



RAPHAEL
CONTRACTING LTD



SPECIALIST
JOINERY LIMITED

VIBRATORY TOOLS - CHECK SHEET FOR MONITORING AND CONTROL OF ACTIVITIES

Name of Operative

S. HIRANI

Date (w/c):

26/4/21

Tool Description	Vibration Level -m/s ² (Estimated)	Estimated Exposure Time (Hours/Minutes)					
		Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Hammer Drill (into concrete)	17.5						
Hammer Drill	10.0						
Impact Drill	11.0	<i>20 min</i>	<i>20 min</i>	<i>20 min</i>	<i>20 min</i>	<i>40 min</i>	
Pistol Drill	14.6						
Planer	7.5						
Jigsaw	8.0						
Angle Grinder	9.0						
Router 1/4" DeWalt	8.9			<i>40 min</i>			
Chopsaw	4.2						
Skillsaw	3.0				<i>20 min</i>		
Nail Gun	3.9						
Router 1/2" DeWalt	5.6						
Router 1/2" Makita	3.5						
Cordless Drill	2.5						
Rotary Drill Bosch	2.5						

Comments / Notes:

Any developing sensation experienced during the period of works is to be reported immediately by operatives to the Site Manager, who is required to inform the Company Safety Officer. Operatives are to be reminded of the following: Not to smoke, to keep warm and to use the tools as directed.

This document is to be used as a tool for both monitoring and controlling operations. The Company Safety Officer will monitor and calculate the vibration exposure for each operative and advise if any action or procedural controls need to be implemented on site.

Please include this form in your weekly returns to RCL Head Office and cc. Rachel Widdows.



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Name of Operative

T. NEAGU

Date (w/c):

26/4/21

Tool Description	Vibration Level -m/s ² (Estimated)	Estimated Exposure Time (Hours/Minutes)					
		Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Hammer Drill (into concrete)	17.5						
Hammer Drill	10.0						
Impact Drill	11.0	<i>30min</i>	<i>10min</i>			<i>30min</i>	
Pistol Drill	14.6						
Planer	7.5						
Jigsaw	8.0						
Angle Grinder	9.0						
Router 1/4" DeWalt	8.9			<i>1h.</i>	<i>35min</i>		
Chopsaw	4.2		<i>10min</i>				
Skillsaw	3.0		<i>40min</i>				
Nail Gun	3.9						
Router 1/2" DeWalt	5.6						
Router 1/2" Makita	3.5						
Cordless Drill	2.5				<i>20min</i>	<i>40min</i>	
Rotary Drill Bosch	2.5						

Comments / Notes:

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VIBRATORY TOOLS - CHECK SHEET FOR MONITORING AND CONTROL OF ACTIVITIES

Name of Operative

G. Diaconu

Date (w/c):

26/19/21

Tool Description	Vibration Level -m/s ² (Estimated)	Estimated Exposure Time (Hours/Minutes)					
		Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Hammer Drill (into concrete)	17.5						
Hammer Drill	10.0				10 min		
Impact Drill	11.0	30 min	20 min	30 min	30 min	30 min	
Pistol Drill	14.6						
Planer	7.5						
Jigsaw	8.0						
Angle Grinder	9.0						
Router 1/4" DeWalt	8.9			20 min	30 min		
Chopsaw	4.2		10 min				
Skillsaw	3.0		30 min				
Nail Gun	3.9						
Router 1/2" DeWalt	5.6						
Router 1/2" Makita	3.5						
Cordless Drill	2.5			30 min	20 min	35 min	
Rotary Drill Bosch	2.5						

Comments / Notes:

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VIBRATORY TOOLS - CHECK SHEET FOR MONITORING AND CONTROL OF ACTIVITIES

Name of Operative

G. Diulovher

Date (w/c):

26/4/21

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		Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Hammer Drill (into concrete)	17.5						
Hammer Drill	10.0						
Impact Drill	11.0		20min	10 min	10min	20min	
Pistol Drill	14.6						
Planer	7.5						
Jigsaw	8.0	N/A					
Angle Grinder	9.0						
Router 1/4" DeWalt	8.9		20min	20min	20min	20min	
Chopsaw	4.2						
Skillsaw	3.0						
Nail Gun	3.9						
Router 1/2" DeWalt	5.6						
Router 1/2" Makita	3.5						
Cordless Drill	2.5						
Rotary Drill Bosch	2.5						

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VIBRATORY TOOLS - CHECK SHEET FOR MONITORING AND CONTROL OF ACTIVITIES

