



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

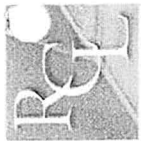
Title: <u>TOWER SCAFFOLDS & PODIUM STAIRS</u>	Date: <u>25-01-21</u>
Location: <u>Knightsbridge</u>	Start Time: <u>11:00</u>
Duration (Minutes) <u>30min</u>	End Time: <u>11:30</u>
Presenters name: <u>G.Buck</u>	Presenters Signature: <u>[Signature]</u>

	Candidate's Name	Name of Employer	Candidate's Signature
1	<u>R CANACAI</u>	<u>RCC</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
2	<u>KOMANOV</u>	<u>RCC</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
3	<u>A HIPPIN</u>	<u>RCC</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
4	<u>V BAKHAKHIA</u>	<u>RCC</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
5	<u>G ZABITA</u>	<u>RCC</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
6	<u>S SIMONOVIC</u>	<u>RCC</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
7	<u>I NEAGU</u>	<u>RCC</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
8	<u>L ZABITA</u>	<u>RCC</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
9	<u>S MIRANI</u>	<u>RCC</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
10	<u>G DIACONU</u>	<u>RCC</u>	<u>[Signature]</u> 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



PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: HILTON HOTEL, WOKING

OPERATIVE NAME	HARD HAT	SAFETY GLASSES	HI-VIZ VEST	GLOVES	EAR DEFENDERS / PLUGS	DUST MASK FFP3	REASON FOR ISSUE / REISSUE				SIGNATURE	DATE
							New	Lost	Damaged	Wear and Tear		
A. KIHARI						10X SURGICAL	✓				<i>[Signature]</i>	18/01/21
J. SMITH				✓			✓			✓	<i>[Signature]</i>	19/01/21
C. NEWELL						10X SURGICAL	✓				<i>[Signature]</i>	19/01/21
I. PETREAN						10X SURGICAL	✓				<i>[Signature]</i>	19/01/21
I. KOVACH						10X SURGICAL	✓				<i>[Signature]</i>	26/01/21
J. GODMAN						10X SURGICAL	✓				<i>[Signature]</i>	26/01/21
J. WRAP						10X SURGICAL	✓				<i>[Signature]</i>	26/01/21
J. SMITH						10X SURGICAL	✓				<i>[Signature]</i>	26/01/21
E. AMANING						10X SURGICAL	✓				<i>[Signature]</i>	26/01/21
B. RANCHAUDE						10X SURGICAL	✓				<i>[Signature]</i>	26/01/21
C. CASEY						10X SURGICAL	✓				<i>[Signature]</i>	26/01/21
H. SINGH			✓	✓		10X SURGICAL	✓				<i>[Signature]</i>	26/01/21
K. SINGH			✓	✓		10X SURGICAL	✓				<i>[Signature]</i>	26/01/21

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SITE: HILTON HOTEL, WOKING

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RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (SRM) – FACE COVERINGS AND SOCIAL DISTANCING IN WOKING PUBLIC AREAS	Date: 27/01/2020
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
J. SMITH	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
I. KOVACH	Raphael Contracting 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
H. SINGH	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
K. SINGH	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
A. KHIARI	Raphael Contracting Ltd / CR Agency	 I Confirm that I have understood the Toolbox Talk
T. OVIDIU-TRAIAN	Raphael Contracting Ltd / CRS Agency	 I Confirm that I have understood the Toolbox Talk
M. RITAN	Raphael Contracting Ltd / CRS Agency	 I Confirm that I have understood the Toolbox Talk

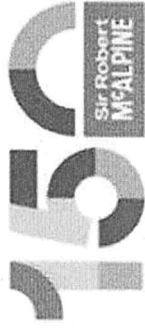
Grant Claim information

Note: Claims can only be made for your employees or labour-only sub-contractors

No. Attended 11	Duration 30 mins	Total Time 5 ½ hours	Employer Reference 2453745
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DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-007 DAS	VERSION NO: 1.0	CREATION DATE: 07/02/2013	LAST REVISION DATE: N/A	NEXT REVIEW DATE: 07/02/2014	Page 1 of 1
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COVID-19 Tool-Box Talk



Face coverings and Social distancing in Woking Public areas

The spread of the COVID-19 virus within the Woking community is a concern and it is vital that the behaviours show by the VSW workforce has no detrimental effect on the health & welfare of the Woking public.

