



**RAPHAEL**  
CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN  
**SHORT TRAINING SESSION ATTENDANCE SHEET**

|                                    |  |
|------------------------------------|--|
| Title: <u>CORONA VIKWS.</u>        | Date: <u>17/08/20</u>                    |
| Location: <u>29 New End</u>        | Start Time: <u>12.00</u>                 |
| Duration (Minutes): <u>15 MINS</u> | End Time: <u>12.15</u>                   |
| Presenters name: <u>A. Bunn</u>    | Presenters Signature: <u>[Signature]</u> |

|    | Candidate's Name   | Name of Employer | Candidate's Signature  |
|----|--------------------|------------------|--|
| 1  | <u>V. BATHURIA</u> | <u>RCL</u>       | <u>[Signature]</u><br>I confirm that I have understood the Tool Box Talk |
| 2  | <u>A. LIDZINS</u>  | <u>RCL</u>       | <u>[Signature]</u><br>I confirm that I have understood the Tool Box Talk |
| 3  | <u>J. KERRIS</u>   | <u>RCL</u>       | <u>[Signature]</u><br>I confirm that I have understood the Tool Box Talk |
| 4  | <u>B. SUDRA</u>    | <u>RCL</u>       | <u>[Signature]</u><br>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 | Duration | Total Time | Employer Reference<br><b>2453745</b> |
|--------------|----------|------------|--------------------------------------|

|                     |            |             |     |                     |            |             |
|---------------------|------------|-------------|-----|---------------------|------------|-------------|
| DOCUMENT REFERENCE: | SIT-FM-007 | VERSION NO: | 1.1 | CREATION DATE:      | 07/02/2013 | Page 1 of 1 |
| DOCUMENT OWNER:     | DAS        |             |     | LAST REVISION DATE: | 01/03/2018 |             |





# RAPHAEL CONTRACTING LTD

## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

|                                    |                         |
|------------------------------------|-------------------------|
| Title: <b>CORONA VIRUS</b>         | Date: <b>11/03/20</b>   |
| Location: <b>KNIGHTSBRIDGE</b>     | Start Time: <b>8:00</b> |
| Duration (Minutes): <b>15 MINS</b> | End Time: <b>8:15</b>   |
| Presenters name: <b>G. Buu.</b>    | Presenters Signature:   |

|    | Candidate's Name | Name of Employer | Candidate's Signature                              |
|----|------------------|------------------|--|
| 1  | A KULSINSKAS     | RCL              | I confirm that I have understood the Tool Box Talk |
| 2  | D RASCIAL        | 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 |
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| 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

Duration

Total Time

Employer Reference

2453745

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## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

|                                |                                   |
|--------------------------------|-----------------------------------|
| Title: Covid-19                | Date: 18/03/20                    |
| Location: New Bond Street      | Start Time: 08.30am               |
| Duration (Minutes) 10 Mins     | End Time: 08.45am                 |
| Presenters name: Mark Robinson | Presenters Signature: MJ Robinson |

|    | Candidate's Name | Name of Employer | Candidate's Signature                                  |
|----|------------------|------------------|--|
| 1  | M. KOWALSKI      | R.C.L            | <br>I confirm that I have understood the Tool Box Talk |
| 2  | K. KOWALSKI      | R.C.L            | <br>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     |
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| 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<br>2 | Duration<br>15 Mins | Total Time | Employer Reference<br>2453745 |
|-------------------|---------------------|------------|-------------------------------|

|  |                   |                    |                                       |                          |             |
|--|-------------------|--------------------|---------------------------------------|--------------------------|-------------|
| DOCUMENT REFERENCE:<br>DOCUMENT OWNER: | SIT-FM-007<br>DAS | VERSION NO:<br>1.1 | CREATION DATE:<br>LAST REVISION DATE: | 07/02/2013<br>01/03/2018 | Page 1 of 1 |
|--|-------------------|--------------------|---------------------------------------|--------------------------|-------------|



# RAPHAEL

## CONTRACTING LTD

CARPENTRY | JOINERY | FIT OUTS



### MEMO – Corona Virus (Covid-19)

With the Coronavirus (Covid-19) continuing to spread, we recognise that you may have concerns about how we will continue to ensure proper health & safety practices are followed, what support we can offer as an employer and what your rights and responsibilities are as an individual. Acas has recently published guidelines for employers which we are following and is attached to this memo.

