



# RAPHAEL CONTRACTING LTD

## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: WORKING IN PUBLIC	Date: 12/06/2018
Location: AELTC Wimbledon Court 1	Start Time: 8.00
Duration (Minutes) 30 mins	End Time: 8.30
Presenters name: JASON WRAY	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
S. SIMONOVIC	RAPHAEL CONTRACTING LTD	
J. DYSON	" " "	
P. HIRANI	" " "	
M. DANDY	" " "	

### 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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DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-007 DAS	VERSION NO: 1.0	CREATION DATE: LAST REVISION DATE: NEXT REVIEW DATE:	07/02/2013 N/A 07/02/2014	Page 1 of 1
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## Toolbox Talk No. 50 WORKING IN PUBLIC

- At times, our works may have an impact on the surrounding area and community; many in the community will have great concerns over the start of construction in the neighbourhood, whilst others will be interested in our works.
- The public will often be afraid that our construction work will bring noise, dust, road closures and increased heavy road traffic and disruption to normal life.
- This means that during the course of our works all those involved in the project, at all levels, should act with consideration for all those who live and work in the area surrounding the construction site to minimise their inconvenience.

By doing so we hope to be able to: -

- Improve the public image of both the company and of the construction industry
- Avoid Delays; If the public complain to their Local Authority about dust or noise nuisance, the Local Authority could impose conditions and or restrictions on working, which can lead to delays.
- Avoid Prosecution; if problems caused by dust or noise, are not satisfactorily resolved the Local Authority can prosecute.
- Reduce Costs, if good relations are established and maintained with the local community, issues such as access to site, deliveries and working hours can all be improved through friendly negotiation.

### DO:

- ✓ Do be polite and considerate to members of public at all times, if possible answer any question they may have. e.g. project duration.
- ✓ Do take accurate notice of any complaint made by a member of the public and pass it on to your supervisor
- ✓ Only use approved routes to access the site
- ✓ Use only designated parking spaces, if none provided or available park your vehicles with consideration for the needs of others.
- ✓ Do keep dust and noise to a minimum
- ✓ Do keep doors and covers to plant and machinery closed at all times to reduce noise
- ✓ Direct site lighting and task lighting away from neighbouring properties
- ✓ Do tell site supervision of any rubbish skips or bins that are full or nearly full
- ✓ Do tell site supervision immediately if you find any fly tipped waste in the area

### DON'T:

- ✗ DON'T obstruct vehicle accesses or entrances to neighbouring properties
- ✗ DON'T obstruct Public rights of way such as pavements and footpaths
- ✗ DON'T place mud onto the roads outside the site. Ensure vehicle wheels are clean before leaving site
- ✗ DON'T leave engines running unnecessarily
- ✗ AVOID shouting on site or have radios on to loud
- ✗ DON'T shout or whistle at passers-by
- ✗ DON'T drop litter or leave work places untidy
- ✗ DON'T peer into neighbouring surrounding buildings
- ✗ DON'T start working before 07.30hrs without prior approval from management
- ✗ DON'T leave gates and fences open.
- ✗ DON'T trespass on to neighbour's property

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	8	CREATION DATE: LAST REVISION DATE:	11/08/2010 10/05/2018	Page 69 of 141
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#### **IF YOU'RE WORKING ON THE PAVEMENT / ROAD - CONSIDER ROAD USERS**

- Ensure that appropriate warning signs are displayed and correctly positioned
- Cone off a tapered, lead-in zone to ease traffic movement past the works
- Erect barriers around all excavations and position lighting for safety at night
- Allow sufficient footway width for pedestrians to pass, or barrier off a temporary footway in the road
- Clear up mud from the road or footway as soon as is practical
- Carry out work activities which create dust or debris in a manner and location so that road traffic and pedestrians are not adversely affected
- Position plant and equipment so that no part of it (e.g. swinging jibs or excavator arms) encroaches into the safety zone
- Site traffic entering or leaving the works must not endanger other road users
- Park considerately and quietly in the local neighbourhood and without blocking drives / paths

