



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: SITE HOUSEKEEPING AND WASTE DISPOSAL	Date: 18.03.19
Location: Wembley W03	Start Time: 16:30
Duration (Minutes) 30min	End Time: 17:00
Presenters name: A. Kulsinkas	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	Mateusz Kowalski	RCL	 I confirm that I have understood the Tool Box Talk
2	Karol Kowalski	RCL	 I confirm that I have understood the Tool Box Talk
3	Joseph Smith	RCL	 I confirm that I have understood the Tool Box Talk
4	D. RASCICIA	RCL	 I confirm that I have understood the Tool Box Talk
5	Valentin S	RCL	 I confirm that I have understood the Tool Box Talk
6	Yakovskyy	RCL	 I confirm that I have understood the Tool Box Talk
7	BERNARDO B.R.	RCL	 I confirm that I have understood the Tool Box Talk
8	J. MUSTKONE	RCL	 I confirm that I have understood the Tool Box Talk
9	R. RAMA	RCL	 I confirm that I have understood the Tool Box Talk
10			I confirm that I have understood the Tool Box Talk
11			I confirm that I have understood the Tool Box Talk
12			I confirm that I have understood the Tool Box Talk
13			I confirm that I have understood the Tool Box Talk
14			I confirm that I have understood the Tool Box Talk
15			I confirm that I have understood the Tool Box Talk

Grant Claim information

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

No. Attended 9	Duration 30min	Total Time 4.5 hours	Employer Reference 2453745
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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		
G. Zaharia		✓								✓	<i>[Signature]</i>	06/02/19
I. Hayovskiy				✓						✓	<i>[Signature]</i>	06/02/19
Ashok Kumar Patil	✓	✓	✓	✓			✓				<i>[Signature]</i>	12/02/19
G. Zaharia				✓							<i>[Signature]</i>	13/02/19
BERNARDO B.R.				✓						✓	<i>[Signature]</i>	21/02/19
S-L. HIRANI				✓						✓	<i>[Signature]</i>	21/02/19
I. Hayovskiy				✓						✓	<i>[Signature]</i>	25/02/19
M. Kozlov		✓				✓				✓	<i>[Signature]</i>	27/02/19
J. Keatris				✓						✓	<i>[Signature]</i>	28.02.19
J. Musticone				✓						✓	<i>[Signature]</i>	07.03.19
D. Rascical				✓		✓				✓	<i>[Signature]</i>	08.03.19
Bernardo B.R.				✓		✓	✓				<i>[Signature]</i>	08.03.19
I. Hayovskiy				✓						✓	<i>[Signature]</i>	19.03.19



SITE: WEMBLEY W03

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RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <i>NO 36 SAFE USE OF HAND TOOLS</i>	Date: <i>21/03/19</i>
Location: WELLINGTON HOUSE	Start Time: <i>7:30</i>
Duration (Minutes) <i>30 min</i>	End Time: <i>8:00</i>
Presenters name: <i>S. SIKONOVIC</i>	Presenters Signature: <i>[Signature]</i>

	Candidate's Name	Name of Employer	Candidate's Signature
1	<i>B. BINGH</i>		<i>BALUN SUREN</i> I confirm that I have understood the Tool Box Talk
	<i>D. CONYERS</i>		<i>[Signature]</i> I confirm that I have understood the Tool Box Talk
3	<i>E. ALLANING</i>		<i>Amanning</i> I confirm that I have understood the Tool Box Talk
4			I confirm that I have understood the Tool Box Talk
5			I confirm that I have understood the Tool Box Talk
6			I confirm that I have understood the Tool Box Talk
7			I confirm that I have understood the Tool Box Talk
8			I confirm that I have understood the Tool Box Talk
9			I confirm that I have understood the Tool Box Talk
			I confirm that I have understood the Tool Box Talk
11			I confirm that I have understood the Tool Box Talk
12			I confirm that I have understood the Tool Box Talk
13			I confirm that I have understood the Tool Box Talk
14			I confirm that I have understood the Tool Box Talk
15			I confirm that I have understood the Tool Box Talk

Grant Claim information

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

No. Attended <i>8</i>	Duration <i>30 min</i>	Total Time <i>1 1/2 h.</i>	Employer Reference <i>2453745</i>
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SITE: WELLINGTON HOUSE

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RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: No: 41 Hand and Arm Vibration	Date: 19/03/19
Location: WELLINGTON HOUSE	Start Time: 7:30
Duration (Minutes) 30 min	End Time: 8:00
Presenters name: S Simonovic	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	BALVIR SINGH	RAPHAEL	BALVIR SINGH I confirm that I have understood the Tool Box Talk
2		RAPHAEL	I confirm that I have understood the Tool Box Talk
3			I confirm that I have understood the Tool Box Talk
4			I confirm that I have understood the Tool Box Talk
5			I confirm that I have understood the Tool Box Talk
6			I confirm that I have understood the Tool Box Talk
7			I confirm that I have understood the Tool Box Talk
8			I confirm that I have understood the Tool Box Talk
9			I confirm that I have understood the Tool Box Talk
10			I confirm that I have understood the Tool Box Talk
11			I confirm that I have understood the Tool Box Talk
12			I confirm that I have understood the Tool Box Talk
13			I confirm that I have understood the Tool Box Talk
14			I confirm that I have understood the Tool Box Talk
15			I confirm that I have understood the Tool Box Talk

