



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <u>MANUAL HANDLING</u>	Date: <u>11-11-20</u>
Location: <u>KNIGHTSBRIDGE</u>	Start Time: <u>14:00</u>
Duration (Minutes)	End Time: <u>14:30</u>
Presenters name: <u>CB</u>	Presenters Signature: <u>[Signature]</u>

	Candidate's Name	Name of Employer	Candidate's Signature
1	<u>V BAKINAKIS</u>	<u>Rec</u>	I confirm that I have understood the Tool Box Talk
	<u>KOMANOU</u>	<u>Rec</u>	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
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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
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RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 82) CLIMATE CONTROL	Date: 11/11/2020
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
T. FINNIS	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. CANCRAI	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
A. LIDZIUS	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
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 8	Duration 30 mins	Total Time 4 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. 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 (CO₂), 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

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DOCUMENT OWNER:	MOB			LAST REVISION DATE:	10/05/2018	



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?

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	8	CREATION DATE: LAST REVISION DATE:	11/08/2010 10/05/2018	Page 124 of 141
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RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 80) MATERIAL HANDLING AND HOUSEKEEPING	Date: 12/11/2020
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
I. KOVACH	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. CANCRAI	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
A. LIDZIUS	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 8	Duration 30 mins	Total Time 4 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. 80 MATERIAL HANDLING AND HOUSEKEEPING

WHAT?

- Poor storage and handling of materials creates waste.
- Waste is a loss of resource and is very costly.
- Poorly stored materials increase the risk of pollution incidents.

WHY?

- Reduce costs: Wastage costs money: - not only the cost of the cost of replacement materials but also the disposal cost of those that are damaged.
- Reduce pollution risk: Good storage reduces the risk of spillages.
- Avoid waste: Re-use of materials reduces the requirement for new materials.
- Improved safety: A tidy site is a safe site.
- Public image: Good housekeeping creates a positive image to the general public.

DO

- ✓ Avoid double handling as much as possible: less effort, less damage, less wastage
- ✓ Supervise the delivery of materials to ensure correct location and method of storage
- ✓ Check that a material is fully used prior to starting a new batch
- ✓ Return to storage any materials that have not been used
- ✓ Use off-cuts where possible
- ✓ Re-use formwork as often as practically possible
- ✓ Designate an area for surplus concrete – it can be crushed and re-used
- ✓ Pick up litter

DON'T

- ✗ DON'T store or leave unprotected any materials that can be damaged by weather, eg. cement bags
- ✗ DON'T over order materials
- ✗ DON'T put materials in a skip if they still have a use
- ✗ DON'T use new lengths of pipe or cable for short pieces of work. Minimise the need for off-cuts
- ✗ DON'T store together any materials that can contaminate each other.

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RAMS Checklist - 11001-RCL-MS-ZZ-X-01

DATE PRODUCED - 15/01/20

	REVISION 00 APPROVED BY SRM STATUS 'A' 04/03/20			
	REVISION 01 APPROVED BY SRM STATUS 'A' 10/06/20			
	REVISION 02 Status C 30/06/20 - Updated in line with SRM's comments			
	REVISION 03 APPROVED BY SRM STATUS 'A' 29/07/20			
	Date Checked	Changes Yes/No	Comments	RCL Managers Name & Signature
1	20/02/2020	NO	NO CHANGE	J Godman J Godman
2	06/05/2020	YES - Rev 01	COVID Risk Assessment Added	J Godman J Godman
3	11/05/2020	NO	NO CHANGE	J Godman J Godman
4	22/05/2020	NO	NO CHANGE	J Godman J Godman
5	29/05/2020	NO	NO CHANGE	J Godman J Godman
6	05/06/2020	NO	NO CHANGE	J Godman J Godman
7	12/06/2020	NO	NO CHANGE	J Godman J Godman
8	19/06/2020	NO	NO CHANGE	Jason Wray - Jason Wray
9	25/06/2020	YES - Rev 02	How to deal with social distancing issues Added	Jason Wray - Jason Wray
10	03/07/2020	YES - Rev 03	Updates to rev 02 as advised by SRM	Jason Wray - Jason Wray
11	10/07/2020	NO	Awaiting rev 03 Approval from SRM	Jason Wray - Jason Wray
12	17/07/2020	NO	Awaiting rev 03 Approval from SRM	Jason Wray - Jason Wray
13	24/07/2020	NO	Awaiting rev 03 Approval from SRM	Jason Wray - Jason Wray
14	31/07/2020	NO	rev 03 Approved status A	Jason Wray - Jason Wray
15	05/08/2020	NO	NO CHANGE	Jason Wray - Jason Wray
16	14/08/2020	NO	NO CHANGE	Jason Wray - Jason Wray
17	23/08/2020	NO	NO CHANGE	Jason Wray - Jason Wray
18	01/09/2020	NO	NO CHANGE	Jason Wray - Jason Wray
19	04/09/2020	NO	NO CHANGE	Jason Wray - Jason Wray
20	11/09/2020	NO	NO CHANGE	Jason Wray - Jason Wray
21	18/09/2020	NO	NO CHANGE	Jason Wray - Jason Wray
22	25/09/2020	NO	NO CHANGE	Jason Wray - Jason Wray
23	02/10/2020	NO	NO CHANGE	Jason Wray - Jason Wray
24	09/10/2020	NO	NO CHANGE	Jason Wray - Jason Wray
25	16/10/2020	NO	NO CHANGE	Jason Wray - Jason Wray
26	23/10/2020	NO	NO CHANGE	Jason Wray - Jason Wray
27	30/10/2020	NO	NO CHANGE	Jason Wray - Jason Wray
28	06/11/2020	NO	NO CHANGE	Jason Wray - Jason Wray
29	13/11/2020	NO	NO CHANGE	Jason Wray - Jason Wray



