

DAY RECORD SHEET

Site Name	Rushden		Day/date	28/3/2021	
Project No.	MK0675		Project Leader	E. BARR	
Project Type	Excavation		Weather	Sunny	
Arrival	8am	Lunch	1pm	Depart	4pm

Journey to site:

Loading vehicle: 0.25

Driver(s): E.C

Journey time: 0.75

Journey from site:

Driver(s): E.B

Journey time: 0.75

Unloading vehicle: 0.25

Staff attendance & deployment (if not recorded on Project Attendance Record):

Initials/name	Area(s)	Initials/name	Area(s)	Initials/name	Area(s)
E.C	Site				
TC	↓				
E.B	↓				

Staff noted as sick or absent:

Project Manager & Admin Office notified of absent staff: Y/N

Productivity

Plant operations	Achieved (state whether linear m or m ²)	Target (state whether linear m or m ²)
Areas or trenches opened		
Plant company: Faults.		
Backfilled		
Plant company:		
Labour productivity	Estimated % completion of excavation/recording	On target Y/N (NB notify PM of any timescale changes)

Accidents/incidents & hazardous occurrences (ref. FWSHE Section 3.19 for reporting procedures)

Brief description of accident/incident, person/people involved:

Accident/incident reported using form SHE 002: Y/N

Hazardous occurrence reported using form SHE 003: Y/N

CA H&S Coordinator notified: Y/N

Visitors (use Form FWSHE 015 if CA acting as Principal Contractor)

Time in	Time out	Name	Company	Inducted Y/N	Reason for visit

Summary of daily events: (Brief details of telephone calls, meetings (use CA A4 memo pad or separate sheet of paper for detailed records of important meetings & calls), stand down/delay and other factors affecting productivity use this space to record the details of any external factors affecting machine or hand-excavation/recording progress):

8 AM ARRIVES ON SITE.

T.C - OPENS GATE.

LOW LOADER ARRIVES - MACHINE TOO BIG TO FIT UNDER TREE.

E.B CALLS A.S - EVENTUALLY AGREED TO GET A SMALLER (8T MACHINE).

LOW LOADER LEAVES SITE - RETURNS AT 2.

E.B TAKES PHOTOS - TRAINS T.C ON SURVEY

E.C - C + G.

MACHINE ARRIVES AT 2

LOW LOADER HAS DUMPER 6T & 8T 360.

All staff watch first strip

E.B learns welfare is due to arrive at 3:50-ish - gets machine to flatten vegetation

Welfare arrives @ 3:50

E.B & E.C help navigate the entrance

T.C goes home 4pm.

E.B + E.C off site by 5pm.

DAY RECORD SHEET

Site Name Prospect Avenue Rushden		Day/date 29/3/2021	
Project No. MIC0675		Project Leader E. BARR	
Project Type Excavation		Weather Rainy, Cloudy	
Arrival 8AM	Lunch	1pm	Depart 4pm

Journey to site: Loading vehicle: 0.25 Driver(s): E.C. Journey time: 0.75	Journey from site: Driver(s): E.B. Journey time: 0.75 Unloading vehicle: 0.25
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Staff attendance & deployment (if not recorded on Project Attendance Record):

Initials/name	Area(s)	Initials/name	Area(s)	Initials/name	Area(s)
E.B.	Site				
E.C.	Site				

Staff noted as sick or absent:
Project Manager & Admin Office notified of absent staff: Y/N

Productivity

Plant operations	Achieved (state whether linear m or m ²)	Target (state whether linear m or m ²)
Areas or trenches opened Plant company: Fawiks		
Backfilled Plant company:		
Labour productivity	Estimated % completion of excavation/recording	On target Y/N (NB notify PM of any timescale changes)

Accidents/incidents & hazardous occurrences (ref. FWSHE Section 3.19 for reporting procedures)

Brief description of accident/incident, person/people involved:

