



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		
i IVANOV						10x SUNGHL	✓					22/02/24
M SVALIKSTA						10x SUNGHL	✓					22/02/24
G BURLOW						10x SUNGHL	✓					22/02/24
D DUMITRARA						10x SUNGHL	✓					22/2/21
W JORDAN						10x SUNGHL	✓					22/02/24
I. Ivanov												



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: FIRE EVACUATION PLAN INCLUDING WALKING ALL OPERATIVES FROM SITE TO THE NEW MUSTER POINT	Date: 22/02/2021
Location: Hilton Hotel, Victoria Square, Woking	Start Time:
Duration (Minutes) 30 mins	End Time:
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
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
I. IVANOV	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
M. SNIAUKSTA	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
D. DUMITRANA	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
G. BURLAN	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
W. JORDAN	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
J. WELCH	Raphael Contracting Ltd / Apex 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 13	Duration 30 mins	Total Time 6 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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FIRE ALARM ACTIVATIONS



WORKFORCE IMMEDIATE ACTIONS

- In the event of a fire alarm activating all site personnel must immediately make their way out of the building following the designated fire routes (follow signage) Be acquainted with the evacuation routes and muster point for your work area.
- Black hat supervision to take some responsibility and ensure their work colleagues respond swiftly in the event of a fire alarm activating, leave the building
- Subcontractor management must ensure that their operatives know the location of their designated fire muster point. This should be carried out following a site induction allowing new starters to become familiar with the site environment. Including the fire muster points.
- Subcontractors must conduct a role call at the muster point following a evacuation.
- The workforce must not attempt to collect tools, materials or belongings prior to accessing the building, no one should re-enter the building until its deemed safe to do so.
- No attempts should be made to use fire extinguishers to put out a fire, the priority is to leave the building
- The work force must take all fire drills seriously, leave the building immediately
- All site personnel should clear their work areas immediately and ensure their work colleagues are aware of the fire alarm and leave the building.

Be Safe Home Safe

This document confirms the fire evacuation plan moving forward from 17th February 2021.

The site has 3 muster points shown in the attached drawings.

Muster Point 1 is outside of Cote on Commercial Way. This muster point will be used by all operatives and site-based staff (except for Briggs & Forrester and Errigal) who are working in Zone 1, including the welfare facilities.

Muster point 2 is located outside of the Woking Hospice charity shop and will be used by all Errigal and Briggs & Forrester operatives and site-based staff working in Zone 1.

Muster point 3 is located at Debenhams on Victoria Way. This muster point will be used by all Zone 2 operatives and site-based staff, including the welfare facilities.

The Export House muster point will remain at the Big Apple on Commercial Way.

In the event of a fire alarm, everybody on site is to cease work immediately and vacate the work area as quickly and as safely as possible to their designated muster points. The lifts are not to be used and will return to the ground floor. Each muster point will be attended by an SRM fire marshal. One lock box will be located at each muster point and will contain sub-contractor's signs. A nominated member of each sub-contractor will hold the sign throughout the evacuation. Sub-contract supervisors are to carry out a role call using a daily activity briefing register to ensure that all their operatives have left the site.

In the event of a fire alarm, Clipfine security will print a register of everybody who is currently registered on site and free both turnstile slews. All sub-contractors are to check the Datascope print out against their daily activity briefing register.

Area	Name of Person(s)
Site Wide / Externals	Fire Co-ordinator – Eddie Gearing Deputy – Nick Daniell
Hotel	Fire Co-ordinator – Paul Carter Deputy – Richard Wilks
Tower 1	Fire Co-ordinator – Harry Nabbs Deputy – Jon Burton
Tower 2	Fire Co-ordinator – Anton Gjoni Deputy – James Cooper
Retail / Green Car Park	Fire Co-ordinator – Keith Dixon Deputy – Waseem Al-Abdulla
Red Car Park / DCC	Fire Co-ordinator – Danny Gearing Deputy – Shaun Begley
Weekend Cover	Fire Co-ordinator – Eddie Gearing Deputy – Danny Gearing