#### **PERSONAL SAFETY**

- Ensure that a coned off safety zone exists around the works
- Wear high visibility clothing, safety helmet and safety footwear at all times
- Wear other PPE that is necessary for the job in hand
- Do not enter the safety zone in the normal course of your work
- Wash hazardous substances off exposed skin immediately – wear barrier creams
- Protect yourself against sunburn – 40,000 cases of skin cancer occur each year
- Take the correct precautions when working in excavations
- Take the correct precautions when underground services are to be uncovered

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	8	CREATION DATE:	11/08/2010	Page 70 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	10/05/2018	



# RAPHAEL CONTRACTING LTD

## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <b>SAFE USE OF HAND TOOLS</b>	Date: <b>14/06/2018</b>
Location: <b>AELTC Wimbledon Court 1</b>	Start Time: <b>9.30</b>
Duration (Minutes) <b>30 mins</b>	End Time: <b>10.00</b>
Presenters name: <b>JASON WRAY</b>	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
J. DYSON	RAPHAEL CONTRACTING LTD	
P. HIRANI	U U U	
M. DANDY	U U U	
S. SIMONOVIC	U U U	

### Grant Claim information

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

No. Attended <b>4</b>	Duration <b>30 mins</b>	Total Time <b>2 HOURS</b>	Employer Reference <b>2453745</b>
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### Toolbox Talk No. 36 SAFE USE OF HAND TOOLS

- Don't take hand tools for granted, because of the rugged demands our industry puts on tools, the misuse of tools, using the incorrect tool for the job or tools in poor condition can result in injury or spoiled work.
- There are numerous hand tools used in construction work; hammers, screwdrivers, wrenches, side cutters, tape measures, sledge hammers, hand saws, cat's paws, chisels, punches and pipe wrenches, just to name a few.
- Each tool is designed to do a specific job. It is up to you to know how to use each tool properly.
- Short cuts and using the wrong tool for the job will more than likely cause an accident. One of the most frequent abuses of a hand tool is the misuse of the screwdriver. This hand tool is often used as a mini pry bar, a wood chisel, etc – any number of small tasks for which it simply was not designed to be used. A puncture wound can easily occur when misusing any pointed hand tool. Always use the right tool for the job at hand.
- Keep tools in good condition. Injuries occur when a tool slips or breaks, often because the tool is dull. A sharp, well maintained tool will help you perform your job more effectively and in a shorter time. Keep all tools sharp, chisel points dressed etc. Replace broken tools and broken or cracked handles immediately. As the worker who uses the hand tool, you should think of safety first. Check to be sure that the tool is in good shape before you use it. If you have any question about the condition of the tool, or how to use it properly, check with your supervisor.
- Personal protective equipment is required if there's any danger of flying objects. Wear your safety goggles. If there is the potential risk of a hand injury, be sure to wear gloves. Injuries also can occur when you're carrying the tool. Never run, with any tool in your hands. Carry tools with pointed or sharp edges so that those edges are away from your body. An intelligent and safe way to transport hand tools is to wear a tool belt or carry them in a toolbox.

### **CHOOSE THE RIGHT TOOL FOR THE RIGHT JOB AND THEN BE SURE YOU KNOW HOW TO USE IT CORRECTLY.**

#### **THE BASIC RULES ARE:**

1. Choose the right tool for the job.
2. Use only tools in good condition – no tools with cracked or broken handles, none without handles, none with mushroomed or broken heads.
3. Keep keen-edged blades sharp; store them safely when not in use.
4. Always cut away from yourself.
5. Be sure to wear eye protection if there's any chance of chips or flying particles.
6. Don't use a file without a handle.
7. Don't use a chisel or screwdriver as a pry bar.