Name of Operative

A. JGNATJEVS

Date (w/c):

26/4/21

Tool Description	Vibration Level -m/s ² (Estimated)	Estimated Exposure Time (Hours/Minutes)					
		Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Hammer Drill (into concrete)	17.5						
Hammer Drill	10.0						
Impact Drill	11.0	20 min	20 min	30 min	20 min	30 min	
Pistol Drill	14.6						
Planer	7.5						
Jigsaw	8.0						
Angle Grinder	9.0						
Router 1/4" DeWalt	8.9						
Chopsaw	4.2				10 min	10 min	
Skillsaw	3.0						
Nail Gun	3.9						
Router 1/2" DeWalt	5.6						
Router 1/2" Makita	3.5						
Cordless Drill	2.5	1 h.	1 h.	20 min	20 min	20 min	
Rotary Drill Bosch	2.5						

Comments / Notes:

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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		
H SINGH						10X SURGICAL	✓					16.04.21
K SINGH						10X SURGICAL	✓					16.04.21
P SINGH			✓	✓		10X SURGICAL	✓					20/04/21
B SINGH			✓	✓		10X SURGICAL	✓				B Singh	20/04/21

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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL-33) WOODWORKING MACHINES	Date: 28/04/2021
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
B. RAMCHANDE	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
Kuljinder. SINGH	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
J. SWIFT.	Raphael Contracting Ltd	 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
Harjinder. SINGH	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
Kewel. 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
F. CERNERA	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
D. NECHIFOR	Raphael Contracting Ltd / Apex Agency	 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
Balbair. 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 12	Duration 30 mins	Total Time 6 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. 33 WOODWORKING MACHINES

The most common woodworking machines used on site – portable bench saws and hand held electric planes, electric routers, circular saws, jig saws, chop saws, drills, chain morticer, paslode gun and compressed air nail guns.

- Ensure that all equipment is inspected and any faults found are reported, also ensure the equipment is cleaned regularly.
- Make sure you have received adequate training if using any wood working machinery as failure to follow this advice could lead to death or serious injury.
- Bench circular saws, planing machines and vertical spindle moulding machine have long been recognised as the main source of woodworking machine accidents.

Remember the following control measures:

1. No person should use any woodworking machine unless trained to do so.
2. No person under 18 years of age may operate woodworking equipment unless approved training has been completed or being adequately supervised by an experienced person.
3. Ensure there is sufficient clear and unobstructed space around the machine.
4. Ensure work area is tidy and kept clear of sawdust or offcuts
5. Inspect equipment for faults/damage before use.
6. Use only approved equipment if competent in their use and ensure familiarity with machinery and electrical isolation controls.
7. Where necessary use a dust mask to prevent inhalation of dust.
8. Warning signs must be displayed if appropriate.
9. Use hearing protection if noise levels excessive and advise others to wear hearing protection.
10. Ensure that appropriate guards are in place and adjusted correctly for the work to hand.
11. Hold material flat on table against fence.
12. Use push sticks of suitable length and always use a push-stick when using a circular saw.
13. Ensure that all emergency stop controls or mechanisms are in place and working correctly.
14. Ensure there is adequate lighting.
15. Ensure blades and cutters are sharp and free from defects.
16. Ensure riving knife and guard is always in position before use.
17. Do not force material through the machine.
18. Do not use electrical machines in wet or damp conditions.
19. Do not make adjustments with the machine running.
20. Ensure material is well supported before using ripsnorter.
21. Operators should not wear any items of loose clothing which could become caught in moving parts of power tools.
22. Report any defect to your supervisor – do not use defective equipment.

On completion

1. Switch off machine immediately after use. All tools which have exposed cutters should be switched off and held until they have stopped moving before being set down.
2. Switch off extraction system.
3. Tidy up. Clean work area, machinery and equipment used. Use vacuum cleaner where necessary. Do not sweep.

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4. Reset/isolate machinery.

Horseplay

Horseplay at a woodworking machine caused a 19-year-old employee to lose his fingers on a saw when another employee pushed him against the bench. The 19-year-old's left-hand fingers were amputated disabling him for life. This type of activity is totally unacceptable in any work area, but is criminal where dangerous equipment such as circular saws and planing machines are working. Horseplay among employees can result in serious consequences as this case has highlighted and a majority of these accidents result in amputations. Under Health and Safety law, it is the duty of every employee while at work to take reasonable care for the health and safety of himself and of other people who may be affected by his acts or omissions.