VSW individuals visiting Woking centre must show the upmost consideration to members of the public and retail staff. Any none-compliance with government and SRM COVID-19 control measures could lead to removal from the public areas on permanent basis, this will be fully supported by VSW.

The areas include:

- Peacock shopping Mall
- Woking Shopping retail areas
- Areas occupied by members of the public.
- Public Multi-storey car park

WHAT IS EXPECTED

- Face coverings must be worn at all times
- Social distancing to be maintained (2 metre-rule)
- All PPE MUST be removed if entering the Shopping Mall (high visibility clothing, hard hats etc)
- Avoid gatherings in public areas
- Do not smoke in public areas such as shop & restaurant door ways.
- Show respect and be polite to members of the public at all times.

John King

Be Safe Home Safe


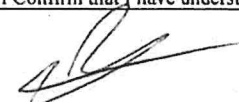


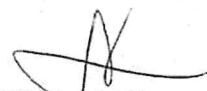




RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL-50) – WORKING IN PUBLIC	Date: 29/01/2020
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
J. SMITH	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
I. KOVACH	Raphael Contracting 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
M. RITAN	Raphael Contracting Ltd / CRS Agency	 I Confirm that I have understood the Toolbox Talk
O. TEODORESCU	Raphael Contracting Ltd / CRS Agency	 I Confirm that I have understood the Toolbox Talk

A. KHIARI	Raphael Contracting Ltd / CR Agency	 I Confirm that I have understood the Toolbox Talk
I. PETREAN	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
H. SINGH	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
K. SINGH	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
E. DICA	Raphael Contracting Ltd / Formwise	 I Confirm that I have understood the Toolbox Talk
P. JAWORSKI	Raphael Contracting Ltd / Formwise	 I Confirm that I have understood the Toolbox Talk
J. GRIGAITIS	Raphael Contracting Ltd / Formwise	 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 15	Duration 30 mins	Total Time 7 ½ 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 2 of 1
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Toolbox Talk No. 50 WORKING IN PUBLIC

- At times, our works may have an impact on the surrounding area and community; many in the community will have great concerns over the start of construction in the neighbourhood, whilst others will be interested in our works.
- The public will often be afraid that our construction work will bring noise, dust, road closures and increased heavy road traffic and disruption to normal life.
- This means that during the course of our works all those involved in the project, at all levels, should act with consideration for all those who live and work in the area surrounding the construction site to minimise their inconvenience.

By doing so we hope to be able to: -

- Improve the public image of both the company and of the construction industry
- Avoid Delays; If the public complain to their Local Authority about dust or noise nuisance, the Local Authority could impose conditions and or restrictions on working, which can lead to delays.
- Avoid Prosecution; if problems caused by dust or noise, are not satisfactorily resolved the Local Authority can prosecute.
- Reduce Costs, if good relations are established and maintained with the local community, issues such as access to site, deliveries and working hours can all be improved through friendly negotiation.

DO:

- ✓ Do be polite and considerate to members of public at all times, if possible answer any question they may have. e.g. project duration.
- ✓ Do take accurate notice of any complaint made by a member of the public and pass it on to your supervisor
- ✓ Only use approved routes to access the site
- ✓ Use only designated parking spaces, if none provided or available park your vehicles with consideration for the needs of others.
- ✓ Do keep dust and noise to a minimum
- ✓ Do keep doors and covers to plant and machinery closed at all times to reduce noise
- ✓ Direct site lighting and task lighting away from neighbouring properties
- ✓ Do tell site supervision of any rubbish skips or bins that are full or nearly full
- ✓ Do tell site supervision immediately if you find any fly tipped waste in the area

DON'T:

- ✗ DON'T obstruct vehicle accesses or entrances to neighbouring properties
- ✗ DON'T obstruct Public rights of way such as pavements and footpaths
- ✗ DON'T place mud onto the roads outside the site. Ensure vehicle wheels are clean before leaving site
- ✗ DON'T leave engines running unnecessarily
- ✗ AVOID shouting on site or have radios on to loud
- ✗ DON'T shout or whistle at passers-by
- ✗ DON'T drop litter or leave work places untidy
- ✗ DON'T peer into neighbouring surrounding buildings
- ✗ DON'T start working before 07.30hrs without prior approval from management
- ✗ DON'T leave gates and fences open.
- ✗ DON'T trespass on to neighbour's property