Fire Evacuation Plan

17/02/2021

**Sir Robert
McALPINE**

A list of all SRM trained fire marshals / wardens (as well as the names in the table above) will direct personnel to muster points:

- Diana Dediu
- Alfred Abdia
- Arjan Rroku
- Jamie Tong
- Pat Fletcher
- Kris Fowler
- Harry Jenner
- Joff King
- Valeriy Protsenko
- Keith Dixon

Following the recent fire evacuation, we will be asking all sub-contractor's supervisors to carry out a toolbox talk on this fire evacuation plan. Supervisors are to take operatives to visit their designated muster points in small groups. SRM will also carry out the same exercise for Export House staff.

External works co-ordinators are to be informed of a fire immediately so that work can be stopped and left safe. Marshalls are to direct site operatives towards their respective muster points.








As the project progresses this plan will be revised accordingly (minimum monthly) to reflect any changes on site. All sub-contractors are to ensure that revisions of this plan are communicated to personnel. Location specific changes will be advised during daily activity briefings / the daily co-ordination report.

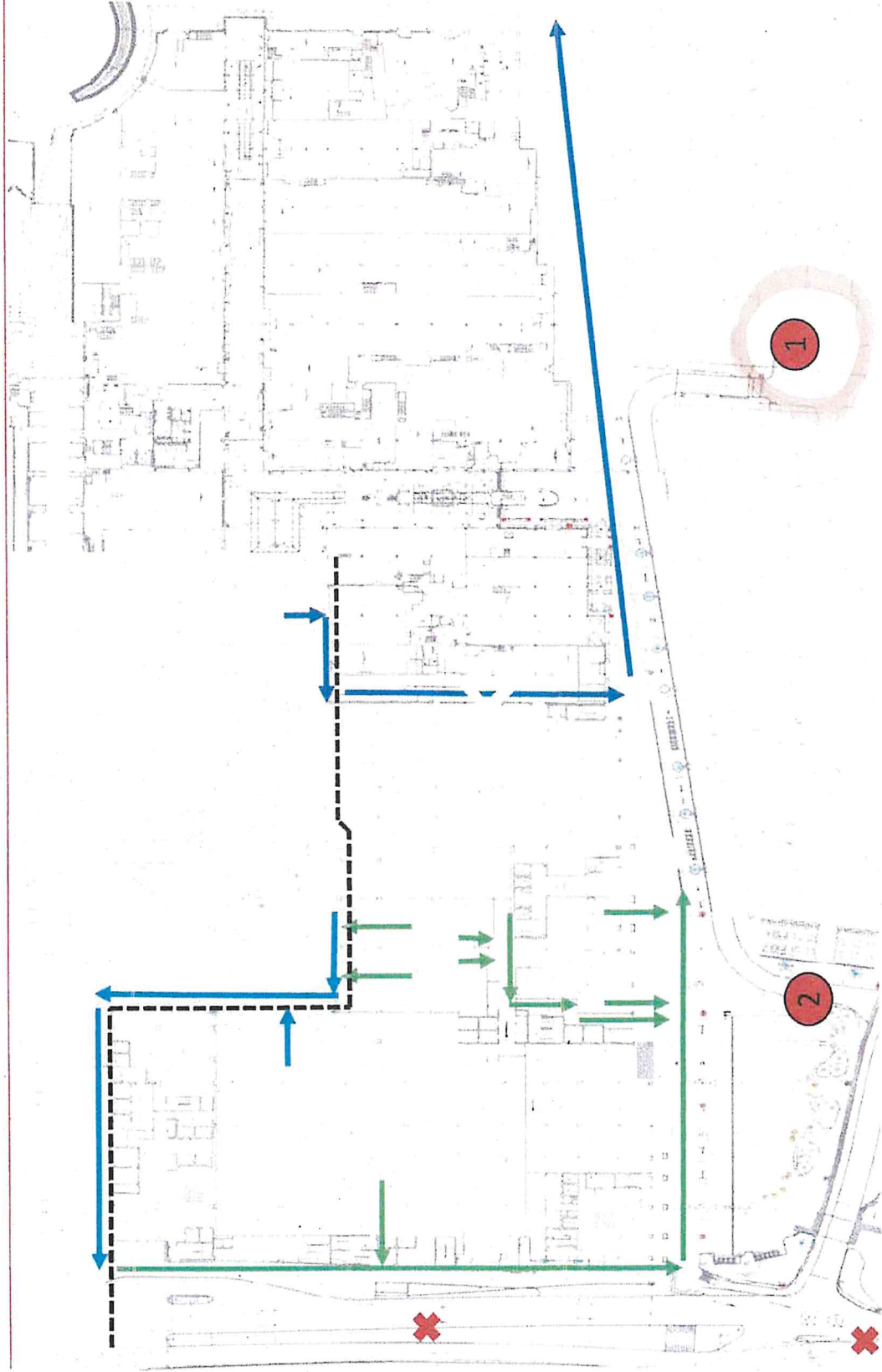
All personnel are to remain off-site until the 'all clear' has been given. The order to safely return into the buildings can only be given by the SRM fire co-ordinator in charge. If possible, all parties are to maintain social distancing and face coverings are still mandatory.

