RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

Title: COVID BRIEFING TO WORKFORCE	Date: 13-10-20
Location: Knightsbridge	Start Time: 13.30
Duration (Minutes) 30min	End Time: 14.00
Presenters name: G Burke	Presenters Signature: G Burke

	Candidate's Name	Name of Employer	Candidate's Signature
1	K.O MALLEY	RCL	I confirm that I have understood the Tool Box Talk
2	V. BALIUNAICIUS	RCL	I confirm that I have understood the Tool Box Talk
3	A. KUKSINSKAS	RCL	I confirm that I have understood the Tool Box Talk
4	A. LIDZIUS.	RCL	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

RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN
SHORT TRAINING SESSION ATTENDANCE SHEET

Title: INTRODUCING 230/415 VOLT ELECTRICITY ON SITE	**Date: 15/10/2020**
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
H. MANILAL	Raphael Contracting Ltd	I Confirm that I have understood the Toolbox Talk
R. CANERIA	Raphael Contracting Ltd	I Confirm that I have understood the Toolbox Talk
K. KULSINSKAS	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
J. SMITH	Raphael Contracting Ltd	I Confirm that I have understood the Toolbox Talk
R. DICK	Raphael Contracting Ltd / Rec Serv Ltd	I Confirm that I have understood the Toolbox Talk
M. HERBERT	Raphael Contracting Ltd / 18 Recruitment	I Confirm that I have understood the Toolbox Talk

Grant Claim information

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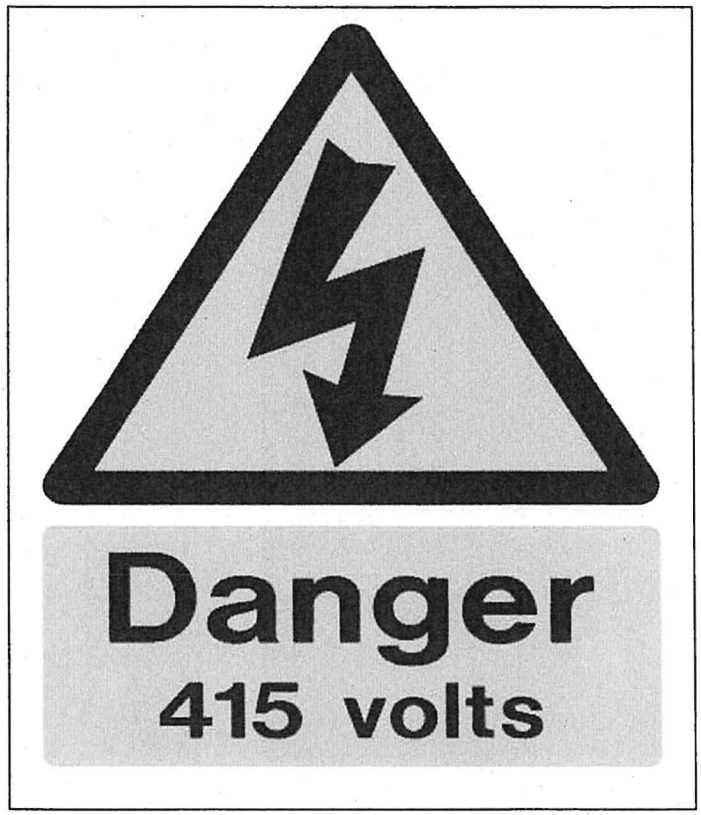
No. Attended	Duration	Total Time	Employer Reference
09	30 mins	4 ½ hours	2453745

