



RAPHAEL
CONTRACTING LTD



TRAINING AND DEVELOPMENT PLAN
SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Electricity on site	Date: 03.12.20
Location: Knightsbridge	Start Time: 11:30
Duration (Minutes) 30min	End Time: 12:00
Presenters name: A. Kulsinkas	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	V. BRULY LEVICIUS	RAPHAEL	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	RAJESH CANA CERI	R. CL	I confirm that I have understood the Tool Box Talk
4	A. LOZILUS	R.C.L.	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 4	Duration 30min	Total Time 2 hours	Employer Reference 2453745
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RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 48) SECURITY ON SITE	Date: 02/12/2020
Location: Hilton Hotel, Victoria Square, Woking	Start Time: 08:00
Duration (Minutes) 30 mins	End Time: 08:30
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
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
C. CASEY	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 06	Duration 30 mins	Total Time 3 hours	Employer Reference 2453745
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Toolbox Talk No. 48 SECURITY ON SITE

WHAT THE LAW SAYS

- Under the law, trespassers have a right to expect not to be put at risk if they enter a construction site, particularly children who are less aware of danger
- On larger sites, the CDM Regulations place a specific duty on the main contractor to ensure that unauthorised persons do not gain access to the site

SOME RISKS TO THE UNWARY

- Children often find that construction sites are exciting places to play – ensure they cannot gain access after normal working hours
- Power tools, plant and equipment may be too tempting if not disabled and locked away; they could be stolen or cause injury to the inexperienced
- Hazardous substances which you may be familiar with and use daily may cause serious injury to unauthorised persons; lock them away when not in use

REMOVE TEMPTATION

- Ensure that an effective system of access control is operated
- Remove ladders from scaffolds or securely board up the lower rungs to prevent access at the end of each working day
- Check that the perimeter hoarding or fencing is intact and is to a standard which does not encourage unauthorised entry
- Remove keys from plant and equipment when not in use
- Remove from view and secure any tools, equipment and materials which might tempt thieves on to the site after normal working hours

DEALING WITH TRESPASSERS

- Ask suspected trespassers who they wish to see and, if necessary, escort them to site security. If they are genuine visitors, they will not mind being challenged
- Ensure that trespassing children are escorted off the site immediately
- Do not put yourself in a position where you could be accused of assault

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RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 90) PERSONAL HYGIENE AND PRESENTATION	Date: 03/12/2020
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
I. KOVACH	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
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
C. CASEY	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 08	Duration 30 mins	Total Time 4 hours	Employer Reference 2453745
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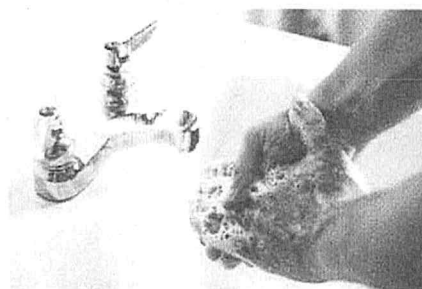
Toolbox Talk No.90 PERSONAL HYGIENE AND PRESENTATION

Good personal hygiene all boils down to common sense. A daily shower, followed by clean clothing, and frequent washing of hands, particularly before eating or smoking, goes a long way in keeping you healthy and safe.

Good personal hygiene is one of the most effective ways to protect ourselves, and others from illness. This means washing your hands, especially, but also your body. Good habits can help control body odour and bad breath. Here are some basic tips for good personal hygiene:

HAND WASHING

What is on your hands gets ingested. How many times have you seen fellow workers smoke a cigarette while their hands were covered with paint or grease? How about the workers who eat their lunch without washing their hands? Not one of us would intentionally eat paint, or dip our cigarette into the paint bucket. Even so, that is basically what is happening when you eat your sandwich or smoke a cigarette without washing your hands. In addition to tobacco, smokers may be inhaling toxic substances that have been placed on the cigarette from their hands.



You should always wash your hands:

- After using the toilet.
- Before making or eating food.
- After handling dogs or other animals
- If you have been around someone who is coughing or has a cold.

BAD BREATH

- Good dental hygiene includes regular brushing and flossing. Bad breath can be caused by diseases of the teeth, gums and mouth, such as infections.

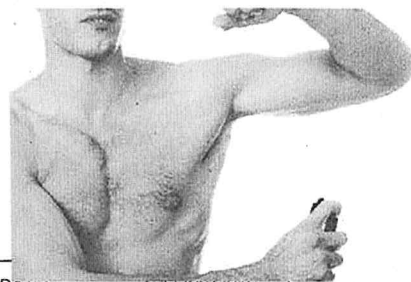


- Most people have bad breath first thing in the morning because saliva is not made while you sleep. Some foods that can cause bad breath include garlic and onion.
- Smoking, drinking coffee and dehydration can also cause bad breath
- Mouth washes, mouth sprays and flavoured chewing gum can make your breath smell better for a while, but if you have a health problem in your mouth, you need to see your dentist.

BODY ODOUR

Body smells are caused by a number of factors working in combination, including:

- Chemicals in sweat. Including pheromones, which are made by the body and sexually attract (or repel) other people.
- Wastes excreted through the skin, such as metabolised alcohol.



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- The actions of bacteria that live on the skin and feed on dead skin cells and sweat.
- Unwashed clothes, such as underwear and socks.
- TIP: Use an antiperspirant deodorant directly after each shower to ensure you keep fresh all day. Only wear your socks, undies and vests once before washing.

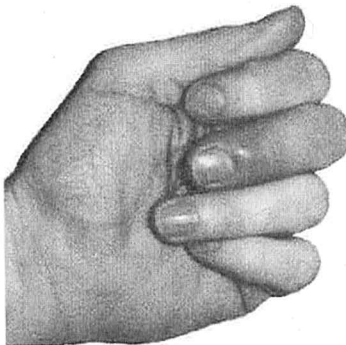
CLEAN CLOTHING

- Clean clothing is a part of good hygiene. Maintaining good personal hygiene includes the clothes worn to work.
- A worker wearing oily, greasy clothing, or clothes that have toxic chemicals spilled on them, is likely to experience irritating rashes, boils or other skin problems.
- Work clothing should be changed daily.
- A daily shower and clean clothing reduces the chances of skin problems.
- Remember, dirty clothes and skin carry chemicals to your home and family.



FIRST AID

First-aid begins with cleanliness. When we get a sliver, a nick, or a cut we typically go to the first-aid kit. We grab an adhesive bandage, quickly put it on, and go back to work.



Several days later we wonder why the small injury is inflamed and infected. Don't ignore small injuries like these. The wounded area should be washed with soap and water before the bandage goes on. Possibly an antiseptic should be placed on the wound as well. This simple trick helps to keep the wound from becoming contaminated. To also help prevent a small injury from getting to be a serious health hazard, keep your tetanus booster current. A small injection every 10 years is a small price to pay, in the prevention of infection.

PERSONAL PRESENTATION

If you are meeting visitors or working on sites, you are representing your employer and personal presentation is of utmost importance. This includes all of the above, but especially:

- Clean clothing in good condition i.e. not covered in paint or ripped
- Correct PPE that is required on that site, clean and in good condition
- Raphael – branded hi-vis only to be worn on site (or plain, if none available)

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PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

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