

## 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 Bystander						✓	✓				B. Bystander	28/09/21
Joe Bystander						✓	✓				J. Bystander	28/09/21
K. KULSINSKAS						✓	✓				K. Kulsinsk	28/09/21
Surjit Sarker Bann						✓	✓				S. Sarker	28/09/21
Balbir Singh						✓	✓				B. Singh	28/09/21
RESERVED-SINGH						✓	✓				P. Singh	25/09/21
JASON WICK						✓	✓				J. Wick	28/09/21

PAGE 11



**SITE: HILTON HOTEL, WOKING**

[illegible]

DOCUMENT REFERENCE:	SIT-FM-008	VERSION NO:	1.1	CREATION DATE:	07/02/2013	Page 1 of 1
DOCUMENT OWNER:	DAS			LAST REVISION DATE:	04/02/2016	



# RAPHAEL CONTRACTING LTD

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

Title: (RCL 50) – WORKING IN PUBLIC	Date: 10/11/2021
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
S. SINGH BURMI	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.

<b>No. Attended</b> 04	<b>Duration</b> 30 mins	<b>Total Time</b> 2 hours	<b>Employer Reference</b> 2453745
---------------------------	----------------------------	------------------------------	--------------------------------------

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
--	-------------------	-------------	-----	--	---------------------------------	-------------



### Toolbox Talk No. 50 WORKING IN PUBLIC

- At times, our works may have an impact on the surrounding area and community; many in the community will have great concerns over the start of construction in the neighbourhood, whilst others will be interested in our works.
- The public will often be afraid that our construction work will bring noise, dust, road closures and increased heavy road traffic and disruption to normal life.
- This means that during the course of our works all those involved in the project, at all levels, should act with consideration for all those who live and work in the area surrounding the construction site to minimise their inconvenience.

By doing so we hope to be able to: -

- Improve the public image of both the company and of the construction industry
- Avoid Delays; If the public complain to their Local Authority about dust or noise nuisance, the Local Authority could impose conditions and or restrictions on working, which can lead to delays.
- Avoid Prosecution; if problems caused by dust or noise, are not satisfactorily resolved the Local Authority can prosecute.
- Reduce Costs, if good relations are established and maintained with the local community, issues such as access to site, deliveries and working hours can all be improved through friendly negotiation.

#### DO:

- ✓ Do be polite and considerate to members of public at all times, if possible answer any question they may have. e.g. project duration.
- ✓ Do take accurate notice of any complaint made by a member of the public and pass it on to your supervisor
- ✓ Only use approved routes to access the site
- ✓ Use only designated parking spaces, if none provided or available park your vehicles with consideration for the needs of others.
- ✓ Do keep dust and noise to a minimum
- ✓ Do keep doors and covers to plant and machinery closed at all times to reduce noise
- ✓ Direct site lighting and task lighting away from neighbouring properties
- ✓ Do tell site supervision of any rubbish skips or bins that are full or nearly full
- ✓ Do tell site supervision immediately if you find any fly tipped waste in the area

#### DON'T:

- ✗ DON'T obstruct vehicle accesses or entrances to neighbouring properties
- ✗ DON'T obstruct Public rights of way such as pavements and footpaths
- ✗ DON'T place mud onto the roads outside the site. Ensure vehicle wheels are clean before leaving site
- ✗ DON'T leave engines running unnecessarily
- ✗ AVOID shouting on site or have radios on to loud
- ✗ DON'T shout or whistle at passers-by
- ✗ DON'T drop litter or leave work places untidy
- ✗ DON'T peer into neighbouring surrounding buildings
- ✗ DON'T start working before 07.30hrs without prior approval from management
- ✗ DON'T leave gates and fences open.
- ✗ DON'T trespass on to neighbour's property

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	8	CREATION DATE:	11/08/2010	Page 69 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	10/05/2018	



#### **IF YOU'RE WORKING ON THE PAVEMENT / ROAD - CONSIDER ROAD USERS**

- Ensure that appropriate warning signs are displayed and correctly positioned
- Cone off a tapered, lead-in zone to ease traffic movement past the works
- Erect barriers around all excavations and position lighting for safety at night
- Allow sufficient footway width for pedestrians to pass, or barrier off a temporary footway in the road
- Clear up mud from the road or footway as soon as is practical
- Carry out work activities which create dust or debris in a manner and location so that road traffic and pedestrians are not adversely affected
- Position plant and equipment so that no part of it (e.g. swinging jibs or excavator arms) encroaches into the safety zone
- Site traffic entering or leaving the works must not endanger other road users
- Park considerately and quietly in the local neighbourhood and without blocking drives / paths

#### **PERSONAL SAFETY**


- Ensure that a coned off safety zone exists around the works
- Wear high visibility clothing, safety helmet and safety footwear at all times
- Wear other PPE that is necessary for the job in hand
- Do not enter the safety zone in the normal course of your work
- Wash hazardous substances off exposed skin immediately – wear barrier creams
- Protect yourself against sunburn – 40,000 cases of skin cancer occur each year
- Take the correct precautions when working in excavations
- Take the correct precautions when underground services are to be uncovered



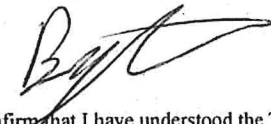

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	8	CREATION DATE: LAST REVISION DATE:	11/08/2010 10/05/2018	Page 70 of 141
--	----------------------	-------------	---	---------------------------------------	--------------------------	----------------



# RAPHAEL CONTRACTING LTD

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

Title: (RCL 82) – CLIMATE CHANGE	Date: 11/11/2021
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
S. SINGH BURMI	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.

