



RAPHAEL

CONTRACTING LTD

PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: WELLINGTON HOUSE

OPERATIVE NAME	HARD HAT	SAFETY GLASSES	HI-VIZ VEST	GLOVES	EAR DEFENDER S/ PLUGS	DUST MASK FFP3	REASON FOR ISSUE / REISSUE				SIGNATURE	DATE
							New	Lost	Damaged	Wear and Tear		
R. SUDYANOV						✓				✓		07/05/19
S. BHARADIA						✓				✓		07/05/19
S. GAJJAR						✓				✓		07/05/19
S. SIMONOVIC				✓						✓		08/05/19
S. BHARADIA				✓						✓		09/05/19
P. SINGH			✓	✓			✓				P. Singh	14/05/19
J. MARSON	✓	✓	✓	✓			✓					14/05/19
A. NOTICHANDE				✓		✓	✓			✓		16/05/19
M. GORASIA						✓	✓					16/05/19
P. SINGH						✓	✓				P. Singh	21/05/19
J. MARSON						✓	✓					21/05/19
S. GAJJAR						✓				✓		23/05/19
S. BHARADIA						✓				✓		23/05/19

DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-EM-008 DAS	VERSION NO: 1/2	CREATION DATE: LAST REVISION DATE:	07/02/2013 01/03/2018	Page 1 of 1
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TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

No: 80	Date: 23/05/19
Title: MATERIAL HANDLING AND HOUSEKEEPING	
Location: WELLINGTON HOUSE	Start Time: 7:30
Duration (Minutes): 30 min	End Time: 8:00
Presenters name: S. SIMONONIC	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	A. ZAGERAS	RCL	 I confirm that I have understood the Tool Box Talk
2	A. MOTICHANDE	RCL	 I confirm that I have understood the Tool Box Talk
3	S. GAJJAR	RCL	 I confirm that I have understood the Tool Box Talk
4	S. BHARADIA	RCL	 I confirm that I have understood the Tool Box Talk
5	P. SINGH	RCL	 I confirm that I have understood the Tool Box Talk
6	J. SAMSON	RCL	 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 6	Duration 30 min	Total Time 3 h.	Employer Reference 2453745
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DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-007 DAS	VERSION NO: 1.1	CREATION DATE: LAST REVISION DATE:	07/02/2013 01/03/2018	Page 1 of 1
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TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

Title: NATURE CONSERVATION	Date: 20/05/19
Location: WELLINGTON HOUSE	Start Time: 1400
Duration (Minutes) 30 min	End Time: 1430
Presenters name: S. SIMONOVIC	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	A. ZAGERAS	RCL	I confirm that I have understood the Tool Box Talk
2	S. GAZAR	RCL	I confirm that I have understood the Tool Box Talk
3	S. BHARADIA	RCL	I confirm that I have understood the Tool Box Talk
4	J. SAISON	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

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

No. Attended 4	Duration 30 min	Total Time 2h	Employer Reference 2453745
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RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: GENERAL DUTIES & ADVICE FOR EMPLOYEES & SUBCONTRACTORS (RCL 01)	Date: 21/05/2019
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
S. HIRANI	RAPHAEL CONTRACTING LTD	
D. PISHWALIA	RAPHAEL CONTRACTING LTD	
K. JADVA	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.1 GENERAL DUTIES AND ADVICE FOR EMPLOYEES AND SUBCONTRACTORS

Q. What are the duties of employees and sub-contractors while at work?

1. To take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work. Other persons include the people you work with, other contractors and members of the public.
2. To co-operate with the employer so far as it is necessary to enable their duty or requirement to be performed or complied with.
3. No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety or Welfare in pursuance of any of the relevant statutory provisions.

Q. Keeping safe on site – what are the DO's and DON'Ts?

- ✓ **DO** Study your Company's health and safety policy which explains the arrangements made for your health and safety.
- ✓ **DO** Wear and/or use protective clothing and/or equipment as instructed when issued for your use.
- ✓ **DO** Play your part in keeping the site TIDY AND SAFE.
- ✓ **DO** Watch out for warning notices and OBEY the warnings given
- ✓ **DO** Always keep alert if you are working in the vicinity of mobile plant.
- ✓ **DO** Obtain assistance when necessary, or use the appropriate lifting equipment. Lifting heavy objects or materials can cause injury.
- ✓ **DO** Report any defects or damage to ladders, scaffolding, plant or tools or any other unsafe circumstances, to your foreman at once.
- ✓ **DO** Report all accidents involving injury, however slight, to your foreman. Details of an accident necessitating first aid treatment should be entered in Raphael's Accident Book.
- ✓ **DO** Ask your foreman, if you are in doubt about your job
- ✓ **DO** Discourage children from entering site to help to reduce accidents to them. Construction sites are particularly inviting to young children.
- ✓ **DO** Stack or store all materials, which would be liable to cause injury if they fall, prevent easy displacement. Temporary but secure and stable racking should be used when appropriate.
- ✗ **DON'T** Attempt to operate a machine unless you have been trained and authorised to do so.
- ✗ **DON'T** Ride on machines which have no passenger seat. It is illegal.
- ✗ **DON'T** Interfere with ladders or alter scaffolding or move boards unless you are properly authorised to do so.
- ✗ **DON'T** Throw anything from scaffolding or any height. Lower it properly.
- ✗ **DON'T** Take short cuts, use the access provided.

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	8	CREATION DATE:	11/08/2010	Page 6 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	10/05/2018	



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CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: ENVIROMENTAL ISSUES FOR CARPENTERS (RCL 71)	Date: 24/05/2019
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
S. HIRANI	RAPHAEL CONTRACTING LTD	
D. PISHWALIA	RAPHAEL CONTRACTING LTD	
K. JADVA	RAPHAEL CONTRACTING LTD	
D. CONYERS	RAPHAEL CONTRACTING LTD	

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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SITE: St Pauls School Phase 2

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Site Manager's Daily Safe Start

[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: MANUAL HANDLING		✓		
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: MANUAL HANDLING	Date: 21/5/19
Location: MAGGIES	Start Time: 8.00
Duration (Minutes) 30 mins	End Time: 8.30
Presenters name: J Gordon	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	Joseph Smith	RCL	 I confirm that I have understood the Tool Box Talk
2	H. GORNSIA	R.C.L.	 I confirm that I have understood the Tool Box Talk
3	R. RAMA.	R.C.L.	 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
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No. Attended	Duration	Total Time	Employer Reference
			2453745

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TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Construction Waste Management	Date: 23.05.19
Location: Wembley W03	Start Time: 10:30
Duration (Minutes) 30min	End Time: 11:00
Presenters name: A. Kulsinkas	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	I. Hayovskyy	RCL	 I confirm that I have understood the Tool Box Talk
2	D. RASLICKI	R.C.L	 I confirm that I have understood the Tool Box Talk
3	M. Kowalski	R.C.L	 I confirm that I have understood the Tool Box Talk
4	K. Kowalski	R.C.L	 I confirm that I have understood the Tool Box Talk
5	Bernardo B.R.	RCL	 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
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11			 I confirm that I have understood the Tool Box Talk
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13			 I confirm that I have understood the Tool Box Talk
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Grant Claim information

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No. Attended 5	Duration 30min.	Total Time 2.5 hours	Employer Reference 2453745
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SITE: WEMBLEY W03

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