



TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <i>Working in a hot environment</i>	Date: <i>13.07.22</i>
Location: <i>Hoxton Hotel</i>	Start Time: <i>15:00</i>
Duration (Minutes) <i>30min</i>	End Time: <i>15:30</i>
Presenters name: <i>A. Kulsinskas</i>	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	<i>S. Simonovic</i>	<i>RCL</i>	 I confirm that I have understood the Tool Box Talk
2	<i>R. Rama</i>	<i>RCL</i>	 I confirm that I have understood the Tool Box Talk
3	<i>A. Lidzius</i>	<i>RCL</i>	 I confirm that I have understood the Tool Box Talk
4	<i>A. Wren</i>	<i>RCL</i>	 I confirm that I have understood the Tool Box Talk
5	<i>G. Diacomm</i>	<i>RCL</i>	 I confirm that I have understood the Tool Box Talk
6	<i>S. Hirani</i>	<i>RCL</i>	<i>S. Hirani</i> I confirm that I have understood the Tool Box Talk
7	<i>N. Jagatia</i>	<i>RCL</i>	 I confirm that I have understood the Tool Box Talk
8	<i>B. Ramchande</i>	<i>RCL</i>	 I confirm that I have understood the Tool Box Talk
9	<i>Stephen B. I.</i>	<i>RCL (OSP)</i>	 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
9

Duration
30min


Total Time
4.5 h.

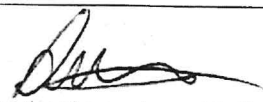
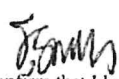

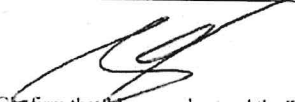

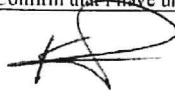
Employer Reference
2453745



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL- 44) – SAFETY IN THE SUN	Date: 13/07/2022
Location: 21 MOORFIELDS	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's 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. SMITH	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
E. AMANING	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
C. SANDERS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
K. O'MALLEY	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
06

Duration
30 mins

Total Time
3 hours

Employer Reference
2453745

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				NEXT REVIEW DATE:	07/02/2014	



Toolbox Talk No. 44 SAFETY IN THE SUN

FACTS AND FIGURES

- UV (ultraviolet) radiation from the sun is a major cause of skin cancer. Cases have doubled in the last 80 years.
- 40,000 people are diagnosed with skin cancer and 8,000 people die from it each year
- Sunlight causes the skin to produce a dark pigment called melanin; this is a sign that the skin has been damaged
- Long-term sun exposure speeds up the skin's ageing process, making it become more dry and wrinkled
- People working outside should consider exposure to UV radiation as an occupational hazard
- A suntan is perceived as healthy, but it may not be so

WHO HAS AN INCREASED RISK OF SKIN DAMAGE?

- People with pale skin, fair hair, freckles or a large number of moles
- People with a family history of skin cancer and those with excessive exposure to sunlight, such as outdoor workers
- The risk is less for people with dark hair and brown or black skin, however, prolonged sun exposure can be bad for all skin types. Do not be complacent.

SKIN TYPES

- TYPE 1: White skin, never tans, always burns, often people with red or fair hair, blue eyes, pale skin and freckles.
- TYPE 2: White skin, burns easily, but may tan eventually. May have fair hair, blue eyes and freckles.

Types 1 and 2 must take extra care to avoid strong sunshine or cover up with tightly woven clothing and wear a hat.

- TYPE 3: White skin, tans easily and burns rarely, often with dark hair and eyes and slightly darker skin
- TYPE 4: White skin, never burns, always tans, darker hair, eyes and skin

Types 3 and 4 should still take care in strong sunshine.

- TYPE 5: Brown skin
- TYPE 6: Black skin

Types 5 and 6 are at little risk of skin cancer but it can occur. These skin types can still darken and even burn in stronger sunlight.

SUN SAFETY CODE

- Take care not to burn, this can take as little as 10 minutes
- Cover up with loose clothing. Keep your clothing on so that you do not expose unprotected areas
- Seek shade during the hottest part of the day and take your breaks in the shade
- Apply high factor sunscreen generously and frequently to any parts exposed to the sun; SPF15 or above
- If you are concerned about moles changing shape or colour and itching, weeping or bleeding, see your GP immediately

Check your skin

The first warning sign is often a small scabby spot which does not clear after a few weeks. Look for changed or newly formed moles or any skin discoloration. It is normal for moles to grow until you are about 18 years old, but as an adult you should show your doctor any moles which grow or change.

