



# RAPHAEL

## CONTRACTING LTD

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

|                                            |                       |
|--------------------------------------------|-----------------------|
| Title: Personal Protective Equipment (PPE) | Date: 17.09.18        |
| Location: Wembley W03                      | Start Time: 16:30     |
| Duration (Minutes) 30 min.                 | End Time: 17:00       |
| Presenters name: A. Kulsinkas              | Presenters Signature: |

| Candidate's Name | Name of Candidate's Employer | Candidate's Signature |
|------------------|------------------------------|-----------------------|
| M. KOWALSKI      | RCL                          |                       |
| K. KOWALSKI      | RCL                          |                       |
| H. GORASIA       | RCL                          |                       |
| ISAHOTA          | RCL                          |                       |
| R. RIAMA.        | RCL                          |                       |
| D. RASCIU        | RCL                          |                       |
| S. Kearns        | RCL                          |                       |
| S. L. HIRANI     | RCL                          |                       |
| Drine            | RCL                          |                       |
| WIPAN MANILA     | RCL                          |                       |
| Hares //         | RCL                          |                       |
|                  |                              |                       |
|                  |                              |                       |
|                  |                              |                       |

#### Grant Claim information

Note: Claims can only be made for your employees or labour-only sub-contractors

| No. Attended | Duration | Total Time | Employer Reference |
|--------------|----------|------------|--------------------|
| 11           | 30min.   | 5.5 hours  | 2453745            |

|                     |            |             |     |                     |            |             |
|---------------------|------------|-------------|-----|---------------------|------------|-------------|
| DOCUMENT REFERENCE: | SIT-FM-007 | VERSION NO: | 1.0 | CREATION DATE:      | 07/02/2013 | Page 1 of 1 |
| DOCUMENT OWNER:     | DAS        |             |     | LAST REVISION DATE: | N/A        |             |
|                     |            |             |     | NEXT REVIEW DATE:   | 07/02/2014 |             |



## Site Manager's Daily Safe Start

|           |             |               |               |             |            |                                                     |                                                  |
|-----------|-------------|---------------|---------------|-------------|------------|-----------------------------------------------------|--------------------------------------------------|
| Contract: | Wembley W03 | Site Manager: | A. Kulsinskas | Date (w/c): | 17.09.2018 | Method statement (s)<br>(Title, Rev No. & Rev date) | General Carpentry and Joinery Rev. A<br>20/06/18 |
|-----------|-------------|---------------|---------------|-------------|------------|-----------------------------------------------------|--------------------------------------------------|

Location and description of works: Install door frames to level 2, Block B. 2<sup>nd</sup> fix to Level, Block A

### Site Manager's Daily Sign Off

|           | Date     | Name          | Signature | Hot Topics of the Day<br>(the main points you discussed) |
|-----------|----------|---------------|-----------|----------------------------------------------------------|
| Monday    | 17.09.18 | A. Kulsinskas |           | Doors delivery. Manual Handling.                         |
| Tuesday   | 18.09.18 | A. Kulsinskas |           | Level 2, 2nd fix. PPE                                    |
| Wednesday | 19.09.18 | A. Kulsinskas |           | Level 2, 2nd fix. Work bench area.                       |
| Thursday  | 20.09.18 | A. Kulsinskas |           | Fit frames Level Block B. Mobile lights                  |
| Friday    | 21.09.18 | A. Kulsinskas |           | Plots 5 doors and frames storage. Fire blanket.          |
| Saturday  |          |               |           |                                                          |
| Sunday    |          |               |           |                                                          |

### Operatives Daily Sign Off

| Name         | Signature | M | T | W | T | F | S | S | Comments |
|--------------|-----------|---|---|---|---|---|---|---|----------|
| J. Godman    |           | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |          |
| H. Gorasia   |           | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |          |
| R. Rama      |           | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |          |
| S.L. Hirani  |           | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |          |
| J. Kearns    |           | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |          |
| M. Kowalski  |           | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |          |
| K. Kowalski  |           | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |          |
| D. Rascic    |           | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |          |
| D. Ramchande |           | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |          |
| H. ManMal    |           | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |          |
| Hi. Malnilal |           | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |          |
| I. Sahota    |           | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |          |
| J. Musticone |           | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |          |
| E. Amaning   |           | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |          |

| Before starting work, STOP, THINK and CHECK<br>If the answer to any question below is NO, do not start work until the issues are resolved                                  | Yes | No | N/A |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| <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? Please give title of toolbox talk: <i>Personal Protective Equipment (PPE)</i>                                               | ✓   |    |     |
| 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) |     |    |     |

