



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

No: 15	Date: 30/03/21
Title: HEARING PROTECTION AND NOISE	Start Time: 730
Location: LORD'S C & E	End Time: 800
Duration (Minutes) 30min	Presenters Signature: [Signature]
Presenters name: S. SIMONOVIC	

	Candidate's Name	Name of Employer	Candidate's Signature
1	G. KARAFIZI		I confirm that I have understood the Tool Box Talk
2	G. DIULGHER		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
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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 2	Duration 30min	Total Time 1h.	Employer Reference 2453745
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Toolbox Talk No. 15 HEARING PROTECTION AND NOISE

Fact: When you're deaf, you stay deaf!

Excessive noise from plant and tools on site can cause, over a period of time, progressive and irreversible loss of hearing – before this permanent loss, rushing or ringing noises in the ear can be a constant source of annoyance. This is called "TINNITUS".

Hazards

1. Some of the following things used on site can be harmful to your hearing: compressors, breakers, circular saws, concrete mixers, power tools, paslode guns and mobile plant.
 2. You may not be using the noisy equipment. However, someone nearby may be. It could affect your hearing.
 3. Look out for noise hazard signs and obey them and observe hearing protection zones.
- Q:** Name some noise hazards to be found on site.

Controlling Noise

1. Do it a less noisy way, if possible.
 2. If shouting is necessary in order to be heard, wear ear protectors.
 3. Keep compressor covers closed when in use, ensure breaker mufflers are correctly fitted and that airlines do not leak – this can cause unnecessary noise.
- Q:** When should ear protection be worn?
4. Don't keep machinery running unnecessarily.
 5. Don't expose workmates to your noise.
 6. Move noise source away or move away from noise.
 7. If possible, shield noisy processes, work behind a wall or some other sound absorbing material.
- Q:** Name two precautions you can take with machinery to reduce noise.

Ear Protection

1. Cotton wool plugs are not effective!
 2. Ensure earplugs are a good fit and correctly inserted.
 3. Regularly clean re-usable earplugs.
 4. Only use disposable earplugs once.
- Clean your hands before touching all types of earplugs.
- Q:** What should not be used instead of earplugs?
6. The seal on the earmuff cup should fit all the way round your head.
 7. Ensure that earmuffs are worn the correct way round.
 8. Ensure earmuff seals are always in serviceable condition.
 9. Don't alter pressure of earmuffs by bending headband.
 10. If you have difficulty in wearing earmuffs, report it.
- Q:** What must you ensure when wearing earmuffs?

Questions for you:

- Q:** How can you reduce noise levels from a machine?
- Q:** What must you remember when handling earplugs?

REMEMBER: Once you lose it, it's gone forever!



TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 11) GENERAL SITE HEALTH AND SAFETY	Date: 30/03/2021
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
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
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
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
I. SANDA	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
F. CERNEA	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 9	Duration 30 mins	Total Time 4 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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Toolbox Talk No. 11 GENERAL SITE HEALTH AND SAFETY

YOUR HEALTH AND SAFETY RESPONSIBILITIES

- Comply with the Health and Safety at Work Act 1974 or you could be liable for the same penalties as your employer. The Act sets out 'employee responsibilities' very clearly and these are also reflected in the Raphael Contracting Health and Safety Policy and Procedures
- You have a duty to look after yourself and others affected by what you do and don't do
- Always report any fault or defect which could endanger your health and safety
- You must comply with all safety requirements laid down by your employer
- Don't abuse or damage any PPE supplied for your safety
- Never carry out work of a dangerous nature or operate machines unless you're trained to do so

ON-SITE SAFETY

- Don't drink and drive – it could cost you your job
- Don't use drugs, even outside of work time, you could be putting yourself and your workmates at risk
- Don't leave rubbish lying about, clean up as you go
- Don't obstruct gangways or stairs with tools or materials
- Gather up all off-cuts of brick, plasterboard, timber, reinforcing bars, and any other material
- Route all cables and hoses out of the way. Where possible, suspend them above head height
- An accumulation of waste material provides a good starting point for fire. Don't let it happen
- If tools get damaged, get them repaired or replaced
- When working at height, secure loose objects so they can't fall and injure someone
- Remove nails from timber to prevent foot injuries
- Store flammable substances, fuel, propane, foam and plastics in a safe place, not next to a fire exit

Questions for you:

Q: What would you do with faulty safety equipment?