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	8	CREATION DATE: LAST REVISION DATE:	11/08/2010 10/05/2018	Page 49 of 141
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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 27) TOWER SCAFFOLDS AND PODIUM STEPS	Date: 29/04/2021
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
A. 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
Kuljinder. SINGH	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
J. SWIFT.	Raphael Contracting Ltd	 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
Harjinder. SINGH	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
Kewel. 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
F. CERNERA	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
D. NECHIFOR	Raphael Contracting Ltd / Apex Agency	 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 13	Duration 30 mins	Total Time 6 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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Toolbox Talk No. 27 TOWER SCAFFOLDS AND PODIUM STEPS

Fact: Only trained, competent persons are to erect mobile towers e.g. PASMA

Before Use:

- Prefabricated access towers are to be erected in accordance with the manufacturer's instructions by competent operatives, erection instructions must be available on site.
- Check all components are in good condition. Check wheels for effective rotation and brake and locking devices work currently.
- Towers must be used on firm surfaces, where ground is soft or slopping, adequate support must be provided – Persons must be protected from falls.
- The platform height should not be more than 3 times the length of the shortest side of the tower (example: shortest side of tower is 1.5 metres multiplied by 3 giving a maximum platform height of 4.5 metres). This height can be increased by the use of outriggers.
- At 2m and above toeboards and double handrails **MUST** be fitted.
- Care must be taken when working from the platform that pulling or pushing actions do not overturn the tower – Do not climb the outside of the tower.
- Do not pull heavy items up the side of the tower, use lifting devices – Always check manufacturers safe working load (**DO NOT EXCEED**).
- Do not use ladders from platforms of towers, this causes high overturning force – Scafftag System to be used if situated in an area for more than one week.
- Tie the tower to a permanent structure, where possible, but do not tie to the thin tube sections.

Q: How would you hoist materials on to a working platform?

Access:

- Proprietary steel or aluminium alloy towers have a variety of means of access, these being:-
 - a) Integral diagonal stairway. As well as providing access this will form part of the bracing of the tower.
 - b) Ladder units which slip onto the end frame or inclined ladders, securely fixed, inside the scaffold frame.
 - c) Climbing a ladder section, which is incorporates within the end frame. Such a ladder section will have rungs no more than 300mm apart with stiles not more than 480mm apart. Climbing horizontal members of the other types of end frame is not to be accepted as a safe means of access.

NB. All towers must have a double hand rail or gap not exceeding 470mm from toeboard.

SCAFFOLD TOWERS AND PODIUM STEPS MUST BE CHECKED WEEKLY BY A COMPETENT PERSON, SIGNED OFF FIT FOR USE, ON RAPHAEL PLANT RETURN SHEET AND COPIED TO HEAD OFFICE.

- Access is from the inside of the tower frame to avoid eccentric loading of the tower. Working platforms are to be provided with trap doors to facilitate access.
- Where the vertical distance between the ground and working platform exceeds 9 metres, an intermediate platform with guardrails must be provided. Minimum platform width 600mm or 3 boards.

Working platforms

- Working platforms are to be fully boarded and complete with guardrails and toeboards.

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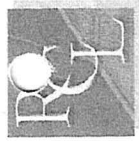


- Where on a double width aluminium alloy tower a single width platform only is used, it must have guardrails and toeboards to suit. Mobile towers are to have only one working platform.
- Prior to erecting towers on suspended floor, ensure bearing capacity of floor is sufficient for the planned load.

Moving Mobile Towers

- Tower must **NEVER** be moved with men or materials upon the platform and may only be moved by applying a horizontal force at or near the base.
- Prior to moving a tower, ensure that the route to the new desired location is free of obstructions. In particular, ensure any holes, pits, ducts or gratings are securely covered and that also no overhead obstructions such as electric cables or beams are present.
- When towers are to be moved and outriggers with adjustable feet are fitted, they must first be raised to a minimum height (12mm) to allow movement. However, the tower must be reduced in height to not more than 3 times minimum base dimension.
- After moving and before use, wheels must be locked.