✓



# RAPHAEL

## CONTRACTING LTD

### PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: WEMBLEY W03

| OPERATIVE NAME | HARD HAT | SAFETY GLASSES | HI-VIZ VEST | GLOVES | EAR DEFENDERS / PLUGS | DUST MASK FFP3 | REASON FOR ISSUE / REISSUE |      |         |               | SIGNATURE | DATE     |
|----------------|----------|----------------|-------------|--------|-----------------------|----------------|----------------------------|------|---------|---------------|-----------|----------|
|                |          |                |             |        |                       |                | New                        | Lost | Damaged | Wear and Tear |           |          |
| HIMANJAL       | ✓        | ✓              | ✓           | ✓      |                       |                | ✓                          |      |         |               |           | 17/09/18 |
| J. Mestikane   |          |                |             | ✓      |                       |                |                            |      |         |               |           | 17/09/18 |
| HIPLEN         | ✓        | ✓              | ✓           | ✓      |                       |                | ✓                          |      |         |               |           | 17/09/18 |
| BRNEST         |          | ✓              |             | ✓      |                       |                |                            |      |         |               |           | 18/09/18 |
| S. GORDAN      |          | ✓              |             |        |                       |                |                            |      |         |               |           | 18/09/18 |
| G.L. HIRANI    |          | ✓              |             |        | ✓                     | ✓              |                            |      |         |               |           | 18/09/18 |
| H. GORASIA     |          | ✓              |             |        | ✓                     | ✓              |                            |      |         |               |           | 18/09/18 |
|                |          |                |             |        |                       |                |                            |      |         |               |           |          |
|                |          |                |             |        |                       |                |                            |      |         |               |           |          |
|                |          |                |             |        |                       |                |                            |      |         |               |           |          |
|                |          |                |             |        |                       |                |                            |      |         |               |           |          |
|                |          |                |             |        |                       |                |                            |      |         |               |           |          |
|                |          |                |             |        |                       |                |                            |      |         |               |           |          |
|                |          |                |             |        |                       |                |                            |      |         |               |           |          |



# WEEKLY PLANT RETURN

AND

# PLANT SAFETY CHECK

**SITE: Wembley Block  
W03**

**COMPILED & CHECKED BY: A. Kulsinskas**

**WEEK ENDING 23/09/18**

Please ensure any defective tools are taken out of service immediately and sent for repair or replacement without delay

