



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: RCL 079 – DUST AND AIR QUALITY	Date: 28/07/2020
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
-------------------	---------------------	-------------------------	-------------------------------

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
--	-------------------	--------------------	--	---------------------------------	-------------



Toolbox Talk No. 79 DUST AND AIR QUALITY

WHAT?

Dust, emissions and odours can annoy neighbours and may cause health risks at very high concentrations

WHY?

Avoid nuisance to neighbours: Dust can settle on neighbours' properties and give rise to local dispute. Poorly controlled emissions and odours from plant or works may give rise to valid complaints.

Avoid programme delays: The Local Authority has the power to stop works if dust is causing a nuisance. Emission of dark smoke from plant and fires is illegal.

Avoid health problems: Dust may cause eye irritation or make asthma worse

Avoid impact on ecology: Dust can damage the ecology of a watercourse and affect plant growth, including crops

DO

- ✓ Keep surfaces swept and damp down with water at regular intervals
- ✓ Minimise drop heights into haulage vehicles and into conveyors
- ✓ Ensure cutting and grinding operations are adequately shielded or wetted
- ✓ Sheet lorries carrying dry materials off site
- ✓ Use the wheelwash, for appropriate vehicles, if one is provided on site
- ✓ Store fine, dry materials within buildings or provide adequate protection from the wind.
- ✓ Store bulk cement and bentonite in silos
- ✓ Position silos and stockpiles away from residential areas or watercourses.
- ✓ Clean up or damp down any spillage of dry dusty materials
- ✓ Notify your Line Manager if work activities are causing poor air quality.

DON'T

- ✗ DON'T burn materials on site without approval from your Project Manager. Permission is required first from the Environment Agency
- ✗ DON'T use poorly maintained plant. Black smoke may give rise to poor health and can cause a nuisance
- ✗ DON'T leave plant running if not in use
- ✗ DON'T ignore sources of poor air quality, notify your line manager
- ✗ DON'T ignore complaints

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	8	CREATION DATE: LAST REVISION DATE:	11/08/2010 10/05/2018	Page 119 of 141
--	----------------------	-------------	---	---------------------------------------	--------------------------	-----------------



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: RCL 093 – SAFE LOADING AND LOAD RESTRAINTS	Date: 30/07/2020
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
-------------------	---------------------	-------------------------	-------------------------------

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
--	-------------------	--------------------	--	---------------------------------	-------------



Toolbox Talk No.93 SAFE LOADING AND LOAD RESTRAINTS

- During an average year there are around 2,000 prohibitions issued for unsafe loads. The maximum fine is £5,000. So, as well as the obvious safety implications, it pays to make sure you've got it right
- An unsafe loading/unloading offence carries three penalty points and a licence endorsement for you. The court may also give you an unlimited fine
- You should be fully trained on the correct methods of loading and unloading a vehicle safely including correct use of restraints and aids (as stated in the Highway Code Rule 98 – Vehicle towing and loading)
- The Driver & Vehicle Standards Agency (DVSA) and the police have powers to issue fines (graduated fixed penalty scheme) to any driver in charge of a vehicle that is overloaded or if the load is insecure

Who needs to make sure vehicles are loaded safely?

- Both you (including sub-contracted and agency) and all loading staff are required to know how to load a vehicle safely
- You and anyone responsible for loading a vehicle must make sure that the right type of vehicle is used for the load and that the load is distributed evenly and secured correctly
- If you're responsible for loading vehicles, you should make sure that they're loaded so the load remains in a safe condition during loading, transit and unloading
- If you are the driver but did not witness the vehicle being loaded / unloaded then you should check that the load is in a safe condition before you commence / continue your journey

Risk assessments and their role

A risk assessment shall be able to answer yes (where applicable) to the following questions:

- Are loading/unloading operations carried out in an area away from passing traffic, pedestrians and others not involved in the loading/unloading operation?
- Are the load(s), the delivery vehicle(s) and the handling vehicle(s) compatible with each other?
- Are loading/unloading activities carried out on ground
- that is flat, firm and free from potholes?
- Are parking brakes always used on trailers and tractive units to prevent unwanted movement, e.g. when coupling vehicles?
- Are the vehicles braked as appropriate, to prevent unsafe movements during loading and unloading operations?
- Are systems in place to prevent trucks driving away while they are still being (un)loaded?
- Are truck drivers and others kept in a safe place away from the vehicle while (un)loading is carried out (if necessary)?
- Is there a safe area marked where drivers can observe loading (if necessary)?
- Has the need for people to go on to the load area of the vehicle been eliminated where possible and if not is safe access provided and used?
- Is appropriate lifting equipment available for (un)loading vehicles?
- Is loading/unloading carried out so that, as far as possible, the load is spread evenly to avoid the vehicle or trailer becoming unstable?
- Are checks made to ensure the load is adequately secured in line with the Department for Transport Code of Practice and not loaded beyond their capacity before the vehicle leaves the site?