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PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: LORD'S C & E

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		
A. IGNATJEVS	✓	✓	✓	✓			✓				<i>A. Ignatjev</i>	6/4/2
B. MARCHEWA	✓	✓	✓	✓			✓				<i>B. Marchewa</i>	7.04.21
G. Dzulghur				✓					✓		<i>G. Dzulghur</i>	7/4/21
V. TODOS	✓	✓	✓	✓			✓				<i>V. Todos</i>	12.04.21
G. KARAFIZI				✓					✓		<i>G. Karafizi</i>	12/04/21
S. HIRANI				✓			✓				<i>S. HIRANI</i>	19/4/2
G. DULGHER				✓			✓				<i>G. Dulgher</i>	20/4/2
G. KARAFIZI				✓			✓				<i>G. Karafizi</i>	20/4/2
R. RAMA				✓			✓				<i>R. Rama</i>	21/4/2
S. TEIRANI						✓					<i>S. Teirani</i>	21/4/21
S. SIMONOVIC				✓						✓	<i>S. Simonovic</i>	21/4/21
G. KARAFIZI				✓		✓					<i>G. Karafizi</i>	22/4/2
I. Neagu	✓	✓		✓			✓				<i>I. Neagu</i>	26/4/2

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DOCUMENT REFERENCE:	SIT-FM-008	VERSION NO:	1.3	CREATION DATE:	07/02/2013	Page 1 of 1
DOCUMENT OWNER:	DAS			LAST REVISION DATE:	22/11/2018	




SITE: LORD'S C & E

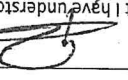
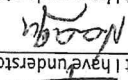
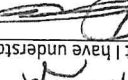
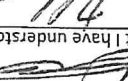
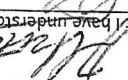
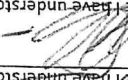
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PAGE 3

TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

No. 51 MUGRANI WORKERS - LANGUAGUE Title: RATHERS MEAN NEW DANGERS AT WORK		Location: LORD'S C & E	
Date: 29/4/21		Start Time: 7:30 End Time: 8:00	
Presenters name: S. SIKOROVIC		Presenters Signature: 	

Candidate's Name	Name of Employer	Candidate's Signature
1 S. HIRANI	RCL	
2 R. RAHA	RCL	
3 I. NEAGU	RCL	
4 G. DIACONU	RCL	
5 G. IGNAJEVS	AGENCY	
6 G. BILCHER	AGENCY	
7		
8		
9		
10		
11		
12		
13		
14		
15		

Grant Claim information

Note: Claims can only be made for your employees or labour-only sub-contractors

No. Attended	Duration	Total Time	Employer Reference
6	30 min	3h	2453745

Toolbox Talk No. 51 MIGRANT WORKERS - LANGUAGE BARRIERS MEAN NEW DANGERS AT WORK

BACKGROUND

- The Health and Safety Executive describes a migrant worker as "one who has come to the UK within the past 5 years in order to find or to take up a specific post".
- Workers from other countries have long been used by UK industry and indeed they are vital for some industries. Within the European Community the freedom to travel, to trade and work wherever one wishes within the EC boundaries is increasing the number of foreign workers in the UK.

LEGAL REQUIREMENTS IN THE UK

- Foreign workers employed in the UK enjoy the same protection as UK workers and have the same rights and responsibilities. The Management of Health and Safety at Work Regulations require employers to provide their employees with understandable information on risks to their health and safety and on precautions to take to avoid those risks. When UK employers undertake risk assessments they must take into account any additional risks arising from differing cultural backgrounds or a limited command of English – either written or spoken and take appropriate control actions.

WHAT ARE THE RISKS?

- Migrants are more likely to be working in sectors or occupations where there are existing health and safety concerns and that it is their status as new workers that may place them at added risk, due to their:
 - Relatively short periods of work in the UK
 - Limited knowledge of the UK's health and safety system
 - Different experiences of health and safety regimes in countries of origin
 - Motivations in coming to the UK, particularly where these are premised on earning as much as possible, in the shortest possible time
 - Ability to communicate effectively with other workers and with supervisors, particularly in relation to their understanding of risk

WHAT CAN BE DONE TO CONTROL THE RISKS?

- Access to limited health and safety training and their difficulties in understanding what is being offered, where proficiency in English is limited
- Failure of employers to check on their skills for work and on their language skills
- Employment relationships and unclear responsibilities for health and safety, in particular where workers are supplied by recruitment agencies or labour providers or are self-employed
- Lack of knowledge of health and safety rights and how to raise them, through which they can be represented
- Training – lectures, videos, computer based training are unlikely to be effective with foreign workers who may have limited command of English. Induction training and more specific job/task specific training is not likely to be effective. "Simultaneous" translation, using a worker who can speak English or by use of an interpreter may be possible but may not work well in practice. If significant numbers of foreign workers are expected then the preparation of material in the appropriate language is preferred