



RAPHAEL  
CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN  
SHORT TRAINING SESSION ATTENDANCE SHEET

|                          |                                   |
|--------------------------|-----------------------------------|
| Title: CLIMATE CHANGE    | Date: 11-12-20                    |
| Location: Knightsbridge  | Start Time: 14.00                 |
| Duration (Minutes) 30min | End Time: 14.30                   |
| Presenters name: G.Buck  | Presenters Signature: [Signature] |

|    | Candidate's Name | Name of Employer | Candidate's Signature                              |
|----|------------------|------------------|--|
| 1  | KOMAROV          | Ru               | I confirm that I have understood the Tool Box Talk |
| 2  | RANKHAI          | Ru               | I confirm that I have understood the Tool Box Talk |
| 3  | A. HIZAN.        | Ru.              | 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 | Duration | Total Time | Employer Reference |
|--------------|----------|------------|--------------------|
|              |          |            | 2453745            |

|                     |            |             |     |                     |            |             |
|---------------------|------------|-------------|-----|---------------------|------------|-------------|
| 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 |             |



# RAPHAEL CONTRACTING LTD

## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

|   |                       |
|---|-----------------------|
| Title: SRM - VSW - COVID-19 UPDATE              | Date: 09/12/2020      |
| 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                | <br>I Confirm that I have understood the Toolbox Talk               |
| K. KULSINSKAS    | Raphael Contracting Ltd                | <br>I Confirm that I have understood the Toolbox Talk               |
| E. AMANING       | Raphael Contracting Ltd                | <br>I Confirm that I have understood the Toolbox Talk               |
| J. SMITH         | Raphael Contracting Ltd                | <br>I Confirm that I have understood the Toolbox Talk               |
| B. RAMCHANDE     | Raphael Contracting Ltd                | <br>I Confirm that I have understood the Toolbox Talk               |
| R. DICK          | Raphael Contracting Ltd / Rec Serv Ltd | <br>I Confirm that I have understood the Toolbox Talk               |
| C. CASEY         | Raphael Contracting Ltd / Rec Serv Ltd | <br>I Confirm that I have understood the Toolbox Talk               |
| P. JAWORSKI      | Raphael Contracting Ltd / FORMWISE     | <br>I Confirm that I have understood the Toolbox Talk               |
| J. KAYDEN        | Raphael Contracting Ltd / FORMWISE     | <br>I Confirm that I have understood the Toolbox Talk               |
| P. FAGG          | Raphael Contracting Ltd / SALTO        | DID NOT ATTEND<br>I Confirm that I have understood the Toolbox Talk |
| R. FAGG          | Raphael Contracting Ltd / SALTO        | DID NOT ATTEND<br>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<br>9 | Duration<br>30 mins | Total Time<br>4½ hours | Employer Reference<br>2453745 |
|-------------------|---------------------|------------------------|-------------------------------|

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| DOCUMENT REFERENCE:<br>DOCUMENT OWNER: | SIT-FM-007<br>DAS | VERSION NO:<br>1.0 | CREATION DATE:<br>LAST REVISION DATE:<br>NEXT REVIEW DATE: | 07/02/2013<br>N/A<br>07/02/2014 | Page 1 of 1 |
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## VICTORIA SQUARE – COVID-19 UPDATE

You will likely be aware that we have had an increase in C-19 positive cases on the project.

The measures we have in place remain – Covid-19 Specific Control Plan, Mobilisation Plan, Sub Contractor Covid-19 specific Risk Assessments, Suspension of finger scanning at security, Temperature checks taken on arrival to site, Covid-19 Induction, Enhanced cleaning regimes in all shared areas including welfare, washrooms and changing rooms, Additional sanitising stations, Reduced seating and partitions in canteen and office areas including Perspex screens, Extensive poster campaign, One way systems.

A lot, as I'm sure you will agree.

Additional physical measures include a further increase on cleaning, sanitising spray of welfare areas at end of each shift, re-defined passenger limits in vertical transport.

Proudly building Britain's future heritage

**Sir Robert  
McALPINE**



**Note – we are implementing a change in strategy regarding face coverings on site. Face coverings must be worn in all areas. Failure to comply will be dealt with swiftly and effectively. Black Hats and Managers will assist in monitoring compliance.**

**Exceptions are as follows;**

- Canteen while seated eating and drinking;
- Smoking area while smoking;
- Office desks where screens are in place.

**To assist, we are temporarily removing the need for light eye protection (LEP) to reduce steaming up. If prescription glasses steam up - stop and allow time for the fogging to clear.**

**Remember;**

- 2m distance must be adhered to in all areas.
- If this cannot be achieved, a subcontractor RA is required as part of additional controls.