| Plant Item             | I.D. No. | On Site Date | Off Site Date | Test Expiry Date | Condition of items/<br>other comments |
|------------------------|----------|--------------|---------------|------------------|---------------------------------------|
| Toolbox                | 1340     | 04/05/2018   |               | N/A              | Condition good                        |
| Toolbox                | 1026     | 05/03/2018   |               | N/A              | Condition good                        |
| Toolbox                | 1A       | 05/03/2018   |               | N/A              | Condition good                        |
| Toolbox                | 16A      | 01/08/2018   |               | N/A              | Condition good                        |
| Toolbox                | 29A      | 01/08/2018   |               | N/A              | Condition good                        |
| Toolbox                | 4A       | 03/09/2018   |               | N/A              | Condition good                        |
| 110v Lead              | 235      | 04/05/2018   |               | 19/12/2018       | Damaged out of site.                  |
| 110v Lead              | 1320     | 04/05/2018   |               | 19/12/2018       | Condition good                        |
| 110v Lead              | 1317     | 04/05/2018   |               | 19/12/2018       | Condition good                        |
| 110v Lead              | 269      | 04/05/2018   |               | 19/12/2018       | Condition good                        |
| 110v Lead              | 276      | 04/05/2018   |               | 19/12/2018       | Condition good                        |
| 110v Lead              | 1247     | 05/03/2018   |               | 19/12/2018       | Condition good                        |
| 110v Lead              | 1248     | 05/03/2018   |               | 19/12/2018       | Condition good                        |
| 110v Lead              | 932      | 05/03/2018   |               | 19/12/2018       | Condition good                        |
| 110v Lead              | 268      | 01/08/2018   |               | 19/12/2018       | Condition good                        |
| 110v Lead              | 1356     | 01/08/2018   |               | 19/12/2018       | Condition good                        |
| 110v Splitter Box      | 643      | 04/05/2018   |               | 19/12/2018       | Condition good                        |
| 110v Splitter Box      | 265      | 05/03/2018   |               | 19/12/2018       | Condition good                        |
| 110v Splitter Box      | 667      | 19/09/2018   |               | 19/12/2018       | Condition good                        |
| 110v Splitter Box      | 1228     | 19/09/2018   |               | 19/12/2018       | Condition good                        |
| 110v Task Light        | 1304     | 04/05/2018   |               | 19/12/2018       | Condition good                        |
| 110v Task Light        | 1305     | 05/03/2018   |               | 19/12/2018       | Condition good                        |
| Dust Control Extractor | 1303     | 04/05/2018   |               | 19/12/2018       | Condition good                        |
| Dust Control Extractor | 1265     | 29/08/2018   |               | 19/12/2018       | Condition good                        |
| Dust Control Extractor | 1243     | 01/08/2018   |               | 19/12/2018       | Condition good                        |
| Dust Control Extractor | 1242     | 29/08/2018   |               | 19/12/2018       | Condition good                        |
| Dust Control Extractor | 1264     | 21/08/2018   |               | 19/12/2018       | Condition good                        |
| Dust Control Extractor | 1359     | 21/08/2018   |               | 19/12/2018       | Condition good                        |
| Makita Router ½        | 67       | 05/04/2018   |               | 19/12/2018       | Condition good                        |
| Makita Router ¼        | 1353     | 04/07/2018   |               | 19/12/2018       | Condition very good                   |
| Makita Router ¼        | 63       | 05/03/2018   |               | 19/12/2018       | Condition good                        |
| Makita Router ¼        | 959      | 06/08/2018   |               | 19/12/2018       | Condition good                        |
| Dewalt Router ¼        | 1357     | 06/08/2018   |               | 19/12/2018       | Condition very good                   |
| Dewalt Router ¼        | 1026     | 05/03/2018   |               | 19/12/2018       | Condition good                        |
| Dewalt Router ¼        | 782      | 01/08/2018   |               | 19/12/2018       | Condition good                        |

|                                 |      |            |  |          |                |
|---------------------------------|------|------------|--|----------|----------------|
| 2 <sup>nd</sup> Fix Paslode Gun | 529  | 05/03/2018 |  | N/A      | Condition good |
| 2 <sup>nd</sup> Fix Paslode Gun | 991  | 23/07/2018 |  | N/A      | Condition good |
| 2 <sup>nd</sup> Fix Paslode Gun | 1255 | 17/09/2018 |  | N/A      | Condition good |
| 2 <sup>nd</sup> Fix Paslode Gun | 169  | 04/05/2018 |  | N/A      | Condition good |
| 2 <sup>nd</sup> Fix Paslode Gun | 1336 | 15/08/2018 |  | N/A      | Condition good |
| 2 <sup>nd</sup> Fix Paslode Gun | 1360 | 20/09/2018 |  | N/A      | Condition good |
| Makita Chopsaw                  | 1025 | 05/03/2018 |  | 19/12/18 | Condition good |
| Makita Chopsaw                  | 940  | 01/08/2018 |  | 19/12/18 | Condition good |
| Makita Chopsaw                  | 957  | 18/09/18   |  | 19/12/18 | Condition good |
| Bosch Jigsaw                    | 48   | 05/04/2018 |  | 19/12/18 | Condition good |
| Makita Jigsaw                   | 1275 | 05/03/2018 |  | 19/12/18 | Condition good |
| Jigsaw                          | 1276 | 04/05/2018 |  | 19/12/18 | Condition good |
| Bosch Skillsaw                  | 790  | 05/04/2018 |  | 19/12/18 | Condition good |
| Makita Skillsaw                 | 1043 | 04/05/2018 |  | 19/12/18 | Condition good |
| Makita Skillsaw                 | 706  | 05/03/2018 |  | 19/12/18 | Condition good |
| Bosch Planer                    | 905  | 05/03/2018 |  | 19/12/18 | Condition good |
| Makita Planer                   | 942  | 04/05/2018 |  | 19/12/18 | Condition good |
| Makita Planer                   | 912  | 05/03/2018 |  | 19/12/18 | Condition good |
| Makita Sds                      | 361  | 04/05/2018 |  | 19/12/18 | Condition good |
| Makita Hammer Drill             | 913  | 05/03/2018 |  | 19/12/18 | Condition good |
| Bosch Pistol Drill              | 651N | 05/03/2018 |  | 19/12/18 | Condition good |
| Multi Tool                      | 1280 | 04/05/2018 |  | 19/12/18 | Condition good |
| Makita Biscuit cutter           | 936  | 05/04/2018 |  | 19/12/18 | Condition good |
| A Frame                         |      | 04/05/2018 |  | N/A      | Condition good |
| Hop-Up                          | RCL  | 15/08/2018 |  | N/A      | Condition good |
| Mini Fridge                     |      | 17/09/2018 |  | 19/12/18 | Condition good |
| Printer Epson                   |      | 17/09/2018 |  | 19/12/18 | Condition good |
| Tea Kettle                      |      | 17/09/2018 |  | 19/12/18 | Condition good |



