



RAPHALL
CONTRACTING LTD

PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: NEW BOND STREET

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		
K. KULSINSKAS		✓		✓		✓				✓	<i>[Signature]</i>	18/01/21
D. CONYERS						✓	✓				<i>[Signature]</i>	18/01/21
KARIS JANDBERGS			✓	✓		✓	✓				<i>[Signature]</i>	25/01/21
Yuriy Hadyema		✓	✓	✓		✓	✓				<i>[Signature]</i>	25/01/21
K. KULSINSKAS				✓		✓	✓				<i>[Signature]</i>	03/02/21
M. DYTANTAS		✓	✓	✓		✓					<i>[Signature]</i>	08-02/21
D. CONYERS				✓		✓				✓	<i>[Signature]</i>	03-03/21
A. AMBRAZIEJUS		✓		✓			✓				<i>[Signature]</i>	16.03.21
RAIMONDA RAINUTIS	✓	✓	✓	✓			✓				<i>[Signature]</i>	22.03.21
H. MAMILAS				✓	✓	✓					RCU	5-5-21

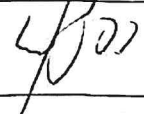
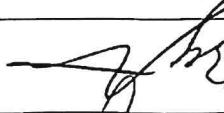
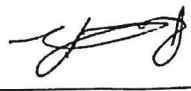
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DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-008 DAS	VERSION NO: 1.3	CREATION DATE: LAST REVISION DATE:	07/02/2013 22/11/2018	Page 1 of 1
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METHOD STATEMENT INDUCTION

ATTENDANCE SHEET TO BE COMPLETED FOR ALL METHOD STATEMENT TALKS
(METHOD STATEMENTS ISSUED TO ALL PRESENT)

CONTRACT:	NEW BOND STREET	MS REF:	001
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	NAME (PRINT)	DATE	SIGNATURE	COMMENTS
1	Dean Conyers	18/01/21		I confirm that I have read and understood the Risk Assessment and Method Statement
2	KARLIS ZARINIEBIS	25/01/21		I confirm that I have read and understood the Risk Assessment and Method Statement
3	Yecory Buckley	25/01/21		I confirm that I have read and understood the Risk Assessment and Method Statement
4	MIND AUGUS BYTHATHAS	08-02-21		I confirm that I have read and understood the Risk Assessment and Method Statement
5	Z. TOKLIKIS	10-02-21		I confirm that I have read and understood the Risk Assessment and Method Statement
6	G. DZOMUNILI	10-02-21		I confirm that I have read and understood the Risk Assessment and Method Statement
7	MYKHAYLO GOLUBVAK	23.02.21		I confirm that I have read and understood the Risk Assessment and Method Statement
8	Kyle Ivan	23.02.21		I confirm that I have read and understood the Risk Assessment and Method Statement
9	ALBINAS MIRAZIUS	16.03.21		I confirm that I have read and understood the Risk Assessment and Method Statement
10	AMIN	22-03-21		I confirm that I have read and understood the Risk Assessment and Method Statement

Signed:  Position: SUPERVISOR

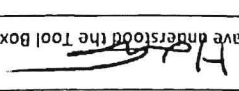
Print Name: K.KULSIVSKAS Date: 14-01-21

WHEN COMPLETED RETURN THIS FORM TO THE RCL SAFETY OFFICER
Note on this side any points that have arisen which you may think should be brought to the attention of RCL and complete the attendance list above (add an extra sheet if necessary)

TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

Title: CLEAN SITE		Date: 06-05-21	
Location: New Bond Street		Start Time: 730	
Duration (Minutes) 30		End Time: 800	
Presenters name: K. KULSIN SKAS		Presenters Signature: 	

	Candidate's Name	Name of Employer	Candidate's Signature
1	H. MANILAL	RCL	
2	M. BYTAUTAS	RCL	
3	K. RAMGI	RCL	
4			
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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