RAMS Checklist - 11001-RCL-MS-ZZ-X-02

DATE PRODUCED - 27/08/20

REVISION 00 ISSUED BY RCL FOR APPROVAL ON 27/08/20 - SRM RETURNED STATUS C ON 12/10/20

[illegible]



Site Manager's Daily Safe Start

Contract:	Hilton Hotel Victoria Square Woking	Project Manager	Jason Wray	Date (w/c):	09/11/2020	Method statement (s) (Title, Rev No. & Rev date)	Installation of Joinery 11001-RCL-MS-ZZ-X-01 rev 03 29/07/2020
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Location and description of work: Levels 09 to 12 Ironmongery and DDA & Junior WC Fit Out – Levels 15 to 19 Corridor door sets & skirting

Site Manager's Daily Sign Off

	Date	Name	Signature	Hot Topics of the Day (the main points you discussed)
Monday	09/11/2020	J. WRAY		CHANGE TO WELFARE FACILITIES
Tuesday	10/11/2020	J. WRAY		IMMEDIATELY STARTS TO DOORS
Wednesday	11/11/2020	J. WRAY		TBT - CLIMATE CONTROL
Thursday	12/11/2020	J. WRAY		TBT - MATERIAL HANDLING & HOUSEKEEPING
Friday	13/11/2020	J. WRAY		IMMEDIATELY STARTS TO FINISHES
Saturday	14/11/2020	N/A	N/A	N/A
Sunday	15/11/2020	N/A	N/A	N/A

Operatives Daily Sign Off

Name	Signature	M	T	W	T	F	S	S	Comments
J. GODMAN (RCL)		✓	✓	✓	✓	✓			
I. KOVACH (RCL)		✓	✓	✓	✓	✓			
J. SMITH (RCL)		✓	✓	✓	✓	✓			
E. AMANING (RCL)		✓	✓	✓	✓	✓			
K. KULSINKAS (RCL)	N/A	✓	✓	✓	✓	✓			SILK
A. LIDZIUS (RCL)		✓	✓	✓	✓	✓			
H. MANILAL (RCL)	N/A	✓	✓	✓	✓	✓			LEFT COMPANY
R. CANCRAI (RCL)		✓	✓	✓	✓	✓			
B. RAMCHAND (RCL)		✓	✓	✓	✓	✓			
R. DICK (RCL/Rec Serv)		✓	✓	✓	✓	✓			✓

[illegible]

Before starting work, STOP, THINK and CHECK		Yes	No	N/A
If the answer to any question below is NO, do not start work until the issues are resolved				
1. Method statements, risk assessments and permits				
Have you read and understood the method statement and risk assessment for the task?		✓		
Is everyone on your team briefed on the method statement for the task?		✓		
Have you carried out your weekly toolbox talk?		✓		
Do you have COSHH Assessments and Safety Data Sheets in place for all hazardous substances that will be used?		✓		
Have you carried out Manual Handling Assessments and planned for any deliveries / extraordinary activities?		✓		
2. Place of work				
Are you satisfied that your team has a safe place to work?		✓		
Have you checked access equipment has been inspected as required and certification issued? E.g. Podium steps, scaffold towers				✓
Are other contractors working adjacent to you aware of what you are doing today? Are you aware of what they will be doing?		✓		
Are third parties and members of the public securely protected from falling materials?		✓		
Does your team know the safe access and egress routes to their places of work?		✓		
3. Task specific				
Are all necessary tools and equipment on site to carry out your work in a safe / efficient manner?		✓		
Are you confident there are no health and safety risks in your work task(s)?		✓		
Are you certain that the operatives you are putting to work are competent for their assigned tasks?		✓		
Are the team equipped with the correct PPE to carry out the task?		✓		
4. Variations				
Have the team members changed? (If yes revise)			✓	
Has the task or working environment changed significantly to require a risk assessment and method statement (If yes, work to stop and new method statement to be produced)			✓	
Remember, as the supervisor YOU are responsible for the safety of YOUR team				