ZONE 1 FIRE ESCAPE PLAN

Victoria Square Project

Sir Robert
McALPINE




KEY	
	Zone Boundary
	Primary Retail Unit fire escape route
	Secondary Retail Unit fire escape route
	Export House fire escape route
	Fire Hydrant point
	Muster Point 1
	Muster Point 2

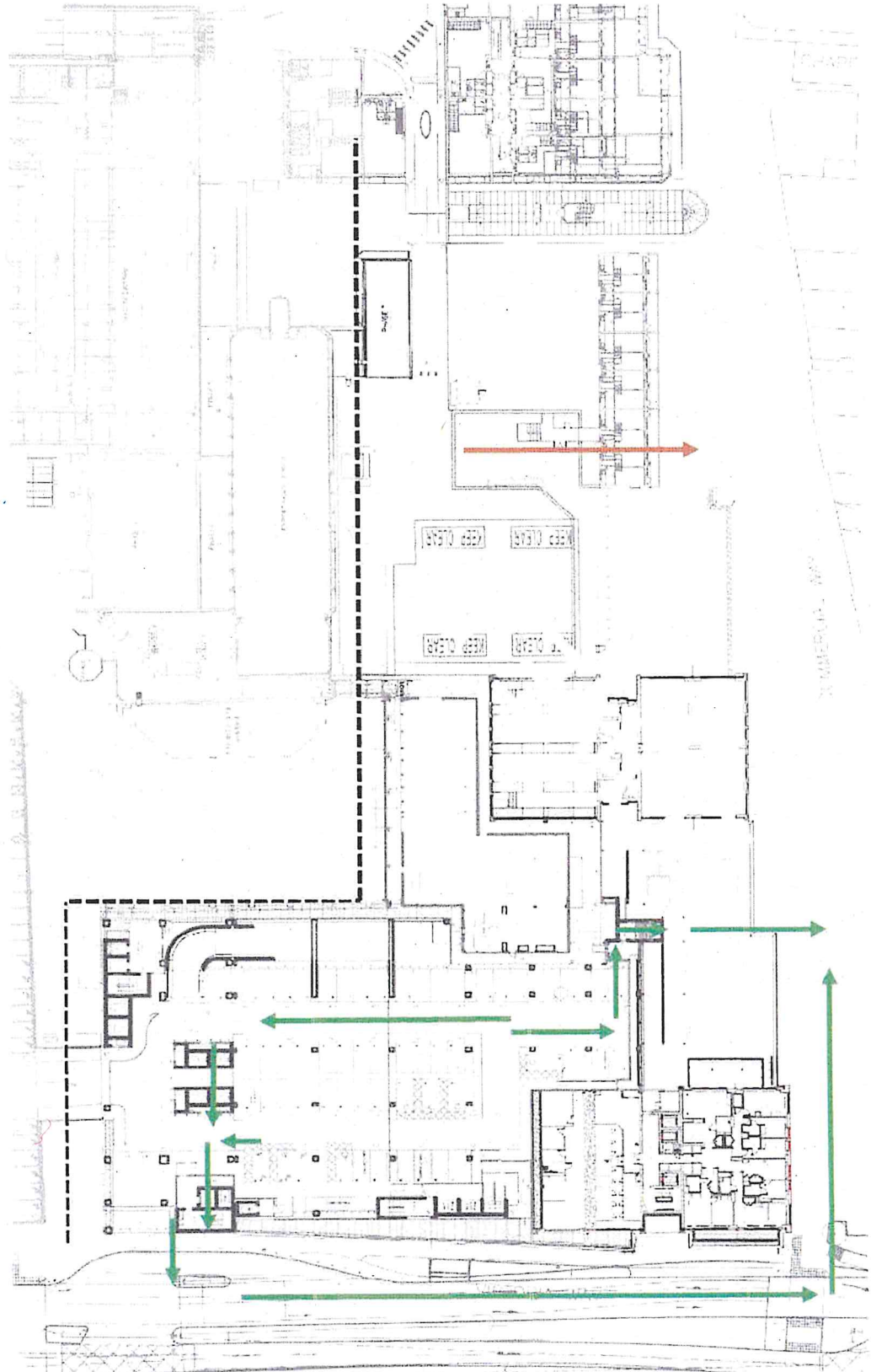


ZONE 1 FIRE ESCAPE PLAN GREEN CAR PARK

Victoria Square Project

Sir Robert
McALPINE





KEY	
	Zone Boundary (approx.)
	Green Car Park offices Fire escape
	Retail, Service yard, Export House (Cut across service yard, follow existing export house fire route)

