




SITE: HILTON HOTEL, WOKING



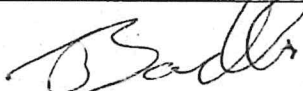
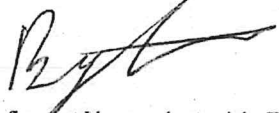


PAGE 11



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 80) – MATERIAL HANDLING & HOUSEKEEPING	Date: 30/09/2021
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
K. KULSINSKAS	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
S. SINGH BURMI	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
J BASQUILLE	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
M BYTAUTAS	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
Pushpinder. SINGH	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
Balbir. SINGH	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 06	Duration 30 mins	Total Time 3 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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Toolbox Talk No. 80 MATERIAL HANDLING AND HOUSEKEEPING

WHAT?

- Poor storage and handling of materials creates waste.
- Waste is a loss of resource and is very costly.
- Poorly stored materials increase the risk of pollution incidents.

WHY?

- Reduce costs: Wastage costs money: - not only the cost of the cost of replacement materials but also the disposal cost of those that are damaged.
- Reduce pollution risk: Good storage reduces the risk of spillages.
- Avoid waste: Re-use of materials reduces the requirement for new materials.
- Improved safety: A tidy site is a safe site.
- Public image: Good housekeeping creates a positive image to the general public.

DO

- ✓ Avoid double handling as much as possible: less effort, less damage, less wastage
- ✓ Supervise the delivery of materials to ensure correct location and method of storage
- ✓ Check that a material is fully used prior to starting a new batch
- ✓ Return to storage any materials that have not been used
- ✓ Use off-cuts where possible
- ✓ Re-use formwork as often as practically possible
- ✓ Designate an area for surplus concrete – it can be crushed and re-used
- ✓ Pick up litter

DON'T

- ✗ DON'T store or leave unprotected any materials that can be damaged by weather, eg. cement bags
- ✗ DON'T over order materials
- ✗ DON'T put materials in a skip if they still have a use
- ✗ DON'T use new lengths of pipe or cable for short pieces of work. Minimise the need for off-cuts
- ✗ DON'T store together any materials that can contaminate each other.

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	8	CREATION DATE: LAST REVISION DATE:	11/08/2010 10/05/2018	Page 120 of 141
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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (SRM) – HSE VISIT – DUST MANAGEMENT REVIEW	Date: 28/09/2021
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
K. KULSINSKAS	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
S. SINGH BURMI	Raphael Contracting Ltd	 # I Confirm that I have understood the Toolbox Talk
K. O'MALLEY	Raphael Contracting Ltd	 DNA I Confirm that I have understood the Toolbox Talk
J SMITH	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
J BASQUILLE	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
M BYTAUTAS	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
Pushpinder. SINGH	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
Balbir. SINGH	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 08	Duration 30 mins	Total Time 4 hours	Employer Reference 2453745
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H&S IMMEDIATE NOTIFICATION – HSE Visit – Dust Management Review

Project/office:	The Spark	Incident category:	Other
Business Unit:	Northern	Potential severity:	Serious
Date and time of incident:	04/08/2021	H&S category:	Dust
Alert author:	James Eastham	Work activity/trade	Joinery Operatives

What happened?

Two HSE Inspectors attended site to inspect Covid 19 controls following several reported cases of COVID-19 on the project.

As part of the visit the inspectors asked if he could take a walk around the project to specifically to look at Mast Climber inspections and dust control. During the site tour the inspectors approached the charge hand joiner installing stair stringers to stair cores to discuss his respirator. Although the joiner did have an FFP3 respirator, it was not the one he was face fitted for, and the joiner was not clean shaven.

The SRM Project Manager and the inspector had a conversation around the face fitting requirements. The site team agreed with the inspector that a check of all Face Fit records would be carried out this week and any non-compliance rectified. It was also agreed that a briefing around face fit requirements would be carried out to reiterate the importance of it.

The Inspectors agreed not to issue a formal intervention notice and issued a verbal warning. The Inspector requested that the site followed up with evidence in the next few days to demonstrate how the issue was to be rectified.

NOTE – the inspectors were impressed with general project H&S Standards and commented on the impressive project COVID-19 controls.

Credit to the project team (including Neil Roche and Mark Robson) for being open, transparent and professional with the HSE Inspectors during the visit.

Immediate action(s) taken by project:

1. Face Fit Testing review undertaken by the project team

Clean Shaven



H-Class Extractor



Air Fed Hood



FFP3 RPE



2. Requirements, such as the need to be clean shaven, recommunicated to all relevant persons on the project

Immediate action(s) required by other projects/contracts:

1. Ensure that operatives using RPE have been Face Fit tested and are using the RPE they have been tested to use
2. Ensure that operatives using RPE are clean shaven
3. Ensure that Face fit tests have / are carried out by a competent tester (Fit2Fit trained testers are the preferred option)
4. Review project arrangements in line with the hierarchy detailed below

Discussion points for related projects/sites:

1. RPE is an important control measure protect people from dust and is required in many situations in construction.

However, PPE is a last resort and there are things that we need to consider before using it, such as eliminating or reducing the risk of dust being created in the first place.

Please review your current project arrangements against the hierarchy below.

- **Eliminate** – design and working methodology
- **Remove** – dust via mechanical exhaust ventilation
- **Exclude** – people from dusty areas via exclusion zones (often difficult to do)
- **Reduce** – the amount of dust via extraction (M or H class extractors) or dampening down
- **PPE** – wear FFP3 RPE (required when extraction and dampening down is in place) or powered RPE such as air fed hoods

Distribution:	<input type="checkbox"/> Board/ELT	<input checked="" type="checkbox"/> All Business Units	<input type="checkbox"/> Originating BU only
Action required:	<input checked="" type="checkbox"/> Brief	<input type="checkbox"/> Display	<input type="checkbox"/> Information only



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <u>Material Handling and Housekeeping</u>	Date: <u>30.09.21</u>
Location: <u>Cannon Street</u>	Start Time: <u>10:00</u>
Duration (Minutes) <u>30min.</u>	End Time: <u>10:30</u>
Presenters name: <u>A. Kulsinskas</u>	Presenters Signature: <u>[Signature]</u>

	Candidate's Name	Name of Employer	Candidate's Signature
1	<u>R. RAMA.</u>	<u>RCL</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
	<u>Joseph Smith</u>	<u>RCL</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
3	<u>BERNARDO RAMCHANDU</u>	<u>RCL</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
4	<u>Ernest Amaning</u>	<u>RCL A.P.</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
5	<u>A. STATHS</u>	<u>RCL</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
6	<u>A. GUEVICULIS</u>	<u>FORMWISE</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
7	<u>S. Kucinskas</u>	<u>Formwise</u>	<u>[Signature]</u> 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
			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 <u>7</u>	Duration <u>30min</u>	Total Time <u>3.5 hours.</u>	Employer Reference <u>2453745</u>
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