Daily Report of Site Conditions and Controls for COVID-19

REPORT NO:	123
DATE:	09.11.2020
CONTRACT / SITE:	Hilton Hotel , Victoria Square , Woking
COMPLETED BY:	Jason Wray
RCL OPERATIVES ON SITE:	J.Wray , J.Godman , I.Kovachev , J.Smith , E.Amaning , A.Lidzius , R.Cancrai , R.Dick & B.Ramchande
CHECKLIST	
LOCATION	ACTIVITIES & CONTROLS
1. Site entrance	<ul style="list-style-type: none">• Site entrance controlled with turnstiles using swipe in card system.• Taking temperature readings before being allowed on site.• Hand sanitiser is available at site office and welfare facilities entrance point
2. Site toilets	<ul style="list-style-type: none">• Four working toilets on Site.• 1 WC on each level by canteen, 3 by site entrance and 1 on site. Maximum of 4 persons to use space at once.• Each sink has a divider in the middle of each other.
3. Site canteen	<ul style="list-style-type: none">• Ply dividers between each table.• Canteen serviced kitchen currently open but has a screen.• Drinkable Water Station but you have to bring your own bottle.• One person per table (Seats now removed)• Tables are cleaned frequently.
4. Workplace	<ul style="list-style-type: none">• Everyone keeping 2m distance at all time.• RCL work area Levels 09 , 10 ,12 ,14 , 16 & 17
5. Communications	<ul style="list-style-type: none">• RCL Daily Safe Start topic: Change to welfare facilities



	<ul style="list-style-type: none">• COVID-19 topic : Keeping 2m.
6. PPE	<ul style="list-style-type: none">• Everyone wearing 5 Point PPE and some people using dust masks for extra protection• Face shields being worn when using internal lifts
7. Site Cleaning	<ul style="list-style-type: none">• All handrails and turnstiles cleaned frequently. Sweeping floor frequently.
8. Other Locations	<ul style="list-style-type: none">• Two hoists running for materials to take to different levels.• Two lifts working but only taking 3 people and a driver.
9. Notes	<p>Raphael's power tools after each person use, have been cleaned with antibacterial cleaner and wiped down with paper towel.</p> <p>Raphael do daily, morning body temperature checks.</p> <p><u>Results</u></p> <p>J.Wray = 36.0 J.Godman = 35.8 I.Kovach = 36.2 J.Smith = 36.0 E.Amaning = 34.2 A.Lidzius = 35.4 R.Cancrai = 32.9 B.Ramchande = 36.2 R.Dick = 35.7</p>
Any Improvements Needed?	
RCL COMMENTS:	



Daily Report of Site Conditions and Controls for COVID-19

REPORT NO:	124
DATE:	10.11.2020
CONTRACT / SITE:	Hilton Hotel , Victoria Square , Woking
COMPLETED BY:	Jason Wray
RCL OPERATIVES ON SITE:	J.Wray , J.Godman , I.Kovachev , J.Smith , E.Amaning , A.Lidzius , R.Cancrai , R.Dick & B.Ramchande
CHECKLIST	
LOCATION	ACTIVITIES & CONTROLS
1. Site entrance	<ul style="list-style-type: none">• Site entrance controlled with turnstiles using swipe in card system.• Taking temperature readings before being allowed on site.• Hand sanitiser is available at site office and welfare facilities entrance point
2. Site toilets	<ul style="list-style-type: none">• Four working toilets on Site.• 1 WC on each level by canteen, 3 by site entrance and 1 on site. Maximum of 4 persons to use space at once.• Each sink has a divider in the middle of each other.
3. Site canteen	<ul style="list-style-type: none">• Ply dividers between each table.• Canteen serviced kitchen currently open but has a screen.• Drinkable Water Station but you have to bring your own bottle.• One person per table (Seats now removed)• Tables are cleaned frequently.
4. Workplace	<ul style="list-style-type: none">• Everyone keeping 2m distance at all time.• RCL work area Levels 09 , 10 , 16 & 17