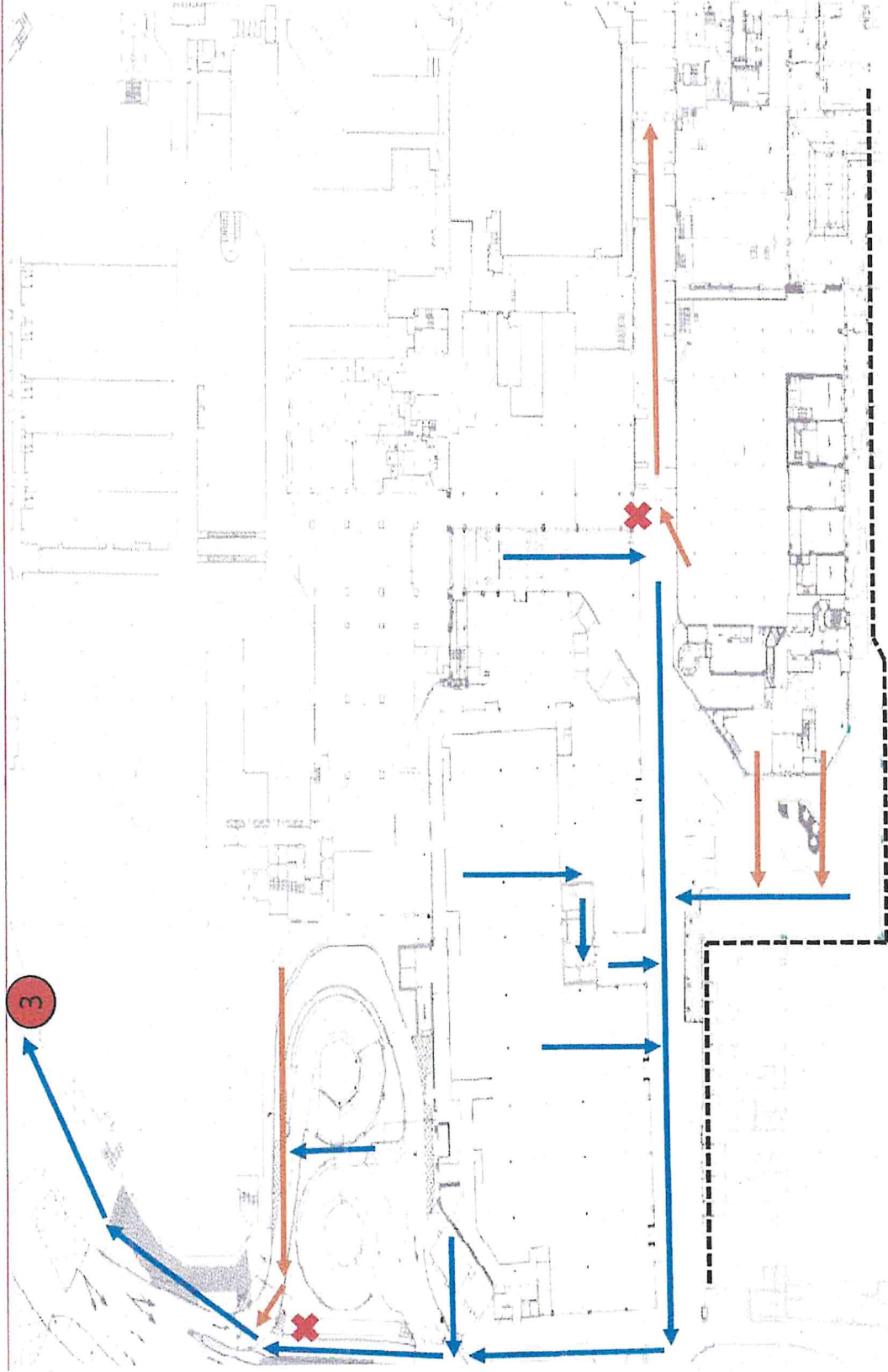


ZONE 2 FIRE ESCAPE PLAN

Victoria Square Project

Sir Robert
McALPINE

KEY	
	Zone 2 Muster Point
	Fire Hydrant
	Site escape route(s)
	Shared Site and Retail escape route NOTE: Retail to designate own muster point NOTE: Sainsbury's fire exit out onto Church Street, right down Market Walk
NOTE: If on the First Floor – Retail Unit SU9 & SU10, head to Service Yard (Deck B)	



- Area Design
- Area Control
- 200 Yds. Safety
- Red & Orange Area
- Yellow Area

Background Control

3

All Zone 2
contractors
to MP3

Zone 2

Zone 1

2

All Briggs &
Forrester
and Errigal
staff to MP2

1

All Zone 1
Contractors
to MP1





RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: FIRST AID AND ACCIDENT REPORTING	Date: 26/10/2020
Location: Hilton Hotel, Victoria Square, Woking	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenters name: JAMES GODMAN	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
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
H. SINGH	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
K. SINGH	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
I.IVANOV	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
M. SNIAUKSTA	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
G. BURLAN	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
D. DUMITRANA	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
E. YALAMOV	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
B. THOMPSON	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
