



**RAPHAEL**  
CONTRACTING LTD

## PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: KNIGHTSBRIDGE

OPERATIVE NAME	HARD HAT	SAFETY GLASSES	HI-VIS VEST	GLOVES	EAR DEFENDER S/ PLUGS	DUST MASK FFP3	REASON FOR ISSUE / REISSUE				SIGNATURE	DATE
							New	Lost	Damaged	Wear and Tear		
D. Rasciel		✓		✓		✓				✓		10.03.20
A. Kulsinskis		✓		✓		✓				✓		21.04.20
V. Balalievicius			✓							✓		07.05.20
R. Canactin	✓	✓		✓		✓	✓					15.06.20
K. O'Malley		✓		✓			✓					15.06.20
A. Kulsinskis						✓						16.07.20
K. O'Malley						✓				✓		21.07.20
R. Canactin						✓				✓		21.07.20
K. O'Malley				—								23/07/20

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DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-008 DAS	VERSION NO: 1.3	CREATION DATE: LAST REVISION DATE:	07/02/2013 22/11/2018	Page 1 of 1
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# RAPHAEL CONTRACTING LTD

## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <u>Manual Handling</u>	Date: <u>24.07.20</u>
Location: <u>Knightsbridge</u>	Start Time: <u>10:00</u>
Duration (Minutes) <u>30min</u>	End Time: <u>10:30</u>
Presenters name: <u>A. Kulsinkas</u>	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	<u>K. O'Malley</u>	<u>RCL</u>	 I confirm that I have understood the Tool Box Talk
2	<u>R. Canacian</u>	<u>RCL</u>	 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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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>2</u>	Duration <u>30min</u>	Total Time <u>1 hour</u>	Employer Reference <u>2453745</u>
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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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# RAPHAEL CONTRACTING LTD

## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: SRM – FACE COVERING / COVID 19	Date: 22/07/2020
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
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. HAYOVSKYY	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
B. RAMCHANDE	Raphael Contracting Ltd	 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 5	Duration 30 mins	Total Time 2 ½ hours	Employer Reference 2453745
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DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-007 DAS	VERSION NO: 1.0	CREATION DATE: LAST REVISION DATE: NEXT REVIEW DATE:	07/02/2013 N/A 07/02/2014	Page 1 of 1
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Please wear  
face masks

# FACE COVERING COVID-19



In England, you must by law wear a face covering in the following settings:

**Public Transport** - Transport operators can deny service or direct someone to wear a face covering. If necessary, the police and Transport for London authorised officers can issue fines of £100 (halving to £50 if paid within 14 days).

## **Shops and Supermarkets as of 24 July 2020**

Shops and supermarkets will be expected to encourage compliance with the law (as they would do more generally) and can refuse entry. In both cases, if necessary, the police have the powers to enforce these measures, including through issuing a fine of £100 (halving to £50 if paid within 14 days).

You are also strongly encouraged to wear a face covering in other enclosed public spaces where social distancing may be difficult and where you come into contact with people you do not normally meet.

It is vital that everyone connected with the VSW project adhere to the face covering laws when using public transport and especially the retail areas in the Peacock Shopping Mall and surrounding areas.

Please treat the local community and the retail workforce with the upmost respect.

