



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 85) WILDLIFE CONSERVATION	Date: 13/04/2021
Location: Hilton Hotel, Victoria Square, Woking	Start Time: 08:30
Duration (Minutes) 30 mins	End Time: 09:00
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
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
B. NIKOLOV	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
D. PETROV	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
R. FILYOV	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
D. KOVACHEV	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

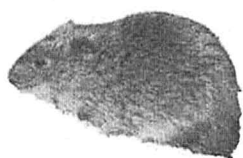

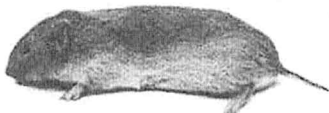
No. Attended 12	Duration 30 mins	Total Time 6 hours	Employer Reference 2453745
DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-007 DAS	VERSION NO: 1.0	CREATION DATE: 07/02/2013 LAST REVISION DATE: N/A NEXT REVIEW DATE: 07/02/2014

Toolbox Talk No. 85 WILDLIFE CONSERVATION

Some wildlife species that people may consider a pest under certain circumstances are protected by the Wildlife and Countryside Act 1981. Creatures such as Bats, Badgers, Water Voles and Red Squirrels are all legally protected in the UK.




Common Vole Species

Voles, particularly water voles are often mistaken for young rats. Voles tend to have rounder noses, more chubby faces and shorter furry ears than rats; unlike rats their tails and paws are covered with hair. Water voles can sometimes be confused with rats. There are however, characteristics that clearly distinguish them from rats and house mice. Blunter, rounder noses, compact plump bodies, smaller hidden ears and shorter furry tails are all distinctive to the water vole - and unlike rats, their tails, paws and ears are fully covered in fur.

Water Vole	Bank Vole	Field Vole
		

Common Bat Species

All Bats in the UK are protected under the Wildlife and Countryside Act 1981. There are approximately 17 species known to be breeding in the UK and a few you might be lucky to see are detailed below. The only mammals in the world capable of natural flight, bats live in colonies – typically in trees, buildings, eaves or rock crevices during the summer. These creatures require only a 13mm gap to gain access to harbourage. Bats feed on lacewings, small moths, mosquitoes and midges – they search for prey over water, woodland, marshes and even urban areas; emerging from their roost shortly after sunset to spend the night foraging for food. Bats do not cause damage to the buildings they roost in – apart from the mess their droppings cause. Bats are not aggressive, but may pose a threat by biting to defend themselves when provoked. It is important to note that in countries such as the UK bats and their roosts are protected by law and it is an offence to damage, destroy or block access to their harbourages.

Pippistrelle Bat	Noctule Bat	Daubenton's Bats
		



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 42) ASBESTOS	Date: 14/04/2021
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
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
H. SINGH	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
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D. DUMITRANA	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
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E. YALAMOV	Raphael Contracting Ltd / CRS Agency	 I Confirm that I have understood the Toolbox Talk

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No. Attended 12	Duration 30 mins	Total Time 6 hours	Employer Reference 2453745
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Toolbox Talk No. 42 ASBESTOS

Fact: Every year, approximately 3000 people a year die from asbestos related diseases.

WHERE YOU MIGHT FIND ASBESTOS

1. Insulation and sprayed coatings used for:

- ✓ boilers, plant and pipework hidden in underfloor ducting
- ✓ fire protection to steelwork, hidden behind false ceilings
- ✓ thermal and acoustic insulation of buildings
- ✓ some textured coatings and paints

2. Insulating board used in the following places:

- ✓ fire protection to doors, protected exists and steelwork
- ✓ claddings on walls and ceilings
- ✓ internal walls, partitions and suspended ceiling tiles

3. Asbestos cement, which is found as:

- ✓ corrugated roofing and cladding sheets of buildings
- ✓ flat sheets for partitions, cladding sheets and door facings
- ✓ rainwater gutters and downpipes

HOW ASBESTOS CAN AFFECT YOU

1. Asbestos breaks into tiny, long, sharp fibres. They can get lodged and scar the lungs causing asbestosis or fibrosis
2. Asbestos fibres may also cause lung cancer
3. It can also cause mesothelioma, a cancer of the inner lining of the chest wall, this cancer is incurable
4. Smokers are at much greater risk to asbestos diseases

HAZARDOUS WORK

1. Plumbers, carpenters and electricians working on building repair are considered most at risk
2. Old buildings constructed in the 1950s bad 60s may have many forms of asbestos materials used in them
3. The removal of roofing felts, old floor tiles, textured paints and plasters containing asbestos

If you think you've come across asbestos, stop work and tell your supervisor or foreman

Q: What are some of the hazardous work areas?