L. RICHARDSON	Raphael Contracting 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 12	Duration 30 mins	Total Time 6 hours	Employer Reference 2453745
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Toolbox Talk No. 9 FIRST AID AND ACCIDENT REPORTING

Fact: If you know basic first aid, you could save a life.

Before First Aid is Required

1. Ensure you know where first aid equipment is kept.
 2. Know whom the first-aider(s) and appointed person(s) are.
 3. If you use anything from the first aid box, make sure it's replaced.
 4. Keep a small first aid kit with you if you are working away from the main site.
 5. Know where the phone is and understand the procedure for calling the emergency services.
- Q:** What are the procedures here?

When First Aid is Required

1. Make the casualty safe.
 2. Call for help i.e. first aider.
 3. Send someone to phone for an ambulance, if required.
 4. Don't move the casualty, unless they are in immediate danger.
- Q:** On finding a casualty, what is the first thing to do?
5. Remain with the casualty and give reassurance.
 6. Make the casualty as comfortable as possible.
 7. Don't give drinks or food to a casualty; moisten lips only.
 8. Don't allow the casualty to smoke.
- Q:** What would you do until a first aider arrived?

Basic First Aid May Save a Life

1. Do you know how to resuscitate and start the heart?
2. Do you know how to stop major bleeding?
3. Do you know how to treat scolds, burns and for shock?