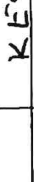
2453745



Contract: _____

Contract:	New Bond Street	Site Manager:	KES KULSINSKAJ	Date (w/c):	3-5-21	Method statement (s) (Title, Rev No. & Rev date)	A
Location and description of works: SNA G G I N G , R E C E P T I O N D E S K							
Site Manager's Daily Sign Off							
		Date		Name	Signature	Hot Topics of the Day (the main points you discussed)	
Monday							
Tuesday	4-5-21			KES		PPE	
Wednesday	5-5-21			KES		DUST MASK	
Thursday	6-5-21			KES		DELIVERYS	
Friday	7-5-21			KES		TIME KEEPING	
Saturday							
Sunday							

Site Manager's Daily Sign Off

	Date	Name	Signature	Hot Topics of the Day (the main points you discussed)
Monday				
Tuesday	4-5-21	KES		PPE
Wednesday	5-5-21	KES		DUST MASK
Thursday	6-5-21	KES		DELIVERYS
Friday	7-5-21	KES		TIME KEEPING
Saturday				
Sunday				

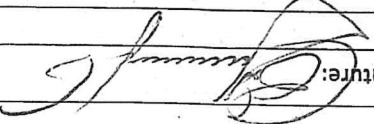
Operatives Daily Sign Off

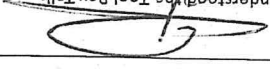
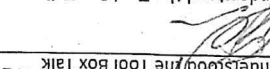
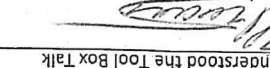
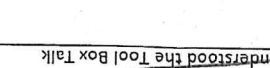
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FOR EACH REPEAT, PLEASE USE THE CONTINUATION SHEET

TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

No: 38	Title: SAFE STAKING	Location: LORD'S C & E	Duration (Minutes) 30 min	Presenters name: S. Silveira
Date: 4/05/21	Start Time: 130	End Time: 800	Presenters Signature: 	

	Candidate's Name	Name of Employer	Candidate's Signature
1	S. ALIYANI	RCL	
2	S. RAHMA	RCL	
3	G. B. MUGGER	#AGENCY	
4	M. J. G. MUGGER	#AGENCY	
5			
6			
7			
8			
9			
0			
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

Duration

Total Time

Employer Reference

2453745

Toolbox Talk No. 38

SAFE STACKING

Many accidents occur when materials are removed from stacks, in particular when this is done by hand. Care taken when material is stacked initially can help prevent many of these.

1. When handling materials wear protective clothing, i.e. safety helmet, gloves and steel-toed boots.
2. Only stack material in authorised areas, NEVER near doorways, access ways, or on fire escape routes.
3. Stack on a level surface and provide packing.
4. Never make stacks higher than 3 times the minimum base width.
5. Materials stacked by machine may have to be removed by hand, consider this in the method of placing.
6. When handling materials by hand, check weight if in doubt ASK.
7. If material is being lowered by machine, keep hands clear of load and / or any obstruction.

SHEET MATERIAL

- Stack flat where possible. If corners are sharp – PROTECT (examples – reinforcements mesh, steel sheets).

PIPES AND TUBES

- Where small diameter stack in racks or stillages, if large diameter securely chock at base and at subsequent cross bearers. Pyramid stacks can quickly spread and “a rolling tube damages toes”.

BRICKS / BLOCKS / PALLETED MATERIALS

- Take care, ensure level base and restrict height of stack – many of these are removed by hand.
- If banding is damaged or materials are displaced in the pack do not stack other material on top.
- Leave sufficient space between different materials for safe removal.

TIMBER

- Racks are best for small sized timbers – saves space.
- Joists and larger timbers should be placed on bearers and cross packing should be used to level the stack.
- Try to keep different lengths in separate stacks.

LARGE PREFABRICATED PANELS – FLOORS / WALLS

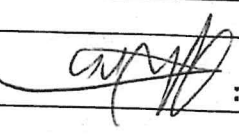
- Stack flat or store secured in designated racks. DO NOT lean against parts of the building or against temporary structures.
- If stacked vertically, use suitable racks to prevent collapse. Material stacked vertically against walls can collapse whilst being removed or may overload walls etc.

