



# RAPHAEL

## CONTRACTING LTD

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

|                               |                       |
|-------------------------------|-----------------------|
| Title: Safe Stacking          | Date: 10.10.18        |
| Location: Wembley W03         | Start Time: 11:00     |
| Duration (Minutes) 30 min.    | End Time: 11:30       |
| Presenters name: A. Kulsinkas | Presenters Signature: |

| Candidate's Name                 | Name of Candidate's Employer | Candidate's Signature |
|----------------------------------|------------------------------|-----------------------|
| Martin Gbol                      | RCL                          |                       |
| James Keams                      | RCL                          | J Keams               |
| R. RAMA-                         | RCL                          |                       |
| E. AMANING                       | RCL                          | Amaning               |
| M. KOWALSKI                      | RCL                          | Kowalski              |
| K. KOWALSKI                      | RCL                          | Kowalski              |
| S. L. HIRANI                     | RCL                          | S. L. HIRANI          |
| H. G. GORASHA                    | R.C.L.                       |                       |
| D. RASCIOTAI                     | R.C.L.                       |                       |
| BEN MOUWIR                       | R.C.L.                       |                       |
| <del>H. MANILAL</del> H. MANILAL | 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: WEMBLEY W03**

|                                        |                   |                    |                                       |                          |             |
|----------------------------------------|-------------------|--------------------|---------------------------------------|--------------------------|-------------|
| DOCUMENT REFERENCE:<br>DOCUMENT OWNER: | SIT-FM-008<br>DAS | VERSION NO:<br>1.1 | CREATION DATE:<br>LAST REVISION DATE: | 07/02/2013<br>04/02/2016 | Page 1 of 1 |
|----------------------------------------|-------------------|--------------------|---------------------------------------|--------------------------|-------------|



# WEEKLY PLANT RETURN

AND

# PLANT SAFETY CHECK

**SITE: Wembley Block**  
**W03**

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

**WEEK ENDING 14/10/18**

Please ensure any defective tools are taken out of service immediately and sent for repair or replacement 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> |
|------------------------|-----------------|---------------------|----------------------|-------------------------|-------------------------------------------|
| 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                            |
| Toolbox                | 25A             | 08/10/2018          |                      | N/A                     | Condition good                            |
| 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 Lead              | 83              | 24/09/2018          |                      | 24/12/2018              | Condition good                            |
| 110v Lead              | 133             | 24/09/2018          |                      | 24/12/2018              | Condition good                            |
| 110v Lead              | 104             | 24/09/2018          |                      | 24/12/2018              | Condition good                            |
| 110v Lead              | 897             | 24/09/2018          |                      | 24/12/2018              | 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 Splitter Box      | 69              | 24/09/2018          |                      | 24/12/2018              | Condition good                            |
| 110v Splitter Box      | 272             | 24/09/2018          |                      | 24/12/2018              | 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                            |
| Dust Control Extractor | 1214            | 24/09/2018          |                      | 24/12/2018              | Condition good                            |

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

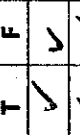
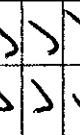
|                       |      |            |  |            |                 |
|-----------------------|------|------------|--|------------|-----------------|
| Makita Router ½       | 67   | 05/04/2018 |  | 19/12/2018 | Condition good  |
| Makita Router ¼       | 1353 | 04/07/2018 |  | 19/12/2018 | Condition 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 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  |
| Dewalt Router ½       | 892  | 24/09/2018 |  | 24/12/2018 | Condition good  |
| 2nd Fix Paslode Gun   | 529  | 05/03/2018 |  | N/A        | Condition good  |
| 2nd Fix Paslode Gun   | 991  | 23/07/2018 |  | N/A        | Condition good  |
| 2nd Fix Paslode Gun   | 1255 | 17/09/2018 |  | N/A        | Out for Service |
| 2nd Fix Paslode Gun   | 169  | 04/05/2018 |  | N/A        | Condition good  |
| 2nd Fix Paslode Gun   | 1336 | 15/08/2018 |  | N/A        | Condition good  |
| 2nd 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  |
| Dewalt Chopsaw        | 621  | 24/09/18   |  | 24/12/18   | 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  |
| A Frame               | 1294 | 24/09/2018 |  | 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  |

