

WEEKLY PLANT RETURN

AND PLANT SAFETY CHECK

SITE: WOKING MOCK UP

COMPILED & CHECKED BY: G.BUCK

WEEK ENDING: 24-06-2018

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	

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AND

PLANT SAFETY CHECK

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COMPILED & CHECKED BY: G.BUCK

WEEK ENDING: 24/06/2018

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				

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WEEKLY PLANT RETURN

AND

PLANT SAFETY CHECK

SITE: AELTC

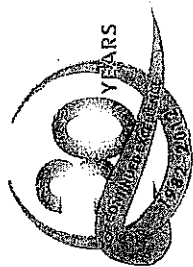
COMPILED & CHECKED BY: J. WRAY

WEEK ENDING: 24/06/18

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

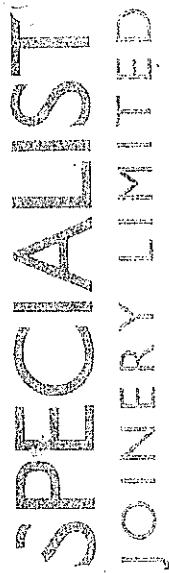
<u>Plant Item</u>	<u>I.D. No.</u>	<u>On Site Date</u>	<u>Off Site Date</u>	<u>Test Expiry Date</u>	<u>Condition of items/ other comments</u>
TOOL BOX	1342	25/01/18	20/06/18	N/A	
TOOL BOX	8A	25/01/18		N/A	On Site with fixings in etc
PODIUM STEPS	RCL101	23/02/18	20/06/18	N/A	
110 V LEAD	1254	25/01/18	20/06/18	06/06/18	
110 V LEAD	104	25/01/18	20/06/18	06/06/18	
110 V LEAD	268	25/01/18	20/06/18	06/06/18	
110 V SPLITTER BOX	246	25/01/18	20/06/18	06/06/18	
DUST CONTROL EXTRACTOR UNIT	1344	23/05/18	20/06/18	04/03/18	Needs PAT testing
MAKITA PLANER	1260	25/01/18	20/06/18	06/06/18	
BOSCH JIGSAW	184	25/01/18	20/06/18	06/06/18	
MAKITA SKILLSAW	293	25/01/18	20/06/18	06/06/18	
BOSCH HAMMER DRILL	894	25/01/18	20/06/18	06/06/18	
MAKITA 4 1/2" ANGLE GRINDER	793	25/01/18	20/06/18	06/06/18	
MAKITA BISCUIT CUTTER	244	20/02/18	20/06/18	06/06/18	
DEWALT 1/2" ROUTER	782	09/03/18	20/06/18	11/06/18	
MAKITTA MULTI-TOOL	1302	14/05/18	20/06/18	08/04/18	Needs PAT testing
OFFICE EQUIPMENT					
EPSON WF-7515 PRINTER	WF 7515	02/01/18	20/06/18	06/06/18	
DELL LATITUDE 3540 LAP TOP	1283	02/01/18	21/06/18	06/06/18	

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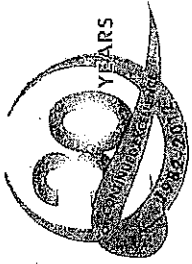
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RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: FOXES	Date: 18/06/18
Location: AELTC Wimbledon Court 1	Start Time: 09:00
Duration (Minutes) 30 mins	End Time: 09:30
Presenters name: Jason Wray	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
J. DYSON	Raphael Contracting Ltd	
S. SIMONOVIC	Raphael Contracting Ltd	
M. DANDY	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
3	30 mins	1 1/2 hours	2453745

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Toolbox Talk No. 84 FOXES

Mess and Smells

As well as barking and screaming, foxes communicate with each other using scents. They produce strong smelling urine and faeces to mark their territories. You may occasionally find that a fox is visiting and leaving a smelly message behind! If your site is very important for a fox, it is likely to mark the area with strong smells very regularly in order to mark out its territory. Foxes are blamed for ripping open plastic bin liners and overturning dustbins. While foxes will scavenge from almost everywhere, it should be remembered that domestic cats and rats have very similar habits and may be to blame for causing a mess.

Disease

Many dogs and foxes carry sarcoptic mange mites, which cause characteristic bald patches, usually originating at the base of the tail. This is canine mange, which cannot harm cats or humans. Affected animals can be treated by medication in food. The mange mite can survive off its natural victims for a considerable period, so physical removal of infected animals will not create a mange free environment. Mange can infect dogs but is easily treated and in practice is rarely caught by dogs. Foxes do not carry diseases that can be spread to humans. Foxes do not carry the dog disease distemper. They can carry Weil's disease, against which dogs can be vaccinated. Like dogs they can host the parasite *Toxocara canis*. However, unlike dogs foxes rarely host the parasite.

Feeding foxes

Some people love to feed foxes in order to attract them into their garden. Due to man's carelessness there is plenty of food available to foxes; even in winter they do not go short of food. Leaving food out does however, help pests like rodents and these are far more of a problem for human beings. Feeding foxes can also make them braver and less cautious of people, which may then bring them into conflict with humans. We do not therefore recommend that people feed foxes.

