or descending.
- Always have 3 Points of contact when using a ladder.
- Never overreach from ladders - get down and move them.
- Do not carry loads up ladders - use hoists or another alternatives.
- Ensure the work area is free from obstacles, and use barriers to prevent people walking into the working area.

Key Points

- Ladders are essentially a means of access/egress and should only be used as working platforms for very short duration tasks, where alternative platforms would be impracticable, and where such tasks can be carried out safely.
- Only industrial class ladders should be used, which are in good condition (no missing/broken rungs, split stiles, etc.)
- Ladders should be inspected before use.

RN: BO-JRLG-SM-TBT-FM-Z-0019	Page 3 of 3	Suitability: A1	Rev: C02
TN: BO-JRLG-SM-SHE-FM-Z-0013			Security: Internal