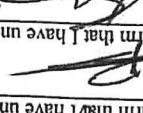
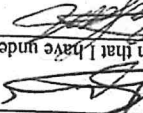
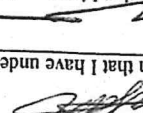
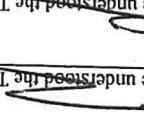
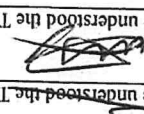
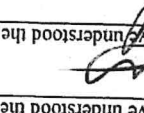
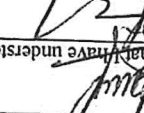
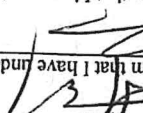
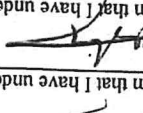
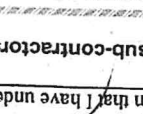


SITE: LORD'S C & E

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RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 34) CARTRIDGE OPERATED TOOLS		Date: 05/05/2021
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	
B. RAMCHANDE	Raphael Contracting Ltd	
J. SWIFT	Raphael Contracting Ltd	
E. YALAMOV	Raphael Contracting Ltd / CRS Agency	
Harjinder. SINGH	Raphael Contracting Ltd / Apex Agency	
Kewel. SINGH	Raphael Contracting Ltd / Apex Agency	
D. DUMITRANA	Raphael Contracting Ltd / Apex Agency	
G. BURLAN	Raphael Contracting Ltd / Apex Agency	
F. CERNERA	Raphael Contracting Ltd / Apex Agency	
D. NECHIFOR	Raphael Contracting Ltd / Apex Agency	
Pushpinder. SINGH	Raphael Contracting Ltd / Apex Agency	
Balbir. SINGH	Raphael Contracting Ltd / Apex Agency	

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

Toolbox Talk No. 34 CARTRIDGE OPERATED TOOLS

Fact: Cartridge tools are potentially lethal if misused.

Only operatives who have been adequately trained and who are in possession of a certificate of training for the type of tool being used may use a cartridge operated tool.

Before Use of Cartridge Tools

1. Check that the tool is clean and in good condition before loading and use.
2. Read maker's instructions carefully, before using a tool.
3. Load tool with barrel pointing away from you
4. Never walk around with a loaded tool, load on the job!

Q: Before using a cartridge tool what should you do?

Hazards When Using Cartridge Tools

1. Cartridge too powerful for the task.
2. Firing into structural voids.
3. Material being fired into, is too thin!
4. Changes in the consistency in the material.

Q: What is through penetration caused by?

5. Firing into hole of previously attempted fixing.
6. Trying to fix into excessively hard material.
7. Tool not being held square to surface.
8. Fixing too near edge of material.

Q: What are the main reasons for ricochets?

Safe Use of Cartridge Tools

1. Always wear PPE when using cartridge-operated tools. Safety helmet, goggles (BSEN166) and ear protection must be worn during use.
2. Hold the tool at right angles to the job when firing.
3. Check the material that the bolt is to be fired into.
4. Carry out a test fire first. Check there is nobody behind the target.
5. Allow at least 75mm from edges of concrete or brickwork.
- Q:** How far from the edge of concrete should tool be?
6. Ensure complete splinter guard is resting on work surface.
7. Never place your hand over the end of the barrel.
8. In the event of a misfire wait a minute, refire. If nothing happens, wait a further minute before unloading.
9. Do not leave tools in a loaded condition.
10. Load tool immediately prior to use.
11. Load fastener before cartridge.
12. Do not point loaded tool towards other people or your body.
13. Do not interchange cartridge or fixings from other tools.
14. Do not use cartridge tools in flammable atmosphere.
15. Ensure cartridges are dry, kept in a safe position and return cartridges not used.
16. Take care when working at heights – recoil may throw you off balance.

