

SITE: AELTC Wimbledon court 1

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DOCUMENT OWNER:	DAS			LAST REVISION DATE:	04/02/2016	



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: WORKING IN PUBLIC (AELTC STAFF)	Date: 15/05/18
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. LIDZIUS	Raphael Contracting Ltd	
J. DYSON	Raphael Contracting Ltd	
I. SAHOTA	Raphael Contracting Ltd	
J. NEEDHAM	Raphael Contracting Ltd	
S. SIMONOVIC	Raphael Contracting Ltd	
P. O'DONOVAN	Raphael Contracting Ltd	
P. HIRANI	Raphael Contracting Ltd	
R. RAMA	Raphael Contracting Ltd	
D. RASCICLAL	Raphael Contracting Ltd	
S. HIRANI	Raphael Contracting Ltd	
H. GORASIA	Raphael Contracting Ltd	
J. SMITH	Raphael Contracting Ltd	
G. HOBBS	Alpha Electrical	
J. COOKE	Alpha Electrical	
P. KOSTUCHA	Superior Stone	
E. COTFAS	Superior Stone	
C. HREBAN	Superior Stone	

Grant Claim information

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

No. Attended	Duration	Total Time	Employer Reference
17	30 mins	8 1/2 hours	2453745

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				NEXT REVIEW DATE:	07/02/2014	



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

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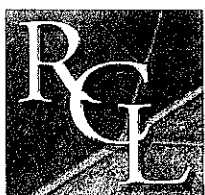
IF YOU'RE WORKING ON THE PAVEMENT / ROAD - CONSIDER ROAD USERS

- 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

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WEEKLY PLANT RETURN

AND

PLANT SAFETY CHECK

SITE: AELTC

COMPILED & CHECKED BY: J. WRAY

WEEK ENDING: 20/05/18

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	
TOOL BOX	3A	25/01/18		N/A	
PODIUM STEPS	PS12	25/01/18		N/A	
PODIUM STEPS	RCL013	25/01/18		N/A	
PODIUM STEPS	PS04	23/02/18		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		06/06/18	
110 V LEAD	1245	25/01/18		06/06/18	
110 V LEAD	104	25/01/18		06/06/18	
110 V LEAD	215	25/01/18		06/06/18	
110 V LEAD	268	25/01/18		06/06/18	
110 V LEAD	211	25/01/18		06/06/18	
110 V LEAD	1248	25/01/18		06/06/18	
110 V SPLITTER BOX	246	25/01/18		06/06/18	
DUST CONTROL EXTRACTOR UNIT	1243	25/01/18		06/06/18	
BOSCH PISTOL DRILL	972	25/01/18		06/06/18	
BOSCH PISTOL DRILL	888A	25/01/18		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	
BOSCH HAMMER DRILL	941	25/01/18		06/06/18	
MAKITA HAMMER DRILL	360	25/01/18		06/06/18	Switch not working
DEWALT CHOPSAW	738	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		06/06/18	
RECHARGEABLE SMALL LIGHT	1284	12/02/18		06/06/18	
MAKITA BISCUIT CUTTER	244	20/02/18		06/06/18	
MAKITA ORBITAL SANDER	992	09/03/18		11/06/18	
DEWALT 1/2" ROUTER	782	09/03/18		11/06/18	
4 WHEELED TROLLEY	???	27/03/18		N/A	
SLA-10 GENNIE LIFT	GH00034010	26/04/18	17/05/18	N/A	Hired from Concord Lifting equipment
SLA-10 GENNIE LIFT	GH00502010	26/04/18	17/05/18	N/A	Hired from Concord Lifting equipment
PALLET TRUCK	???	24/04/18	16/05/18	N/A	Borrowed from JMS
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	

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SPECIALIST JOINERY LIMITED

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <i>41. Hand Arm Vibration (HAV)</i>	Date: <i>16th May 2018</i>
Location: <i>JMS Factory</i>	Start Time: <i>10.30am</i>
Duration (Minutes) <i>30 Min</i>	End Time: <i>11.00am</i>
Presenters name: <i>S. Wright</i>	Presenters Signature: <i>[Signature]</i>