If you don't, think about getting first aid training.

Accident Reporting

1. Report all accidents and dangerous occurrences.
 2. Ensure that the details are entered into the accident book.
- Q:** Following an accident at work what must you do?
- Q:** What should you know before an emergency arises?
- Q:** What are the priorities of first aid?

Other Considerations

1. First aid cover must include shift work
2. Someone must have responsibility for re-stocking first aid boxes
3. The first aid equipment provided must be appropriate for the nature of the work and the number of operatives
4. First aiders should be easy to identify – usually a sticker on the safety helmet

REMEMBER: If you know first aid, you could save a life!

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	8	CREATION DATE:	11/08/2010	Page 15 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	10/05/2018	



TOOL BOX TALKS

DOC No. FW-SWP-003

ISSUE: 2

PROJECT NAME: HILTON WORKING

PROJECT ADDRESS: WORKING

CLIENT: RAPHAEL

STATEMENT: It is a requirement for Contracts Managers, Site Managers and Site Supervisors to advise on the safe methods of work before commencing site operations. Completed pre-start briefings and inductions, tool box talks, and Risk Assessments must be retained in the site file and the Wellingborough office as a record of training given, acceptance and understanding. Site operatives must hold the required levels of competence and CSCS cards to make sure that as is 'reasonably practical' the work is carried out in a safe and satisfactory way.

INSTRUCTION: Where the work activity has been identified as being a risk or hazardous operation you have a responsibility to provide through 'Risk Assessments' and with due care towards the environment and the occupational health and safety of yourself and others a 'safe work place'. You have been given suitable training and sufficient resource and support to undertake the work and complete it as instructed and to the client's satisfaction. You have a responsibility to report and record any accidents, incidents or near misses of any type to the site manager and Wellingborough office. Whenever there is a concern relating to the Health, safety, or environment, or you are in any doubt to the safe working practice or of others safe working practice **do not proceed** without referring to supervision for guidance.

NOTE: All site operatives, supervisors, contracts managers, visitors must go to the site office, introduce themselves to the Main Contractors site team and sign in on arriving and out on leaving site. Inductions carried out by the Main Contractor must be attended and so must site safety meetings as required, and by all those expecting to work on site in a supervisory capacity. Unless in the site file prior to starting work, all site workers and site managers must provide as requested any certificates or compliance paper work. CSCS, SMSTS, SSSTS, Insurance, RAMS etc. Site specific rules given at induction must be adhered to and carried out as much as 'reasonably practical'. From time to time during the site works random drugs & alcohol testing may be carried out, along with H&S inspections by our senior contracts manager or external H&S consultant Rachel Widdows and whilst inspections are being carried out assistance must be provided to comply.

Format: The standard format comprises the following:

- Talk number & title - for reference purposes
- Introduction - A couple of lines to introduce the talk & explain why it is important.
- Main points - 3 to 5 key points which should be covered.
- Discussion points - a list of points to choose from, you can cover all or select the most relevant for the site.
- Notes - an area to add any minor updates, queries raised etc.

Frequency: Whilst there is no set frequency, it is recommended that every fitter should receive a toolbox talk once a week. However, this recommendation is based on a continued contract where personnel working every day is consistent. Where sites are infrequent and phases are spaced apart, at least 1 TBT should be carried out per phase or contracts managers site visit. Given H&S circumstances and regulations we should try to aim for at least 4 TBTs being carried out by Contracts managers on site. For fitters based locally it may be more convenient to have regular sessions off site in our office.

Which talk: Contracts Managers can either select talks based on the relevance to each sites or aspects of work undertaken or may prefer to progress through the manual in order. Some TBTs will have reduced significance, However, most sites should require TBTs to be delivered as frequency.

Record keeping: Please ensure you fill in the register and fitters sign to record they have received toolbox talks.