*Thank You*

*John King*



Please wear  
face masks

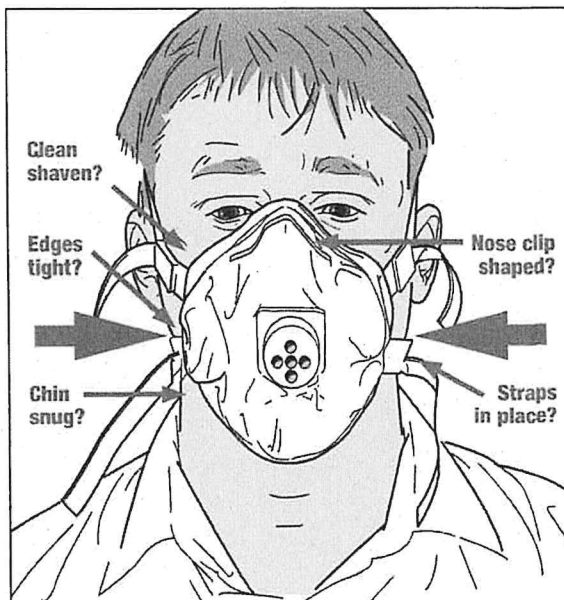
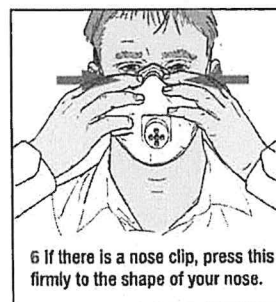
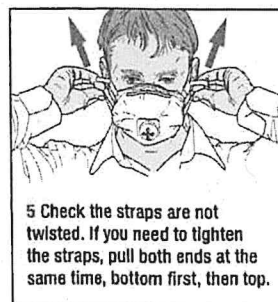
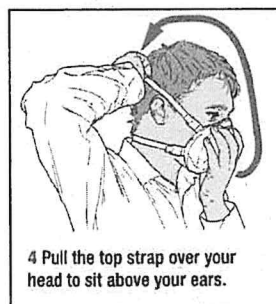
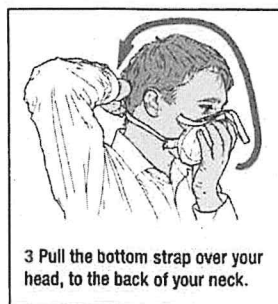
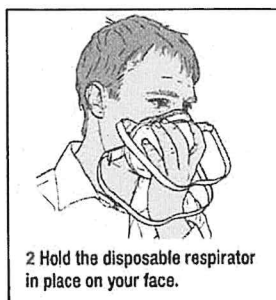
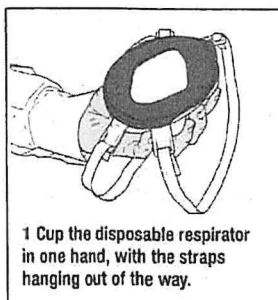
**Be Safe    Home Safe**

# Using disposable respirators

## Pre-use checks

- You should be clean-shaven around the face seal to achieve an effective fit when using disposable respirators. Beards and stubble will stop the disposable respirator sealing to your face and protecting you properly
- Make sure it is the right disposable respirator for your work and for you - have you passed a face fit test in this disposable respirator?
- Make sure the disposable respirator is clean and undamaged before you use it
- Follow the manufacturer's instructions for checking the disposable respirator and putting it on
- Check the fit every time you put on the disposable respirator to ensure there are no leaks

## Putting the disposable respirator on and checking it fits



7 Before entering the workplace, a user seal check should be carried out. This is done by placing your hands over the filter material and breathing in. The mask should suck down onto your face when you breathe in sharply. You should hold your breath for ten seconds and the disposable respirator should not loosen. If it does, you should readjust and repeat.

Check your disposable respirator before you put it on. Then do a pre-use seal check or fit check - for a proper seal each time: Clean shaven? Edges tight? Chin snug? Nose clip shaped? Straps in place?

This poster illustrates a typical disposable respirator, there are many other types available. Follow the manufacturer's instructions on putting your type of disposable respirator on and checking it fits.

Visit [hse.gov.uk/respiratory-protective-equipment](https://www.hse.gov.uk/respiratory-protective-equipment) for more information





# RAPHAEL CONTRACTING LTD

## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

<b>Title:</b> RCL 07 –ENVIRONMENTAL ISSUES FOR CARPENTERS	<b>Date:</b> 23/07/2020
<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>

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. HAYOVSKYY	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
B. RAMCHANDE	Raphael Contracting Ltd	 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**

<b>No. Attended</b> 5	<b>Duration</b> 30 mins	<b>Total Time</b> 2 ½ hours	<b>Employer Reference</b> 2453745
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## Toolbox Talk No. 71 ENVIRONMENTAL ISSUES FOR CARPENTERS

- Construction timber comes in a large variety of forms, with very differing environmental impacts. Natural timber is very sustainable (it can easily be re-used and recycled) but, often not very durable (so we treat it with preservatives) or stable (we bond it with formaldehyde and isocyanate glues to make sheet and laminate materials).
- Chemicals and glues add dramatically to the environmental impact of such products. While they do not prevent re-use, they can make recycling more difficult as the wood is not 'clean'.
- Knowing where your timber comes from helps you to understand its environmental impact. Transport is a major cost and user of resources, so where you source your timber from is an important consideration.
- The Forestry Stewardship Council (FSC) scheme certifies that timber (both softwood and hardwood) comes from sustainable forests and not from the depletion of tropical rainforests.

### Things you can do

We are aiming for the best practical environmental option – a balance between getting the job done well and considering the environmental impact.

