



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <u>WELFARE ARRANGEMENTS</u>	Date: <u>09-3-21</u>
Location: <u>Knightsbridge</u>	Start Time: <u>14.00</u>
Duration (Minutes) <u>30min</u>	End Time: <u>14.30</u>
Presenters name: <u>G. Buck</u>	Presenters Signature: <u>[Signature]</u>

	Candidate's Name	Name of Employer	Candidate's Signature
1	K. OMAU	RCL	I confirm that I have understood the Tool Box Talk
2	A. KIDZIUS.	RCL	I confirm that I have understood the Tool Box Talk
3	V. BAHUONCIUS.	RCL	I confirm that I have understood the Tool Box Talk
4	A. STATTIS.	RCL	I confirm that I have understood the Tool Box Talk
5	R. CANACRAI	RCL	I confirm that I have understood the Tool Box Talk
6	S. HIRANI.	RCL	I confirm that I have understood the Tool Box Talk
7	G. DIACOMU.	RCL	I confirm that I have understood the Tool Box Talk
8	I. NERAGU.	RCL	I confirm that I have understood the Tool Box Talk
9	L. ZABITA	RCL	I confirm that I have understood the Tool Box Talk
10	G. ZABITA	RCL	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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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	WARRIS ZANDIERGS	25/01/21		I confirm that I have read and understood the Risk Assessment and Method Statement
3	Yecriy Heclyma	25/01/21		I confirm that I have read and understood the Risk Assessment and Method Statement
4	MINDAUGAS 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)



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. KULINSKAS		✓		✓		✓				✓	<i>[Signature]</i>	18/01/21
D. CONYERS						✓	✓				<i>[Signature]</i>	18/01/21
KARIS ZANDBERG			✓	✓		✓	✓				<i>[Signature]</i>	25/01/21
Yuriy Hachyma		✓	✓	✓		✓	✓				<i>[Signature]</i>	25/01/21
K. KULINSKAS				✓		✓	✓				<i>[Signature]</i>	05/02/21
M. DYTANTAS		✓	✓	✓		✓					<i>[Signature]</i>	08-02/21
D. CONYERS				✓		✓				✓	<i>[Signature]</i>	05-03/21

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DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-008 DAS	VERSION NO: 1.3	CREATION DATE: LAST REVISION DATE:	07/02/2013 22/11/2018	Page 1 of 1
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RAPHAEL

CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

Title: HAZARDOUS WASTE	Date: 09-03-21
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	H. MAKILAK		I confirm that I have understood the Tool Box Talk
2	V. BYTHAITAS		I confirm that I have understood the Tool Box Talk
3	M. GOLUBYAK		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

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Site Manager's Daily Safe Start

Contract:	New Bond Street	Site Manager:	KES KULSINSKAS	Date (w/c):	08-03-21	Method statement (s) (Title, Rev No. & Rev date)	001
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Location and description of works:

Site Manager's Daily Sign Off

	Date	Name	Signature	Hot Topics of the Day (the main points you discussed)
Monday	8-3-21	KES		
Tuesday	9-3-21	KES		
Wednesday	10-3-21	KES		
Thursday	11-3-21	KES		
Friday	12-3-21	KES		
Saturday				
Sunday				

Operatives Daily Sign Off

[illegible]

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



TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

TBT No: 39	Date: 9/03/21
Title: SITE HOUSEKEEPING AND WASTE DISPOSAL	
Location: LORD'S C & E	Start Time: 8:00
Duration (Minutes) 15min	End Time: 8:15
Presenters name: Slav SIMONOVIC	Presenters Signature: <i>[Signature]</i>

	Candidate's Name	Name of Employer	Candidate's Signature
1	PAULO SARROEIRA	Agency	<i>[Signature]</i> I confirm that I have understood the Tool Box Talk
2	GRAHAM Smith.	ASCOT	D.N.A. I confirm that I have understood the Tool Box Talk
3	BEN Smith	ASCOT	D.N.A. 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

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No. Attended	Duration	Total Time	Employer Reference
1	15 min	15 min	2453745



Toolbox Talk No. 39 SITE HOUSEKEEPING AND WASTE DISPOSAL

WHAT IS HOUSEKEEPING AT WORK?

It's taking care of your work area. We are responsible for maintaining a clean and healthy workplace. It's your responsibility to help keep it that way.

Housekeeping is an important part of any job. Housekeeping means more than neatness – it includes keeping everything you need for your job close at hand and in good condition.

