



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <i>FACE COVERING ON SITE</i>	Date: <i>01-10-20</i>
Location: KNIGHTSBRIDGE	Start Time: <i>11:00</i>
Duration (Minutes) <i>30 MINS</i>	End Time: <i>11:30</i>
Presenters name: <i>Cl Buck</i>	Presenters Signature: <i>Cl Buck</i>

	Candidate's Name	Name of Employer	Candidate's Signature
1	<i>A LIZZINS.</i>	<i>Rec</i>	<i>[Signature]</i> I confirm that I have understood the Tool Box Talk
	<i>K OMAUD</i>	<i>Rec</i>	<i>[Signature]</i> I confirm that I have understood the Tool Box Talk
3			I confirm that I have understood the Tool Box Talk
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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
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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	



SITE: HILTON HOTEL, WOKING

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RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: SRM COVID-19 UPDATE, DEFINITION, COMPLACENCY, SUSPECTED CASES & THE NEXT STEPS	Date: 29/09/2020
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
J. SMITH	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
E. AMANING	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
S. BOTEZ	Raphael Contracting Ltd / 18R	 I Confirm that I have understood the Toolbox Talk
I. FRANTUZ	Raphael Contracting Ltd / 18R	 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
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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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H&S INFORMATION ALERT – COVID-19 Update

Date:	15/09/2020	Alert author:	David Bucksley
Project/office:	Company Wide	H&S category:	Other

What:

The number of confirmed cases of COVID-19 in the workplace is on the rise across the UK

Examples of cluster cases, where large numbers of people have been confirmed as having the virus, have recently been confirmed on non-SRM construction projects and in other workplaces.

There have recently been a small number of confirmed cases within SRM workplaces and amongst those working from home. We must ensure that everyone working at an SRM workplace or at home is doing their bit to control the spread of COVID-19.

Not doing so could significantly affect not only your **health** but that of, your friends, family and your work colleagues. It could also mean the project or office you work in needs to **shut down for a period**.

Bigger picture wise, a further rise in cases throughout the UK could lead to more **government restrictions**, which could include closing down of 'non-essential' workplaces.

Detail:

We need everyone to comply with all COVID controls – Hands, Face, Space, get a Test.

If you experience COVID-19 symptoms **do not go to work**.

Stay at home, contact your employer (contractors must also contact SRM), and arrange a COVID-19 test.

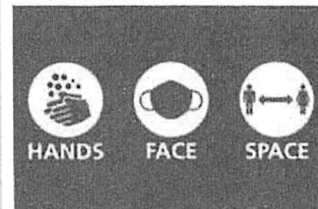
Do not go back to work unless your test results come back as negative (even if you start to feel better).

If you think you have been in '**contact**' with anyone who has a confirmed case of COVID-19 or if you receive a text from the **Track and Trace** app, you should **self-isolate for 14 days**. You should not get a test during this period unless you develop symptoms.

Receiving a negative test during self-isolation does not mean you can return to work. The virus has a 2 week incubation period which is why you must self-isolate for 14 days.

If you don't follow these guidelines you increase the risk of spreading the virus (increasing the risk to **health** and the chances of the workplace having to **shut down for a period**).

UK Govt slogan



NHS nurse photos – mask scaring



London during lockdown



Self-Isolation Requirements

SELF-ISOLATING

If you have symptoms of coronavirus, you need to self-isolate for 10 days

If you live with someone who has symptoms, you need to self-isolate for 14 days from the day their symptoms started



Next steps:

Please continue to be vigilant and follow COVID-19 controls both in work and at home.

If you have any concerns about COVID-19 controls at work, please talk to a member of SRM management.

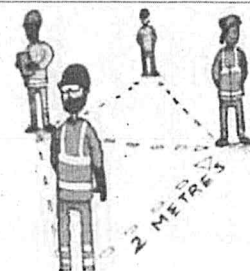
If you are approached / challenged for not adhering to COVID-19 controls remember that the person approaching you is trying to help prevent the issues highlighted in this alert (increased risk to **health**, **project shut down** and increased **government restrictions**).

