



## TRAINING AND DEVELOPMENT PLAN

### SHORT TRAINING SESSION ATTENDANCE SHEET

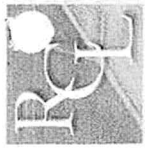
Title: <u>Openings and Edges</u>	Date: <u>04.11.21</u>
Location: <u>Cannon Street</u>	Start Time: <u>10:00 am</u>
Duration (Minutes) <u>30min</u>	End Time: <u>10:30 am</u>
Presenters name: <u>A. Kulsinkas</u>	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	Joseph Smith	RCL	 I confirm that I have understood the Tool Box Talk
2	BERNARD RAMCHAND	RCL	 I confirm that I have understood the Tool Box Talk
3	R. RAMA-	RCL	 I confirm that I have understood the Tool Box Talk
4	A. Lidzins	RCL	 I confirm that I have understood the Tool Box Talk
5	A. STATTIS	RCL	 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 <u>5</u>	Duration <u>30min</u>	Total Time <u>2.5h.</u>	Employer Reference <u>2453745</u>
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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						✓	✓				Joseph Smith	28/09/21
Mindangos Bepanday						✓	✓				Mindangos Bepanday	28/09/21
Joe Bepanday						✓	✓				Joe Bepanday	28/09/21
K.KULSINKAS						✓	✓				K.KULSINKAS	28/09/21
Surjit Singh Bawa						✓	✓				Surjit Singh Bawa	28/09/21
Balbir Singh						✓	✓				Balbir Singh	28/09/21
PUSHPINDER SINGH						✓	✓				PUSHPINDER SINGH	28/09/21
JASON WICK						✓	✓				JASON WICK	28/09/21

**SITE: HILTON HOTEL, WOKING**

[illegible]



# RAPHAEL CONTRACTING LTD

## RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL-87) – SAFE USE OF HOP UPS	Date: 02/11/2021
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
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

Grant Claim information Note: Claims can only be made for your employees or labour-only sub-contractors.

No. Attended 03	Duration 30 mins	Total Time 1 ½ hours	Employer Reference 2453745
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**Toolbox Talk No. 87 SAFE USE OF HOP-UPS**

Hop-ups are designed for short-term use where access might be limited for other equipment such as podium steps. Some sites may require you to have a 'Permit-to-Work' for hop-ups and/or mini scafftags for their inspection records.

- Never use this equipment if you are ill, feeling tired, or under the influence of alcohol or drugs.
- Wear sensible, protective clothing and footwear offering good grip. Tie back long hair and avoid loose garments and jewellery that could get in your way.
- Do not use a hop-up if you suffer from vertigo or have a fear of heights.
- This equipment is designed to support one person only.
- The Hop-up is designed for internal use and must only be sited on a level floor.
- Erect the Hop-up away from overhead hazards.
- Never suspend the Hop-up from another structure.
- Never carry anything when climbing, unless you can do so leaving both hands free. Place tools and materials on to the platform before climbing.
- Always check the condition of components before use – and at regular intervals thereafter. If any show signs of damage or excessive wear, do not use it.
- Always ensure the hop-up is correctly extended and level before use – and check regularly thereafter.
- Do not site the Hop-up directly on carpet or floor surfaces that could be damaged by the feet
- Never overload the Hop-up. The work platform's maximum load is 110kg or 17.3 stone. The MAXIMUM SAFE WORKING LOAD must not be exceeded.
- Never lean anything against the Hop-up and never use it for jobs that exert repetitive or excessive force.
- Never use boxes, steps etc to gain extra height and never reach too far out to one side.
- Never move a Hop-up with personnel, tools or materials, always clear the platform first.
- Ensure the ground over which the Hop-up is to be moved is flat, level and firm enough to bear its weight, and well away from hazards.
- Don't take chances. If the Hop-up cannot be moved safely for any reason, fold it and rebuild in the new location.

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# RAPHAEL CONTRACTING LTD

## RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL-48) – SECURITY ON SITE	Date: 05/11/2021
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
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
D SANDERS	Raphael Contracting Ltd	 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 04	Duration 30 mins	Total Time 2 hours	Employer Reference 2453745
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**Toolbox Talk No. 48 SECURITY ON SITE**

**WHAT THE LAW SAYS**

- Under the law, trespassers have a right to expect not to be put at risk if they enter a construction site, particularly children who are less aware of danger
- On larger sites, the CDM Regulations place a specific duty on the main contractor to ensure that unauthorised persons do not gain access to the site

**SOME RISKS TO THE UNWARY**

- Children often find that construction sites are exciting places to play – ensure they cannot gain access after normal working hours
- Power tools, plant and equipment may be too tempting if not disabled and locked away; they could be stolen or cause injury to the inexperienced
- Hazardous substances which you may be familiar with and use daily may cause serious injury to unauthorised persons; lock them away when not in use

**REMOVE TEMPTATION**

- Ensure that an effective system of access control is operated
- Remove ladders from scaffolds or securely board up the lower rungs to prevent access at the end of each working day
- Check that the perimeter hoarding or fencing is intact and is to a standard which does not encourage unauthorised entry
- Remove keys from plant and equipment when not in use
- Remove from view and secure any tools, equipment and materials which might tempt thieves on to the site after normal working hours

**DEALING WITH TRESPASSERS**

- Ask suspected trespassers who they wish to see and, if necessary, escort them to site security. If they are genuine visitors, they will not mind being challenged
- Ensure that trespassing children are escorted off the site immediately
- Do not put yourself in a position where you could be accused of assault

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