<b>No. Attended</b> 04	<b>Duration</b> 30 mins	<b>Total Time</b> 2 hours	<b>Employer Reference</b> 2453745
---------------------------	----------------------------	------------------------------	--------------------------------------

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
--	-------------------	--------------------	--	---------------------------------	-------------





## Toolbox Talk No. 82 CLIMATE CHANGE

### WHAT IS IT?

- Climate change is the greatest environmental challenge facing the world today. Rising global temperatures will bring changes in weather patterns, rising sea levels and increased frequency and intensity of extreme weather.
- The main human influence on global climate is emissions of the key greenhouse gases - carbon dioxide (CO<sub>2</sub>), methane and nitrous oxide, from energy use and waste.
- In the UK, around 52% of total CO<sub>2</sub> emissions arise from the construction and maintenance of buildings. Approximately 20% of the buildings CO<sub>2</sub> emissions are generated during construction and materials manufacture. The remaining 80% is generated during use.
- During construction the greatest contribution is from the burning of fossil fuels such as oil used in generators, electricity and gas, transport to site and waste sent to landfill

### WHY?

- **Environmentally responsible:** Raphael Contracting are committed to reducing our environmental impact. Measuring and reducing our carbon footprint is one way we can demonstrate this.
- **Reduce costs:** With fuel prices rising, being more energy efficient also means saving costs.
- **Our clients expect it of us.** Effective management of our carbon emissions will give us an edge in a very competitive market place. We can also benefit from the opportunity that the climate challenge presents by working with our suppliers to identify new ways to make us more energy efficient.
- **Legal compliance:** The government has introduced legislation requiring us to pay for the carbon we emit, with rewards for doing well and penalties for not. At the moment this mainly affects larger businesses, so our clients are asking us about our carbon emissions.

### DO

#### Transport

- Consider use of public transport, cycling, walking or car sharing to get to work.
- Cut fuel consumption and emissions by limiting your speed, turning off air-conditioning, checking tyre pressures, and limiting your revs. Driving smarter can reduce your fuel use by up to 15%
- Consider buying a more fuel-efficient vehicle

#### Energy usage

- Turn off plant when not in use on site
- Keep all plant well maintained.
- Ensure doors to drying rooms are kept shut when the heating is on.
- Plan work to make efficient use of plant on site
- Only boil the amount of water that you need to make tea or coffee.

#### Waste

- Store materials carefully to avoid damage
- Ensure correct handling aids are used to move materials around site.
- Read the Suite Waste Management Plan / Guidance on site

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	8	CREATION DATE: LAST REVISION DATE:	11/08/2010 10/05/2018	Page 123 of 141
--	----------------------	-------------	---	---------------------------------------	--------------------------	-----------------



**DON'T**

- ✗ DON'T leave plant running when not in use as it wastes fuel and creates unnecessary pollution.
- ✗ DON'T switch on the lights when daylight is sufficient.
- ✗ DON'T leave lights on if you are last to leave a room or cabin.
- ✗ DON'T leave doors and windows open when you have your heater or air conditioning unit on as it allows hot/cold air to escape easily.
- ✗ DON'T alter thermostats and timers in cabins these have been set for optimum efficiency
- ✗ DON'T leave space heaters running unnecessarily in the building.
- ✗ DON'T over order on materials as this can lead to excessive waste
- ✗ DON'T throw materials straight into the skip, can they be saved and used later?

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	8	CREATION DATE: LAST REVISION DATE:	11/08/2010 10/05/2018	Page 124 of 141
--	----------------------	-------------	---	---------------------------------------	--------------------------	-----------------





### TRAINING AND DEVELOPMENT PLAN

### SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Podium Steps MK1 assembly guide and safety checks	Date: 10.11.21
Location: Cannon Street	Start Time: 12:00
Duration (Minutes) 30min	End Time: 12:30
Presenters name: A. Kulsinskas	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	R. Rama	RCL	 I confirm that I have understood the Tool Box Talk
2	A. Statts	RCL	 I confirm that I have understood the Tool Box Talk
3	A. Lidzius	RCL	 I confirm that I have understood the Tool Box Talk
4	B. Ramchande	RCL	 I confirm that I have understood the Tool Box Talk
5	J. Smith	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 5	Duration 30min	Total Time 2.5 hours	Employer Reference 2453745
-------------------	-------------------	-------------------------	-------------------------------