



# RAPHAEL CONTRACTING LTD

## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <u>Buying Timber - FSC and PEFC</u>	Date: <u>10.07.20</u>
Location: <u>KNIGHTSBRIDGE</u>	Start Time: <u>12:00</u>
Duration (Minutes) <u>30min.</u>	End Time: <u>12:30</u>
Presenters name: <u>A. Kulsinskis</u>	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	<u>D. Canacroi</u>	<u>RCL</u>	<u>Paper</u> I confirm that I have understood the Tool Box Talk
			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
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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
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### Grant Claim information

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

No. Attended <u>1</u>	Duration <u>30 min</u>	Total Time <u>30 min.</u>	Employer Reference <u>2453745</u>
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## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Alcohol and Drugs	Date: 09-07-2020
Sebastian street	Start Time: 7:30
Duration (Minutes) 30	End Time: 8:00
Presenters name: D.Sanders	<i>D.Sanders</i>

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
T.Domanski	RCL	<i>[Signature]</i>
R.Ramgi	RCL	<i>[Signature]</i>
R.Rama	RCL	<i>[Signature]</i>
H.Manilal	RCL	<i>[Signature]</i>
R.Bernardo	RCL	<i>Bernardo</i>
K.OMaley	RCL	<i>[Signature]</i>
K.KULSINSKAS	RCL	<i>[Signature]</i>

### 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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**Toolbox Talk No. 40 ALCOHOL AND DRUGS**

**Alcohol and drug abuse leads to accidents.**

**ALCOHOL**

- In a high risk industry like ours, alcohol and work are not compatible.
- Alcohol is a depressant drug, which depresses parts of the brain function. When working on site you require all of your brain functions to save you from injury.
- If you are or suspected of being drunk, you won't be allowed to work, you won't be allowed on site. You may end up losing your job.
- Don't get drunk the night before and expect to work safely on site the next day. Alcohol takes time to work out of your system (1 pint of beer takes approximately 2 hours).

**Q: What effect can alcohol have on you?**

**WHAT EFFECT CAN ALCOHOL HAVE ON YOU?**

- 50% of all drivers killed are over the legal limit.
- If you drink, don't drive – it is illegal and dangerous
- 35% of fatal accidents are related to alcohol.
- Keep your head clear – leave your drinking sessions to social events, where you can't cause injury to yourself or others. Even better, leave drinking sessions to times when you are not working next day.
- Get a bad reputation for drinking and you may not get another job as you'll be seen as a liability.

**Q: What could be the result of being under the influence of alcohol at work?**

**DRUGS**

- You are far more likely to have an accident on site when under the influence of drugs.
- You may feel you don't have a drug problem – it's got nothing to do with you. But if you get hurt, it's a bit late to wonder what the other person was on.
- If you know somebody is on drugs, tell your supervisor – help to stamp it out.
- Signs to look for: watery eyes, pin-point or dilated pupils, running nose, constant sniffing, tight lips, sores, ulcers, trembling, fatigue and irritability. If you see it, report it.
- All drugs can affect your ability to work safely.
- Effects of drugs: slow reaction times, clumsiness, poor decision-making and distorted vision.
- If you get offered drugs say NO, you'd rather work safely!

**Q: What effect could drugs have on you and your workmates?**

**Questions for you:**

**Q: How long does a pint take to get out of your system?**

**Q: What would you do if you saw a person taking drugs?**

**REMEMBER: Drink and Drugs don't Work!**

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# RAPHA

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## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: SRM - SAFE WORKING IN SERVICE RISERS	Date: 07/07/2020
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
T. FINNIS	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
		 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 2	Duration 30 mins	Total Time 1 hour	Employer Reference 2453745
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## Safe working in service risers

### Before working in service risers

- 1 Before any work can commence a **permit to work** must be obtained from the NGB site supervisors located on the Level 3 site offices. Permits will be given out between 0730-0830 mon-fri and will need to be signed off between 1630-1730 the same day.
- 2 The main service risers will be chained off with signage stating that permits are required.
- 3 No one to be working 3 floors above or below in guestroom risers.
- 4 In the main service risers M1, M2, M3, M4 & E1 correx will need to be installed in the riser being worked in and no one else working within 3 floors above or below.
- 5 Where there are doors to the riser, after completing works the doors are to be closed and locked where possible.