Accident/incident reported using form SHE 002: Y/N
Hazardous occurrence reported using form SHE 003: Y/N
CA H&S Coordinator notified: Y/N

Visitors (use Form FWSHE 015 if CA acting as Principal Contractor)

Time in	Time out	Name	Company	Inducted Y/N	Reason for visit

Summary of daily events: (Brief details of telephone calls, meetings (use CA A4 memo pad or separate sheet of paper for detailed records of important meetings & calls), stand down/delay and other factors affecting productivity use this space to record the details of any external factors affecting machine or hand-excavation/recording progress):

E.B + E.C on site for 8 AM

Machine driver a little late

E.B + E.C continue watching machine
slow process.

E.B gives tips to driver to speed up.

Break

E.B finds out machine driver is not going to be here tomorrow

E.B calls Favills - new driver being organised

Continue Machine watching
E.B + E.C tidy up behind driver.

End of day 4pm

DAY RECORD SHEET

Site Name Prospect Ave Rushden		Day/date 31/3/2021	
Project No. MK0675		Project Leader E. BALL	
Project Type Excavation		Weather Snow, sun + wind	
Arrival 8 AM	Lunch	1 pm	Depart

Journey to site: Loading vehicle: 0.25 Driver(s): E.C. Journey time: 0.75	Journey from site: Driver(s): E.B. Journey time: 0.75 Unloading vehicle: 0.25
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Staff attendance & deployment (if not recorded on Project Attendance Record):

Initials/name	Area(s)	Initials/name	Area(s)	Initials/name	Area(s)
E.B.	Site				
E.C.	↓				
T.C.					

Staff noted as sick or absent:
Project Manager & Admin Office notified of absent staff: Y/N

Productivity

Plant operations	Achieved (state whether linear m or m²)	Target (state whether linear m or m²)
Areas or trenches opened Plant company:		
Backfilled Plant company:		
Labour productivity	Estimated % completion of excavation/recording	On target Y/N (NB notify PM of any timescale changes)

Accidents/incidents & hazardous occurrences (ref. FWSHE Section 3.19 for reporting procedures)

Brief description of accident/incident, person/people involved:

Accident/incident reported using form SHE 002: Y/N
Hazardous occurrence reported using form SHE 003: Y/N
CA H&S Coordinator notified: Y/N

Visitors (use Form FWSHE 015 if CA acting as Principal Contractor)

Time in	Time out	Name	Company	Inducted Y/N	Reason for visit

Summary of daily events: (Brief details of telephone calls, meetings (use CA A4 memo pad or separate sheet of paper for detailed records of important meetings & calls), stand down/delay and other factors affecting productivity use this space to record the details of any external factors affecting machine or hand-excavation/recording progress):

8AM ARRIVE ON SITE .

E.B machine watches

E.C flags up features as snow melts

T.C surveys.

10AM - Break .

E.C starts clearing an area - possible surface .

E.B machine watches.

T.C - surveys .

Lunch - 1pm

Visit from consultant. E.B talks

T.C watches machine

E.C continues.

End of play 4pm

DAY RECORD SHEET

Site Name Prospect Av Rushden		Day/date 30/13/2021	
Project No. MK0675		Project Leader E. BARR	
Project Type Exc		Weather Cold, Rainy	
Arrival 8AM	Lunch	Depart 4PM	

Journey to site: Loading vehicle: 0.25 Driver(s): E.C Journey time: 0.75	Journey from site: Driver(s): E.B. Journey time: 0.75 Unloading vehicle: 0.25
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Staff attendance & deployment (if not recorded on Project Attendance Record):

Initials/name	Area(s)	Initials/name	Area(s)	Initials/name	Area(s)
E.B	Site				
E.C	Site				

Staff noted as sick or absent:
Project Manager & Admin Office notified of absent staff: Y/N

Productivity

Plant operations	Achieved (state whether linear m or m ²)	Target (state whether linear m or m ²)
Areas or trenches opened Plant company: Fawkes		
Backfilled Plant company:		
Labour productivity	Estimated % completion of excavation/recording	On target Y/N (NB notify PM of any timescale changes)