## Site Manager's Daily Safe Start

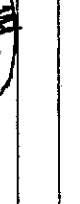
|           |             |               |              |             |            |                                                     |                                                  |
|-----------|-------------|---------------|--------------|-------------|------------|-----------------------------------------------------|--------------------------------------------------|
| Contract: | Wembley W03 | Site Manager: | A. Kulsinkas | Date (w/c): | 08.10.2018 | 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 4, Block B. 2<sup>nd</sup> fix to Level 4, Block A

### Site Manager's Daily Sign Off

|           | Date     | Name         | Signature                                                                          | Hot Topics of the Day<br>(the main points you discussed)                                                                                                                         |
|-----------|----------|--------------|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Monday    | 08/10/18 | A. Kulsinkas |   | New starters. Introduction to Site.<br>Router frames. Extraction and Dist Masks.<br>Doors delivery. Manual Handling.<br>Cutting area setup.<br>Respirators and right use off it. |
| Tuesday   | 09/10/18 | A. Kulsinkas |   |                                                                                                                                                                                  |
| Wednesday | 10/10/18 | A. Kulsinkas |   |                                                                                                                                                                                  |
| Thursday  | 11/10/18 | A. Kulsinkas |   |                                                                                                                                                                                  |
| Friday    | 12/10/18 | A. Kulsinkas |  |                                                                                                                                                                                  |
| Saturday  |          |              |                                                                                    |                                                                                                                                                                                  |
| Sunday    |          |              |                                                                                    |                                                                                                                                                                                  |

### Operatives Daily Sign Off

| Name          | Signature                                                                             | Operatives Daily Sign Off |   |   |   |   |   |   | Comments |
|---------------|---------------------------------------------------------------------------------------|---------------------------|---|---|---|---|---|---|----------|
|               |                                                                                       | M                         | T | W | T | F | S | S |          |
| E. Amaning    |    | ✓                         | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |          |
| H. Gorasia    |  | ✓                         | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |          |
| R. Rama       |  | ✓                         | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |          |
| S.L. Hirani   |  | ✓                         | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |          |
| J. Kearns     |  | ✓                         | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |          |
| D. Rascical   |  | ✓                         | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |          |
| D. Ramchande  |  | ✓                         | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |          |
| H. Manilal    |  | ✓                         | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |          |
| H. Manilal    |  | ✓                         | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |          |
| M. Kowalski   |  | ✓                         | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |          |
| K. Kowalski   |  | ✓                         | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |          |
| M. Gibbons    |  | ✓                         | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |          |
| M. Benmailoud |  | ✓                         | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |          |

| 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                                                                                 |  |     |    |     |
| <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: <b>Safe Stacking</b>                                                                     |  | ✓   |    |     |
| 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?                                                                                                                 |  | ✓   |    | N/A |
| Have you checked access equipment has been inspected as required and certification issued? E.g. Podium steps, scaffold towers                                              |  | ✓   |    | N/A |
| 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) |  |     | ✓  |     |



## WEEKLY PLANT RETURN AND PLANT SAFETY CHECK

**SITE:** WALKERS COURT

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

**WEEK ENDING:**  
14/10/18

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               |                                             |
|                        |          |                 |                  |                        |                                             |

|                                        |                   |             |     |                                       |                          |             |
|----------------------------------------|-------------------|-------------|-----|---------------------------------------|--------------------------|-------------|
| DOCUMENT REFERENCE:<br>DOCUMENT OWNER: | SIT-FM-011<br>DAS | VERSION NO: | 1.1 | CREATION DATE:<br>LAST REVISION DATE: | 07/02/2013<br>01/03/2018 | Page 1 of 1 |
|----------------------------------------|-------------------|-------------|-----|---------------------------------------|--------------------------|-------------|