



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Alcohol-Based Hand Sanitiser-Vehicle Fires	Date: 01.07.20
Location: Knightsbridge	Start Time: 13:00
Duration (Minutes) 30min	End Time: 13:30
Presenters name: A. Kulsinkas	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	K O'Malley	RCL	 I confirm that I have understood the Tool Box Talk
2	R CANACRAI	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
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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 30min.	Total Time 1hour	Employer Reference 2453745
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**TOOL BOX TALK -
COVID-19 (TBT139)**

TO BE COMPLETED FOR ALL HEALTH, SAFETY AND ENVIRONMENTAL AWARENESS TALKS
(Tool Box Talk)

[illegible]

Use separate sheet if required

I have given the Talk to all of the men under my control.

Signed: Paul Haugh Title: Contracts Manager

Name (print): Paul Haugh Contract: 07970045912

Date: 6.7.20

Original: To be kept on Site

Copy: To be sent to Head Office



Report of Site Conditions and Controls for COVID-19

REPORT NO:	01
DATE:	26-06-20
CONTRACT / SITE:	New End
COMPLETED BY:	P Haugh
CARPENTERS ON SITE:	2no
CHECKLIST	
LOCATION	ACTIVITIES & CONTROLS
1. Site entrance	<ul style="list-style-type: none">• Site entrance / Exit controlled using one way system.• Hand sanitiser is available outside site entrance, site office and welfare facilities entrance/exit points
2. Site toilets	Working toilets/ welfare in the basement. With way system in place with cleaning facilities on way out. Attendant in place to clean areas.
3. Site canteen	<ul style="list-style-type: none">• Times to use canteen allocated for each Subcontractor.• Two canteens on site Basement and in the building• RCL Break 1- 11am (30min)• Drinkable Water Station with disposable cups available.• Tables and cleaned frequently.
4. Workplace	<ul style="list-style-type: none">• Everyone keeping 2m distance where possible.• About 40-50 men on site in total.• RCL work areas Level B1 to 5• Restrictions on different trades working in same areas being implemented where possible
5. Communications	<ul style="list-style-type: none">• COVID-19 topic. Commuting to work, public transport & associated items included in revised RCL RAMS
6. PPE	<ul style="list-style-type: none">• PPE as required and some people using dust masks for extra protection. Visors and jump suits provided to RCL operatives if distancing rules cannot be met.
7. Site Cleaning	<ul style="list-style-type: none">• Sweeping of floors frequently in progress• Apartments being cleared when available for decorations.
8. Other Locations	
9. Notes	Raphael's power tools being cleaned regularly and wiped down between different operatives. Raphael doing periodic body temperature checks.



Any Improvements Needed?	NA
RCL COMMENTS:	Controls in place being monitored by BHCL and revised when necessary.



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TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <i>BUYING TIMBER FSC & P&F N° 88.</i>	Date: <i>03-07-20</i>
Location: <i>KNIGHTSBRIDGE NEW END</i>	Start Time: <i>11:00</i>
Duration (Minutes): <i>30 MIN</i>	End Time: <i>11:30</i>
Presenters name: <i>P. HAUGH.</i>	Presenters Signature: <i>[Signature]</i>

	Candidate's Name	Name of Employer	Candidate's Signature
1	<i>V. Balivevicius</i>	<i>RCL</i>	<i>[Signature]</i> I confirm that I have understood the Tool Box Talk
	<i>A. LIDZIUS.</i>	<i>RCL</i>	<i>[Signature]</i> I confirm that I have understood the Tool Box Talk
3	<i>T FINNIS</i>	<i>RCL</i>	<i>[Signature]</i> 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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Important Claim information

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

No. Attended	Duration	Total Time	Employer Reference
			<i>2453745</i>



RAPHA

CONTRACTING

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: PERSONAL PROTECTIVE EQUIPMENT (PPE) – Zero Tolerance	Date: 30/06/2020
Location: Hilton Hotel, Victoria Square, Woking	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenters name: Jason Wray	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
J. GODMAN	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
K. KOWALSKI	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
M. KOWALSKI	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
		I Confirm that I have understood the Toolbox Talk
		I Confirm that I have understood the Toolbox Talk
		I Confirm that I have understood the Toolbox Talk

