



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. Babinicius			✓			✓				✓		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: <i>DUST AND AIR QUALITY</i>	Date: <i>03-09-20</i>
Location: KNIGHTSBRIDGE	Start Time: <i>10.30</i>
Duration (Minutes)	End Time: <i>11.00</i>
Presenters name: <i>CBuck</i>	Presenters Signature: <i>CBuck</i>

	Candidate's Name	Name of Employer	Candidate's Signature
1	<i>K O Mawot</i>	<i>RCL</i>	<i>[Signature]</i> 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
			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:	SIT-FM-007	VERSION NO:	1.1	CREATION DATE:	07/02/2013	Page 1 of 1
DOCUMENT OWNER:	DAS			LAST REVISION DATE:	01/03/2018	



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: RCL 04 – METHOD STATEMENTS & RISK ASSESSMENTS	Date: 01/09/2020
Location: Hilton Hotel, Victoria Square, Woking	Start Time: 09:30
Duration (Minutes) 30 mins	End Time: 10:00
Presenters name: Jason Wray	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
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
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 3	Duration 30 mins	Total Time 1 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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Toolbox Talk No. 4 METHOD STATEMENTS AND RISK ASSESSMENTS

METHOD STATEMENTS

- Method statements are a written list of operations, to be carried out in a specified sequence, in order to complete a work activity in a safe manner
- Everyone involved in a job for which a method statement has been written should read it and sign as having done so
- Well-written method statements address all the hazards present and plan the work so that the risk of accident is eliminated or reduced to an acceptable level
- Most method statements also include the risk assessments for the same job so that operatives can read what hazards have been considered and how the risk of accidents have been overcome

RISK ASSESSMENTS

- All employers have a legal duty to prepare risk assessments for work activities that could foreseeably result in injury to persons or damage to equipment
- Risk assessments outline the ways in which the job could result in injury or damage and the measures put in place to ensure that the chance of anything going wrong is eliminated or reduced to an acceptable level
- Employers with five or more employees must have written risk assessments
- If there are less than five employees, the risk assessments must still be carried out although there is no legal duty to write them down
- Employers also have a legal duty to communicate the findings of the risk assessment to operatives who may be affected by it
- Therefore, depending upon the size of your company, you should either be told, or be asked to read, what the risks and control measures are for each job that you carry out
- There is no specified way for laying out a risk assessment so you must familiarise yourself with the way your employers lay out theirs
- In many cases, the risk assessments are part of the method statement

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	8	CREATION DATE: LAST REVISION DATE:	11/08/2010 10/05/2018	Page 9 of 141
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RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: RCL 35 – PORTABLE ELECTRICAL TOOLS	Date: 03/09/2020
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
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
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 3	Duration 30 mins	Total Time 1 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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Toolbox Talk No. 35 PORTABLE ELECTRICAL TOOLS

ONLY 110V electric tools or battery operated tools are to be used on site unless agreed by site management.

- Always use tools via an RCD (Residual Current Device) or with a 110-volt transformer, centre-tapped to earth.

EQUIPMENT USER CHECKLIST (includes extension leads, associated plugs and sockets)

1. Check for damage (i.e. apart from light scuffing) to cable sheath.
2. Check plug for damage (i.e. casing cracked, pins bent)
3. Ensure that there are no inadequate joints in cable (i.e. taped joints).
4. Ensure outer sheath of cable is effectively secured where it enters plug or equipment.
5. Check that the equipment has not been subjected to conditions for which it is not suitable (i.e. wet or excessively contaminated).
6. Check for damage to external casing of equipment, loose parts or screws.
7. Check for evidence of overheating (burn marks or discolouration).
8. Check that it has been tested and inspected within the last three months.
9. Ensure cable is long enough to reach work area.

IF ANY FAULT IS DISCOVERED DO NOT USE THE EQUIPMENT– ADVISE YOUR SUPERVISOR WHO WILL ARRANGE FOR QUARANTINE AND REPAIR.

Q: What are two things you should check before using a portable electric tool?

Use of Portable Electric Tools

1. Only use the equipment for its designed purpose.
2. Ensure switches are working correctly, before connecting to the power supply.
3. Wear eye protection if there is any risk to your eyes.
4. Disconnect tools from the power supply when not in use.
5. A competent electrician should regularly inspect electric power tools.

Q: If drilling, when should you wear eye protection?

Q: How often should electrical power tools be inspected?

Hazards

1. Keep power cables off the floor. They may be damaged or trip somebody up.
2. Electrical tools often present a noise hazard, wear ear protection.
3. Water conducts electricity, keep equipment clean and dry.
4. Never connect a portable electric tool to a lighting socket.
5. Don't use blunt, worn, or damaged bits and accessories.
6. Where eye protection, to protect from swarf and dust.

Q: What are three potential hazards when using portable electric tools?

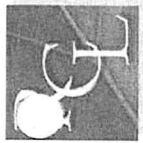
Questions for you:

Q: What voltage tools should be used on site?

Q: Who should inspect and maintain portable electric tools?

REMEMBER: Look after your tools and they will look after you!

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	8	CREATION DATE: LAST REVISION DATE:	11/08/2010 10/05/2018	Page 52 of 141
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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				✓		✓				✓	<i>Kowalski</i>	25.06.20
K. KOWALSKI				✓		✓				✓	<i>Kowalski</i>	25.06.20
J. WRAY	(FULL FACE SHIELD FOR HARD HAT)						✓				<i>Wray</i>	09/07/20
C. HAYOUSKY		✓				✓	✓				<i>Hayousky</i>	20/07/2020
I. HAYOUSKY				✓			✓				<i>Hayousky</i>	04/08/2020