Good housekeeping calls for constant care – it's something that everyone can and should practice.

GOOD HOUSEKEEPING CAN PROVIDE BENEFITS:

- ✓ *Safer:* Minimises carelessness and clutter and common causes of accidental injuries and fires.
- ✓ *Easier:* You'll spend less time looking for things in a more comfortable working environment.
- ✓ Clean up after work and remove rubbish to the skip provided.
- ✓ Material left lying around is a tripping hazard and could cut off someone's escape route during a fire.
- ✓ De-nail all timber – this is a major accident hazard.
- ✓ Put tools and equipment in the store provided – otherwise you can bet they won't be there when you return.
- ✓ Stack materials securely as they arrive on site and protect them as necessary.
- ✓ Keep walkways and scaffolds clear of material and rubbish.
- ✓ Ensure all lightweight materials are secured during windy weather.
- ✓ If you notice rubbish piling up which you cannot remove, bring this to the attention of the site supervisor who will arrange to have it removed.

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SITE: LORD'S C & E

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TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 14) PERSONAL PROTECTIVE EQUIPMENT (PPE)	Date: 09/03/21
Location: Hilton Hotel, Victoria Square, Woking	Start Time: 11:30
Duration (Minutes) 30 mins	End Time: 12:00
Presenters name: Jason Wray	Presenters Signature:

PAGE 1 OF 3

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
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
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
K. SINGH	Raphael Contracting Ltd	 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. KOWALSKI	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 8	Duration 30 mins	Total Time 4 hours	Employer Reference 2453745
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TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 14) PERSONAL PROTECTIVE EQUIPMENT (PPE)	Date: 09/03/21
Location: Hilton Hotel, Victoria Square, Woking	Start Time: 11:30
Duration (Minutes) 30 mins	End Time: 12:00
Presenters name: Jason Wray	Presenters Signature:

PAGE 2 OF 3

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
K. SINGH	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
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
A. STOLEAR	Raphael Contracting Ltd / Optima Agency	 I Confirm that I have understood the Toolbox Talk
S. TODIRRS	Raphael Contracting Ltd / Optima 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 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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TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 14) PERSONAL PROTECTIVE EQUIPMENT (PPE)	Date: 09/03/21
Location: Hilton Hotel, Victoria Square, Woking	Start Time: 11:30
Duration (Minutes) 30 mins	End Time: 12:00
Presenters name: Jason Wray	Presenters Signature:

PAGE 3 OF 3

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
E. YALAMOV	Raphael Contracting Ltd / CRS Agency	 I Confirm that I have understood the Toolbox Talk
R. FAGG	Raphael Contracting Ltd / SALTO	DID NOT ATTEND I Confirm that I have understood the Toolbox Talk
P. FAGG	Raphael Contracting Ltd / SALTO	 I Confirm that I have understood the Toolbox Talk
M. HOPTON	Raphael Contracting Ltd / SALTO	 I Confirm that I have understood the Toolbox Talk
M. ROBINSON	RAPHAEL CONTRACTING LTD	

Grant Claim information

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

No. Attended 4	Duration 30 mins	Total Time 2 hours	Employer Reference 2453745
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Tool Box Talk No. 14 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Many accidents occur because people on site do not pay sufficient attention to their own health and safety. You can do a great deal to protect yourself simply by knowing what is available, wearing the correct clothing and using the protective equipment appropriate to your job.

Remember:

- Gone are the days when people who asked to be issued with protective clothing were thought to be wimps.
- Exposing your body to hazards at work without personal protective equipment is foolish.
- Personal Protective Equipment (PPE) should always be regarded as the last resort – it's the safe system of work that provides the primary defence.
- PPE is often the last line of defence between you and an accident.
- Use it carefully – it may save you from serious injury or even save your life.
- PPE is anything you wear at work to help guard against an accident.
- PPE won't prevent an accident in itself but it does provide an additional safety net.
- It may seem a waste of time to put on protective clothing to carry out a 10 minute job but remember it's not the length of time spent doing the job which creates the risk – it's the job itself.
- The law requires us to provide protective clothing and equipment where necessary and for you to wear it as required.
- If you are not sure how to use any item of PPE – ask your supervisor.
- If you feel any item of PPE is unsuitable or does not allow ease of working during use – tell your supervisor.
- Look after any personal protective equipment issued to you.
- If your PPE is damaged in any way it's your responsibility to tell your supervisor who will have it replaced.

