



RAPHAEL
CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN
SHORT TRAINING SESSION ATTENDANCE SHEET

Title: climate change	Date: 14-09-20
Location: Knightsbridge	Start Time: 10:30
Duration (Minutes) 30min	End Time: 11:00
Presenters name: G.Buck	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	K.Omalley	RCL	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
--	-------------------	--------------------	---------------------------------------	--------------------------	-------------



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
I. HAYOVSKY			✓			✓	✓				<i>Hayovsky</i>	20/07/2020
I. HAYOVSKY				✓			✓				<i>Hayovsky</i>	04/08/2020
R. KUZNECOVAS	✓	✓	✓	✓		✓	✓				<i>R. Kuznekovas</i>	14/09/20
J. WRAY						✓	✓				<i>Wray</i>	14/09/20
P. ROSEV						✓	✓				<i>Rosev</i>	14/09/20
B. RAMCHAND				✓			✓				<i>B. Ramchand</i>	14/09/20
T. JARCOCK				✓		✓	✓				<i>T. Jarcock</i>	14-09-20
H. MANIVILAL				✓			✓				<i>H. Manivilal</i>	15-09-20
R. KUZNECOVAS		✓						✓			<i>R. Kuznekovas</i>	18/09/20



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: SRM – WEARING PPE ON SITE	Date: 14/09/2020
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
J. GODMAN	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
H. MANILAL	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
T. JEACOCK	Raphael Contracting Ltd / CRS	 I Confirm that I have understood the Toolbox Talk
R. KUZNECOVAS	Raphael Contracting Ltd / CS	 I Confirm that I have understood the Toolbox Talk
P. RUSEV	Raphael Contracting Ltd / CS	 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 6	Duration 30 mins	Total Time 3 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
--	-------------------	--------------------	--	---------------------------------	-------------

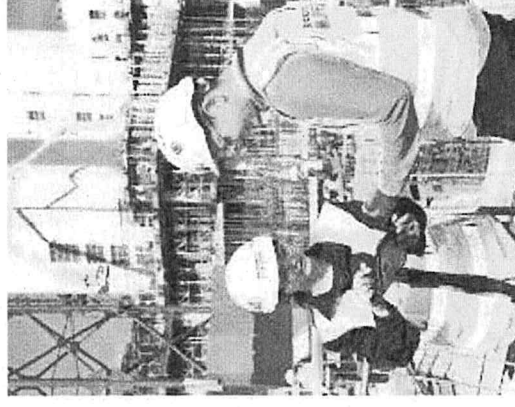
Wearing PPE



The wearing of 5 piece PPE is mandatory and must be worn

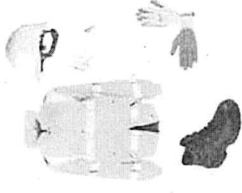
Minimum requirement:

- Hard Hats –
- Eye Protection (safety glasses)-
- Gloves –
- Protective Safety footwear (boots)
- High visibility clothing



- Additional selected PPE can be worn for a particular task if required and agreed – included in RAMS.

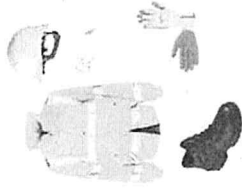
Wearing of PPE



The wearing of 5 piece PPE is mandatory and must be worn

- **ZERO TOLERANCE**
- There has been an increase of site personnel not wearing PPE on site – this is not acceptable.
- Anyone found on site not wearing PPE will be asked to leave site and return the following day to be re-inducted, this will include the Supervisor if it is felt necessary.
- Daily Briefings should include a reminder of the importance of wearing PPE and SRM requirements regarding PPE.
- Zero Tolerance could be reviewed/relaxed if there are clear improvements regarding the wearing of PPE.
- Subcontractor Management & Supervision must promote and monitor the Wearing of mandatory PPE.