Grant Claim information

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

No. Attended 1	Duration 30 min	Total Time 30 min	Employer Reference 2453745
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SITE: AELTC Wimbledon court 1

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RAPHA

CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: FIRE PRECAUTIONS & EQUIPMENT (RCL no 10)	Date: 20/03/19
Location: AELTC Wimbledon Court 1	Start Time: 08:30
Duration (Minutes) 30 mins	End Time: 09:00
Presenters name: Jason Wray	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
A.K. MOTICHANDE	Raphael Contracting Ltd	
S. HIRANI	Raphael Contracting Ltd	
H. KERAH	Raphael Contracting Ltd	
V. SABAU	Raphael Contracting Ltd	
J. MUSTICONE	Raphael Contracting Ltd	

Grant Claim information

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

No. Attended 5	Duration 30 mins	Total Time 2 ½ 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?

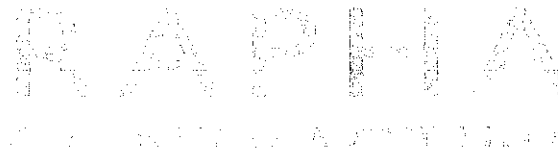
Everyone should know the:

- ✓ 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:

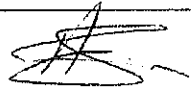
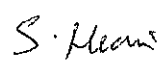

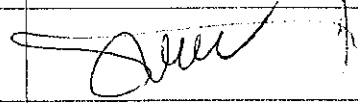

- ✓ No accumulation of waste materials – clear regularly to skips.
- ✓ Keep fire exit routes clear.
- ✓ Flammable materials, gas cylinders and flammable liquids – stored correctly and separately.
- ✓ Heaters safely located and guarded – no clothes drying in contact with any heating appliance.
- ✓ Vehicles or plant must not be fuelled while engine is running.
- ✓ On cessation of work check that heaters, lights etc are switched off.

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

Title: SLIPS TRIPS & FALLS (RCL no 49)	Date: 22/03/19
Location: AELTC Wimbledon Court 1	Start Time: 09:30
Duration (Minutes) 30 mins	End Time: 10:00
Presenters name: Jason Wray	Presenters Signature: 

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
A.K. MOTICHANDE	Raphael Contracting Ltd	
S. HIRANI	Raphael Contracting Ltd	
H. KERAH	Raphael Contracting Ltd	
V. SABAU	Raphael Contracting Ltd	
J. MUSTICONE	Raphael Contracting Ltd	

Grant Claim information

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

No. Attended	Duration	Total Time	Employer Reference
5	30 mins	2 ½ hours	2453745

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				NEXT REVIEW DATE:	07/02/2014	



Toolbox Talk No. 49 SLIPS, TRIPS AND FALLS

Fact: Approximately 25% of accidents at work are attributed to slips, trips, and falls.

WHY DO THEY OCCUR?

- Most injuries from slips, trips and falls occur because of poor housekeeping
 - Many items such as coiled cables, hand tools, lengths of pipe or timber etc. left on the ground will trip someone if not deposited in a safe position
- Spilt substances such as oils and greases will form a slip hazard if not immediately cleaned up
- General debris such as brick and block fragments etc. can quickly accumulate and form a tripping hazard if not cleaned up as it is created
- Trailing cables are another frequent cause of tripping
- Mud left on the rungs of a ladder by the previous user will represent a slipping and falling hazard for the next person
- Reduced levels of natural light, for example during winter afternoons, can easily increase the tripping hazards if adequate access lighting is not provided. Tools, equipment and materials which are visible in full daylight might be hidden in semi-darkness

Q: Name five hazards in your workplace that are caused by poor housekeeping.

WHAT CAN YOU DO ABOUT IT?

- Clear up waste materials as you create them. Lightweight waste should be bagged or bundled, and nails removed from waste timber
- Do not leave tools, equipment or unused materials lying about on the floor
- If you are using substances which might possibly spill, ensure that you have a means of effectively clearing up the spillage
- As far as possible, route cables for power tools above head height. If cables have to be routed at floor level, try to avoid crossing pedestrian walkways
- If the site is muddy, scrape mud off your boots before climbing ladders or walking anywhere else where it might be a danger to others
- Be aware of the increased risks of tripping as the level of natural light fades; ensure that all tools, equipment and materials are stored in a safe location

Questions for you:

Q: Why should you ensure that good housekeeping standards exist in your workplace?

Q: What hazards are posed by rubbish in your workplace?

Q: What precautions can you take to make your workplace safer for everybody?

REMEMBER: If you ignore it, you condone it

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