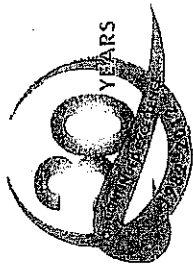
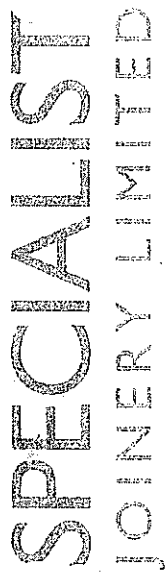
DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	7	CREATION DATE:	11/08/2010	Page 53 of 133
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	16/10/2014	
				NEXT REVIEW DATE:	16/10/2015	



Site Manager's Daily Safe Start					
Contract:	W03	Site Manager:	Date (w/c):	Method statement (s) (Title, Rev No. & Rev date)	No.   Rev. 0
Location and description of works: Mezz level. Rafter frames for hinges and con. door cbsers.					

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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: <i>Employee Privacy Statement</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)			✓	
Remember, as the supervisor YOU are responsible for the safety of YOUR team				

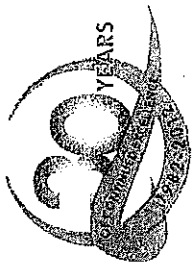


# PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

17.6.18

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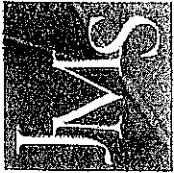




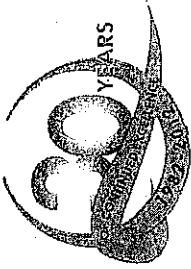
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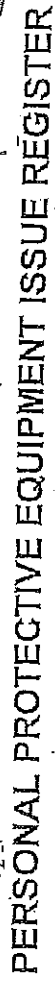
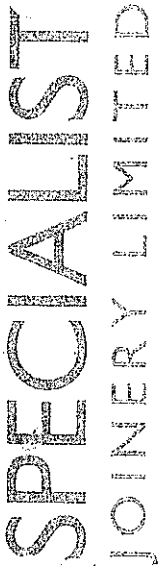
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PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

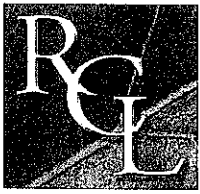
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OPERATIVE NAME	HARD HAT	SAFETY GLASSES	HI-VIZ VEST	GLOVES	EAR DEFENDERS / PLUGS	DUST MASK FFP3	REASON FOR ISSUE / REISSUE				SIGNATURE	DATE
							New	Lost	Damaged	Wear and Tear		
Nathan.W.				✓		✓	✓			✓	<i>Nathan.W.</i>	11/6/18
T.Winterburn				✓			✓			✓	<i>T.Winterburn</i>	11/6/18
NATHAN.W.				✓			✓			✓	<i>Nathan.W.</i>	12.6.18
T.WINTERBURN				✓			✓			✓	<i>T.Winterburn</i>	12.6.18
Nathan.W.				✓			✓			✓	<i>Nathan.W.</i>	13.6.18
T.WINTERBURN				✓			✓			✓	<i>T.Winterburn</i>	13.6.18
Nathan.W.				✓			✓			✓	<i>Nathan.W.</i>	14/6/18
T.Winterburn				✓			✓			✓	<i>T.Winterburn</i>	14/6/18
Nathan.W.				✓			✓			✓	<i>Nathan.W.</i>	15/6/18



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



## WEEKLY PLANT RETURN

### AND

## PLANT SAFETY CHECK

**SITE:** WOKING MOCK UP

**COMPILED & CHECKED BY:** G.BUCK

**WEEK ENDING:** 17-06-2018

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>
CHOPSAW	976	11/04/18		10/07/18	
SKILLSAW	827	11/04/18		10/07/18	
JIGSAW	1256	11/04/18		10/07/18	
PISTOL DRILL	758	11/04/18		10/07/18	
HAMMER DRILL	1330	11/04/18		10/07/18	
HAMMER DRILL	1329	11/04/18		10/07/18	
LIGHTS	25	11/04/18		10/07/18	
LIGHTS	31	11/04/18		10/07/18	
LIGHTS	1305	11/04/18		10/07/18	
HOOVER	1242	11/04/18		10/07/18	
LEAD	1253	11/04/18		10/07/18	
LEAD	1249	11/04/18		10/07/18	
LEAD	1319	11/04/18		10/07/18	
LEAD	76	11/04/18		10/07/18	
LEAD	158	11/04/18		10/07/18	
LEAD	211	11/04/18		10/07/18	
	930	11/04/18		10/07/18	

DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-011 DAS	VERSION NO: 1.0	CREATION DATE: LAST REVISION DATE: NEXT REVIEW DATE:	07/02/2013 N/A 07/02/2014	Page 1 of 1
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## WEEKLY PLANT RETURN

AND

## PLANT SAFETY CHECK

**SITE:** WOKING

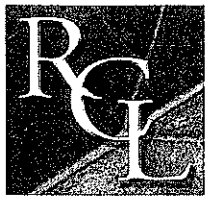
**COMPILED & CHECKED BY:** G.BUCK

**WEEK ENDING:** 17/06/2018

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>
TOWER SCAFFOLD	RCL3				
PODIUMS STEPS					
TOOLBOX	23A				
TOOL BOX	41A				

DOCUMENT REFERENCE:	SIT-FM-011	VERSION NO:	1.0	CREATION DATE:	07/02/2013	
DOCUMENT OWNER:	DAS			LAST REVISION DATE:	N/A	Page 1 of 1
				NEXT REVIEW DATE:	07/02/2014	



# WEEKLY PLANT RETURN

## AND

# PLANT SAFETY CHECK

**SITE: Wembley Block  
W03**

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

**WEEK ENDING 17/06/18**

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>
110v Lead	235	04/05/2018		10/07/2018	Condition good
110v Lead	1320	04/05/2018		10/07/2018	Condition good
110v Lead	1317	04/05/2018		10/07/2018	Condition good
110v Task Light	1304	04/05/2018		10/07/2018	Condition good
110v Splitter Box	643	04/05/2018		10/07/2018	Condition good
Makita 1/4" Router	65	04/05/2018		10/07/2018	Condition good
Makita Sds	361	04/05/2018		10/07/2018	Condition good
Makita Planer	942	04/05/2018		10/07/2018	Condition good
Toolbox	1340	04/05/2018		N/A	Condition good
Toolbox	1026	05/03/2018		N/A	Condition good
Toolbox	1A	05/03/18		N/A	Condition good
Makita Skill Saw	1043	04/05/2018		10/07/2018	Condition good
2nd Fix Paslode	169	04/05/2018		N/A	Condition good
Dust Controll Extractor	1303	04/05/2018		10/07/2018	Condition good
Multi Tool	1280	04/05/2018		10/07/2018	Condition good
110v Lead	269	04/05/2018		10/07/2018	Condition good
110v Lead	276	04/05/2018		10/07/2018	Condition good
Jigsaw	1276	04/05/2018		10/07/2018	Condition good
110v Lead	1247	05/03/2018		09/07/2018	Condition good
110v Lead	1248	05/03/2018		09/07/2018	Condition good
110v Lead	932	05/03/2018		09/07/2018	Condition good
110v Splitter Box	265	05/03/2018		09/07/2018	Condition good
Bosch Planer	905	05/03/2018		09/07/2018	Condition good
Makita Jigsaw	1275	05/03/2018		09/07/2018	Condition good
Makita Hammer Drill	913	05/03/2018		09/07/2018	Condition good
Bosch Pistol Drill	651N	05/03/2018		09/07/2018	Condition good
Dust Controll Extractor	1265	05/03/2018		09/07/2018	Condition good
Makita Chopsaw	1025	05/03/2018		09/07/2018	Condition good
Makita ¼ Router	63	05/03/2018		09/07/2018	Condition good
2nd Fix Paslode Gun	529	05/03/2018		N/A	Condition good
Dewalt ¼ Router	1026	05/03/2018		09/07/2018	Condition good
Makita Planer	912	05/03/2018		11/07/2018	Condition good
Makita Skillsaw	706	05/03/2018		09/07/2018	Condition good
Makita Biscuit cutter	936	05/04/2018		09/07/2018	Condition good
A Frame		04/05/2018		N/A	Condition good
Bosch Jigsaw	48	05/04/2018		09/07/2018	Condition good
Bosch Skillsaw	790	05/04/2018		09/07/2018	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 ½ Router	67	05/04/2018		11/07/2018	Condition good
110v Task Light	1305	05/03/2018		09/07/2018	Condition good