Formwise Washrooms Ltd,
Unit 3 Wendel Point, Ryle Drive, Park Farm Industrial Estate,
Wellingborough, Northamptonshire, NN8 6BA 01933 405961
sales@formwise-washrooms.co.uk www.formwise-washrooms.co.uk

REGISTER OF TALKS GIVEN BY AND RECEIVED BY

[illegible]

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Unit 3 Wendel Point, Ryle Drive, Park Farm Industrial Estate,
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sales@formwise-washrooms.co.uk www.formwise-washrooms.co.uk

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4. ASBESTOS AWARENESS
5. COSHH - CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH
6. MANUAL HANDLING
7. ALCOHOL AND DRUGS
8. WELFARE ARRANGEMENTS AND FACILITIES
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37. LEPTOSPIROSIS (WEIL'S DISEASE)
38. FACE FIT MASKS AND TESTING
39. SLIPS TRIPS AND FALLS
40. SITE TRANSPORT AND MACHINERY

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TBT 16: WORKING AT HEIGHT

THE WORK AT HEIGHT REGULATIONS 2005 – A BRIEF GUIDE: Falls from height remain the single biggest cause of workplace deaths and one of the main causes of major injury. This guide is written for anyone who works at height. It tells you what you need to do to comply with the Work at Height Regulations 2005. The Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury.

WHAT IS 'WORK AT HEIGHT'?

- A place is 'at height' if (unless these Regulations are followed) a person could be injured falling from it, even if it is at or below ground level.
- 'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work. For instance, a sales assistant on a stepladder would be working at height, but we would not be inclined to apply the Regulations to a mounted police officer on patrol.

PLANNING THE WORK

You must:

- Ensure that no work is done at height ONLY if it is safe and reasonably practicable to do it, and cannot be done any other way. **Plan forward, Plan for emergencies, Plan for Risks,**

TRAINING

- You must ensure that everyone involved in this work is competent (or, if being trained, is supervised by a competent person). This includes involvement in organisation, planning, supervision, and the supply and maintenance of equipment.
- Where other precautions do not eliminate the risk of a fall occurring, you must (as far as it is reasonably practicable to do so) train those who will be working at height how to avoid falling, and how to avoid or minimise injury to themselves should they fall.

FALLING OBJECTS

- Where it is necessary to prevent injury, you must do all that is reasonably practicable to prevent anything falling. If it is not reasonably practicable, you must ensure that no one is injured by anything falling.

USING LADDERS (BY WORK PERMIT ONLY)

- Only use a ladder if that's all that is reasonably practicable to prevent risk. Make sure that ladders are used on a work permit basis and have been checked for faults and damage.
- Accidents occur when the ladder has not been secured and the top or bottom starts slipping.
- Climbing ladders carrying loads, over-reaching, over-balancing all make an unsecured ladder more unstable.
- Ladders which are placed or set on an unstable base also contribute to many accidents.

- × **DON'T** Over-reach when using ladders.
- × **Never** attempt to repair damaged ladders.
- × **Never** use trestle top platforms or step ladders

Only trained, competent persons are to erect mobile towers and platforms e.g. PASMA

Working platforms can be used but must:

- Be fully boarded and complete with guardrails and toe boards.
- Where on a double width aluminium alloy tower a single width platform only is used, it must have guardrails and toe boards to suit. Mobile towers are to have only one working platform.
- Prior to erecting towers on suspended floor, ensure bearing capacity of floor is sufficient for the planned load.

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TBT 21: SAFE USE OF HAND TOOLS

Don't take hand tools for granted, because of the rugged demands our industry puts on tools, the misuse of tools, using the incorrect tool for the job or tools in poor condition can result in injury or spoiled work.