Accidents/incidents & hazardous occurrences (ref. FWSHE Section 3.19 for reporting procedures)

Brief description of accident/incident, person/people involved:

Accident/incident reported using form SHE 002: Y/N
Hazardous occurrence reported using form SHE 003: Y/N
CA H&S Coordinator notified: Y/N

Visitors (use Form FWSHE 015 if CA acting as Principal Contractor)

Time in	Time out	Name	Company	Inducted Y/N	Reason for visit

Summary of daily events: (Brief details of telephone calls, meetings (use CA A4 memo pad or separate sheet of paper for detailed records of important meetings & calls), stand down/delay and other factors affecting productivity use this space to record the details of any external factors affecting machine or hand-excavation/recording progress):

8 AM - Arrive on site.

New driver inducted.

Starts machining - E.B + E.C clean.

EB watches

E.C marks trenches out & cleans from previous driver.

Break.

Day continues

Lunch.

Machine driver tells E.B has been moved
E.B calls other PL (A.W) & faults - keeps machine driver!

Home time! 4pm.

To do tomorrow

- Survey
- Machine watching
- digging 'pits'.

DAY RECORD SHEET

Site Name Rushden		Day/date 31/12/2021	
Project No. M10675		Project Leader E. Barr	
Project Type ~~E.B.~~ Excav		Weather Sunny, Windy, Cold	
Arrival 8 AM	Lunch	Depart 1 PM	

Journey to site: Loading vehicle: 0.25 Driver(s): E.C. Journey time: 0.75	Journey from site: Driver(s): E.B. Journey time: 0.75 Unloading vehicle: 0.25
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Staff attendance & deployment (if not recorded on Project Attendance Record):

Initials/name	Area(s)	Initials/name	Area(s)	Initials/name	Area(s)
E.B.	Site				
E.C.	↓				
E.C.					

Staff noted as sick or absent:
Project Manager & Admin Office notified of absent staff: Y/N

Productivity

Plant operations	Achieved (state whether linear m or m ²)	Target (state whether linear m or m ²)
Areas or trenches opened Plant company:		
Backfilled Plant company:		
Labour productivity	Estimated % completion of excavation/recording	On target Y/N (NB notify PM of any timescale changes)

Accidents/incidents & hazardous occurrences (ref. FWSHE Section 3.19 for reporting procedures)

Brief description of accident/incident, person/people involved:

Accident/incident reported using form SHE 002: Y/N
Hazardous occurrence reported using form SHE 003: Y/N
CA H&S Coordinator notified: Y/N

Visitors (use Form FWSHE 015 if CA acting as Principal Contractor)

Time in	Time out	Name	Company	Inducted Y/N	Reason for visit

Summary of daily events: (Brief details of telephone calls, meetings (use CA A4 memo pad or separate sheet of paper for detailed records of important meetings & calls), stand down/delay and other factors affecting productivity use this space to record the details of any external factors affecting machine or hand-excavation/recording progress):

8AM - ARRIVE

Machine driver late

Machining continues

E.B - surveys - sends off to geomatics -
issues with yesterday.

T.C + E.B machine watch

E.B takes over.

