



TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: ISO14001- Environmental Management System	Date: 27.10.20
Location: Knightsbridge	Start Time: 10:00
Duration (Minutes) 30min	End Time: 10:30
Presenters name: A. Kulsinskas	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	V. BorkinDevicius	RCL	I confirm that I have understood the Tool Box Talk
2	K. O'Malley	RCL	I confirm that I have understood the Tool Box Talk
3	A. UDZIUS	RCL	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 3	Duration 30min	Total Time 1.5 hours	Employer Reference 2453745
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RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 21) MANUAL HANDLING	Date: 28/10/2020
Location: Hilton Hotel, Victoria Square, Woking	Start Time: 12:30
Duration (Minutes) 30 mins	End Time: 13:00
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. 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

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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Toolbox Talk No. 21 MANUAL HANDLING

Over one third of all accidents reported involve injuries sustained whilst lifting and handling materials and equipment.

Before Manual Handling

PREPARE FOR THE LIFT – THINK AND PLAN!!

1. Wear the correct PPE
2. What is being lifted – where to and how far?
3. Can you handle the load yourself or do you need assistance? How many people are needed? Know your capabilities, only tackle jobs you can handle.
4. Is the lifting and handling area clear of hazards?
5. Can loads be split into smaller loads?
6. Is equipment available? If possible, use mechanical handling instead of manual handling, i.e. forklifts or pallet trucks.

7. Is there a clear walkway with good lighting to the work area?

Q: What checks should you carry out before lifting?

1. Always you know the weight of load before lifting.
2. Wear gloves to protect against cuts and puncture wounds.
3. Wear safety boots or shoes to protect from falling loads.
4. Carry out a trial lift by rocking the load from side to side, then try to lift it a small amount, get a 'feel' for it.

Q: What PPE should you wear and why?

Good Handling Technique

1. Stand reasonably close to the load, feet hip-width apart, one foot slightly forward, pointing in the direction you're going.
2. Bend your knees and keep your back straight.
3. Get a secure grip on the load.
4. Breathe in, before lifting, as this helps to support the spine.

Q: Describe how you would lift an object safely.

5. Use a good lifting technique, keep your back straight, and lift using your legs.
6. Keep the load close to your body.
7. Don't carry a load that obscures your vision.
8. Lift slowly and smoothly.

Q: What checks should you carry out before moving off with a load?

9. Avoid jerky movements.
10. Avoid twisting your body when lifting or carrying a load.
11. When lifting a height from the floor, do it in two stages.
12. When two or more people lift a load, one person must take control to co-ordinate the lift.

Q: When two or more people are lifting a load, what should happen?

Q: What should you first consider before manual handling?

Q: What should you do to help support your spine?

Q: Name two hazards when lifting and carrying.

REMEMBER: You only have one back, look after it!

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RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 81) HAZARDOUS WASTE	Date: 30/10/2020
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
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
R. DICK	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 4	Duration 30 mins	Total Time 2 hours	Employer Reference 2453745
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Toolbox Talk No. 81 HAZARDOUS WASTE

WHAT IS IT?

- Hazardous waste is essentially waste that contains hazardous properties that may render it harmful to human health or the Environment.
- All Raphael sites produce hazardous waste, the majority in small quantities
- Hazardous waste can come in many forms whether it is: explosive, harmful, corrosive, flammable or toxic. They are all dangerous, and if not managed properly, can cause serious harm to the environment or to human health.
- The introduction of the Hazardous Waste Regulations in 2005 expanded the definitions of hazardous waste.
- Typical potentially hazardous wastes found on sites include: fluorescent tubes, paints, resins, oils, aerosols, mastics.

WHY?

- Avoid Prosecution: It is illegal to mix hazardous and non-hazardous waste to landfill. The penalty is a fine of up to £50,000 and up to 5 years in prison. Managers have a duty to ensure that workplace hazardous wastes are correctly identified at each stage of production and appropriate measures are taken to protect the health of employees and contractors who transport or dispose of these wastes.
- Avoid environmental harm: Incorrect disposal could cause water pollution and damage habitats. For example one fluorescent tube contains enough mercury to pollute 30,000 litres of water beyond safe drinking levels.
- Reduce costs: The number of hazardous waste disposal sites is reducing all the time, thus increasing disposal costs. Sites will have to be more proactive in the way they manage their hazardous waste. New practical methods will need to be found to eliminate, reduce or re-use potentially hazardous wastes.

DO

- ✓ Check the container to see if it displays one of the Hazardous warning signs below.



- ✓ Use all of the material to eliminate waste.
- ✓ Use correct PPE when handling hazardous substances
- ✓ Ensure subcontractors remove their own hazardous waste correctly.
- ✓ Place any Hazardous Waste / containers with residue in a Chemstore or other secure receptacle.
- ✓ Label the Hazardous Waste receptacle with the correct hazardous signage.
- ✓ Hazardous waste can be minimised by rendering it non-hazardous:
 - Use up all paint and allow tin to dry out
 - Use up all mastic and allow tubes to cure
 - Let plaster dry out before disposal
- ✓ Ensure only trained individuals handle hazardous waste
- ✓ Return fluorescent tubes to the appropriate Electrical Contractor for recycling.
- ✓ Return empty oil drums to your supplier
- ✓ Employ licensed companies to remove any hazardous waste
- ✓ Hazardous materials cannot be removed without a consignment note.
- ✓ Check also the safety data sheet to see if the material is hazardous.



DON'T

- × DON'T mix hazardous waste with non-hazardous waste.
- × DON'T allow hazardous waste to be removed without a consignment note
- × DON'T let subcontractors remove any hazardous waste without first checking their procedures.
- × DON'T accept any potentially hazardous materials without a safety data sheet.
- × DON'T place empty spray cans in general waste skips.
- × DON'T place containers with the following warning labels in skips.
- × DON'T delay – get rid of hazardous materials as soon as possible

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RAPHAEL
CONTRACTING LTD

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		
I. Todorov	✓	✓		✓		✓	✓				<i>[Signature]</i>	21/09/20
N. Kovachev						✓	✓				<i>[Signature]</i>	21/09/20
J. SMITH		✓					✓				<i>[Signature]</i>	29/09/20
E. AMANING		✓					✓				<i>[Signature]</i>	29/09/20
Robert Dick	✓		✓				✓				<i>[Signature]</i>	2.10.20
H. MARILYN				✓			✓				<i>[Signature]</i>	5/10/20
R. CORNACI	✓	✓	✓	✓		✓	✓				<i>[Signature]</i>	5/10/20
R. DICK						✓	✓				<i>[Signature]</i>	06/10/20
J. SMITH		✓						✓			<i>[Signature]</i>	19/10/20
ROBERT DICK						✓				✓	<i>[Signature]</i>	30/10/20