



TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: No: 88 BUING TIMBER - FSC and PEFC	Date: 08/07/19
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	S. GAJJAR	RCL	I confirm that I have understood the Tool Box Talk
2	S. BHARADIA	RCL	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 2	Duration 30 min.	Total Time 1 h.	Employer Reference 2453745
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RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Buying Timber – FSC and PEFC	Date: 09.07.19
Location: Wembley - W03	Start Time: 12:00
Duration (Minutes) 30min	End Time: 12:30
Presenters name: A. Kulsinkas	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	D. RASCICIAI	R.C.L	 I confirm that I have understood the Tool Box Talk
2	I. Haysoskyr	R.C.L	 I confirm that I have understood the Tool Box Talk
3	Matczak Kowalski	R.C.L	 I confirm that I have understood the Tool Box Talk
4	Kard Kowalski	R.C.L	 I confirm that I have understood the Tool Box Talk
5	B. GRNARPO	R.C.L	 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

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No. Attended 5	Duration 30min.	Total Time 2.5 hours	Employer Reference 2453745
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RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <u>FSX/PEL</u>	Date: <u>9/7/19</u>
Location: <u>MAGGIES</u>	Start Time: <u>7.30</u>
Duration (Minutes) <u>30 mins</u>	End Time: <u>8.00</u>
Presenters name: <u>S. Goggin</u>	Presenters Signature: <u>[Signature]</u>

	Candidate's Name	Name of Employer	Candidate's Signature
1	<u>H. DAVSI</u>	<u>RCL</u>	I confirm that I have understood the Tool Box Talk <u>[Signature]</u>
	<u>A. MOTTCHANDS</u>	<u>RCL</u>	I confirm that I have understood the Tool Box Talk <u>[Signature]</u>
3	<u>H. GORABIA</u>	<u>RCL</u>	I confirm that I have understood the Tool Box Talk <u>[Signature]</u>
4	<u>R. RAMA.</u>	<u>RCL</u>	I confirm that I have understood the Tool Box Talk <u>[Signature]</u>
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

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No. Attended

4

Duration

30

Total Time

2 hrs

Employer Reference






2453745

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Site Manager's Daily Safe Start

Contract:	Maggies	Site Manager:	J. Godman	Date (w/c):	8/7/19	Method statement (s) (Title, Rev No. & Rev date)	General Carpentry and Joinery Rev. A 22/03/19
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Location and description of works:

Site Manager's Daily Sign Off				
	Date	Name	Signature	Hot Topics of the Day (the main points you discussed)
Monday	8/7/19	J. Godman		CLAWING + GARDEN HOUSE
Tuesday	9/7/19	J. Godman		EVAC UNIT + GARDEN HOUSE
Wednesday	10/7/19	J. Godman		HAND RAIL + GARDEN HOUSE + CLAW
Thursday	11/7/19	J. Godman		HAND RAIL + GARDEN HOUSE
Friday	12/7/19	J. Godman		ACOUSTIC MATT + TIMBER WALK + GH
Saturday				
Sunday				

[illegible]

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				
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:	hsc / rkr	✓		
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)			✓	



RAPHA

CONTRACTORS

PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: St Pauls School Phase 2

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		
K. JADVA	✓	✓	✓	✓		✓	✓				Kent to Jeebe	21/05/19
D. CONYERS				✓		✓	✓					22/05/19
H. RABADIA (w/s)			✓	✓		✓	✓				H. RABADIA	28/05/19
J. DABASIA (w/s)		✓	✓			✓	✓				J. DABASIA	28/05/19
J. DYSON				✓						✓	J. DYSON	10/06/19
D. HENNESSY				✓					✓		D. HENNESSY	18/06/19
M. DANDOV				✓						✓	M. DANDOV	04/07/19
K. KULSINSKAS				✓						✓	K. KULSINSKAS	5/7/19
J. MESTICARE		* ✓				✓	✓		✓		J. MESTICARE	8/7/19
K. KULSINSKAS		✓								✓	K. KULSINSKAS	10/7/19

