



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (SRM) – CLOCKS GO BACK ON 31 st OCTOBER 2021	Date: 29/10/2021
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
D. SANDERS	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
K. O'MALLEY	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
Balbir SINGH PUSHPINDER 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 07	Duration 30 mins	Total Time 3 ½ 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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Clocks go back on 31st October 2021

The **HSE** say –

“Many accidents occur soon after the clocks change” when people are working more in the hours of darkness

Construction workers are particularly vulnerable;

- Those Operating/Driving - Plant and Vehicles
- Pedestrians – interface with plant/vehicle movement, trips and falls
- Driving to and from work – increased accidents on the roads
- Fatigue – People struggling initially to adjust to time changes
- Adverse Weather – Weather changes including high winds

So what precautions can we take?



Be Safe | Home Safe

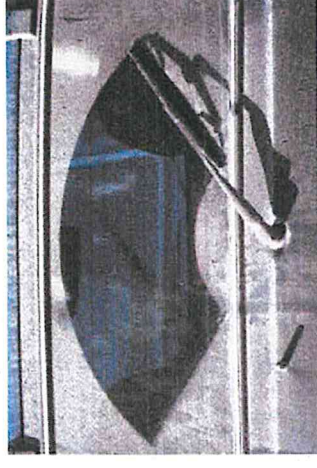
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Clocks go back on 31st October 2021

Plant/Vehicle Movement, stay safe by adhering to the following:

- Keep **screens clear** to maintain good vision
- Use **mirrors** and trained **banksman** when reversing
- **Clean** lights frequently to ensure good **visibility**
- Keep to **plant/vehicle routes** and keep them clear of people, obstructions and in good condition
- **Report** - **plant/vehicle defects** to your supervisor immediately
- Make sure all plant/vehicle movement is **physically segregated** from where pedestrians move, including Public



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Pedestrians:

- Use the walkways provided – don't take shortcuts
- Plan your routes - which must be physically segregated from moving plant and vehicles
- Alert your supervisor or SRM - if you see any unsafe conditions (or acts)
- Wear hi-visibility PPE – ensure you have suitable Hi-Viz personal protective clothing i.e. jackets/vests
- Lighting Levels – Ensure routes you take are well lit including stairs and escape routes
- Slips and trips - increase by over 10% in the dark evenings, keep your work area tidy, watch you step, stay aware at all times



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Travelling to and from work –

- With people's sleep schedules interrupted studies have shown this results in **increased car accidents** as drivers are more tired, make sure you are well rested and fit to drive.
- Also drivers aren't used to the **decreased visibility** that comes with the increase of darkness around rush hour, when traffic is at a peak, drive within the speed limits, have your eyes been tested?
- Even on the train you are more likely to feel tired and sleepy when you get off
- Pedestrians are nearly three times **more likely to be struck and killed** by cars at dusk in the days following the end of daylight saving, take extra care crossing roads



30% of all November crashes between 4-7pm
- 715% as clocks change
- Average repair: £2,100
- 30% total loss & written off



ZURICH

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Fatigue –

- It takes people who work traditional hours several days to fully readjust their sleep schedule after the time change.
- People may feel a bit sluggish during the first week or so of November and as a result *concentration levels may fall*, make sure you are well rested and paying full attention on the task and your surroundings



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Further Actions on Sites –

- ☐ **Check and review lighting on the site –**
Is there sufficient lighting on site to ensure the light is bright enough for people to move around and work safely. Extra task lighting or floodlights should be brought in if necessary.
- ☐ **High Winds and Adverse Weather –**
Sites need to be prepared for the challenging weather brought by wintery conditions. Where there are scaffolds at the public interface, they must be checked and secured against the wind and all loose materials, especially those stored at high levels, should be either removed or securely tied down.
- ☐ **Hoardings**
Temporary fencing should be solid and secured. Fence and hoarding inspections should be carried out daily to ensure they are in good order, stable, secure.

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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		
Joseph Smith						✓	✓				J. Smith	28/09/21
Mindangos Bephanes						✓	✓				B. Bephanes	28/09/21
Ben Bephanes						✓	✓				B. Bephanes	28/09/21
K. KULSINSKAS						✓	✓				K. Kulsinskis	28/09/21
Surjit Singh Bawa						✓	✓				S. Bawa	28/09/21
Balbir Singh						✓	✓				B. Singh	28/09/21
Harshinder Singh						✓	✓				H. Singh	28/09/21
JASON WEAVER						✓	✓				J. Weaver	28/09/21

PAGE 11



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RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 10) – FIRE PRECAUTIONS AND EQUIPMENT	Date: 27/10/2021
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

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Toolbox Talk No. 10 FIRE PRECAUTIONS AND EQUIPMENT

Buildings in the course of erection or undergoing alteration are particularly vulnerable to fire. Fire causes loss of life and millions of pounds worth of damage each year.

OUTLINE SITE PLAN OF ACTION IN CASE OF FIRE:

Q. What is the name and location of the Fire Safety Coordinator / Fire Marshall?

Q. On discovering a fire, how do you:

- raise the alarm?
- call the fire brigade?

Everyone should know the:

- ✓ Fire Action Procedure
- ✓ Location of Fire Action Notices
- ✓ Location of exits from building and signage to same.
- ✓ Location of fire extinguishers and limitations on use.
- ✓ Access for fire brigade – keep site routes clear.
- ✓ Company “no smoking” policy.
- ✓ Hot working – permit to work requirements when applied.

Good practice on site to reduce the risk of fire and get out safely:

- ✓ No accumulation of waste materials – clear regularly to skips.
- ✓ Keep fire exit routes clear.
- ✓ Flammable materials, gas cylinders and flammable liquids – stored correctly and separately.
- ✓ Heaters safely located and guarded – no clothes drying in contact with any heating appliance.
- ✓ Vehicles or plant must not be fuelled while engine is running.
- ✓ On cessation of work check that heaters, lights etc are switched off.

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	8	CREATION DATE:	11/08/2010	Page 16 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	10/05/2018	



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RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 12) – SITE SIGNAGE	Date: 28/10/2021
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
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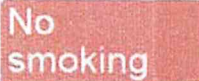
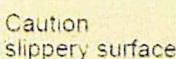
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Toolbox Talk No.12 SITE SIGNAGE

There are four types of safety sign, each of which has a basic colour:

RED, YELLOW, BLUE OR GREEN.

Prohibition Signs: Ban certain actions. They have a white background with a red circular band and crossbar, e.g. No Smoking.	 
Warning Signs: Have a black triangle on a yellow background, with the symbol or text in black, e.g. Caution, risk of electric shock.	 
Mandatory Signs: Give instructions. They have a blue background, with the symbol or text in white. e.g. Head Protection must be worn.	 
Safe Condition Signs: Are square or rectangular in shape, with a green background and the symbol or text is in white. e.g. First Aid or direction signs.	 

GET TO KNOW THESE SIGNS AND UNDERSTAND WHAT THEY MEAN!



TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <u>ISO9001 Quality Management System</u>	Date: <u>27/10/21</u>
Location: <u>Cannon St.</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>A. Litzis</u>	<u>RCL</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
2	<u>R. RAMA.</u>	<u>RCL</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
3	<u>A. STATHIS</u>	<u>RCL</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
4	<u>Joseph Smith</u>	<u>RCL</u>	<u>[Signature]</u> 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

4

Duration

30min

Total Time

2 hours

Employer Reference

2453745