- There are numerous hand tools used in construction work; hammers, screwdrivers, wrenches, side cutters, tape measures, sledge hammers, hand saws, cat's paws, chisels, punches and pipe wrenches, just to name a few.
- Each tool is designed to do a specific job. It is up to you to know how to use each tool properly.
- Short cuts and using the wrong tool for the job will more than likely cause an accident. One of the most frequent abuses of a hand tool is the misuse of the screwdriver. This hand tool is often used as a mini pry bar, a wood chisel, etc – any number of small tasks for which it simply was not designed to be used. A puncture wound can easily occur when misusing any pointed hand tool. Always use the right tool for the job at hand.
- Keep tools in good condition. Injuries occur when a tool slips or breaks, often because the tool is dull. A sharp, well maintained tool will help you perform your job more effectively and in a shorter time. Keep all tools sharp, chisel points dressed etc. Replace broken tools and broken or cracked handles immediately. As the worker who uses the hand tool, you should think of safety first. Check to be sure that the tool is in good shape before you use it. If you have any question about the condition of the tool, or how to use it properly, check with your supervisor.
- Personal protective equipment is required if there's any danger of flying objects. Wear your safety goggles. If there is the potential risk of a hand injury, be sure to wear gloves. Injuries also can occur when you're carrying the tool. Never run, with any tool in your hands. Carry tools with pointed or sharp edges so that those edges are away from your body. An intelligent and safe way to transport hand tools is to wear a tool belt or carry them in a toolbox.

CHOOSE THE RIGHT TOOL FOR THE JOB AND BE SURE YOU KNOW HOW TO USE IT CORRECTLY THE BASIC RULES ARE:

- ✓ Choose the right tool for the job.
- ✓ Use only tools in good condition – no tools with cracked or broken handles, none without handles, none with mushroomed or broken heads.
- ✓ Keep keen-edged blades sharp; store them safely when not in use.
- ✓ Always cut away from yourself.
- ✓ Be sure to wear eye protection if there's any chance of chips or flying particles.
- ✓ Don't use a file without a handle.
- ✓ Don't use a chisel or screwdriver as a pry bar.



RAPHAEL
CONTRACTING LTD

PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: NEW BOND STREET

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		
K.KULSINSKAS		✓		✓		✓				✓	<i>[Signature]</i>	18/01/21
D. Conyers						✓	✓				<i>[Signature]</i>	18/01/21
KARIS JANDBERGS			✓	✓		✓	✓				<i>[Signature]</i>	25/01/21
Yuriy Hedyman		✓	✓	✓		✓	✓				<i>[Signature]</i>	25/01/21
K.KULSINSKAS		✓		✓		✓	✓				<i>[Signature]</i>	05/02/21
M. DYTANTAS		✓	✓	✓		✓					<i>[Signature]</i>	08-02/21

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RAPHAEL CONTRACTING LTD

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	MARLIS ZANDBERG	25/01/21		I confirm that I have read and understood the Risk Assessment and Method Statement
3	Yuriy Hedy	25/01/21		I confirm that I have read and understood the Risk Assessment and Method Statement
4	MINDRUGAS BYTAUTAS	08-02-21		I confirm that I have read and understood the Risk Assessment and Method Statement
5	Z. TOKLIKIS	10-02-21		I confirm that I have read and understood the Risk Assessment and Method Statement
6	G. DZOMTIL	10-02-21		I confirm that I have read and understood the Risk Assessment and Method Statement
7	MYKHAYLO GOLUBVAK	23 02 21		I confirm that I have read and understood the Risk Assessment and Method Statement
8	Kyr IVAN	23 02 21		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)

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DOCUMENT OWNER:	DAS			LAST REVISION DATE:	01/03/2018	








Site Manager's Daily Safe Start

Contract:	New Bond Street	Site Manager:	KES KULSINSKAS	Date (w/c):	22/02/21	Method statement (s) (Title, Rev No. & Rev date)	001
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Location and description of works: FITTING SKIRTING BOARDS AND HANGING DOORS L-4/L-3

Site Manager's Daily Sign Off

	Date	Name	Signature	Hot Topics of the Day (the main points you discussed)
Monday	22-2-21	KES		PPE
Tuesday	23-2-21	KES		DUST
Wednesday	24-2-21	KES		HOP-UPS
Thursday	25-2-21	KES		
Friday	26-2-21	KES		SAFETY ON SITE
Saturday				
Sunday				

Operatives Daily Sign Off	
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[illegible]

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: AIR QUALITY / DUST ON SITE	Date: 23-02-21
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	M. BYTAUTAS	RCL	
2	H. MANILAL	RCL	
3	M GOLUBGIR	RCL	
4	Kyr IVAN	RCL	
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
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