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RAPHA

CONTRACTING

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: BUYING TIMBER – FSC AND FSC (RCL – 88)	Date: 09/07/2019
Location: ST PAULS SCHOOL Phase 2	Start Time: 10:00
Duration (Minutes) 30 mins	End Time: 10:30
Presenters name: Jason. Wray	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
J. DABASIA	RAPHAEL CONTRACTING LTD	
K. JADVA	RAPHAEL CONTRACTING LTD	
S. HIRANI	RAPHAEL CONTRACTING LTD	
D. HENNESSY	RAPHAEL CONTRACTING LTD	
K. KULSINSKAS	RAPHAEL CONTRACTING LTD	
H. RABADIA	RAPHAEL CONTRACTING LTD	
J. DYSON	RAPHAEL CONTRACTING LTD	
R. CANACRAI	RAPHAEL CONTRACTING LTD	
M. DANDY	RAPHAEL CONTRACTING LTD	
P. O'DONOVAN	RAPHAEL CONTRACTING LTD	
I. SAHOTA	RAPHAEL CONTRACTING LTD	

Grant Claim information

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No. Attended 11	Duration 30 mins	Total Time 5 1/2 Hours	Employer Reference 2453745
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Toolbox Talk No. 88 BUYING TIMBER - FSC AND PEFC



Forestry – what are the issues?

- Illegal logging
- Change of land use – eg palm oil, farming
- Soil destabilisation
- Government corruption
- Human / civil rights
- Impact on biodiversity – 4000 hardwood species – many at risk of extinction

Why use timber?

- Renewable and sustainable
- High strength to weight ratio
- Low energy cost in production
- Versatile product

How can we protect forests then?

<ul style="list-style-type: none"> • Forest Stewardship Council – promotes responsible management of the world's forests • Covers 174 million hectares of forest • Certification and product labelling of wood-based products (paper and wood) from well-managed forests 	<ul style="list-style-type: none"> • Programme for the Endorsement of Forest Certification – promotes sustainable forest management • Covers 243 million hectares of forest • Sustainable means that they will plant more trees than are taken down
	
<p>What does FSC or PEFC certification mean?</p> <ul style="list-style-type: none"> • Unbroken chain of forest-based products from a certified forest through to the customer • The label says 'this product has been made with timber from well-managed forests and we can prove it' 	

What are Raphael Contracting doing and why?

- We are registering for FSC, PEFC and BMT FP certification
- This is so that we can prove to our main customers that the timber and joinery we have purchased is from a managed source and we can give them the documentation to prove it.
- The main contractors have insisted that we become FSC / PEFC certified so that we can give them the assurance that the timber we buy is from a managed source
- We will be able to sell timber and timber products (carpentry, joinery and decking) with FSC and PEFC claims
- We care about the environment. We already have ISO14001 and have made a commitment to sustainable business. We don't want to knowingly buy timber from illegal sources. Timber is our main material and product, so we need to protect it.

What does this mean in practice?

- We have a policy and procedures that outline how we will control our purchases and deliveries (and paperwork) so that we can prove we have purchased FSC / PEFC timber.



- The majority of our projects are 100% FSC / PEFC anyway, but it means we will have to be a lot tighter on checking orders and deliveries for the FSC / PEFC information
- We will have to keep detailed records in the office on volumes and types of timber purchased and sold and report on it every year
- We will be audited every year by BM TRADA

There are 2 main areas of consideration on site:

ORDERS	Contract Managers Site Managers Quantity Surveyors	<ul style="list-style-type: none"> • All timber orders must be FSC / PEFC and the correct box must be selected on the Purchase Order Form. • You must write on the Purchase Order form the FSC/PEFC description. [FSC/PEFC 100%, FSC/PEFC 70% mix and FSC/PEFC recycled] FSC MIX CREDIT – not allowed on all sites. • DO NOT SEND A PO TO THE OFFICE WITHOUT THIS INFORMATION • If a verbal order is made, FSC/PEFC must be requested every time. • Volume (M3) of timber order to be calculated and written on order form • Ensure suppliers are certified for what you want to buy off them • If using a new supplier their FSC/PEFC status needs to be checked with Paul Bennett before getting a price / placing an order.
DELIVERIES ON SITE	All site staff Driver	<ul style="list-style-type: none"> • The delivery of materials is to be checked off against the order to make sure they correspond and ensuring that the materials are supplied with a Chain of Custody number and FSC / PEFC claim • The delivery note must be retained for all purchases without exception • In the unlikely event that non-Accredited Sustainable Materials are delivered to site then they must be clearly marked and kept separate from non-certified timber, until the supplier can collect. • Where goods are signed-for electronically and there is no paper delivery note, a paper delivery note must be requested from the supplier for our CoC records. • Pair up delivery notes with purchase order and return to Head Office within the week • We have noticed a common issue is that FSC/PEFC status is not specified on delivery ticket or non-standard FSC/PEFC description. This must be checked on delivery and rectified immediately with the supplier before sending the paperwork to the office.