

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		
S. Diaconu	✓	✓		✓			✓				<i>[Signature]</i>	26/4/21
S. Dillegher				✓					✓		<i>[Signature]</i>	6/05/21
A. Zucoba	✓	✓	✓	✓			✓				<i>[Signature]</i>	10/5/21
A. SEVENSEN	✓	✓	✓	✓			✓				<i>[Signature]</i>	10/5/21
R. Smith	✓						✓				<i>[Signature]</i>	12/5/21
A. Zucoba				✓						✓	<i>[Signature]</i>	13/5/21
S. Dillegher		✓		✓					✓		<i>[Signature]</i>	10/5/21
A. BYTHUTAS	✓			✓			✓				<i>[Signature]</i>	18/5/21
A. Zucoba				✓					✓		<i>[Signature]</i>	19/5/21

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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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RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

No: 39	Date: 17/5/21
Title: SITE HOUSEKEEPING AND WASTE DISP.	Start Time: 730
Location: LORD'S C & E	End Time: 800
Duration (Minutes) 30 min	Presenters Signature:
Presenters name: S. SIMONOVIC	

	Candidate's Name	Name of Employer	Candidate's Signature
1	S. MIRANI	RCL	 I confirm that I have understood the Tool Box Talk
2	R. PAMA	RCL	 I confirm that I have understood the Tool Box Talk
3	G. DIULOKER	AGENCY	 I confirm that I have understood the Tool Box Talk
4	A. ZLIOBA		 I confirm that I have understood the Tool Box Talk
5	A. SEVTSENKO		 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 30 min	Total Time 2 1/2 h.	Employer Reference 2453745
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RAPHAEL
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SPECIALIST
JOINERY LIMITED

Toolbox Talk No. 39 SITE HOUSEKEEPING AND WASTE DISPOSAL

WHAT IS HOUSEKEEPING AT WORK?

It's taking care of your work area. We are responsible for maintaining a clean and healthy workplace. It's your responsibility to help keep it that way.

Housekeeping is an important part of any job. Housekeeping means more than neatness – it includes keeping everything you need for your job close at hand and in good condition.

Good housekeeping calls for constant care – it's something that everyone can and should practice.

GOOD HOUSEKEEPING CAN PROVIDE BENEFITS:

- ✓ *Safer:* Minimises carelessness and clutter and common causes of accidental injuries and fires.
- ✓ *Easier:* You'll spend less time looking for things in a more comfortable working environment.
- ✓ Clean up after work and remove rubbish to the skip provided.
- ✓ Material left lying around is a tripping hazard and could cut off someone's escape route during a fire.
- ✓ De-nail all timber – this is a major accident hazard.
- ✓ Put tools and equipment in the store provided – otherwise you can bet they won't be there when you return.
- ✓ Stack materials securely as they arrive on site and protect them as necessary.
- ✓ Keep walkways and scaffolds clear of material and rubbish.
- ✓ Ensure all lightweight materials are secured during windy weather.
- ✓ If you notice rubbish piling up which you cannot remove, bring this to the attention of the site supervisor who will arrange to have it removed.



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VIBRATORY TOOLS - CHECK SHEET FOR MONITORING AND CONTROL OF ACTIVITIES

Name of Operative

S. HIRANI

Date (w/c):

17/5/21

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>25 min</i>	<i>40 min</i>	<i>10 min</i>	<i>20 min</i>	<i>5 min</i>	
Pistol Drill	14.6						
Planer	7.5						
Jigsaw	8.0						
Angle Grinder	9.0						
Router 1/4" DeWalt	8.9	<i>10 min</i>	<i>15 min</i>		<i>10 min</i>	<i>20 min</i>	
Chopsaw	4.2						
Skillsaw	3.0		<i>20 min</i>	<i>40 min</i>			
Nail Gun	3.9						
Router 1/2" DeWalt	5.6						
Router 1/2" Makita	3.5						
Cordless Drill	2.5	<i>20 min</i>	<i>20 min</i>	<i>10 min</i>	<i>20 min</i>	<i>15 min</i>	
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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JOINERY LIMITED