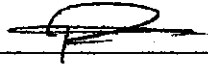
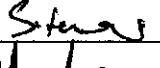

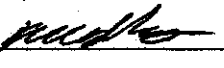
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DOCUMENT OWNER:	DAS			LAST REVISION DATE:	04/07/2013	
				NEXT REVIEW DATE:	07/02/2014	



# RAPHAEL CONTRACTING LTD

## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Employee Privacy Statement	Date: 08.06.18
Location: Wembley W03	Start Time: 11:00
Duration (Minutes) 30 min.	End Time: 11:30
Presenters name: A. Kulsinskas	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
R. Rama	RCL	
D. Rasciclal	RCL	
S.L. Hirani	RCL	
H. Gorasia	RCL	
J. Needham	RCL	

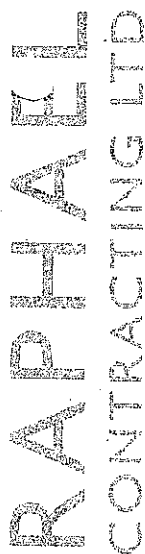
### Grant Claim information

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

No. Attended	Duration	Total Time	Employer Reference
			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: AELTC Wimbledon court 1**

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**PAGE 3**

DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-008 DAS	VERSION NO: 1.1	CREATION DATE: LAST REVISION DATE: 07/02/2013 04/02/2016	Page 1 of 1
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# WEEKLY PLANT RETURN

AND

# PLANT SAFETY CHECK

**SITE: AELTC**

**COMPILED & CHECKED BY: J. WRAY**

**WEEK ENDING: 17/06/18**

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>
TOOL BOX	1342	25/01/18		N/A	
TOOL BOX	8A	25/01/18		N/A	
PODIUM STEPS	RCL101	23/02/18		N/A	
110 V LEAD	1254	25/01/18		06/06/18	
110 V LEAD	471	25/01/18	15/06/18	06/06/18	
110 V LEAD	1245	25/01/18	15/06/18	06/06/18	
110 V LEAD	104	25/01/18		06/06/18	
110 V LEAD	215	25/01/18	15/06/18	06/06/18	
110 V LEAD	268	25/01/18		06/06/18	
110 V LEAD	211	25/01/18	15/06/18	06/06/18	
110 V LEAD	1248	25/01/18	15/06/18	06/06/18	
110 V SPLITTER BOX	246	25/01/18		06/06/18	
DUST CONTROL EXTRACTOR UNIT	1344	23/05/18		04/03/18	Needs PAT testing
BOSCH PISTOL DRILL	888A	25/01/18	15/06/18	06/06/18	
MAKITA PLANER	1260	25/01/18		06/06/18	
BOSCH JIGSAW	184	25/01/18		06/06/18	
MAKITA SKILLSAW	293	25/01/18		06/06/18	
BOSCH HAMMER DRILL	894	25/01/18		06/06/18	
MAKITA 4 1/2" ANGLE GRINDER	793	25/01/18		06/06/18	
MAKITA METAL COLD CHOPSAW	1349	06/02/18	15/06/18	06/06/18	
RECHARGEABLE SMALL LIGHT	1284	12/02/18	15/06/18	06/06/18	
MAKITA BISCUIT CUTTER	244	20/02/18		06/06/18	
MAKITA ORBITAL SANDER	992	09/03/18	15/06/18	11/06/18	
DEWALT 1/2" ROUTER	782	09/03/18		11/06/18	
MAKITTA MULTI-TOOL	1302	14/05/18		08/04/18	Needs PAT testing
OFFICE EQUIPMENT					
EPSON WF-7515 PRINTER	WF 7515	02/01/18		06/06/18	
DELL LATITUDE 3540 LAP TOP	1283	02/01/18		06/06/18	

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