NG Bailey

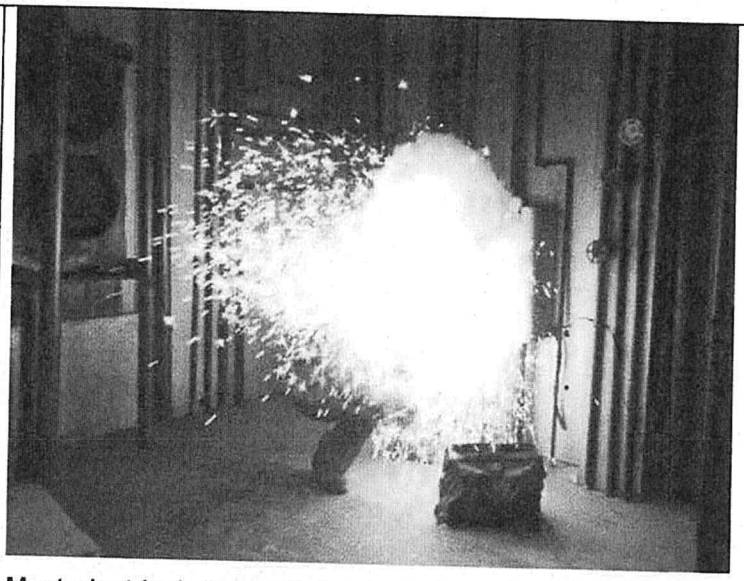
Hilton Hotel Woking

Tool Box Talk:

Introducing 230/415 Volt Electricity to Site


Danger
415 volts

1	**Date of Energisation**	***Provisionally July 2020***
2	**The dangers of interfering with live equipment.** **1. Death to yourself or others.** **2. Shock.** **3. Burns.** **4. Falls from loss of muscle control.** **5. Fire.**	Electricity can kill or severely injure people and cause damage to property from the effects of fires and explosions. Every year accidents at work involving electric shock or burns are reported to the Health and Safety Executive (HSE). Electric shocks do not always cause lasting injury but in certain circumstances can result in death. The sudden muscular contraction during the shock can result in injuries from, for example, falling. Electric current flowing through the body can cause deep burns.  Electrical arcing (sometimes called a 'flashover' or 'arc flash'), perhaps as a result of a short circuit caused by **unsafe working practices**, can generate intense heat leading to deep-seated and slow-healing burns, even if it persists for a short time.



Most electrical accidents occur because people are working on or near equipment and exhibit;

- Poor communication; equipment thought to be dead is actually live.
- Poor planning and organisation; equipment is known to be live but those involved do not have adequate training or appropriate equipment to prevent injury, or they have not taken adequate precautions.
- Poor co-operation; vandalism causing safety precautions to break down leading to injury by negligence. Disregard for the safety procedures put in place.

3	**Aim of Electrical Safe System of Work**	The fundamental aim of the permit system is to ensure that everyone on site is afforded a safe working environment and goes home safe, healthy and fit.
4	**Request for power procedures**	We request at least 48 Hour notice and you must fill in a "Request for Power" Permit. These must be given to the NGB Electrical Appointed Person (AP) before 9 a.m. as he will only issue permits up until that time every day.
5	**Secure areas, which will require permits**	LV Switchroom and Electrical Risers. This is not exhaustive and may change during course of construction. Adequate information will be displayed/distributed.
6	**Procedures for obtaining permits.**	Permits to be requested up until 2pm daily for next day works which can be left in the drop in box outside the permit office on level 3, NGB will then process each permit in the afternoon and it will be ready for collection the next morning between 8:00 and 9:00 for issue. All permits and keys must be returned by 4.15 p.m. every day. This is to allow the AP sufficient time to check the areas have been left in a safe state. All trades will need to bring with the their Daily task briefing detailing their works in order to obtain a permit. **Please leave permit requests in no later than 2PM on the day before you need the permit.**
7	**Who and What**	All trades/contractors within the Hilton Hotel Woking project will be subject to the conditions implemented within the NG Bailey Electrical Safe System of Work with no exceptions. This includes; • A **Limitation of Access** permit if you require access to areas containing electrical equipment controlled by NG Bailey e.g electrical risers. • A **permit-to-work** will need to be requested if you require entry to a previously LIVE or potentially LIVE piece of equipment e.g. Access to LV Panel, Fire Alarm Panel, BMS Controls. **Areas will be locked with signs posted and entry will be via permit only.**
8	**Responsibilities on the person in charge who is ISSUED a permit**	The operative must adhere to any special measures set out on the Permit. • If he/she leaves the area, the door must be locked. • At no time is the area to be left unattended. • The recipient of an electrical permit-to-work should keep it for reference while the work is in progress and to prevent inadvertent cancellation and re-energisation of the equipment. • Only names included on the permit may work under its provision.

9	**Disciplinary procedures for contravening the permit system or interfering with live Equipment.**	Due to the nature and consequences of working with 230/415 Volt electricity, any breaches of the Permit system will result in NO future permits being issued to that particular person. They and their supervisor will be required to be re-inducted. Exceptional circumstances may result in their removal from the project.