Deterring Foxes

The hazards which foxes pose to people are very small indeed and the nuisance they may cause is usually short lived. Foxes very rarely spread any diseases and live largely in harmony with man, they also help to control pests by preying on rats, mice and pigeons. Foxes are protected and it is illegal to gas or poison them and most forms of snaring are also illegal. The following humane and effective actions are recommended:

1. Make sure it really is foxes that are causing the problem - domestic pets or other animals such as rats could be responsible.
2. Remove possible sources of food - such as plastic bin liners full of kitchen waste.
3. If foxes have made a home in your site use strong smelling repellents and then carefully block access to their earth. First of all place a strong smelling repellent around the entrance to the earth. After a few days, lightly block the entrance with soil, so that the vixen can dig out and remove any young foxes that might be living there. Once you are sure that foxes are no longer using the earth, you can block it up more securely. Foxes usually leave their dens in June.
4. You can deter foxes with strong smells such as the repellents used to deter dogs and cats.
5. Pest control contractors can be called in to humanely catch foxes occupying buildings. They will then be released in a rural environment.

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RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: SAFE USE OF HOP-UPS	Date: 20/06/18
Location: AELTC Wimbledon Court 1	Start Time: 08:00
Duration (Minutes) 30 mins	End Time: 08:30
Presenters name: Jason Wray	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
J. DYSON	Raphael Contracting Ltd	
S. SIMONOVIC	Raphael Contracting Ltd	
M. DANDY	Raphael Contracting Ltd	

Grant Claim information

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

No. Attended 3	Duration 30 mins	Total Time 1 1/2 hours	Employer Reference 2453745
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Toolbox Talk No. 87 SAFE USE OF HOP-UPS

Hop-ups are designed for short-term use where access might be limited for other equipment such as podium steps. Some sites may require you to have a 'Permit-to-Work' for hop-ups and/or mini scafftags for their inspection records.

- Never use this equipment if you are ill, feeling tired, or under the influence of alcohol or drugs.
- Wear sensible, protective clothing and footwear offering good grip. Tie back long hair and avoid loose garments and jewellery that could get in your way.
- Do not use a hop-up if you suffer from vertigo or have a fear of heights.
- This equipment is designed to support one person only.
- The Hop-up is designed for internal use and must only be sited on a level floor.
- Erect the Hop-up away from overhead hazards.
- Never suspend the Hop-up from another structure.
- Never carry anything when climbing, unless you can do so leaving both hands free. Place tools and materials on to the platform before climbing.
- Always check the condition of components before use – and at regular intervals thereafter. If any show signs of damage or excessive wear, do not use it.
- Always ensure the hop-up is correctly extended and level before use – and check regularly thereafter.
- Do not site the Hop-up directly on carpet or floor surfaces that could be damaged by the feet
- Never overload the Hop-up. The work platform's maximum load is 110kg or 17.3 stone. The MAXIMUM SAFE WORKING LOAD must not be exceeded.
- Never lean anything against the Hop-up and never use it for jobs that exert repetitive or excessive force.
- Never use boxes, steps etc to gain extra height and never reach too far out to one side.
- Never move a Hop-up with personnel, tools or materials, always clear the platform first.
- Ensure the ground over which the Hop-up is to be moved is flat, level and firm enough to bear its weight, and well away from hazards.
- **Don't take chances.** If the Hop-up cannot be moved safely for any reason, fold it and rebuild in the new location.

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RAPHAEL
CONTRACTING LTD

PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: AELTC Wimbledon court 1

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		
R. RAMIA						✓						11/05/18
H. GORASSA				✓								14/5/18
Joseph Smith		✓							✓		J. Smith	14/5/18
Joseph Smith				✓				✓			J. Smith	16/05/18
P. HIRANI		✓					✓				P. HIRANI	24/5/18
J. Dwyer						✓					J. Dwyer	8/6/18

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RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: ISO14001-Environmental Management System	Date: 19.06.2018
Location: Wembley W03	Start Time: 15:00
Duration (Minutes) 30min.	End Time: 15:30
Presenters name: A. Kulsinskis	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
R. Rama	RCL	
S.L. Hirani	RCL	S. Hirani
T. Needham	RCL	
M. Gota Sia	RCL	
R. RAMAN	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
4	30min	2 hours	2453745

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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		
D. Raschid	✓			✓						✓		16/05/18
S.L. Hirani	✓			✓						✓	S. Hirani	04/06/18
R. Rama	✓			✓						✓		04/06/18
H. Gorasia				✓						✓		04/06/18
S.L. Hirani				✓		✓				✓	S. Hirani	21/05/18
J. Needham		✓				✓				✓		22/06/18

Site Manager's Daily Safe Start

Contract:	Wembley W03	Site Manager:	A. Kulsinskas	Date (w/c):	18/06/18	Method statement (s) (Title, Rev No. & Rev date)	General Carpentry and Joinery: No.1 Rev. 0
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Location and description of works: Install frames Mezz level, install ironmongery to doors.

Site Manager's Daily Sign Off

	Date	Name	Signature	Hot Topics of the Day (the main points you discussed)
Monday	18/06/18	A. Kulsinskas		Delivery of doors. Manual Handling.
Tuesday	19/06/18	A. Kulsinskas		Tools check before use.
Wednesday	20/06/18	A. Kulsinskas		First Aid kit.
Thursday	21/06/18	A. Kulsinskas		Working area setup.
Friday	22/06/18	A. Kulsinskas		Router frames. Eyes protection and FPS
Saturday				
Sunday				

Operatives Daily Sign Off

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NOTE IF YOU HAVE MORE THAN 10 OPERATIVES ON SITE, PLEASE USE THE CONTINUATION SHEET

Before starting work, STOP, THINK and CHECK

If the answer to any question below is NO, do not start work until the issues are resolved

1. Method statements, risk assessments and permits

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: **ISO 14001 - Environmental Management System**

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?

2. Place of work

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?

3. Task specific

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?

4. Variations

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

Yes No N/A

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