5. Communications	<ul style="list-style-type: none">• RCL Daily Safe Start topic: Intumescent strips to doors• COVID-19 topic : Keeping 2m.
6. PPE	<ul style="list-style-type: none">• Everyone wearing 5 Point PPE and some people using dust masks for extra protection• Face shields being worn when using internal lifts
7. Site Cleaning	<ul style="list-style-type: none">• All handrails and turnstiles cleaned frequently. Sweeping floor frequently.
8. Other Locations	<ul style="list-style-type: none">• Two hoists running for materials to take to different levels.• Two lifts working but only taking 3 people and a driver.
9. Notes	<p>Raphael's power tools after each person use, have been cleaned with antibacterial cleaner and wiped down with paper towel.</p> <p>Raphael do daily, morning body temperature checks.</p> <p><u>Results</u></p> <p>J.Wray = 36.3 J.Godman = 35.3 I.Kovach = 36.2 J.Smith = 35.9 E.Amaning = 34.7 A.Lidzius = 35.3 R.Cancrai = 34.7 B.Ramchande = 33.5 R.Dick = 33.2</p>
Any Improvements Needed?	
RCL COMMENTS:	



Daily Report of Site Conditions and Controls for COVID-19

REPORT NO:	125
DATE:	11.11.2020
CONTRACT / SITE:	Hilton Hotel , Victoria Square , Woking
COMPLETED BY:	Jason Wray
RCL OPERATIVES ON SITE:	J.Wray , J.Godman , I.Kovach , J.Smith , E.Amaning , A.Lidzius , R.Cancrai , R.Dick & B.Ramchande
CHECKLIST	
LOCATION	ACTIVITIES & CONTROLS
1. Site entrance	<ul style="list-style-type: none">• Site entrance controlled with turnstiles using swipe in card system.• Taking temperature readings before being allowed on site.• Hand sanitiser is available at site office and welfare facilities entrance point
2. Site toilets	<ul style="list-style-type: none">• Four working toilets on Site.• 1 WC on each level by canteen, 3 by site entrance and 1 on site. Maximum of 4 persons to use space at once.• Each sink has a divider in the middle of each other.
3. Site canteen	<ul style="list-style-type: none">• Ply dividers between each table.• Canteen serviced kitchen currently open but has a screen.• Drinkable Water Station but you have to bring your own bottle.• One person per table (Seats now removed)• Tables are cleaned frequently.
4. Workplace	<ul style="list-style-type: none">• Everyone keeping 2m distance at all time.• RCL work area Levels 09 , 11 , 12 , 13 , 16 & 18



5. Communications	<ul style="list-style-type: none">• RCL Daily Safe Start topic: TBT on Climate Control• COVID-19 topic : Keeping 2m.
6. PPE	<ul style="list-style-type: none">• Everyone wearing 5 Point PPE and some people using dust masks for extra protection• Face shields being worn when using internal lifts
7. Site Cleaning	<ul style="list-style-type: none">• All handrails and turnstiles cleaned frequently. Sweeping floor frequently.
8. Other Locations	<ul style="list-style-type: none">• Two hoists running for materials to take to different levels.• Two lifts working but only taking 3 people and a driver.
9. Notes	<p>Raphael's power tools after each person use, have been cleaned with antibacterial cleaner and wiped down with paper towel.</p> <p>Raphael do daily, morning body temperature checks.</p> <p><u>Results</u></p> <p>J.Wray = 36.2 J.Godman = 34.2 T.Finnis = 34.4 J.Smith = 35.2 E.Amaning = 33.4 A.Lidzius = 35.3 R.Cancrai = 34.0 B.Ramchande = 36.6 R.Dick = 33.6</p>
Any Improvements Needed?	
RCL COMMENTS:	