10	**Contractors - Plan Ahead**	Many electrical accidents are due to a failure to plan ahead. Planning should consider the management, supervision, implementation and completion of the work, and should lead to a formal system of work based on information in the safety rules and **your task-specific risk assessment.** You should consider the following: • The work to be done; how and why. • The hazards of the system or equipment to be worked on and the risks associated with the work, if applicable. • The people doing the work, their competence and the level of supervision necessary that may influence their perception of the risks involved. • The precautions to be taken and the system of work to be employed.

- We are all required **by law** to take reasonable care of ourselves and others when at work.
- We also have a duty **by law** to NOT interfere with anything provided in the interest of Health, Safety or Welfare.
- Signage and information will be displayed on site to direct everyone safely but everything must be treated as LIVE
- **Take no chances** and if in doubt about live cabling with the potential to cause harm or the possibility of accidental damage to the electrical system then contact a NGB Electrical employee as soon as possible.

THINK...

"WHAT IF, NOT IF ONLY"

RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN
SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL-82) CLIMATE CONTROL	**Date: 13/10/2020**
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
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E. AMANING	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
M. ROBINSON	Raphael Contracting Ltd	I Confirm that I have understood the Toolbox Talk
R. DICK	Raphael Contracting Ltd / Rec Serv Ltd	I Confirm that I have understood the Toolbox Talk
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10	30 mins	5 hours	2453745

Toolbox Talk No. 82 CLIMATE CHANGE

WHAT IS IT?

- Climate change is the greatest environmental challenge facing the world today. Rising global temperatures will bring changes in weather patterns, rising sea levels and increased frequency and intensity of extreme weather.
- The main human influence on global climate is emissions of the key greenhouse gases - carbon dioxide (CO_2), methane and nitrous oxide, from energy use and waste.
- In the UK, around 52% of total CO2 emissions arise from the construction and maintenance of buildings. Approximately 20% of the buildings CO2 emissions are generated during construction and materials manufacture. The remaining 80% is generated during use.
- During construction the greatest contribution is from the burning of fossil fuels such as oil used in generators, electricity and gas, transport to site and waste sent to landfill

WHY?

- ***Environmentally responsible:*** Raphael Contracting are committed to reducing our environmental impact. Measuring and reducing our carbon footprint is one way we can demonstrate this.
- ***Reduce costs:*** With fuel prices rising, being more energy efficient also means saving costs.
- ***Our clients expect it of us.*** Effective management of our carbon emissions will give us an edge in a very competitive market place. We can also benefit from the opportunity that the climate challenge presents by working with our suppliers to identify new ways to make us more energy efficient.
- ***Legal compliance:*** The government has introduced legislation requiring us to pay for the carbon we emit, with rewards for doing well and penalties for not. At the moment this mainly affects larger businesses, so our clients are asking us about our carbon emissions.

DO

Transport

- Consider use of public transport, cycling, walking or car sharing to get to work.
- Cut fuel consumption and emissions by limiting your speed, turning off air-conditioning, checking tyre pressures, and limiting your revs. Driving smarter can reduce your fuel use by up to 15%
- Consider buying a more fuel-efficient vehicle

Energy usage

- Turn off plant when not in use on site
- Keep all plant well maintained.
- Ensure doors to drying rooms are kept shut when the heating is on.
- Plan work to make efficient use of plant on site
- Only boil the amount of water that you need to make tea or coffee.

Waste

- Store materials carefully to avoid damage
- Ensure correct handling aids are used to move materials around site.
- Read the Suite Waste Management Plan / Guidance on site

DON'T

- DON'T leave plant running when not in use as it wastes fuel and creates unnecessary pollution.
- DON'T switch on the lights when daylight is sufficient.
- DON'T leave lights on if you are last to leave a room or cabin.
- DON'T leave doors and windows open when you have your heater or air conditioning unit on as it allows hot/cold air to escape easily.
- DON'T alter thermostats and timers in cabins these have been set for optimum efficiency
- DON'T leave space heaters running unnecessarily in the building.
- DON'T over order on materials as this can lead to excessive waste
- DON'T throw materials straight into the skip, can they be saved and used later?