VIBRATORY TOOLS - CHECK SHEET FOR MONITORING AND CONTROL OF ACTIVITIES

Name of Operative

G. DULSHER

Date (w/c): *17/5/21*

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>5 min</i>	<i>10 min</i>		
Pistol Drill	14.6						
Planer	7.5					<i>N/A</i>	
Jigsaw	8.0						
Angle Grinder	9.0						
Router 1/4" DeWalt	8.9	<i>30 min</i>	<i>30 min</i>	<i>30 min</i>	<i>30 min</i>	<i>A</i>	
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	<i>20 min</i>	<i>30 min</i>	<i>30 min</i>	<i>20 min</i>		
Rotary Drill Bosch	2.5						

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VIBRATORY TOOLS - CHECK SHEET FOR MONITORING AND CONTROL OF ACTIVITIES

Name of Operative

A. SEVTSENKO

Date (w/c): *17/5/21*

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		<i>10min</i>	<i>20min</i>	<i>15min</i>	<i>15min</i>	
Impact Drill	11.0	<i>10min</i>		<i>20min</i>	<i>15min</i>	<i>10min</i>	
Pistol Drill	14.6						
Planer	7.5						
Jigsaw	8.0						
Angle Grinder	9.0						
Router 1/4" DeWalt	8.9						
Chopsaw	4.2		<i>10min</i>	<i>5min</i>			
Skillsaw	3.0						
Nail Gun	3.9						
Router 1/2" DeWalt	5.6						
Router 1/2" Makita	3.5						
Cordless Drill	2.5	<i>20min</i>	<i>20min</i>				
Rotary Drill Bosch	2.5						

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VIBRATORY TOOLS - CHECK SHEET FOR MONITORING AND CONTROL OF ACTIVITIES

Name of Operative

A. ZLioPA

Date (w/c): *17/5/21*

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>20min</i>	<i>10min</i>	<i>15min</i>	<i>20min</i>	<i>10min</i>	
Pistol Drill	14.6						
Planer	7.5						
Jigsaw	8.0						
Angle Grinder	9.0						
Router 1/4" DeWalt	8.9	<i>15min</i>					
Chopsaw	4.2						
Skillsaw	3.0						
Nail Gun	3.9						
Router 1/2" DeWalt	5.6						
Router 1/2" Makita	3.5						
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Rotary Drill Bosch	2.5						

Comments / Notes:

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VIBRATORY TOOLS - CHECK SHEET FOR MONITORING AND CONTROL OF ACTIVITIES

Name of Operative

M. BYTAUTAS

Date (w/c): *17/5/21*

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>15 min</i>	<i>10 min</i>			
Pistol Drill	14.6						
Planer	7.5	<i>N/A</i>					
Jigsaw	8.0						
Angle Grinder	9.0	<i>N/A</i>			<i>N/A</i>	<i>N/A</i>	
Router 1/4" DeWalt	8.9						
Chopsaw	4.2			<i>40 min</i>			
Skillsaw	3.0		<i>30 min</i>				
Nail Gun	3.9						
Router 1/2" DeWalt	5.6						
Router 1/2" Makita	3.5						
Cordless Drill	2.5		<i>20 min</i>	<i>10 min</i>			
Rotary Drill Bosch	2.5						

Comments / Notes:

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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 70) – ISO14001 - ENVIRONMENTAL MANAGEMENT SYSTEM	Date: 19/05/2021
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. KULSINKAS	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
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
C. GHERMAN	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
M. CUDALB	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
A. SCHITO	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
E. MARINOV	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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Toolbox Talk No. 70 ISO14001 - ENVIRONMENTAL MANAGEMENT SYSTEM

Raphael Contracting Ltd have been awarded ISO14001 certification for the way it manages its environmental impacts. ISO14001 accreditation means that Raphael has to continually find ways to improve its environmental performance. This means that RCL will have an independent auditor check its processes and results on an annual basis, according to an international standard of achievement.