4pm

DAY RECORD SHEET

Site Name <u>Rushden</u>		Day/date <u>4/4/2021</u>	
Project No. <u>M10675</u>		Project Leader <u>E. Baw</u>	
Project Type <u>Excavation</u>		Weather <u>Sunny, cold</u>	
Arrival <u>8 AM</u>	Lunch	<u>1 PM</u>	Depart <u>4 PM</u>
Journey to site: Loading vehicle: Driver(s): <u>E.B.</u> Journey time: <u>0.75</u>		Journey from site: Driver(s): <u>E.C.</u> Journey time: <u>0.75</u> Unloading vehicle: <u>0.75</u>	
Staff attendance & deployment (if not recorded on Project Attendance Record):			
Initials/name	Area(s)	Initials/name	Area(s)
<u>E.B.</u>	<u>Site</u>		
<u>E.C.</u>	<u>↓</u>		
<u>T.C.</u>			
<u>J.G.</u>			
<u>C.G.</u>			
Staff noted as sick or absent:			
Project Manager & Admin Office notified of absent staff: Y/N			
Productivity			
Plant operations		Achieved (state whether linear m or m ²)	Target (state whether linear m or m ²)
Areas or trenches opened			
Plant company: <u>Faulks</u>			
Backfilled			
Plant company: <u>/</u>			
Labour productivity		Estimated % completion of excavation/recording	On target Y/N (NB notify PM of any timescale changes)
Accidents/incidents & hazardous occurrences (ref. FWSHE Section 3.19 for reporting procedures)			
Brief description of accident/incident, person/people involved:			
Accident/incident reported using form SHE 002: Y/N			
Hazardous occurrence reported using form SHE 003: Y/N			
CA H&S Coordinator notified: Y/N			
Visitors (use Form FWSHE 015 if CA acting as Principal Contractor)			
Time in	Time out	Name	Company

Summary of daily events: (Brief details of telephone calls, meetings (use CA A4 memo pad or separate sheet of paper for detailed records of important meetings & calls), stand down/delay and other factors affecting productivity use this space to record the details of any external factors affecting machine or hand-excavation/recording progress):

Stripping of Areas.

E.B + E.C.

T.C digs furrows

E.B inducts. E.C.G + J.G

C.G + J.G dig furrows

E.B watches strip

E.C cleans surface.

Above
continues till end of day

E.B surveys on occasion with ^{T.C} ~~Tracy~~
aiding

DAY RECORD SHEET

Site Name Prospect Avenue Rushley		Day/date 5/4/2021	
Project No. MI0675		Project Leader E. Barr	
Project Type Excavation		Weather Sunny, Dry	
Arrival 8AM	Lunch	Depart 1PM	4.15

Journey to site: Loading vehicle: 0.25 Driver(s): J.G. Journey time: 0.75		Journey from site: Driver(s): E.B. Journey time: 0.75 Unloading vehicle: 0.25	
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Staff attendance & deployment (if not recorded on Project Attendance Record):

Initials/name	Area(s)	Initials/name	Area(s)	Initials/name	Area(s)
E.B.	Site				
E.C.	↓				
T.C.					
C.B.					
J.G.					

Staff noted as sick or absent:
Project Manager & Admin Office notified of absent staff: Y/N

Productivity

Plant operations	Achieved (state whether linear m or m ²)	Target (state whether linear m or m ²)
Areas or trenches opened Plant company:		
Backfilled Plant company:		
Labour productivity	Estimated % completion of excavation/recording	On target Y/N (NB notify PM of any timescale changes)

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Hazardous occurrence reported using form SHE 003: Y/N
CA H&S Coordinator notified: Y/N

Visitors (use Form FWSHE 015 if CA acting as Principal Contractor)

Time in	Time out	Name	Company	Inducted Y/N	Reason for visit
10 AM	10.30	A. Scroby	CA		County / Site meeting
10 AM	10.30	L. Morrice	NCC		County meeting
10.45	11.15	C. Hamson	RPS		Site visit
					Site visit

Summary of daily events: (Brief details of telephone calls, meetings (use CA A4 memo pad or separate sheet of paper for detailed records of important meetings & calls), stand down/delay and other factors affecting productivity use this space to record the details of any external factors affecting machine or hand-excavation/recording progress):

On site 8AM.

EB continues stripping topsoil.

T.C takes over @ 10

E.B has county meeting with A.S + L.M
ends at 10:30

A.S suggests stripping an area slightly to
see if further features beneath.

Continue stripping area.

A.S calls E.B - E.B informs there are
features beneath

E.B informed to continue.

E.B calls folks.