#### Symptoms of the Coronavirus:

- Feeling tired
- Difficulty breathing
- A high temperature
- A cough

If you think you may have symptoms you should call 111 and follow current guidance which is available on NHS and government websites. If you have recently been to a high risk country such as China, Italy, South Korea, Iran you should inform your manager and also call 111 even if you don't have any symptoms.

#### Simple Prevention Measures:

- Always carry tissues with you and use them to catch your cough or sneeze.
- Bin the tissue, and to kill germs, wash your hands regularly with soap and water, or use a sanitizer gel.
- Avoid touching your face with your hands as this will significantly increase the risk of infection.
- Keep your distance from others as much as possible.
- Avoid unnecessary meetings held in confined spaces and/or meeting rooms on site or at offices.

There is a useful summary video available on Youtube:

<https://www.youtube.com/watch?v=FJrpfmNnpc>

The risk of catching the virus in a UK workplace is very low, but should there be a need for further or more serious precautions across the company, we will communicate this as soon as possible. Otherwise, please speak to Richard or Martin if you have any concerns or questions.



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Chain of Custody Registration Numbers:  
FSC: TT-COC-004654 - PEFC: BMT-PEFC-1262  
Forest Products: BMT-COC-0147



# Toolbox Talk

## Coronavirus (COVID-19)



COVID-19 is an illness that can affect the lungs and airways. It's caused by a virus called coronavirus. In January 2020 the World Health Organization (WHO) declared coronavirus a global health emergency. Respiratory symptoms, fever, cough, shortness of breath and breathing difficulties.

Whilst the UK Chief Medical Officers have raised the risk to the public to moderate, the risk of catching COVID-19 depends on where you live or where you have travelled recently.

Access Solutions have developed this Toolbox Talk to discuss preventative measures to minimise the risk to our employees, We appreciate that this situation is dynamic, but for the time being, we will continue to operate on the 'Business as usual' basis.

Access Solutions would request that any employee is feeling unwell or who become aware that they have been in contact with someone diagnosed with the virus, should let us know immediately so any further required action can be implemented.



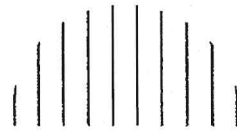
## Toolbox Talk

Employers have a vital role to play in preventing the spread of this disease by taking sensible action to prevent the spread of COVID-19 such as ensuring that workers have access to appropriate hygiene facilities such as hot water, soap and bins to get rid of used tissues.

The risk of catching it within the workplace remains low but this is a dynamic and will be informed in any updates as this progresses. Workers are advised to maintain good hygiene standards around the workplace by following the latest advice from the World Health Organisation's (WHO) website which includes the following basic protective measures:



- Wash your hands frequently with alcohol-based hand wash or wash with soap and water for at least 20 seconds
- Maintain social distancing- maintain at least 1 meter (3 feet distance) between yourself and anyone who is coughing or sneezing
- Avoid touching eyes, mouth and nose
- Practice respiratory hygiene - Using the nearest waste receptacle to dispose of the tissue after use
- Stay informed and follow the advice given by health care providers



## Toolbox Talk

### What are the Symptoms?

It can take up to 14 days for symptoms of coronavirus to appear. The most common symptoms of coronavirus are:

- a cough - this can be any kind of cough, not just dry
- shortness of breath
- breathing difficulties
- fever (high temperature)

### When you may need to call a doctor?

Contact your doctor or NHS 111 and follow the guidance from them in the event that you are showing symptoms of been infected with the virus or been in close contact with a person who has tested positive for the virus.