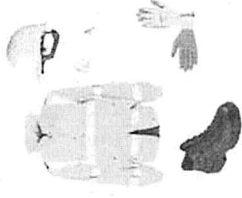
Wearing PPE



The wearing of 5 piece PPE is mandatory and must be worn

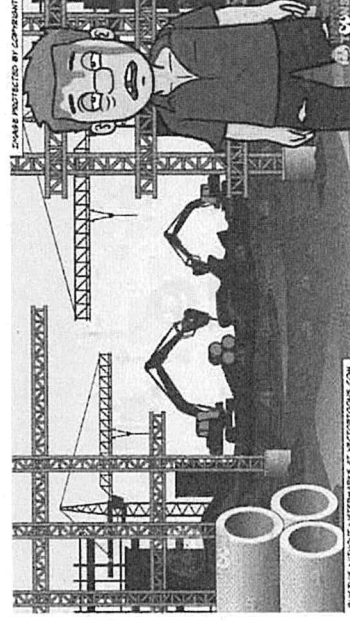
- Site personnel should be responsible and consider their own Health & Safety at all times.
- Site personnel must recognise the reasons why PPE is required when working on a construction site.
- All work activities include an element of risk which requires PPE to be worn.
- All site personnel have attended a site induction and are fully aware of the Sir Robert McAlpine requirements regarding PPE on site.
- Supervisors have a responsibility to ensure work colleagues are safe at work and act in a responsible manner, this includes everyone wearing the Mandatory PPE.

Wearing PPE

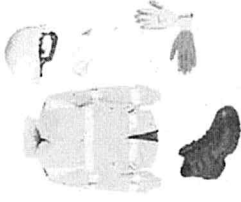


The wearing of 5 piece PPE is mandatory and must be worn

Hard Hats - Head injuries can result in a major health issue –protection of the head is of the upmost importance.



Wearing PPE



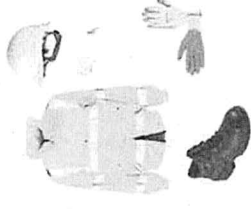
The wearing of 5 piece PPE is mandatory and must be worn

- Safety glasses - are an important part of keeping safe on site, providing your eyes with protection from debris, dirt and dust.
- Eye injuries are common when safety glasses are not worn.
- eye sight injuries can be very serious and life changing – eye site can not be restored.
- Operatives should be responsible and protect their eyes.



bolle
SAFETY

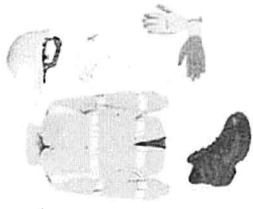
Wearing PPE



The wearing of PPE is mandatory and must be worn

- Safety Glasses – Heavy Rain
- In the event of Heavy rain there is an element of additional risk which can effect the operatives vision and judgement. The basic safety glasses with minimal protection can be removed at the time and at point of works if agreed by the Supervisor and SRM. Basis type site safety glasses are worn as protection against airborne dust.
- Safety glasses protect against a range of different hazards, a particular task identified with additional hazards will require the type and level of protection as stated in the RAMS.
- The type of eye protection provided is shown by the combination of letters and numbers on the glasses, for instance EN170, EN171, and EN172.

Wearing PPE

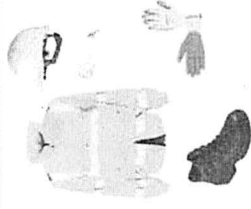


The wearing of 5 piece PPE is mandatory and must be worn

- Gloves - Hands must be protected – all activities on site involves the use of hands, manual handling is a basic necessity –hands can be easily injured- especially fingers. The wearing of Fingerless gloves must be risk assessed and agreed by SRM health & safety.
- Operatives must ensure their safety gloves are the correct cut for the work activity, as agreed in the relevant RAMS.



Wearing PPE

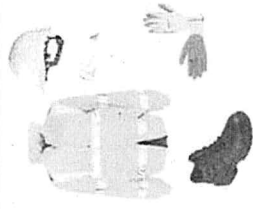


The wearing of 5 piece PPE is mandatory and must be worn

Safety shoes - must be worn to protect foot injuries – boots are preferable because of ankle support. Footwear should be water resistant with penetration-resistant mid-soles.