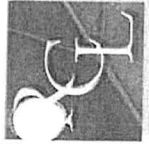
Note: Now inform your workforce of the company policy.

Q: In what sort of places will you find asbestos?

Q: What diseases can exposure to asbestos cause?

REMEMBER: Don't take chances, if you think you've found it, stop, and tell!

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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	✓				<i>[Signature]</i>	09/03/21
B RAMCHAND						10x SURGICAL	✓				<i>[Signature]</i>	09/03/21
S GOSMAN						10x SURGICAL	✓				<i>[Signature]</i>	23/03/21
S WRAY						10x SURGICAL	✓				<i>[Signature]</i>	23/03/21
K SINGH				✓		10x SURGICAL	✓				<i>[Signature]</i>	23/03/21
H SINGH				✓		10x SURGICAL	✓				<i>[Signature]</i>	23/03/21
K SINGH (RLL)						10x SURGICAL	✓				<i>[Signature]</i>	23/03/21
B RAMCHAND						10x SURGICAL	✓				<i>[Signature]</i>	23/03/21
G. BURLANI	✓					10x SURGICAL	✓				<i>[Signature]</i>	23/03/21
D. DEMITRANA	✓					10x SURGICAL	✓	✓			<i>[Signature]</i>	06.04/21
S GOSMAN						10x SURGICAL	✓	✓			<i>[Signature]</i>	6.4.21
K SINGH						10x SURGICAL	✓				<i>[Signature]</i>	16.04.21
B RAMCHAND						10x SURGICAL	✓				<i>[Signature]</i>	16.04.21

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SITE: HILTON HOTEL, WOKING

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RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

No: 35 Title: PORTABLE ELECTRICAL TOOLS	Date: 13/4/21
Location: LORD'S C & E	Start Time: 7:30
Duration (Minutes) 20 min	End Time: 8:00
Presenters name: S. Simonovic	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	G KARAFIZI		I confirm that I have understood the Tool Box Talk
2	G. Dilegher		I confirm that I have understood the Tool Box Talk
3	A. IGNATJEV		I confirm that I have understood the Tool Box Talk
4	V. TODOS		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

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No. Attended	Duration	Total Time	Employer Reference
4	20 min	1h. 20 min	2453745

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



Toolbox Talk No. 35 PORTABLE ELECTRICAL TOOLS

ONLY 110V electric tools or battery operated tools are to be used on site unless agreed by site management.

- Always use tools via an RCD (Residual Current Device) or with a 110-volt transformer, centre-tapped to earth.

EQUIPMENT USER CHECKLIST (includes extension leads, associated plugs and sockets)

1. Check for damage (i.e. apart from light scuffing) to cable sheath.
2. Check plug for damage (i.e. casing cracked, pins bent)
3. Ensure that there are no inadequate joints in cable (i.e. taped joints).
4. Ensure outer sheath of cable is effectively secured where it enters plug or equipment.
5. Check that the equipment has not been subjected to conditions for which it is not suitable (i.e. wet or excessively contaminated).
6. Check for damage to external casing of equipment, loose parts or screws.
7. Check for evidence of overheating (burn marks or discolouration).
8. Check that it has been tested and inspected within the last three months.
9. Ensure cable is long enough to reach work area.

IF ANY FAULT IS DISCOVERED DO NOT USE THE EQUIPMENT- ADVISE YOUR SUPERVISOR WHO WILL ARRANGE FOR QUARANTINE AND REPAIR.

Q: What are two things you should check before using a portable electric tool?

Use of Portable Electric Tools

1. Only use the equipment for its designed purpose.
2. Ensure switches are working correctly, before connecting to the power supply.
3. Wear eye protection if there is any risk to your eyes.
4. Disconnect tools from the power supply when not in use.
5. A competent electrician should regularly inspect electric power tools.

Q: If drilling, when should you wear eye protection?

Q: How often should electrical power tools be inspected?

Hazards

1. Keep power cables off the floor. They may be damaged or trip somebody up.
2. Electrical tools often present a noise hazard, wear ear protection.
3. Water conducts electricity, keep equipment clean and dry.
4. Never connect a portable electric tool to a lighting socket.
5. Don't use blunt, worn, or damaged bits and accessories.
6. Where eye protection, to protect from swarf and dust.

Q: What are three potential hazards when using portable electric tools?

Questions for you:

Q: What voltage tools should be used on site?

Q: Who should inspect and maintain portable electric tools?

REMEMBER: Look after your tools and they will look after you!

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