## WEEKLY PLANT RETURN AND PLANT SAFETY CHECK

**SITE:** WALKERS COURT

**COMPILED & CHECKED BY:** S. SIMONOVIC

**WEEK ENDING:**  
23/09/18

Please ensure any defective tools are taken out of service immediately and sent for repair or replacement without delay

| Plant Item             | I.D. No. | On Site<br>Date | Off Site<br>Date | Test<br>Expiry<br>Date | Condition<br>of items/<br>other<br>comments |
|------------------------|----------|-----------------|------------------|------------------------|---------------------------------------------|
| BOSH JIGSAW            | 1256     | 07/08/18        |                  | 07/11/18               |                                             |
| BOSH HAMMER DRILL      | 941      | 07/08/18        |                  | 07/11/18               |                                             |
| BOSCH PISTOL DRILL     | 972      | 07/08/18        |                  | 07/11/18               |                                             |
| MAKITA SKILL SAW       | 293      | 07/08/18        |                  | 07/11/18               |                                             |
| DUST CONTROL EXTRACTOR | 1241     | 07/08/18        |                  | 07/11/18               |                                             |
| 110V EXTENSION LEAD    | 1254     | 07/08/18        |                  | 07/11/18               |                                             |
| MAKITA ¼ ROUTER        | 332      | 13/08/18        |                  | 10/11/18               |                                             |
| MAKITA PLANER          | 906      | 13/08/18        |                  | 10/11/18               |                                             |
| 110V SPLITTER BOX      | 246      | 13/08/18        |                  | 10/11/18               |                                             |
| 110V EXTENSION LEAD    | 76       | 13/08/18        |                  | 10/11/18               |                                             |
| TOOL BOX               | 7A       | 13/08/18        |                  | N/A                    |                                             |
| TOOL BOX               | 666      | 13/09/18        |                  | N/A                    |                                             |
| DEWALT CHOPSAW         | 814      | 13/09/18        |                  | 11/11/18               |                                             |
|                        |          |                 |                  |                        |                                             |