Daily Report of Site Conditions and Controls for COVID-19

REPORT NO:	126
DATE:	12.11.2020
CONTRACT / SITE:	Hilton Hotel , Victoria Square , Woking
COMPLETED BY:	Jason Wray
RCL OPERATIVES ON SITE:	J.Wray , J.Godman , I.Kovach , J.Smith , E.Amaning , A.Lidzius , R.Cancrai , R.Dick & B.Ramchande
CHECKLIST	
LOCATION	ACTIVITIES & CONTROLS
1. Site entrance	<ul style="list-style-type: none">• Site entrance controlled with turnstiles using swipe in card system.• Taking temperature readings before being allowed on site.• Hand sanitiser is available at site office and welfare facilities entrance point
2. Site toilets	<ul style="list-style-type: none">• Four working toilets on Site.• 1 WC on each level by canteen, 3 by site entrance and 1 on site. Maximum of 4 persons to use space at once.• Each sink has a divider in the middle of each other.
3. Site canteen	<ul style="list-style-type: none">• Ply dividers between each table.• Canteen serviced kitchen currently open but has a screen.• Drinkable Water Station but you have to bring your own bottle.• One person per table (Seats now removed)• Tables are cleaned frequently.
4. Workplace	<ul style="list-style-type: none">• Everyone keeping 2m distance at all time.• RCL work area Levels 09 , 11 , 12 , 13 , 17 & 18



5. Communications	<ul style="list-style-type: none">• RCL Daily Safe Start topic: TBT on Material Handling & Housekeeping• COVID-19 topic : Keeping 2m.
6. PPE	<ul style="list-style-type: none">• Everyone wearing 5 Point PPE and some people using dust masks for extra protection• Face shields being worn when using internal lifts
7. Site Cleaning	<ul style="list-style-type: none">• All handrails and turnstiles cleaned frequently. Sweeping floor frequently.
8. Other Locations	<ul style="list-style-type: none">• Two hoists running for materials to take to different levels.• Two lifts working but only taking 3 people and a driver.
9. Notes	<p>Raphael's power tools after each person use, have been cleaned with antibacterial cleaner and wiped down with paper towel.</p> <p>Raphael do daily, morning body temperature checks.</p> <p><u>Results</u></p> <p>J.Wray = 35.9 J.Godman = 35.4 I.Kovach = 36.0 J.Smith = 36.0 E.Amaning = 33.4 A.Lidzius = 34.9 R.Cancrai = 35.8 B.Ramchande = 35.4 R.Dick = 33.4</p>
Any Improvements Needed?	
RCL COMMENTS:	



Daily Report of Site Conditions and Controls for COVID-19

REPORT NO:	127
DATE:	13.11.2020
CONTRACT / SITE:	Hilton Hotel , Victoria Square , Woking
COMPLETED BY:	Jason Wray
RCL OPERATIVES ON SITE:	J.Wray , J.Godman , I.Kovach , J.Smith , E.Amaning , A.Lidzius , R.Cancrai , R.Dick & B.Ramchande
CHECKLIST	
LOCATION	ACTIVITIES & CONTROLS
1. Site entrance	<ul style="list-style-type: none">• Site entrance controlled with turnstiles using swipe in card system.• Taking temperature readings before being allowed on site.• Hand sanitiser is available at site office and welfare facilities entrance point
2. Site toilets	<ul style="list-style-type: none">• Four working toilets on Site.• 1 WC on each level by canteen, 3 by site entrance and 1 on site. Maximum of 4 persons to use space at once.• Each sink has a divider in the middle of each other.
3. Site canteen	<ul style="list-style-type: none">• Ply dividers between each table.• Canteen serviced kitchen currently open but has a screen.• Drinkable Water Station but you have to bring your own bottle.• One person per table (Seats now removed)• Tables are cleaned frequently.
4. Workplace	<ul style="list-style-type: none">• Everyone keeping 2m distance at all time.• RCL work area Levels 09 , 11 , 12 , 13 , 17 & 18



5. Communications	<ul style="list-style-type: none">• RCL Daily Safe Start topic: Intumescent seals to frames• COVID-19 topic : Keeping 2m.
6. PPE	<ul style="list-style-type: none">• Everyone wearing 5 Point PPE and some people using dust masks for extra protection• Face shields being worn when using internal lifts
7. Site Cleaning	<ul style="list-style-type: none">• All handrails and turnstiles cleaned frequently. Sweeping floor frequently.
8. Other Locations	<ul style="list-style-type: none">• Two hoists running for materials to take to different levels.• Two lifts working but only taking 3 people and a driver.
9. Notes	<p>Raphael's power tools after each person use, have been cleaned with antibacterial cleaner and wiped down with paper towel.</p> <p>Raphael do daily, morning body temperature checks.</p> <p><u>Results</u></p> <p>J.Wray = 36.1 J.Godman = 36.0 I.Kovach = 36.0 J.Smith = 36.0 E.Amaning = 34.7 A.Lidzius = 35.9 R.Cancrai = 35.8 B.Ramchande = 34.8 R.Dick = 35.7</p>
Any Improvements Needed?	
RCL COMMENTS:	