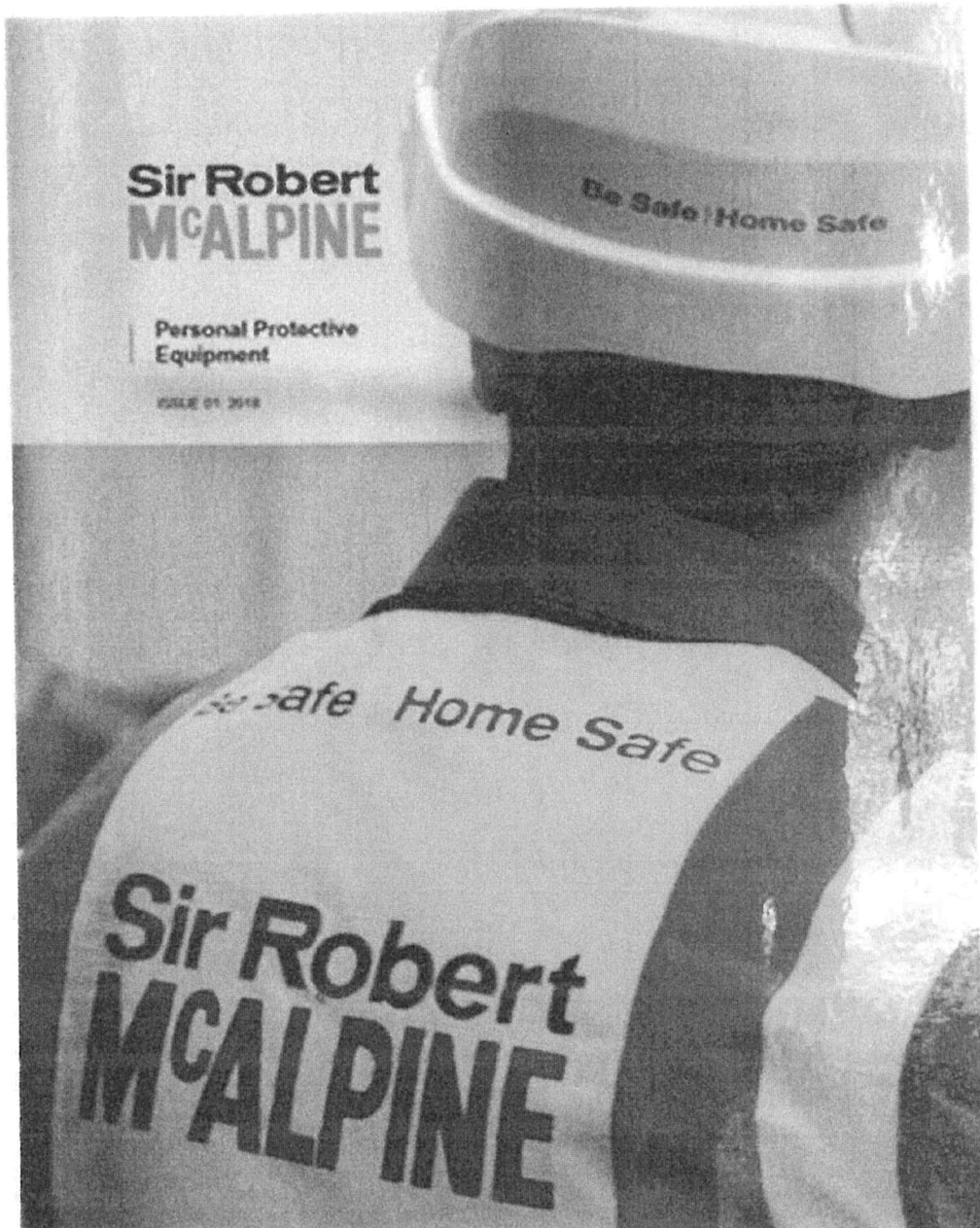
Grant Claim information

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

No. Attended 3	Duration 30 mins	Total Time 1 ½ hours	Employer Reference 2453745
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VICTORIA SQUARE WORKING ZERO TOLERANCE



**5 Points of PPE are MANDATORY on this site.
With immediate effect we will be implementing a ZERO
TOLERANCE on PPE.**

Failure to wear all PPE on site will result in:

- 1. Verbal Warning**
- 2. Sent for reinduction**
- 3. Sent off site for a day**
- 4. Sent off site permanently**



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


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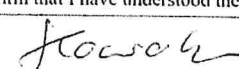
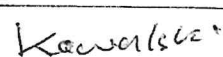


RAPHA

CONTRACTING

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

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Location: Hilton Hotel, Victoria Square, Woking	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenters name: Jason Wray	Presenters Signature: 

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Toolbox Talk No. 88 BUYING TIMBER - FSC AND PEFC

Forestry – what are the issues?

- Illegal logging
- Change of land use – e.g. 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?

- **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

- **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



What does FSC or PEFC certification mean?

- 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 certified to sell products with Chain of Custody to the FSC or PEFC standards
- 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 are insisting 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 can 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.

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- The majority of our projects are 100% FSC / PEFC anyway, but it means we have much stricter controls on checking orders and deliveries for the FSC / PEFC information
- We keep detailed records in the office on volumes and types of timber purchased and sold and report on it every year
- We are 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 Order Form. [FSC/PEFC 100%, FSC/PEFC 70% mix and FSC/PEFC recycled] FSC MIX CREDIT – not allowed on all sites • 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 suppliers aren't on the chain of custody spreadsheet, their FSC status needs to be checked before getting a price
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. We will also be meeting suppliers that are not giving us the service that we require to maintain the integrity of our FSC/PEFC system.



SITE: HILTON HOTEL, WOKING

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Toolbox Talk No. 88 BUYING TIMBER - FSC AND PEFC



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TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Buying timber -FSC AND PEFC	Date: 01-07-2020
Location: SEBASTIAN STREET	Start Time: 07:30
Duration (Minutes) 30	End Time: 08:00
Presenters name: D.Sanders	Presenters Signature: <i>D Sanders</i>

	Candidate's Name	Name of Employer	Candidate's Signature
1	K.Kulsinskas	RCL	I confirm that I have understood the Tool Box Talk <i>[Signature]</i>
2	T.Domanski	RCL	I confirm that I have understood the Tool Box Talk <i>TR</i>
3	R.Rama	RCL	I confirm that I have understood the Tool Box Talk <i>[Signature]</i>
4	R.Ramgi	RCL	I confirm that I have understood the Tool Box Talk <i>Ramen Ramgi</i>
5	H,Manilal	RCL	I confirm that I have understood the Tool Box Talk <i>[Signature]</i>
6	BERNARDO	RCL	I confirm that I have understood the Tool Box Talk <i>Be</i>
7			I confirm that I have understood the Tool Box Talk
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