



# RAPHAEL

## CONTRACTING LTD

### TRAINING AND DEVELOPMENT PLAN

### SHORT TRAINING SESSION ATTENDANCE SHEET

Title: COVID 19	Date: 11/5/20
Location: Hilton Hotel, Woking	Start Time: 1400
Duration (Minutes) 30 mins	End Time: 1430
Presenters name: J Goodman	Presenters Signature: [Signature]

	Candidate's Name	Name of Employer	Candidate's Signature
1	I. Karyouskyy	Raphael	I confirm that I have understood the Tool Box Talk [Signature]
2			I confirm that I have understood the Tool Box Talk
3			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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## Daily Report of Site Conditions and Controls for COVID-19

REPORT NO:	03
DATE:	18.05.2020
CONTRACT / SITE:	Woking
COMPLETED BY:	J.Godman
CARPENTERS ON SITE:	J.Godman
CHECKLIST	
LOCATION	ACTIVITIES & CONTROLS
1. Site entrance	<ul style="list-style-type: none"><li>• Site entrance controlled with turnstiles using swipe in card system.</li><li>• Taking temperature readings before being allowed on site.</li><li>• Hand sanitiser is available at site office and welfare facilities entrance point</li></ul>
2. Site toilets	<ul style="list-style-type: none"><li>• Four working toilets on Site.</li><li>• 1 WC on each level by canteen, 3 by site entrance and 1 on site. Maximum of 4 persons to use space at once.</li><li>• Each sink has a divider in the middle of each other.</li></ul>
3. Site canteen	<ul style="list-style-type: none"><li>• Ply dividers between each table.</li><li>• Canteen serviced kitchen currently open but has a screen up and can only eat what's made and bagged up.</li><li>• Drinkable Water Station with disposable cups operates.</li><li>• One person per table</li><li>• Tables and cleaned frequently.</li></ul>
4. Workplace	<ul style="list-style-type: none"><li>• Everyone keeping 2m distance at all time.</li><li>• RCL work area Level 9</li></ul>
5. Communications	<ul style="list-style-type: none"><li>• RCL Daily Safe Start topic: Safe site walking routes.</li><li>• COVID-19 topic : Keeping 2m.</li></ul>
6. PPE	<ul style="list-style-type: none"><li>• Everyone wearing 5 Point PPE and some people using dust masks for extra protection</li></ul>
7. Site Cleaning	<ul style="list-style-type: none"><li>• All handrails and turnstiles cleaned frequently. Sweeping floor frequently.</li></ul>
8. Other Locations / Notes	<ul style="list-style-type: none"><li>• Two hoists running for materials to take to different levels.</li><li>• Two lifts working but only taking 3 people and a driver.</li></ul>



9.	Raphael's power tools after each person use been cleaned with antibacterial cleaner and wiped down with paper towel. Raphael do daily, morning body temperature checks. J.Godman 32
Any Improvements Needed?	
RCL COMMENTS:	



## Daily Report of Site Conditions and Controls for COVID-19

REPORT NO:	02
DATE:	12.05.2020
CONTRACT / SITE:	Woking
COMPLETED BY:	J.Godman
CARPENTERS ON SITE:	J.Godman, I.Hayovskyy
<b>CHECKLIST</b>	
<b>LOCATION</b>	<b>ACTIVITIES &amp; CONTROLS</b>
1. Site entrance	<ul style="list-style-type: none"><li>• Site entrance controlled with turnstiles using swipe in card system.</li><li>• Taking temperature readings before being allowed on site.</li><li>• Hand sanitiser is available at site office and welfare facilities entrance point</li></ul>
2. Site toilets	<ul style="list-style-type: none"><li>• Four working toilets on Site.</li><li>• 1 WC on each level by canteen, 3 by site entrance and 1 on site. Maximum of 4 persons to use space at once.</li><li>• Each sink has a divider in the middle of each other.</li></ul>
3. Site canteen	<ul style="list-style-type: none"><li>• Ply dividers between each table.</li><li>• Canteen serviced kitchen currently open but has a screen up and can only eat what's made and bagged up.</li><li>• Drinkable Water Station with disposable cups operates.</li><li>• One person per table</li><li>• Tables and cleaned frequently.</li></ul>
4. Workplace	<ul style="list-style-type: none"><li>• Everyone keeping 2m distance at all time.</li><li>• RCL work area Level 9</li></ul>
5. Communications	<ul style="list-style-type: none"><li>• RCL Daily Safe Start topic: Wipe down tools.</li><li>• COVID-19 topic : Commuting to work.</li></ul>
6. PPE	<ul style="list-style-type: none"><li>• Everyone wearing 5 Point PPE and some people using dust masks for extra protection</li></ul>
7. Site Cleaning	<ul style="list-style-type: none"><li>• All handrails and turnstiles cleaned frequently. Sweeping floor frequently.</li></ul>
8. Other Locations / Notes	<ul style="list-style-type: none"><li>• Two hoists running for materials to take to different levels.</li><li>• Two lifts working but only taking 3 people and a driver.</li></ul>