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



IF YOU'RE WORKING ON THE PAVEMENT / ROAD - CONSIDER ROAD USERS

- Ensure that appropriate warning signs are displayed and correctly positioned
- Cone off a tapered, lead-in zone to ease traffic movement past the works
- Erect barriers around all excavations and position lighting for safety at night
- Allow sufficient footway width for pedestrians to pass, or barrier off a temporary footway in the road
- Clear up mud from the road or footway as soon as is practical
- Carry out work activities which create dust or debris in a manner and location so that road traffic and pedestrians are not adversely affected
- Position plant and equipment so that no part of it (e.g. swinging jibs or excavator arms) encroaches into the safety zone
- Site traffic entering or leaving the works must not endanger other road users
- Park considerately and quietly in the local neighbourhood and without blocking drives / paths

PERSONAL SAFETY

- Ensure that a coned off safety zone exists around the works
- Wear high visibility clothing, safety helmet and safety footwear at all times
- Wear other PPE that is necessary for the job in hand
- Do not enter the safety zone in the normal course of your work
- Wash hazardous substances off exposed skin immediately – wear barrier creams
- Protect yourself against sunburn – 40,000 cases of skin cancer occur each year
- Take the correct precautions when working in excavations
- Take the correct precautions when underground services are to be uncovered

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	8	CREATION DATE: LAST REVISION DATE:	11/08/2010 10/05/2018	Page 70 of 141
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METHOD STATEMENT INDUCTION

ATTENDANCE SHEET TO BE COMPLETED FOR ALL METHOD STATEMENT TALKS
(METHOD STATEMENTS ISSUED TO ALL PRESENT)

CONTRACT:	NEW BOND STREET	MS REF:	001
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	NAME (PRINT)	DATE ATTENDED	SIGNATURE	COMMENTS
1	Dean Conyers	18/01/21		I confirm that I have read and understood the Risk Assessment and Method Statement
2	KARLIS ZANDBERGS	25/01/21		I confirm that I have read and understood the Risk Assessment and Method Statement
3	Yecori'Y Hecdywa	25/01/21		I confirm that I have read and understood the Risk Assessment and Method Statement
4				I confirm that I have read and understood the Risk Assessment and Method Statement
5				I confirm that I have read and understood the Risk Assessment and Method Statement
6				I confirm that I have read and understood the Risk Assessment and Method Statement
7				I confirm that I have read and understood the Risk Assessment and Method Statement
8				I confirm that I have read and understood the Risk Assessment and Method Statement
9				I confirm that I have read and understood the Risk Assessment and Method Statement
10				I confirm that I have read and understood the Risk Assessment and Method Statement

Signed:

Position: SUPERVISOR

Print Name: K.KULSINSKAS

Date: 14-01-21

WHEN COMPLETED RETURN THIS FORM TO THE RCL SAFETY OFFICER

Note on this side any points that have arisen which you may think should be brought to the attention of RCL and complete the attendance list above (add an extra sheet if necessary)




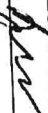






SITE: NEW BOND STREET

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Site Manager's Daily Safe Start

Contract:	New Bond Street	Site Manager:	KES KULSINS KAS	Date (w/c):	Method statement (s) (Title, Rev No. & Rev date)	001
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Location and description of works:

		Site Manager's Daily Sign Off		Hot Topics of the Day (the main points you discussed)					
	Date	Name	Signature						
Monday	25-01-21	KES		PPE					
Tuesday	26-01-21	KES		WORKING ON HOP UPS					
Wednesday	27-01-21	KES		TIDE WORK PLACE					
Thursday	28-01-21	KES		TIDE KEEPING					
Friday	29-01-21	KES		FFP-3 MASKS					
Saturday									
Sunday									
		Operatives Daily Sign Off							
Name	Signature	M	T	W	T	F	S	S	Comments
KARLIS									
Yusuf Huddyma									
CONTRACTORS									

NOTE IF YOU HAVE MORE THAN 10 OPERATIVES ON SITE, PLEASE USE THE CONTINUATION SHEET



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: PDE	Date: 25-01-21
Location: New Bond Street	Start Time: 730
Duration (Minutes) 30	End Time: 800
Presenters name: K. KULSINSKAS	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	D Conyers	RCL	I confirm that I have understood the Tool Box Talk
2	K. ZANDBERG S	RCL	I confirm that I have understood the Tool Box Talk
3	Yuriy Hudyma	RCL	I confirm that I have understood the Tool Box Talk
4			I confirm that I have understood the Tool Box Talk
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No. Attended

Duration

Total Time

Employer Reference
2453745