### You should:

- Know about the types and sources of timber.
- Know about hazardous waste and if your site is a registered producer.
- Use your materials and keep off-cuts for re-use.
- Use mechanical fixings where possible and use fewer composite boards, where we can.
- Segregate your waste, where the facilities exist.
- Pack skips well - a skip is up to 70% air.
- Aim to recycle and reduce packaging waste - at the end of a job, up to 35% of waste is packaging.
- Make sure pallets are sent back to the manufacturer, or back to the RCL yard.
- Use FSC timber, we are aiming to use 95% FSC timber in 2010
- Be aware that insulation reduces the energy needed to warm and cool buildings, and so has a direct impact on global warming. Insulation delivered to site should never be thrown away.
- **WEEE** - Waste Electrical and Electronic Equipment Regulations affect all forms of electrical equipment, from mobile phones to battery power tools. WEEE is classified as hazardous waste and needs to be deconstructed before disposal and therefore cannot be put into a mixed waste skip (or bin at home).
- **Batteries Directive** - on the use and disposal of batteries. Batteries are also now classified as hazardous waste (because of the heavy metal content) and therefore cannot be put into a mixed waste skip.

### Want some help?

Website lists sources of recycled building products:	<a href="http://www.recycledproducts.org.uk">www.recycledproducts.org.uk</a>
Type in your postcode for local waste handling, recycling and re-use companies and organisations:	<a href="http://www.bremap.co.uk">www.bremap.co.uk</a>
Details on recycling:	<a href="http://www.wrap.org.uk">www.wrap.org.uk</a>
Legal obligations with respect to waste management:	<a href="http://www.netregs.gov.uk">www.netregs.gov.uk</a>



## PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: HILTON HOTEL, WOKING

OPERATIVE NAME	HARD HAT	SAFETY GLASSES	HI-VIS VEST	GLOVES	EAR DEFENDER S/ PLUGS	DUST MASK FFP3	REASON FOR ISSUE / REISSUE				SIGNATURE	DATE
							New	Lost	Damaged	Wear and Tear		
M. KOWALSKI				✓		✓				✓	Howell	25.06.20
K. KOWALSKI				✓		✓				✓	Kenn	25.06.20
J. WRAY	(FULL FACE SHIELD FOR HARD HAT)						✓				<del>Howell</del>	09/07/20
C. MAXOVSKY			✓				✓				Max	20/07/2020





**SITE: HILTON HOTEL, WOKING**

[illegible]

## Site Manager's Daily Safe Start

[illegible]

NOTE IF YOU HAVE MORE THAN 10 OPERATIVES ON SITE, PLEASE USE THE CONTINUATION SHEET



## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title:	BENEFITS OF SAFETY	Date:	16-07-20
Location:	SEBASTIAN STREET	Start Time:	7:30
Duration (Minutes)	30	End Time:	8:00
Presenters name:	D.Sanders	Presenters Signature:	<i>D Sanders</i>

	Candidate's Name	Name of Employer	Candidate's Signature
1	R.Ramgi	RCL	<i>Ramgi Ramgi</i> I confirm that I have understood the Tool Box Talk
2	R.Rama	RCL	<i>Rama</i> I confirm that I have understood the Tool Box Talk
3	H.Manilal	RCL	<i>H Manilal</i> I confirm that I have understood the Tool Box Talk
4	K.Kulsinskas	RCL	<i>K Kulsinskas</i> I confirm that I have understood the Tool Box Talk
5	I.Sahota	RCL	<i>I Sahota</i> 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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### Grant Claim information

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No. Attended	Duration	Total Time	Employer Reference 2453745
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**Toolbox Talk No. 3 BENEFITS OF SAFETY**

**BE SAFE BE SURE**

- For years the construction industry has had a poor safety record with far too many accidents and too much ill health
- Too many accidents are caused by people knowingly working or behaving in an unsafe manner
- With care, most accidents are totally and easily preventable
- When working, be aware of the safety of others as well as yourself. You have a legal duty to do so

**WHAT YOU MUST DO:**

- Comply with safety training and instruction, and with site safety rules; site induction should inform you of the hazards
- Avoid the temptation to cut corners to get the job done more quickly, there could be a high price to pay
- Be aware of how the job you are doing could affect other people around you
- Stay away from work if you know that you are not fit through illness, drink, drugs or for any other reason
- Ask your supervisor if you have any doubts on safety issues
- Report to your supervisor anyone who you see working or behaving in an unsafe manner, especially horseplay

**THE COST OF ACCIDENTS**

- A poor safety record could result in your company being fined and suffering increased insurance premiums
- It may reduce the company's chances of winning further contracts
- Money lost in these ways cannot be used elsewhere, the company could be forced out of business
- Employees and supervisors who demonstrate or tolerate poor safety practice may find themselves out of work
- The personal cost of knowing that you have caused a serious accident, or worse, could last a lifetime

**THE BENEFITS OF SAFETY**

- Fewer accidents resulting in less pain and suffering
- Individuals have less time off with possible loss of income
- Less disruption to the job as a whole with less inconvenience for individuals and their companies
- Fewer accidents investigations, fines and insurance premium increases; more money available for other things
- Higher employee morale and a more contented workforce

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