We should all be proud of the effort we have put in to manage the COVID-19 virus and we must all continue to follow the COVID-19 guidance so that we are not contributing to the spread of the virus.

Please play your part and remind others around you not to be complacent.

This is a team effort.

Thank you.



Be Sensible – Keep your Distance

Review/reflection points:

1. Are you happy with the COVID-19 controls at this SRM workplace?
2. Are you comfortable speaking up if you see people not adhering to COVID-19 guidance?
3. How would you feel knowing that actions you had taken (not following COVID-19 controls) had contributed to:
 - a. Others around you contracting the virus, suffering ill health and ending up in a critical condition?
 - b. The virus spreading so that the project you work on had to be shut down?

Distribution:
☒ Board/SLT

☒ All regions

☐ Originating region only
Action required:
☒ Brief

☐ Display

☐ Information only

☐ Feedback

H&S INFORMATION ALERT – COVID-19 ‘Contact Definition’

Date:	15/09/2020	Alert author:	David Bucksley
Project/office:	Company Wide	H&S category:	Other

What:

There has been some recent confusion about what ‘contact’ with someone with a confirmed case of COVID-19 means.

This alert has been produced to provide the current UK Government definition of contact.

Detail:

We need everyone to comply with all COVID controls – Hands, Face, Space, get a Test.

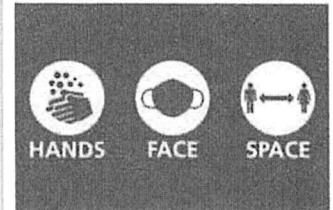
If you think you have been in ‘contact’ with anyone who has a confirmed case of COVID-19 or if you have received a text from the **track and trace** app you should **self-isolate** for 14 days.

What is meant by ‘contact’?

Contact in this instance means being close to someone who has tested positive for COVID-19 anytime from 2 days before to 10 days after the onset of symptoms (this is when they are infectious to others). For example, this could be:

- spending significant time in the same household as a person who has tested positive for COVID-19
- sexual partners
- having face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:
 - being coughed on
 - having a face-to-face conversation within one metre
 - having skin-to-skin physical contact, or
 - having contact within one metre for one minute or longer without face-to-face contact
- spending more than 15 minutes within 2 metres of someone who has tested positive for COVID-19

UK Govt slogan



NHS nurse photos – mask scaring



London during lockdown



Self-Isolation Requirements

SELF-ISOLATING

If you have symptoms of coronavirus, you need to self-isolate for 10 days

If you live with someone who has symptoms, you need to self-isolate for 14 days from the day their symptoms started



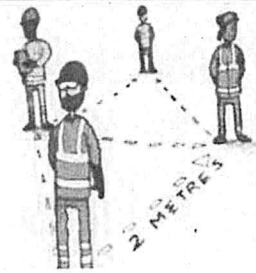
- travelling in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19

Where an interaction between 2 people has taken place through a Perspex (or equivalent) screen, this would not be considered sufficient contact, provided that there has been no other contact such as any of those indicated above.

Contacts of a person who has tested positive for COVID-19 need to self-isolate at home because they are at risk of developing symptoms themselves in the next 14 days and could spread the virus to others before the symptoms begin

If you are a contact of someone who has tested positive for COVID-19, then you will be notified by the NHS Test and Trace service via text message, email or phone. If you are notified, please follow the guidance in this document closely.

If you have not been notified that you are a contact, this means you do not need to self-isolate and should follow the general guidance, for example, social distancing, hand-washing, and covering coughs and sneezes.



Be Sensible – Keep your Distance

Next steps:

We must all follow COVID-19 controls inside and outside of work. **Hands, Face, Space, get a Test.**

Keep your employer and SRM up to date if you think you have come into contact with someone who has a confirmed case, and if you have been told to self-isolate by the track and trace system.