Q: What do the site rules cover?

REMEMBER:

If you ignore it, you condone it!

Don't leave it for someone else, it might be too late!!

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	7	CREATION DATE:	11/08/2010	Page 17 of 133
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				NEXT REVIEW DATE:	16/10/2015	



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: SRM TBT – BEHAVIOURS / INTERFACE WITH MEMBERS OF THE PUBLIC	Date: 01/04/2021
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
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
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
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
I. SANDA	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
F. CERNEA	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

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VSW TOOL BOX TALK

Behaviours/Interface with Members of the public

The people who work in the shops and the security guards have been front line workers during the COVID-19 pandemic, and to the best of their ability with a good friendly approach have worked hard to help maintain the health, safety & welfare of the public, including the monitoring the wearing of face coverings and wherever possible the 2m social distancing rule.

- Please show consideration to everyone all of the time
- Please ensure you wear face coverings whilst in all public areas
- Consider the health, safety & welfare of all members of public at all times.
- Respond in a favourable polite manner to anyone approaching you in regards COVID-19 restrictions and control measures including being reminded to wear a face mask and keep to social distancing
- Refrain from eating and drinking in the shopping Mall.
- Please show consideration to everyone all of the time.

Anyone from the project who is reported and is proven to be abusive to members of the public and subsequently banned from the shopping mall, will most probably be asked to leave the project. It is of the upmost importance the project continues to have a good relationship with the local community, members of the public and all retailers.



PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: HILTON HOTEL, WOKING

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		
S WRAY						10x SURGICAL	✓				[Signature]	09/03/21
B RANCHANDE						10x SURGICAL	✓				[Signature]	09/03/21
S GOSMAN						10x SURGICAL	✓				[Signature]	23/03/21
S WRAY						10x SURGICAL	✓				[Signature]	23/03/21
K SINGH				✓		10x SURGICAL	✓				[Signature]	23/03/21
H SINGH				✓		10x SURGICAL	✓				[Signature]	23/03/21
K SINGH (RLL)						10x SURGICAL	✓				[Signature]	23/03/21
B RANCHANDE						10x SURGICAL	✓				[Signature]	23/03/21

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RAPHAEL
CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN
SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <u>safety Alert Podium steps</u>	Date: <u>26.03.21</u>
Location: <u>Knightsbridge</u>	Start Time: <u>12:00</u>
Duration (Minutes) <u>30min</u>	End Time: <u>12:30</u>
Presenters name: <u>G.Buck</u>	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	A. Lidzius	RCL	I confirm that I have understood the Tool Box Talk
2	V. Baliulevicius	RCL	I confirm that I have understood the Tool Box Talk
3	A. Statts	RCL	I confirm that I have understood the Tool Box Talk
4	K. O'Malley	RCL	I confirm that I have understood the Tool Box Talk
5	R. Canacian	RCL	I confirm that I have understood the Tool Box Talk
6	J. Smith	RCL	I confirm that I have understood the Tool Box Talk
7	G. Zabita	RCL	I confirm that I have understood the Tool Box Talk
8	L. Zabita	RCL	I confirm that I have understood the Tool Box Talk
9	I. Neagu	RCL	I confirm that I have understood the Tool Box Talk
10	G. Diaconu	RCL	I confirm that I have understood the Tool Box Talk
11	J. Swift	RCL	I confirm that I have understood the Tool Box Talk
12	S. Hiram	RCL	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
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Grant Claim Information

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No. Attended

12

Duration

30min.

Total Time

6 hours

Employer Reference

2453745

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