9.	<p>Raphael's power tools after each person use been cleaned with antibacterial cleaner and wiped down with paper towel.</p> <p>Raphael do daily, morning body temperature checks.</p> <p>J.Godman 32.5</p> <p>I.Havoskyy 32</p>
<b>Any Improvements Needed?</b>	
<b>RCL COMMENTS:</b>	



## Daily Report of Site Conditions and Controls for COVID-19

REPORT NO:	019
DATE:	18-05-20
CONTRACT / SITE:	55-93 Knightsbridge
COMPLETED BY:	A. Kulsinskas
CARPENTERS ON SITE:	A.Kulsinskas
CHECKLIST	
LOCATION	ACTIVITIES & CONTROLS
1. Site entrance	<ul style="list-style-type: none"><li>• Site entrance controlled with turnstiles using swipe in card system.</li><li>• Hand sanitiser is available at site office and welfare facilities entrance point</li></ul>
2. Site toilets	<p>Four working toilets on Site.</p> <p>Location:</p> <p>Two toilet Rooms by canteen. Maximum of 4 persons to use space at once.</p> <p>One toilet Room by Subcontractors Office. Maximum of 2 persons to use space at once.</p> <p>Site WC Block on Ground floor. Maximum of 2 persons to use space at once. Attendant in place to restrict usage.</p>
3. Site canteen	<ul style="list-style-type: none"><li>• Times to use canteen allocated for each Subcontractor.</li><li>• RCL Break 1- 10:30am (30min), Break 2 – 1:00pm (30min)</li><li>• Canteen serviced kitchen currently closed.</li><li>• Drinkable Water Station with disposable cups operates.</li><li>• One person per table</li><li>• Tables and cleaned frequently.</li></ul>
4. Workplace	<ul style="list-style-type: none"><li>• Everyone keeping 2m distance at all time.</li><li>• About 200 men on site in total.</li><li>• RCL work area Level 1 and 2, Core B Toilets.</li></ul>
5. Communications	<ul style="list-style-type: none"><li>• RCL Daily Safe Start topic: Ground floor moving pallets, Marking Grid lines.</li><li>• COVID-19 topic. Commuting to work, public transport.</li></ul>
6. PPE	<ul style="list-style-type: none"><li>• Everyone wearing 5 Point PPE and some people using dust masks for extra protection</li></ul>
7. Site Cleaning	<ul style="list-style-type: none"><li>• All handrails and turnstiles cleaned frequently. Sweeping</li></ul>



	floor frequently.
8. Other Locations / Notes	Two hoists running for materials to take to different levels. Only one person +driver per hoist.
9.	Raphael's power tools after each person use been cleaned with antibacterial cleaner and wiped down with paper towel. Raphael do daily, morning body temperature checks.
Any Improvements Needed?	
RCL COMMENTS:	





# Site Manager's Daily Safe Start

Contract:	Hilton Hotel, Woking	Site Manager:	JGD	Date (w/c):	11/5/20	Method statement (s) (Title, Rev No. & Rev date)
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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	11/5/20	S. Goodman		COVID 19
Tuesday	12/5/20	S. Goodman		CLEANING / WIPING TOOLS
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

## Operatives Daily Sign Off

[illegible]

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



Before starting work, STOP, THINK and CHECK		Yes	No	N/A
If the answer to any question below is NO, do not start work until the issues are resolved				
<b>1. Method statements, risk assessments and permits</b>				
Have you read and understood the method statement and risk assessment for the task?		✓		
Is everyone on your team briefed on the method statement for the task?		✓		
Have you carried out your weekly toolbox talk? Please give title of toolbox talk: <u>COVID19</u>		✓		
Do you have COSHH Assessments and Safety Data Sheets in place for all hazardous substances that will be used?		✓		
Have you carried out Manual Handling Assessments and planned for any deliveries / extraordinary activities?		✓		
<b>2. Place of work</b>				
Are you satisfied that your team has a safe place to work?		✓		
Have you checked access equipment has been inspected as required and certification issued? E.g. Podium steps, scaffold towers		✓		
Are other contractors working adjacent to you aware of what you are doing today? Are you aware of what they will be doing?		✓		
Are third parties and members of the public securely protected from falling materials?		✓		
Does your team know the safe access and egress routes to their places of work?		✓		
<b>3. Task specific</b>				
Are all necessary tools and equipment on site to carry out your work in a safe / efficient manner?		✓		
Are you confident there are no health and safety risks in your work task(s)?		✓		
Are you certain that the operatives you are putting to work are competent for their assigned tasks?		✓		
Are the team equipped with the correct PPE to carry out the task?		✓		
<b>4. Variations</b>				
Have the team members changed? (If yes revise)		✓		
Has the task or working environment changed significantly to require a risk assessment and method statement (If yes, work to stop and new method statement to be produced)			✓	
Remember, as the supervisor YOU are responsible for the safety of YOUR team				