Review/reflection points:

1. You may have the virus and be asymptomatic and not know that you are carrying it. **Following the COVID-19 controls keeps yourself and other people safe.**
2. If you have been near someone who has a confirmed case of COVID-19 you are not at risk unless you have come into **'contact'** with them, as defined in this alert.
3. Remember all of our controls are in place to protect people from the virus. So even if there is a confirmed case in your workplace by following the controls you have not made **'contact'** with the infected persons.

Distribution:

☒ Board/SLT

☒ All regions

☐ Originating region only

Action required:

☒ Brief

☐ Display

☐ Information only

☐ Feedback

H&S INFORMATION ALERT – COVID-19 ‘Complacency’

Date:	15/09/2020	Alert author:	David Bucksley
Project/office:	Company Wide	H&S category:	Other

What:

This briefing has been written to explore how and why we become complacent to risk, specifically focussing on (but not exclusive to) COVID-19.

There is evidence to show that many people are now becoming complacent to the risks of COVID-19 which is resulting in them not following the appropriate controls.

Detail:

When you start to get used to / or more exposed to a risk, whatever it is, it is normal to become more complacent to it.

Many of us are getting more used to the risk of COVID-19 and it is likely that some of us are becoming more complacent to it.

It is important that we take time to refocus and remind ourselves of why controls are in place to keep ourselves and others safe. Some of the key points to help us refocus are below.

Death Rates

At the time of writing (according to WHO and government statistics) 41,664 people in the UK and 935,446 people globally have died from COVID-19.

In the UK alone that is roughly enough people to fill Villa Park stadium.

Global deaths have risen above the national population of Fiji.

NHS and other essential workers

It wasn't that long ago that millions of people throughout the country were standing outside their houses every week and clapping to show their appreciation for NHS workers.

Videos and photos posted by NHS staff on social media showed the daily horror they were facing trying to keep people alive whilst putting themselves at risk on the front line. Sadly, a large number of NHS workers lost their lives whilst trying to protect others.

Images of NHS workers scarred from wearing face masks were commonplace in the media.

Villa Park stadium



Fiji Islands



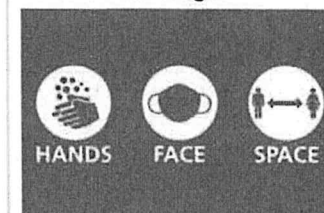
NHS – Face Mask scarring



Clap for the NHS



Govt – COVID slogan



UK 'Lockdown'

The government closed all non-essential workplaces and the majority of people in the UK were told to stay at home. This had a huge impact on people's mental and physical health, and the economy.

Schoolchildren couldn't go to school and many children suffered educationally.

Experts predict one of the biggest global recessions in history and many businesses have already gone bust.

No one wants to go through that again

In fact, none of us want to experience any of the points highlighted above again so we must all play our part in controlling the virus.

Next steps:

Whilst the R rate (the rate of infection) remains below 1 there is a reduced risk of contracting the virus.

The UK death rate is much lower now than at the peak of the pandemic.

Scientists and governments know more about the virus now than they did which means the controls we have in place are becoming more and more effective.

However, please continue to be vigilant and follow COVID-19 controls both in work and at home. If we don't, we could contribute to the R rate rising above 1 and infections starting to rapidly spread again.

This would likely mean an increased death rate, strain on the NHS, and further damage to the economy.

The points highlighted in this alert have been written to remind and refocus us all. None of us want to experience them again.

Review/reflection points:

1. Do you think that you have become complacent to the risk of COVID-19? (i.e. cut corners and adopted a more relaxed approach to controls)
2. When was the last time you thought about the key points highlighted in this alert (death rate, NHS, UK lockdown)?
3. Remember that it is quite normal for people to become complacent to a risk the more they get used to it (whatever the risk). That is why it is so important to look out for your friends, family and colleagues and help them to do the right thing.

Distribution:☒ Board/SLT☒ All regions☐ Originating region only**Action required:**☒ Brief☐ Display☐ Information only☐ Feedback

H&S INFORMATION ALERT – COVID-19 ‘Confirmed / Suspected Case – Next Steps’

Date:	15/09/2020	Alert author:	David Bucksley
Project/office:	Company Wide	H&S category:	Other

What:

This briefing has been put together to highlight the steps we take if someone has a confirmed or suspected case of COVID-19 in an SRM workplace.

