



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		✓		✓		✓				✓		10.03.20
A. Kulsinskis		✓		✓		✓				✓		21.04.20
V. Balalievicius			✓			✓				✓		07.05.20
R. Canacton	✓	✓		✓		✓	✓					15.06.20
K. O'Malley		✓		✓		✓	✓					15.06.20
A. Kulsinskis						✓						16.07.20
K. O'Malley						✓				✓		21.07.20
R. Canacton						✓				✓		21.07.20
K. O'Malley				—								23/07/20



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: RCL 03 - BENEFITS OF SAFETY	Date: 03/08/2020
Location: Hilton Hotel, Victoria Square, Woking	Start Time: 08:30
Duration (Minutes) 30 mins	End Time: 09:00
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

Grant Claim information

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

No. Attended	Duration	Total Time	Employer Reference
5	30 mins	2 ½ hours	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
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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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RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: RCL 09 – FIRST AID AND ACCIDENT REPORTING	Date: 05/08/2020
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

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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Toolbox Talk No. 9 FIRST AID AND ACCIDENT REPORTING

Fact: If you know basic first aid, you could save a life.

Before First Aid is Required

1. Ensure you know where first aid equipment is kept.
2. Know whom the first-aider(s) and appointed person(s) are.
3. If you use anything from the first aid box, make sure it's replaced.
4. Keep a small first aid kit with you if you are working away from the main site.
5. Know where the phone is and understand the procedure for calling the emergency services.

Q: What are the procedures here?

When First Aid is Required

1. Make the casualty safe.
2. Call for help i.e. first aider.
3. Send someone to phone for an ambulance, if required.
4. Don't move the casualty, unless they are in immediate danger.

Q: On finding a casualty, what is the first thing to do?

5. Remain with the casualty and give reassurance.
6. Make the casualty as comfortable as possible.
7. Don't give drinks or food to a casualty; moisten lips only.
8. Don't allow the casualty to smoke.

Q: What would you do until a first aider arrived?

Basic First Aid May Save a Life

1. Do you know how to resuscitate and start the heart?
2. Do you know how to stop major bleeding?
3. Do you know how to treat scolds, burns and for shock?

If you don't, think about getting first aid training.

Accident Reporting

1. Report all accidents and dangerous occurrences.
2. Ensure that the details are entered into the accident book.

Q: Following an accident at work what must you do?

Q: What should you know before an emergency arises?

Q: What are the priorities of first aid?

Other Considerations

1. First aid cover must include shift work
2. Someone must have responsibility for re-stocking first aid boxes
3. The first aid equipment provided must be appropriate for the nature of the work and the number of operatives
4. First aiders should be easy to identify – usually a sticker on the safety helmet

REMEMBER: If you know first aid, you could save a life!

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SITE: HILTON HOTEL, WOKING

[illegible]



RAPHAEL
CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN
SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <i>SITE SIGNAGE</i>	Date: <i>05-08-20</i>
Location: Knightsbridge	Start Time: <i>11:00</i>
Duration (Minutes) 30min	End Time: <i>11:30</i>
Presenters name: G.Buck	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

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No. Attended	Duration	Total Time	Employer Reference
			2453745

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