

SITE: St Pauls School Phase 2

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RAPHAEL

CONTRACTING

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: TOWER SCAFFOLDS AND PODIUM STEPS (RCL 27)	Date: 28/08/2019
Location: ST PAULS SCHOOL Phase 2	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
A. LIDZIUS	RAPHAEL CONTRACTING LTD	
P. O'DONAVAN	RAPHAEL CONTRACTING LTD	
K. JADVA	RAPHAEL CONTRACTING LTD	
S. HIRANI	RAPHAEL CONTRACTING LTD	
D. HENNESSY	RAPHAEL CONTRACTING LTD	
J. KEARNS	RAPHAEL CONTRACTING LTD	
R. CANACRAI	RAPHAEL CONTRACTING LTD	
V. BALIULEVICIUS	RAPHAEL CONTRACTING LTD	
M. DANDY	RAPHAEL CONTRACTING LTD	
I. SAHOTA	RAPHAEL CONTRACTING LTD	
J. MUSTICONE	RAPHAEL CONTRACTING LTD	
K. KULSINSKAS	RAPHAEL CONTRACTING LTD	
K. O'MALLEY	RAPHAEL CONTRACTING LTD	

Grant Claim information

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

No. Attended 13	Duration 30 mins	Total Time 6 1/2 Hours	Employer Reference 2453745
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Toolbox Talk No. 27 TOWER SCAFFOLDS AND PODIUM STEPS

Fact: Only trained, competent persons are to erect mobile towers e.g. PASMA

Before Use:

- Prefabricated access towers are to be erected in accordance with the manufacturer's instructions by competent operatives, erection instructions must be available on site.
- Check all components are in good condition. Check wheels for effective rotation and brake and locking devices work currently.
- Towers must be used on firm surfaces, where ground is soft or sloping, adequate support must be provided – Persons must be protected from falls.
- The platform height should not be more than 3 times the length of the shortest side of the tower (example: shortest side of tower is 1.5 metres multiplied by 3 giving a maximum platform height of 4.5 metres). This height can be increased by the use of outriggers.
- At 2m and above toeboards and double handrails **MUST** be fitted.
- Care must be taken when working from the platform that pulling or pushing actions do not overturn the tower – Do not climb the outside of the tower.
- Do not pull heavy items up the side of the tower, use lifting devices – Always check manufacturers safe working load (**DO NOT EXCEED**).
- Do not use ladders from platforms of towers, this causes high overturning force – Scaffold System to be used if situated in an area for more than one week.
- Tie the tower to a permanent structure, where possible, but do not tie to the thin tube sections.

Q: How would you hoist materials on to a working platform?

Access:

- Proprietary steel or aluminium alloy towers have a variety of means of access, these being:-
 - a) Integral diagonal stairway. As well as providing access this will form part of the bracing of the tower.
 - b) Ladder units which slip onto the end frame or inclined ladders, securely fixed, inside the scaffold frame.
 - c) Climbing a ladder section, which is incorporates within the end frame. Such a ladder section will have rungs no more than 300mm apart with stiles not more than 480mm apart. Climbing horizontal members of the other types of end frame is not to be accepted as a safe means of access.

NB. All towers must have a double hand rail or gap not exceeding 470mm from toeboard.

SCAFFOLD TOWERS AND PODIUM STEPS MUST BE CHECKED WEEKLY BY A COMPETENT PERSON, SIGNED OFF FIT FOR USE, ON RAPHAEL PLANT RETURN SHEET AND COPIED TO HEAD OFFICE.

- Access is from the inside of the tower frame to avoid eccentric loading of the tower. Working platforms are to be provided with trap doors to facilitate access.
- Where the vertical distance between the ground and working platform exceeds 9 metres, an intermediate platform with guardrails must be provided. Minimum platform width 600mm or 3 boards.

Working platforms

- Working platforms are to be fully boarded and complete with guardrails and toeboards.

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- Where on a double width aluminium alloy tower a single width platform only is used, it must have guardrails and toeboards to suit. Mobile towers are to have only one working platform.
- Prior to erecting towers on suspended floor, ensure bearing capacity of floor is sufficient for the planned load.

Moving Mobile Towers

- Tower must NEVER be moved with men or materials upon the platform and may only be moved by applying a horizontal force at or near the base.
- Prior to moving a tower, ensure that the route to the new desired location is free of obstructions. In particular, ensure any holes, pits, ducts or gratings are securely covered and that also no overhead obstructions such as electric cables or beams are present.
- When towers are to be moved and outriggers with adjustable feet are fitted, they must first be raised to a minimum height (12mm) to allow movement. However, the tower must be reduced in height to not more than 3 times minimum base dimension.
- After moving and before use, wheels must be locked.