ISO14001 is voluntary and there is no legal requirement to have it, but it will help Raphael:

- To meet the requirements of main contractors
- Stay 'ahead of the game' and their competitors
- Score well in tenders and secure contracts and
- Fully implement its environmental policy
- Manage environmental risk on contracts and in supply chain
- To ensure compliance with environmental legislation
- Improve their environmental impact and reduce overheads year-on-year

What is the company going to do for ISO14001?

This is set out in our environmental policy and our environmental management plan for the year, as a minimum we will:

- Set clear objectives and targets for managing and reducing our environmental impacts
- Continual improvement - we need to keep setting ourselves new environmental targets
- Legal compliance with all relevant environmental legislation
- Prevention of pollution
- Make efficient use of resources
- Supply chain - subcontractor assessment and purchase wood and wood-related products that are F.S.C. or P.E.F.C. certified.
- Improve waste management and reduce waste to landfill where possible;
- Minimise energy consumption through effective energy management;
- Manage our vehicles and business travel efficiently
- Manage and control water consumption and effluent discharges

What do I need to do?

- Appraise yourselves of the environmental policy statements
- Help the auditors (internal and external), we are not trying to test you or catch you out
- Don't say 'ISO14001 is nothing to do with me'! It is everybody's responsibility.
- Take notice of the raw materials that you are using – is there any wastage?
- Take notice of what you are throwing away – could it be used again?
- Tell us if you notice any areas of wastage or any potential hazards / risks that have not been addressed
- We need your feedback and suggestions for continual improvement

For more information or to put forward suggestions, speak to your ISO14001 team:

- Rachel Widdows – 07960 584998
- Martin O'Brien, Paul Haugh, James Hayhoe, Debbie Singh, Paul Bennett

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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 51) – MIGRANT WORKERS – LANGUAGE BARRIERS MEAN NEW DANGERS AT WORK	Date: 20/05/2021
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	I Confirm that I have understood the Toolbox Talk
B. RAMCHANDE	Raphael Contracting Ltd	 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
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Balbir. SINGH	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
C. GHERMAN	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
M. CUDALB	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
A. SCHITO	Raphael Contracting Ltd / Apex Agency	 I Confirm that I have understood the Toolbox Talk
E. MARINOV	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. 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
- 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

WHAT CAN BE DONE TO CONTROL THE RISKS?

- **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

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- **Signs and Leaflets** – whilst many pictograms are “universal” e.g. fire exit signs, many have supplementary text messages. For example, the labels and signs on electrical equipment that show the next inspection date or signs that state the equipment should not be used after a certain date are also unlikely to be understood. Ideally signs in the workers own language should be installed.
- **Written Material** – it may be necessary to have critical documents such as risk assessments, operating instructions and working procedures translated into the appropriate language(s). The same applies to formal, documented procedures such as permit to work systems. The safety of other workers should not be comprised due to the inability of foreign workers to understand a permit or follow a safe system of work. The HSE and TUC have both prepared material in a number of foreign languages. However, it is generally at a high level and may not be sufficiently specific for every workplace. Consideration should be given to preparation of task/industry specific material in the appropriate languages(s).
- **Interpreters** – where necessary there should be facilities for conversations to be carried out through the medium of an interpreter. Ideally one of the workers should have sufficient command of English to take on this task. If this is not possible the employer should arrange for there to be access to an interpreter when required e.g. during training sessions. It should be noted that use of a fellow foreign worker as interpreter may not prove satisfactory in circumstances where formal warnings need to be given e.g. for safety infringements.
- **Language Training** – the lack of understanding of English may be the most significant barrier to safe working so the most significant control opportunity available to employers may be language training. Unfortunately it is unlikely that many employers will be prepared to invest in language training despite the obvious benefits. But it should be considered where foreign workers are expected to remain employed for an extended period.



SITE: HILTON HOTEL, WOKING

[illegible]