**SITE:** *Walsingham House*

**COMPILED & CHECKED BY:** K.Kulsinskas

**WEEK ENDING:** 23-09-18

without delay

| <u>Plant Item</u>     | <u>I.D. No.</u> | <u>On Site Date</u> | <u>Off site Date</u> | <u>Test Expiry Date</u> | <u>Condition of items/ other comments</u> |
|-----------------------|-----------------|---------------------|----------------------|-------------------------|-------------------------------------------|
| Makita router         | 1208            | 23-03-18            |                      | 03-12-18                |                                           |
| Dewalt router         | 660             | 23-03-18            |                      | 03-12-18                |                                           |
| Makita skilsaw        | 918             | 23-03-18            |                      | 03-12-18                |                                           |
| Jigsaw                | 1028            | 23-03-18            |                      | 03-12-18                |                                           |
| Panner                | 161             | 23-03-18            |                      | 03-12-18                |                                           |
| Hammer drill          | 934             | 23-03-18            |                      | 03-12-18                |                                           |
| 2Fix paslode gun      | 1295            | 23-03-18            |                      |                         |                                           |
| Dust extractor        | 1242            | 23-03-18            | 21.09.18             | 03-12-18                | Broken not working.                       |
| Splitter box          | 644             | 23-03-18            |                      | 03-12-18                |                                           |
| Lead                  | 78a             | 23-03-18            |                      | 03-12-18                |                                           |
| Lead                  | 1268            | 23-03-18            |                      | 03-12-18                |                                           |
| Lead                  | 1300            | 23-03-18            |                      | 03-12-18                |                                           |
| Lead                  | 1246            | 23-03-18            |                      | 03-12-18                |                                           |
| Lead                  | 187             | 23-03-18            |                      | 03-12-18                |                                           |
| Sitebox               | 32A             | 23-03-18            |                      |                         |                                           |
| Sitebox               | 22A             | 23-03-18            |                      |                         |                                           |
| Sitebox               | A2              | 23-03-18            |                      |                         |                                           |
| Podium                | PS363           | 23-03-18            | 21.09.18             |                         |                                           |
| Site box              | 1341            | 10-04-18            |                      |                         |                                           |
| Hoover                | 1304            | 14-05-18            |                      | 03-12-18                |                                           |
| Makita planer         | 201             | 14-05-18            |                      | 03-12-18                |                                           |
| Lead                  | 1319            | 14-05-18            |                      | 03-12-18                |                                           |
| Lead                  | 211             | 14-05-18            |                      | 03-12-18                |                                           |
| Bosh jigsaw           | 162             | 14-05-18            |                      | 03-12-18                |                                           |
| Makita skilsaw        | 705             | 14-05-18            |                      | 03-12-18                |                                           |
| Splitter box          | 2662            | 14-05-18            |                      | 03-12-18                |                                           |
| Paslode gun 2Fix      | 1014            | 14-05-18            |                      |                         |                                           |
| Router                | 1337            | 14-05-18            |                      | 03-12-18                |                                           |
| Transformer 110v      | 1039            | 14-05-18            |                      | 03-12-18                |                                           |
| Makita battery jigsaw | 1271            | 30-05-18            |                      |                         |                                           |
| Bosh pistol drill     | 22              | 30-05-18            |                      | 03-12-18                |                                           |
| Splitter box          | 649             | 30-05-18            |                      | 03-12-18                |                                           |
| Makita drill          | 330             | 30-05-18            |                      | 03-12-18                |                                           |

|                     |            |             |     |                     |            |             |
|---------------------|------------|-------------|-----|---------------------|------------|-------------|
| DOCUMENT REFERENCE: | SIT-FM-011 | VERSION NO: | 1.1 | CREATION DATE:      | 07/02/2013 | Page 1 of 2 |
| DOCUMENT OWNER:     | DAS        |             |     | LAST REVISION DATE: | 04/07/2013 |             |
|                     |            |             |     | NEXT REVIEW DATE:   | 07/02/2014 |             |

|                       |         |          |  |          |  |
|-----------------------|---------|----------|--|----------|--|
| Makita chopsaw        | 887     | 08-06-18 |  | 03-12-18 |  |
| Epson printer         | WF-7610 | 06-05-18 |  |          |  |
| Cupboard 1No          |         | 04-06-18 |  |          |  |
| Bench stools 4No.     |         | 04-06-18 |  |          |  |
| Makita biscuit cutter | 244     | 19-9-18  |  | 21-12-18 |  |
|                       |         |          |  |          |  |
|                       |         |          |  |          |  |
|                       |         |          |  |          |  |

|                     |            |             |     |                     |            |             |
|---------------------|------------|-------------|-----|---------------------|------------|-------------|
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|                     |            |             |     | NEXT REVIEW DATE:   | 07/02/2014 |             |