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
BUCKINGHAM (JACK)	JMS SPECIALIST JOINERY LIMITED	<i>[Signature]</i>
CZEGE (ZSOLT)	JMS SPECIALIST JOINERY LIMITED	<i>[Signature]</i>
DORAN (LEE)	JMS SPECIALIST JOINERY LIMITED	<i>[Signature]</i>
HAMMOND (ARRON)	JMS SPECIALIST JOINERY LIMITED	<i>[Signature]</i>
HARLAND (MICK)	JMS SPECIALIST JOINERY LIMITED	<i>[Signature]</i>
McSHARRY (JOE)	JMS SPECIALIST JOINERY LIMITED	<i>[Signature]</i>
PARKER (JOSHUA)	JMS SPECIALIST JOINERY LIMITED	<i>[Signature]</i>
READING-JONES (MARK)	JMS SPECIALIST JOINERY LIMITED	<i>[Signature]</i>
TAYLOR (MALCOLM)	JMS SPECIALIST JOINERY LIMITED	<i>[Signature]</i>
WARD (GLYN)	JMS SPECIALIST JOINERY LIMITED	<i>[Signature]</i>
WINTERBURN (NATHAN)	JMS SPECIALIST JOINERY LIMITED	<i>[Signature]</i>
WINTERBURN (TED)	JMS SPECIALIST JOINERY LIMITED	<i>[Signature]</i>
WRIGHT (STEVE)	JMS SPECIALIST JOINERY LIMITED	<i>[Signature]</i>
BARLOW (ANDY)	JMS SPECIALIST JOINERY LIMITED	<i>[Signature]</i>
CALDECOTT (IAN)	JMS SPECIALIST JOINERY LIMITED	<i>[Signature]</i>
GOULD (ANNETTE)	JMS SPECIALIST JOINERY LIMITED	<i>[Signature]</i>
GOULD (JOHN)	JMS SPECIALIST JOINERY LIMITED	<i>[Signature]</i>
HOLDHAM (ANDY)	JMS SPECIALIST JOINERY LIMITED	<i>[Signature]</i>

Grant Claim information

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

No. Attended	Duration	Total Time	Employer Reference
			2303798



SPECIALIST JOINERY LIMITED

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: 40 Alcohol & Drugs	Date: 14 th May 2018
Location: JMS Factory	Start Time: 10.30am
Duration (Minutes): 30 min	End Time: 11.00am
Presenters name: J. Corrie	Presenters Signature: J. Corrie

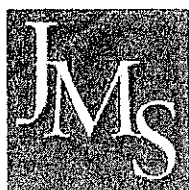
Candidate's Name	Name of Candidate's Employer	Candidate's Signature
BUCKINGHAM (JACK)	JMS SPECIALIST JOINERY LIMITED	
CZEGE (ZSOLT)	JMS SPECIALIST JOINERY LIMITED	
DORAN (LEE)	JMS SPECIALIST JOINERY LIMITED	
HAMMOND (ARRON)	JMS SPECIALIST JOINERY LIMITED	
HARLAND (MICK)	JMS SPECIALIST JOINERY LIMITED	
McSHARRY (JOE)	JMS SPECIALIST JOINERY LIMITED	
PARKER (JOSHUA)	JMS SPECIALIST JOINERY LIMITED	
READING-JONES (MARK)	JMS SPECIALIST JOINERY LIMITED	
TAYLOR (MALCOLM)	JMS SPECIALIST JOINERY LIMITED	
WARD (GLYN)	JMS SPECIALIST JOINERY LIMITED	
WINTERBURN (NATHAN)	JMS SPECIALIST JOINERY LIMITED	
WINTERBURN (TED)	JMS SPECIALIST JOINERY LIMITED	
WRIGHT (STEVE)	JMS SPECIALIST JOINERY LIMITED	
BARLOW (ANDY)	JMS SPECIALIST JOINERY LIMITED	
CALDECOTT (IAN)	JMS SPECIALIST JOINERY LIMITED	
GOULD (ANNETTE)	JMS SPECIALIST JOINERY LIMITED	
GOULD (JOHN)	JMS SPECIALIST JOINERY LIMITED	
HOLDHAM (ANDY)	JMS SPECIALIST JOINERY LIMITED	

Grant Claim information

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

No. Attended	Duration	Total Time	Employer Reference
			2303798

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SPECIALIST JOINERY LIMITED

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: 35 Portable Electric Tools	Date: 10th May 2018
Location: JMS Factory	Start Time: 10.30am
Duration (Minutes): 30 mins	End Time: 11.00am
Presenters name: S. Wright	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
BUCKINGHAM (JACK)	JMS SPECIALIST JOINERY LIMITED	
CZEGE (ZSOLT)	JMS SPECIALIST JOINERY LIMITED	
DORAN (LEE)	JMS SPECIALIST JOINERY LIMITED	
HAMMOND (ARRON)	JMS SPECIALIST JOINERY LIMITED	
HARLAND (MICK)	JMS SPECIALIST JOINERY LIMITED	
McSHARRY (JOE)	JMS SPECIALIST JOINERY LIMITED	
PARKER (JOSHUA)	JMS SPECIALIST JOINERY LIMITED	
READING-JONES (MARK)	JMS SPECIALIST JOINERY LIMITED	
TAYLOR (MALCOLM)	JMS SPECIALIST JOINERY LIMITED	
WARD (GLYN)	JMS SPECIALIST JOINERY LIMITED	
WINTERBURN (NATHAN)	JMS SPECIALIST JOINERY LIMITED	
WINTERBURN (TED)	JMS SPECIALIST JOINERY LIMITED	
WRIGHT (STEVE)	JMS SPECIALIST JOINERY LIMITED	
BARLOW (ANDY)	JMS SPECIALIST JOINERY LIMITED	
CALDECOTT (IAN)	JMS SPECIALIST JOINERY LIMITED	
GOULD (ANNETTE)	JMS SPECIALIST JOINERY LIMITED	
GOULD (JOHN)	JMS SPECIALIST JOINERY LIMITED	
HOLDHAM (ANDY)	JMS SPECIALIST JOINERY LIMITED	