### Hazards of working in service risers

- 1 *Materials or tools falling through GRP flooring either from above or to below. Tools are to be tethered and correx to be fitted to help reduce the risk.*
- 2 Falling through GRP flooring. Fixing clamps are NOT to be removed.
- 3 Cutting out of GRP flooring. The floor below is to be barriered off.
- 4 Don't allow rubbish to accumulate as this is liable to cause accidents.
- 5 No materials are to be stored in the service risers.
- 6 Care to be taken where the GRP flooring has been cut out around services.
- 7 Anyone found working in a riser without a permit will be removed from the work place to undergo additional behavioural safety training.



# RAPHA

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## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: GENERAL SITE HEALTH & SAFETY (RCL-11)	Date: 09/07/2020
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
S. SIMONOVIC	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
		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 2	Duration 30 mins	Total Time 1 hour	Employer Reference 2453745
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**Toolbox Talk No. 11 GENERAL SITE HEALTH AND SAFETY**

**YOUR HEALTH AND SAFETY RESPONSIBILITIES**

- Comply with the Health and Safety at Work Act 1974 or you could be liable for the same penalties as your employer. The Act sets out 'employee responsibilities' very clearly and these are also reflected in the Raphael Contracting Health and Safety Policy and Procedures
- You have a duty to look after yourself and others affected by what you do and don't do
- Always report any fault or defect which could endanger your health and safety
- You must comply with all safety requirements laid down by your employer
- Don't abuse or damage any PPE supplied for your safety
- Never carry out work of a dangerous nature or operate machines unless you're trained to do so

**ON-SITE SAFETY**

- Don't drink and drive – it could cost you your job
- Don't use drugs, even outside of work time, you could be putting yourself and your workmates at risk
- Don't leave rubbish lying about, clean up as you go
- Don't obstruct gangways or stairs with tools or materials
- Gather up all off-cuts of brick, plasterboard, timber, reinforcing bars, and any other material
- Route all cables and hoses out of the way. Where possible, suspend them above head height
- An accumulation of waste material provides a good starting point for fire. Don't let it happen
- If tools get damaged, get them repaired or replaced
- When working at height, secure loose objects so they can't fall and injure someone
- Remove nails from timber to prevent foot injuries
- Store flammable substances, fuel, propane, foam and plastics in a safe place, not next to a fire exit

**Questions for you:**

**Q: What would you do with faulty safety equipment?**

**Q: What do the site rules cover?**

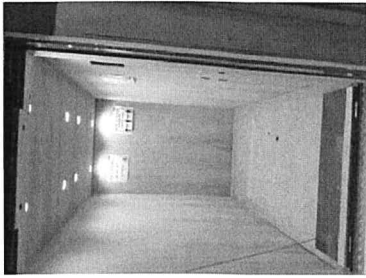
**REMEMBER:**

**If you ignore it, you condone it!**

**Don't leave it for someone else, it might be too late!!**

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## Tool Box Talk



### COVID-19 Control measures – internal Lifts.

From Monday 13<sup>th</sup> July 2020:

- Face Masks/Face Shields must be worn by all site personnel when using an internal beneficial lift.
- Face Masks/Face Shields must be worn by the lift operators at all times.
- The lifts are under the control of the lift operators – passengers must not exceed the agreed numbers. (as displayed on the lift)
- Site personnel must respect the social distancing measures and act in a responsible manner when using the lifts and the lift lobby areas
- Any site operative or lift operator found not wearing a Face Mask/Face Shields will be disciplined.
- Any site operative not complying to the VSW COVID-19 controls will be disciplined.
- The social distancing on the VSW project remains at 2metres - wherever possible additional control measures are required where persons are within 2metres of one another.



**RAPHAEL**  
CONTRACTING LTD

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

<b>Title:</b> SRM - Control Measures for Internal Lifts	<b>Date:</b> 10/07/2020
<b>Location:</b> Hilton Hotel, Victoria Square, Woking	<b>Start Time:</b> 07:30
<b>Duration (Minutes)</b> 30 mins	<b>End Time:</b> 08:00
<b>Presenters name:</b> Jason Wray	<b>Presenters Signature:</b> <i>Jason Wray</i>

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
J. GODMAN	Raphael Contracting Ltd	<i>James Godman</i> I Confirm that I have understood the Toolbox Talk and agree to an electronic signature
S. SIMONOVIC	Raphael Contracting Ltd	<i>Slav Simonovic</i> I Confirm that I have understood the Toolbox Talk and agree to an electronic signature
		I Confirm that I have understood the Toolbox Talk
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**Grant Claim information**

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<b>No. Attended</b> 2	<b>Duration</b> 30 mins	<b>Total Time</b> 1 hours	<b>Employer Reference</b> 2453745
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**SITE: HILTON HOTEL, WOKING**

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