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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL- 74) – GREEN PURCHASING	Date: 14/07/2022
Location: 21 MOORFIELDS	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: Jason Wray	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
K. KULSINKAS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
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K. O'MALLEY	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk

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No. Attended
06

Duration
30 mins

Total Time
3 hours

Employer Reference
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Toolbox Talk No. 74 GREEN PURCHASING

Environmentally responsible, sustainable or "green" procurement is the selection of products and services that minimise environmental impacts. Raphael Contracting Ltd have adopted a green purchasing policy, which is important for the following reasons:

- Green procurement of products and services raises environmental awareness, which in turn moves more people to buy more environmentally sound products.
- Green procurement has potentially direct environmental benefits. Fewer emissions, less waste and more efficient resources use.
- An increase in demand for greener products and services improves the market position of suppliers.
- Demand for green products acts as an incentive for technological development towards greener products.

Greener purchasing aims to avoid unnecessary purchasing by:

- Reviewing the actual need of the product.
- Seeking alternative goods and services.
- Purchasing a greener variant with comparable if not better performance than a conventional choice.

Green claims – "sustainable forests", "recyclable", "earth friendly"

An increasing number of products falsely claim that they are "environmentally friendly". It is important to verify claims made by the manufacturer and supplier.

- Ensure you have written documentation that backs up the claims of the supplier.
- Ask when was their documentation and process last reviewed and to what standard or accreditation.
- Can you get a copy of their environmental report or technical data?

Environmental Purchasing Criteria for products and services

- Is it essential to buy the product - can it be leased or rented?

Resource Use and Recycling

- Does production/extraction of the product cause ecological damage, such as loss of habitats or damage to threatened species? Are there alternatives?
- Is this a remanufactured product?
- Can the product be re-used, refilled, recharged or reconditioned to extend its life?
- Can the item be easily upgraded by adding or replacing a part?
- Does the product have a recycled content? What percentage?
- Is the product accredited with a recognised environmental standard?
- Can the product be recycled easily (in the workplace and/or local community)?

Hazardous content

- Is the product or are its components hazardous to humans and/or the wider environment?
- If yes, what are the health and safety implications and disposal requirements?
- Are there any non-hazardous alternatives available?
- Are technical data sheets available?

Energy

- Does the item use energy? (e.g. electrical appliances, equipment, machinery, space heating or vehicles).
- If so, is the item as energy efficient as the alternatives?
- Does the item have energy consumption data for all operation modes?

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Packaging

- Can product packaging be reduced or eliminated?
- Is packaging made of recycled material(s)?
- Can packaging be re-used, recycled or returned?

Food

- Can organically grown produce be purchased?
- Has the food been genetically modified?

Transportation

- Is the product locally manufactured and/or locally supplied?
- Does the supplier have a Green Transport Plan for their operations?

Supplier Environmental reporting

- Does the supplier have a company Environmental Management System?
- Does the supplier report on their environmental performance against set targets?

Purchasing - Decision Making

To implement an effective Environmental Purchasing Policy we need to use a step-by-step approach to increase our purchase of greener goods and services. It is important for us to raise awareness with both current and new suppliers and link with other organisations in the same sector.

Here are some things that we will do:

- Focus on products or services within Raphael Contracting that have the greatest environmental impact, since it will not be possible to purchase a green alternative for every product or service that we buy
- Examine products that are highly visible within the company; for example, timber, stationery, or office electrical equipment.
- Integrate reused, refurbished, remanufactured and recycled-content products into our operations wherever possible.
- Use greener products available through our existing suppliers, such as energy saving office equipment and biodegradable cleaning products.
- Support local businesses by purchasing at least a portion of your recycled products from local suppliers where they exist.
- Actively encourage suppliers to provide products and services that have a minimum adverse environmental impact, requesting suppliers to identify harmful processes and materials in their manufacturing processes. Seek suppliers that are working towards the phase out of such practices.
- Set targets and dates to achieve changes in purchasing practice.

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