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	8	CREATION DATE:	11/08/2010	LAST REVISION DATE:	10/05/2018	Page 51 of 141
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REMEMBER: Treat these tools like a loaded gun!

- Q: Before firing into a target what should you check for?
- Q: If you have a misfire what should you do?
- Q: What should you do with a tool after use?
1. Keep tool clean and well oiled.
 2. Never leave a tool loaded.
 3. Cartridges must be kept under lock and key in safe place.
 4. Do not leave cartridges on the floor, dispose of them properly.
 5. Clean tool after use.

After Use

- Q: What should you remember regarding the splinter guard?



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CONTRACTING LTD



SPECIALIST
JOINERY LIMITED

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET



RAPHAEL
CONTRACTING LTD

Title: (RCL 76) WATER USAGE		Date: 06/05/2021
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	
B. RAMCHANDE	Raphael Contracting Ltd	
Kuljinder. SINGH	Raphael Contracting Ltd	
J. SWIFT.	Raphael Contracting Ltd	
M. ROBINSON	Raphael Contracting Ltd	
E. YALAMOV	Raphael Contracting Ltd / CRS Agency	
Harjinder. SINGH	Raphael Contracting Ltd / Apex Agency	
Kewel. SINGH	Raphael Contracting Ltd / Apex Agency	

DOCUMENT REFERENCE: SIT-FM-007 DAS	VERSION NO: 1.0	CREATION DATE: 07/02/2013	LAST REVISION DATE: N/A	NEXT REVIEW DATE: 07/02/2014	Page 1 of 1
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No. Attended 15	Duration 30 mins	Total Time 7 ½ hours	Employer Reference 2453745
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Grant Claim Information Note: Claims can only be made for your employees or labour-only sub-contractors.

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
R. FAGG	Raphael Contracting Ltd / SALTO	I Confirm that I have understood the Toolbox Talk

Toolbox Talk No. 76 WATER USAGE

SPECIALIST JOINERY LIMITED



RAPHAEL CONTRACTING LTD



Check for home for leaks, hidden water leaks can be wasting water without you even being aware of it. A good way to check for leaks is, if your property is metered, then read your water meter and do not use any water for a couple of hours and go back to check that the meter reads exactly the same. If it does not, there is a leak.	
Turn off tap while cleaning your teeth, shaving or washing your face. You can waste up to 9 litres a minute by just letting the water pour down the sink.	
Take a short shower rather than a bath could save you up to 400 litres a week. If you do have baths, just half fill them.	
Fix any dripping tap, you can waste 90 litres a week which will cost a lot more than what might just be the price of a new washer.	
Don't overfill the kettle when making a cup of tea. Only fill and boil what you need, this will save you money on your energy costs too.	
Only use the washing machine and the dishwasher when you can put on a full load. It wastes both water and energy to run only a half full machine.	
Keep cool water in the fridge so that you do not need to run water down the sink to have a cold drink.	
Fit a water saving device in your cistern e.g. a 'hippo' to save when flushing, this can save you 3 litres a flush.	
Think before throwing used water down the drain, e.g. water in a pan after cooking, this could be reused for watering plants around the house when cooled down, or in the garden.	

DOCUMENT REFERENCE:

TOOLBOX TALKS

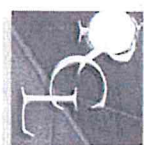
VERSION NO:

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LAST REVISION DATE:

11/08/2010
10/05/2018

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RAPHAEL
CONTRACTING LTD

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	✓					26/04/21
Florianc			✓	✓					✓			23/04/21
D NEETHI			✓	✓			✓					
B. SINDIA				✓					✓			28/04/21
H Singh						10x Surgical	✓					04/05/21
K Singh						10x Surgical	✓					04/05/21
G BODAN						10x Surgical	✓					04/05/21
D DUMIRANA						10x Surgical	✓					04/05/21
B RAGHUNATH						10x Surgical	✓					04/05/21
B Singh						10x Surgical	✓					04/05/21

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