Grant Claim information

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

No. Attended	Duration	Total Time	Employer Reference
			2303798

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SPECIALIST JOINERY LIMITED

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: 34 Cartridge operated Tools	Date: 08th May 2018
Location: JMS Factory	Start Time: 10.30am
Duration (Minutes): 30 mins	End Time: 11.00am
Presenters name: J. Crowl	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
BUCKINGHAM (JACK)	JMS SPECIALIST JOINERY LIMITED	
CZEGE (ZSOLT)	JMS SPECIALIST JOINERY LIMITED	
DORAN (LEE)	JMS SPECIALIST JOINERY LIMITED	
HAMMOND (ARRON)	JMS SPECIALIST JOINERY LIMITED	
HARLAND (MICK)	JMS SPECIALIST JOINERY LIMITED	
McSHARRY (JOE)	JMS SPECIALIST JOINERY LIMITED	
PARKER (JOSHUA)	JMS SPECIALIST JOINERY LIMITED	
READING-JONES (MARK)	JMS SPECIALIST JOINERY LIMITED	
TAYLOR (MALCOLM)	JMS SPECIALIST JOINERY LIMITED	
WARD (GLYN)	JMS SPECIALIST JOINERY LIMITED	
WINTERBURN (NATHAN)	JMS SPECIALIST JOINERY LIMITED	
WINTERBURN (TED)	JMS SPECIALIST JOINERY LIMITED	
WRIGHT (STEVE)	JMS SPECIALIST JOINERY LIMITED	
BARLOW (ANDY)	JMS SPECIALIST JOINERY LIMITED	
CALDECOTT (IAN)	JMS SPECIALIST JOINERY LIMITED	
GOULD (ANNETTE)	JMS SPECIALIST JOINERY LIMITED	
GOULD (JOHN)	JMS SPECIALIST JOINERY LIMITED	
HOLDHAM (ANDY)	JMS SPECIALIST JOINERY LIMITED	

Grant Claim information

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

No. Attended	Duration	Total Time	Employer Reference
			2303798



SITE: Walsingham House

COMPILED & CHECKED BY: K.Kulsinskas

WEEK ENDING: 20-05-18

without delay

<u>Plant Item</u>	<u>I.D. No.</u>	<u>On Site Date</u>	<u>Test Expiry Date</u>	<u>Condition of items/ other comments</u>
Makita router	1208	23-03-18	05-06-18	
Makita router	660	23-03-18	05-06-18	
Makita skilsaw	918	23-03-18	05-06-18	
Jigsaw	1028	23-03-18	05-06-18	
Panner	161	23-03-18	05-06-18	
Pistol drill	889B-22	23-03-18	05-06-18	
Hammer drill	934	23-03-18	05-06-18	
2Fix paslode gun	1295	23-03-18	05-06-18	
Dust extractor	1242	23-03-18	05-06-18	
Splitter box	644	23-03-18	05-06-18	
Light	1306	23-03-18	05-06-18	
Lead	78a	23-03-18	05-06-18	
Lead	168	23-03-18	05-06-18	
Lead	1268	23-03-18	05-06-18	
Lead	1300	23-03-18	05-06-18	
Lead	1246	23-03-18	05-06-18	
Lead	187	23-03-18	05-06-18	
Lead	454	23-03-18	05-06-18	
Sitebox	32A	23-03-18		
Dewalt chopsaw	690	23-03-18	05-06-18	
Sitebox	22A	23-03-18		
Sitebox	A2	23-03-18		
Podium	PS13	23-03-18		
Podium	PS363	23-03-18		
A-Frame trolley	120	23-03-18		
Site box	1341	10-04-18		
Hoover	1304	14-05-18	08/07/2018	From Fenchurch ave.
Makita planer	619	14-05-18	08/07/2018	From Fenchurch ave.
Lead	1319	14-05-18	08/07/2018	From Fenchurch ave.
Lead	211	14-05-18	08/07/2018	From Fenchurch ave.
Bosh jigsaw	162	14-05-18	08/07/2018	From Fenchurch ave.
Makita skilsaw	705	14-05-18	08/07/2018	From Fenchurch ave.
Splitter box	2662	14-05-18	08/07/2018	From Fenchurch ave.
Paslode gun 2Fix	1014	14-05-18	08/07/2018	From Fenchurch ave.
Sitebox	2662	14-05-18		From Fenchurch ave.
Router	1337	14-05-18	08/07/2018	From Fenchurch ave.

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Chop saw	989	14-05-18	08/07/2018	From Fenchurch ave.
Transformer 110v	1039	14-05-18	08/07/2018	From Fenchurch ave.