When should the load safety checks be carried out?

You shall check the load before you commence your journey and after any part of it is unloaded during transit.

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	8	CREATION DATE:	11/08/2010	Page 138 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	10/05/2018	



How you can load/unload your vehicle safely

- Use adequate load restraints Use dedicated loading bays
- Load/unload from roads marked with single and double yellow lines unless there are loading restrictions
- Load/unload on Red Routes and other specialist thoroughfares (specially marked bays and signs indicate when and where loading/unloading is permitted. This will be indicated through the local signage network
- Make sure you're clear of other traffic, pedestrians and people not involved in loading or unloading
- Spread the load as evenly as possible, during both loading and unloading. Uneven loads can make the vehicle or trailer unstable
- Loads should be secured, or arranged so that they do not slide around. Racking may help stability
- Make sure safety equipment is considered. Mechanical equipment and heavy moving loads are dangerous
- Ensure the vehicle or trailer has its brakes applied and all stabilisers are used. The vehicle should be as stable as possible
- Never overload the vehicle. Overloaded vehicles can become unstable, difficult to steer or be less able to brake
- Always check the floor or deck of the loading area before loading to make sure it is safe. Look out for debris, broken boarding, etc
- Loading should allow for safe unloading
- Loads must be suitably packaged. When pallets are used, you need to check that:
 - They are in good condition
 - Loads are properly secured to them
 - Loads are safe on the vehicle. They may need to be securely attached to make sure they cannot fall off
- Use weighbridges to ensure your vehicle is not overloaded. (If this is being delivered in a company the locations of nearest weighbridges should be identified and given)

Incentive

If you load your vehicles safely it can:

- Prevent goods from falling onto roads while on the journey
- Prevent goods getting damaged before they reach their destinations thus saving time and money
- Reduce likelihood of accidents occurring
- Reduce the likelihood of fines

Questions to ask to ensure that the talk has been understood

1. What is our company goal with regards to safe loading?
2. Who needs to make sure vehicles are loaded safely?
3. When should the load safety checks be carried out?
4. Give examples of things you can do to make sure your vehicle is loaded/unloaded safely?
5. What should you do if the load shifts during the journey?

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	8	CREATION DATE:	11/08/2010	Page 139 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	10/05/2018	



SITE: HILTON HOTEL, WOKING

Page 1



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. Rascical		✓		✓		✓				✓	<i>[Signature]</i>	10.03.20
A. Kulsinskis		✓		✓		✓				✓	<i>[Signature]</i>	21.04.20
V. Baitulievicius			✓							✓	<i>[Signature]</i>	07.05.20
R. Canactin	✓	✓		✓		✓	✓				<i>[Signature]</i>	15.06.20
K. O'Malley		✓		✓			✓				<i>[Signature]</i>	15.06.20
A. Kulsinskis						✓					<i>[Signature]</i>	16.07.20
K. O'Malley						✓				✓	<i>[Signature]</i>	21.07.20
R. Canactin						✓				✓	<i>[Signature]</i>	21.07.20
K. O'Malley				—							<i>[Signature]</i>	23/07/20

Page -

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
--	-------------------	--------------------	---	-------------



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <i>PPE</i>	Date: <i>30.07.20</i>
Location: Knightsbridge	Start Time: <i>10.30</i>
Duration (Minutes) 30min	End Time: <i>11.00</i>
Presenters name: <i>G. Buck</i>	Presenters Signature: <i>[Signature]</i>

	Candidate's Name	Name of Employer	Candidate's Signature
1	<i>K. O'Malley</i>	<i>RCL</i>	<i>[Signature]</i> I confirm that I have understood the Tool Box Talk
2			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
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 2453745
--------------	----------	------------	--------------------------------------

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
--	-------------------	--------------------	---------------------------------------	--------------------------	-------------