Whilst employed or sub-contracting to Raphael Contracting wearing of the following PPE is mandatory:

- ✓ Hard Hat
- ✓ Hi-Viz
- ✓ Safety Boots
- ✓ Gloves
- ✓ Ear defenders - whilst using power tools or working adjacent to power tools when others are using them
- ✓ Safety glasses and masks must be worn when conditions warrant such protection or when the site rules specify they are mandatory

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TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 58) WORKING WITH COMPRESSED AIR TOOLS	Date: 12/03/21
Location: Hilton Hotel, Victoria Square, Woking	Start Time: 11:30
Duration (Minutes) 30 mins	End Time: 12:00
Presenters name: Jason Wray	Presenters Signature:

PAGE 1 OF 2

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
B. RAMCHANDE	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
P. JAWORSKI	Raphael Contracting Ltd / Formwise	 I Confirm that I have understood the Toolbox Talk
J. KOWALSKI	Raphael Contracting Ltd / Formwise	 I Confirm that I have understood the Toolbox Talk
D. BUTLER	Raphael Contracting Ltd / Formwise	 I Confirm that I have understood the Toolbox Talk
A. STOLEAR	Raphael Contracting Ltd / Optima Agency	 I Confirm that I have understood the Toolbox Talk
S. TODIRRS	Raphael Contracting Ltd / Optima 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	Duration	Total Time	Employer Reference
8	30 mins	4 hours	2453745

DOCUMENT REFERENCE:	SIT-FM-007	VERSION NO:	1.0	CREATION DATE:	07/02/2013	Page 1 of 1
DOCUMENT OWNER:	DAS			LAST REVISION DATE:	N/A	
				NEXT REVIEW DATE:	07/02/2014	



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 58) WORKING WITH COMPRESSED AIR TOOLS	Date: 12/03/21
Location: Hilton Hotel, Victoria Square, Woking	Start Time: 11:30
Duration (Minutes) 30 mins	End Time: 12:00
Presenters name: Jason Wray	Presenters Signature:

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Candidate's Name	Name of Candidate's Employer	Candidate's Signature
K. SINGH	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
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
G. BURLAN	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
E. YALAMOV	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 6	Duration 30 mins	Total Time 3 hours	Employer Reference 2453745
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Toolbox Talk No. 58 WORKING WITH COMPRESSED AIR TOOLS

- See that the hose is clear of dirt or moisture before starting work.
- Ensure that tools are regularly maintained and serviced and matching connections are used.
- See that, where applicable, the proper protective guard is correctly fitted before use.
- Always use attachments that are correct for the speed of the tool.
- When using paving breakers, clay spades etc. always check your hose connection before starting work.
- Wear protective footwear when using paving breakers and stand with feet apart.
- Operators of air cutting, drilling or impact breaking tools must wear eye protectors and are advised to use ear protectors also.
- Before disconnecting any air tool, turn off the compressed air supply on the main air pipe to which your air hose is connected. The air should be exhausted in the line at the tool end.
- The air tool control level should be released before moving the tool to another piece of work.
- The changing of points (jackhammer) should be undertaken with the tool in a horizontal position.
- Do not use blunt points.
- Ensure that points (jackhammer) are securely seated before operating tool.
- In the case of air operated cutting wheels and discs, only operators in possession of a certificate of training are permitted to change an abrasive wheel or disc.
- Report all defects immediately.
- Keep away all persons not directly involved in the activity, particularly children and general public.

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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 / VANO						10x SURGICAL	✓					22/02/21
M SNIUKSTA						10x SURGICAL	✓					22/02/21
G BURAN						10x SURGICAL	✓					22/02/21
D DUMITRANA						10x SURGICAL	✓					22/02/21
W JORDAN						10x SURGICAL	✓					22/02/21
KULINDER SINGH	✓		✓			10x SURGICAL	✓					22/02/21
S GORDAN						10x SURGICAL	✓					01/03/21
K SINGH						10x SURGICAL	✓					01/03/21
H SINGH						10x SURGICAL	✓					01/03/21
S GORDAN						10x SURGICAL	✓					01/03/21
K SINGH						10x SURGICAL	✓					01/03/21
H SINGH						10x SURGICAL	✓					01/03/21
E ANAND						10x SURGICAL	✓					01/03/21

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SITE: HILTON HOTEL, WOKING

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