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CONTRACTING

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: PERSONEL PROTECTIVE EQUIPMENT PPE (RCL 14)	Date: 28/08/2019
Location: ST PAULS SCHOOL Phase 2	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. LIDZIUS	RAPHAEL CONTRACTING LTD	
P. O'DONAVAN	RAPHAEL CONTRACTING LTD	
K. JADVA	RAPHAEL CONTRACTING LTD	
S. HIRANI	RAPHAEL CONTRACTING LTD	
D. HENNESSY	RAPHAEL CONTRACTING LTD	
J. KEARNS	RAPHAEL CONTRACTING LTD	
R. CANACRAI	RAPHAEL CONTRACTING LTD	
V. BALIULEVICIUS	RAPHAEL CONTRACTING LTD	
M. DANDY	RAPHAEL CONTRACTING LTD	
I. SAHOTA	RAPHAEL CONTRACTING LTD	
J. MUSTICONE	RAPHAEL CONTRACTING LTD	
K. KULSINSKAS	RAPHAEL CONTRACTING LTD	
K. O'MALLEY	RAPHAEL CONTRACTING LTD	

Grant Claim information

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

No. Attended 13	Duration 30 mins	Total Time 6 1/2 Hours	Employer Reference 2453745
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Tool Box Talk No. 14 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Many accidents occur because people on site do not pay sufficient attention to their own health and safety. You can do a great deal to protect yourself simply by knowing what is available, wearing the correct clothing and using the protective equipment appropriate to your job.

Remember:

- Gone are the days when people who asked to be issued with protective clothing were thought to be wimps.
- Exposing your body to hazards at work without personal protective equipment is foolish.
- Personal Protective Equipment (PPE) should always be regarded as the last resort – it's the safe system of work that provides the primary defence.
- PPE is often the last line of defence between you and an accident.
- Use it carefully – it may save you from serious injury or even save your life.
- PPE is anything you wear at work to help guard against an accident.
- PPE won't prevent an accident in itself but it does provide an additional safety net.
- It may seem a waste of time to put on protective clothing to carry out a 10 minute job but remember it's not the length of time spent doing the job which creates the risk – it's the job itself.
- The law requires us to provide protective clothing and equipment where necessary and for you to wear it as required.
- If you are not sure how to use any item of PPE – ask your supervisor.
- If you feel any item of PPE is unsuitable or does not allow ease of working during use – tell your supervisor.
- Look after any personal protective equipment issued to you.
- If your PPE is damaged in any way it's your responsibility to tell your supervisor who will have it replaced.

Whilst employed or sub-contracting to Raphael Contracting wearing of the following PPE is mandatory:

- ✓ Hard Hat
- ✓ Hi-Viz
- ✓ Safety Boots
- ✓ Gloves
- ✓ Ear defenders - whilst using power tools or working adjacent to power tools when others are using them
- ✓ Safety glasses and masks must be worn when conditions warrant such protection or when the site rules specify they are mandatory



TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <u>FINISHED WALLS + FLOORS</u>	Date: <u>27/8/19</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>J Goodman</u>	Presenters Signature: <u>[Signature]</u>

	Candidate's Name	Name of Employer	Candidate's Signature
1	<u>ASHOK</u>	<u>RCL</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
	<u>Karol</u>	<u>RCL</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
3	<u>H. Dams.</u>	<u>u</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
4	<u>H. GORAGIA</u>	<u>R.C.L</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
5	<u>R. PAMA.</u>	<u>R.C.L</u>	<u>[Signature]</u> 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 <u>5</u>	Duration <u>30mins</u>	Total Time <u>2HR 30mins</u>	Employer Reference <u>2453745</u>
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Site Manager's Daily Safe Start

Contract:	Wembley W03	Site Manager:	J. Godman	Date (w/c):	26-8-19	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		J. Godman		
Tuesday	27-8-19	J. Godman		SONEY
Wednesday	28-8-19	J. Godman		SONEY
Thursday	29-8-19	J. Godman		Flowers
Friday	30-8-19	J. Godman		Parmaquety
Saturday	31-8-19	J. Godman		SONEY
Sunday	01-9-19	J. Godman		Parmaquety

Operatives Daily Sign Off

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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		Yes	No	N/A
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: <i>Working walls - Hods</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?		✓		
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)			✓	



TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Pollution Control	Date: 28.08.19
Location: Wembley W03	Start Time: 11:00
Duration (Minutes) 30min	End Time: 11:30
Presenters name: A. Kulsinkas	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	D. Rascidal	RCL	 I confirm that I have understood the Tool Box Talk
2	J. Smith.	RCL	 I confirm that I have understood the Tool Box Talk
3	I. Hayovskyy	RCL	 I confirm that I have understood the Tool Box Talk
4	B. Ramchande	RCL	 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

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No. Attended 4	Duration 30min	Total Time 2 hours	Employer Reference 2453745
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