**Everyone must take responsibility for the safety of themselves and others.**



# RAPHAEL

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## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

|  |                              |
|--|------------------------------|
| <b>Title: (RCL-87) - SAFE USE OF HOP-UPS</b>           | <b>Date: 11/12/2020</b>      |
| <b>Location: Hilton Hotel, Victoria Square, Woking</b> | <b>Start Time: 07:30</b>     |
| <b>Duration (Minutes) 30 mins</b>                      | <b>End Time: 08:00</b>       |
| <b>Presenters name: Jason Wray</b>                     | <b>Presenters Signature:</b> |

| Candidate's Name          | Name of Candidate's Employer           | Candidate's Signature                                 |
|---------------------------|--|---|
| K. KULSINSKAS             | Raphael Contracting Ltd                | <br>I Confirm that I have understood the Toolbox Talk |
| E. AMANING                | Raphael Contracting Ltd                | <br>I Confirm that I have understood the Toolbox Talk |
| J. SMITH                  | Raphael Contracting Ltd                | <br>I Confirm that I have understood the Toolbox Talk |
| B. RAMCHANDE              | Raphael Contracting Ltd                | <br>I Confirm that I have understood the Toolbox Talk |
| R. DICK                   | Raphael Contracting Ltd / Rec Serv Ltd | <br>I Confirm that I have understood the Toolbox Talk |
| C. CASEY                  | Raphael Contracting Ltd / Rec Serv Ltd | <br>I Confirm that I have understood the Toolbox Talk |
| P. JAWORSKI               | Raphael Contracting Ltd / FORMWISE     | <br>I Confirm that I have understood the Toolbox Talk |
| <sup>R</sup><br>J. KAYDEN | Raphael Contracting Ltd / FORMWISE     | <br>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

|                           |                            |                              |                                      |
|---------------------------|----------------------------|------------------------------|--------------------------------------|
| <b>No. Attended</b><br>08 | <b>Duration</b><br>30 mins | <b>Total Time</b><br>4 hours | <b>Employer Reference</b><br>2453745 |
|---------------------------|----------------------------|------------------------------|--------------------------------------|

|  |                   |                    |  |                                 |             |
|--|-------------------|--------------------|--|---------------------------------|-------------|
| DOCUMENT REFERENCE:<br>DOCUMENT OWNER: | SIT-FM-007<br>DAS | VERSION NO:<br>1.0 | CREATION DATE:<br>LAST REVISION DATE:<br>NEXT REVIEW DATE: | 07/02/2013<br>N/A<br>07/02/2014 | Page 1 of 1 |
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**Toolbox Talk No. 87 SAFE USE OF HOP-UPS**

Hop-ups are designed for short-term use where access might be limited for other equipment such as podium steps. Some sites may require you to have a 'Permit-to-Work' for hop-ups and/or mini scafftags for their inspection records.

- Never use this equipment if you are ill, feeling tired, or under the influence of alcohol or drugs.
- Wear sensible, protective clothing and footwear offering good grip. Tie back long hair and avoid loose garments and jewellery that could get in your way.
- Do not use a hop-up if you suffer from vertigo or have a fear of heights.
- This equipment is designed to support one person only.
- The Hop-up is designed for internal use and must only be sited on a level floor.
- Erect the Hop-up away from overhead hazards.
- Never suspend the Hop-up from another structure.
- Never carry anything when climbing, unless you can do so leaving both hands free. Place tools and materials on to the platform before climbing.
- Always check the condition of components before use – and at regular intervals thereafter. If any show signs of damage or excessive wear, do not use it.
- Always ensure the hop-up is correctly extended and level before use – and check regularly thereafter.
- Do not site the Hop-up directly on carpet or floor surfaces that could be damaged by the feet
- Never overload the Hop-up. The work platform's maximum load is 110kg or 17.3 stone. The MAXIMUM SAFE WORKING LOAD must not be exceeded.
- Never lean anything against the Hop-up and never use it for jobs that exert repetitive or excessive force.
- Never use boxes, steps etc to gain extra height and never reach too far out to one side.
- Never move a Hop-up with personnel, tools or materials, always clear the platform first.
- Ensure the ground over which the Hop-up is to be moved is flat, level and firm enough to bear its weight, and well away from hazards.
- Don't take chances. If the Hop-up cannot be moved safely for any reason, fold it and rebuild in the new location.

|  |                      |             |   |                                       |                          |                 |
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| DOCUMENT REFERENCE:<br>DOCUMENT OWNER: | TOOLBOX TALKS<br>MOB | VERSION NO: | 8 | CREATION DATE:<br>LAST REVISION DATE: | 11/08/2010<br>10/05/2018 | Page 130 of 141 |
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**SITE: HILTON HOTEL, WOKING**

[illegible]

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| DOCUMENT REFERENCE:<br>DOCUMENT OWNER: | SIT-FM-008<br>DAS | VERSION NO:<br>1.1 | CREATION DATE:<br>LAST REVISION DATE:<br>07/02/2013<br>04/02/2016 | Page 1 of 1 |
|--|-------------------|--------------------|---|-------------|