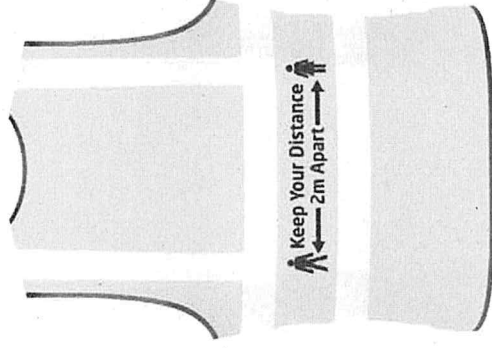
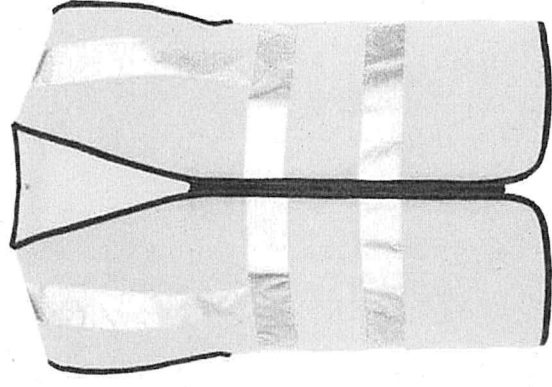
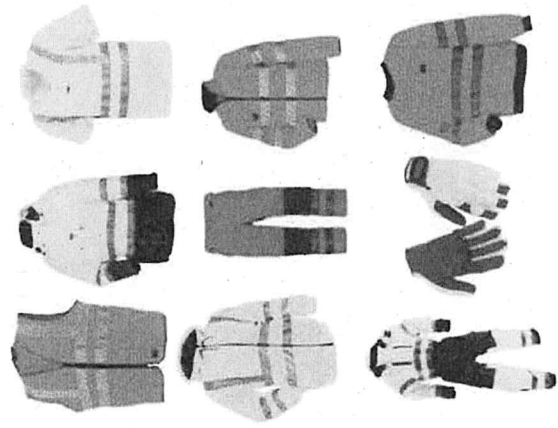


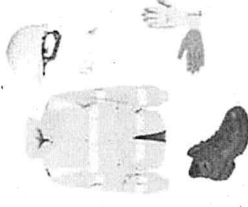
Wearing PPE



The wearing of 5 piece PPE is mandatory and must be worn

High Visibility clothing – All site personnel must wear as a minimum yellow high visibility clothing.





The wearing of 5 piece PPE is mandatory and must be worn

Summary

- It is so important that everyone working on Victoria Square Woking wear their mandatory PPE. The workforce should consider their health and safety at all times and not become complacent.
- Having a serious accident associated with not wearing PPE could be horrific with life changing consequences.
- Please be responsible for your own actions and take the correct precautions, work to agreed RAMS.
- Please let's prevent anyone having to be removed from site for PPE non-compliance - Wear your PPE.

Thank you.



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: RCL 18 – EYE PROTECTION	Date: 17/09/2020
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
J. GODMAN	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
T. JEACOCK	Raphael Contracting Ltd / CRS	 I Confirm that I have understood the Toolbox Talk
R. KUZNECOVAS	Raphael Contracting Ltd / CS	 I Confirm that I have understood the Toolbox Talk
P. RUSEV	Raphael Contracting Ltd / CS	 I Confirm that I have understood the Toolbox Talk
T. FINNIS	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 6	Duration 30 mins	Total Time 3 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. 18 EYE PROTECTION

Fact: On average, 1000 eye injuries occur every day, 75% by impact, 10% by ingress of foreign bodies (dust), and 15% by burns or chemicals.

Potential Hazards to Eyes

1. Using hammers and chisels.
2. The use of compressed air and any gas or vapour under pressure.
3. Work where sparks or particles may be given off at speed i.e. angle grinder, Stihl saw, and chainsaw.
4. Work with any tools, which will result in chippings being broken off i.e. breakers.
5. When welding, ultraviolet light is often given off, which can damage your eyes.
6. The handling of, usage, or contact with, corrosive, or irritant substances, such as acids or alkalis.
7. Handling and use of cartridge-operated tools.
8. Cutting wire or metal strapping under tension.

Take Note

- A tiny fragment in your eye can cause disaster.
- See a trained first-aider for attention to eyes – don't use a dirty handkerchief.
- You have a legal obligation to wear or use eye protection provided in accordance with regulations.
- Even if you are not carrying out one of the specific processes you may be at risk, so wear, or use, the eye protection provided.
- Do not watch welding processes unless your eyes are properly protected.
- Do not go into areas where eye protection is required unless you are wearing protective equipment.
- Take care of any protective equipment issued to you.
- Have any damaged, lost, or unserviceable protective equipment replaced immediately.
- Make sure your eye protectors are suitable for you and for the work being done. (CN166).
- Ensure that eye protectors are comfortable to wear and keep them clean.
- The place for eye protectors is over your eyes – not on your head, or round your neck.
- Persons wearing prescribed glasses must also wear prescribed safety glasses.

REMEMBER – Eye protectors are replaceable; your eyes are not.

Questions for you:

- Q:** What are the hazards associated with compressed air?
- Q:** What must you ensure when issued with eye protection?
- Q:** If you get something in your eye what should you do?
- Q:** What should you do if you damage your eye protectors?

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO: 8	CREATION DATE: LAST REVISION DATE:	11/08/2010 10/05/2018	Page 26 of 141
--	----------------------	------------------	---------------------------------------	--------------------------	----------------