Detail:

As soon as we (SRM) are informed about a confirmed or suspected case of COVID-19 we **act immediately**.

We **notify the right people** in our business to ensure that we have the best support to deal with the incident.

We find out **where the person(s) have been working** and what they have been doing, carrying out **additional thorough cleaning** (where required) to make sure areas are safe.

We find out **who the person(s) have been working with** and inform them of the confirmed or suspected case, emphasising that if COVID-19 controls have been followed that no one should be at risk.

NOTE – only those who have come into **contact**, as defined by the government, with a confirmed case of COVID-19 or who have received a text from the **Track and Trace** app, must self-isolate for 14 days.

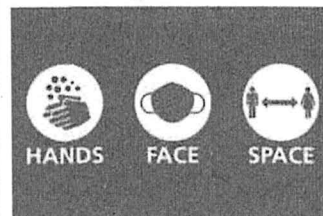
We **record our findings** on our **Confirmed / Suspected Case Record form** and communicate them to all relevant persons to make sure everyone is up to date.

Next steps:

If anyone has symptoms associated with COVID-19, **please do not come to work. Stay at home** and get a test.

If you start to experience symptoms at an SRM workplace, **go home** and inform your employer and SRM.

UK Govt slogan



NHS nurse photos – mask scaring



London during lockdown



Distribution:

☒ Board/SLT

☒ All regions

☐ Originating region only

Action required:

☒ Brief

☐ Display

☐ Information only

☐ Feedback



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: SRM COVID-19 FACE COVERINGS	Date: 01/10/2020
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
J. SMITH	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
E. AMANING	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
I. KOVACH	Raphael Contracting Ltd / Rec Serv 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 1/2 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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H&S INFORMATION ALERT – COVID-19 ‘Face Coverings’

Date:	28/09/2020	Alert author:	David Bucksley
Project/office:	Company Wide	H&S category:	Other

What:

SRM have reviewed and updated face covering requirements in light of rising numbers of COVID-19 across the UK.

We are committed to taking all necessary steps to keep you safe and stop the spread of COVID-19.

Detail:

Requirements

Face coverings must now be worn in **all areas of SRM workplaces other than:**

- when you are sat down to eat (such as in a workplace canteen)
- when you are sat at a desk to work
- when you are carrying out manual work onsite (unless working within 2metres of another person)
- when you are presenting (inductions / TBTs / DABS)

NOTE – this means you **need to** wear a face covering in / on:

- site access routes (unless 2m distancing is always possible)
- welfare areas (changing / drying rooms, canteen areas, toilets)
- office areas (unless you are sat at a desk to work)
- meeting rooms (unless you are presenting)
- lifts and hoists
- reception areas

Impact on other COVID controls

We must still comply with SRM Specific Controls Plan requirements, such as 2metre social distancing.

Exemptions

‘People who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability.’

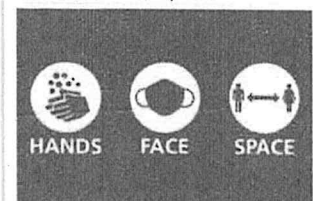
Compliance

Whilst we do not expect SRM staff to act as the ‘face covering police’, we cannot accept non-compliance of these requirements.

SRM Signage



Hands, Face, Space



Thank You NHS



Next steps:

The requirements in this alert come into effect at all SRM workplaces from **October 1st**.

All SRM workplaces must:

1. Brief people on the requirements of this update.
2. Inductions must be updated to include a slide on where face coverings must be worn.
3. Install posters to remind people of the requirement.

We need you to take personal responsibility for the part you play in managing the risk of COVID-19.

Thank you.

Distribution:☒ Board/SLT☒ All regions☐ Originating region only**Action required:**☒ Brief☐ Display☐ Information only☐ Feedback