



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL- 02) – RESPONSIBILITIES: EMPLOYEES & SUB-CONTRACTORS	Date: 08/08/2022
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
V. BALIULIEVICIUS	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
K. O'MALLEY	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
I. GIRBV	RCL / ASSA ABLOY	 I Confirm that I have understood the Toolbox Talk
D. KONSTANTINOV	RCL / ASSA ABLOY	 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
07

Duration
30 mins

Total Time
3 ½ hours

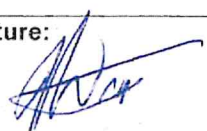
Employer Reference
2453745

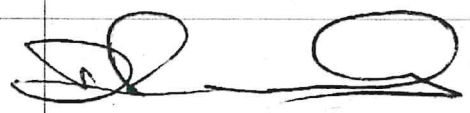
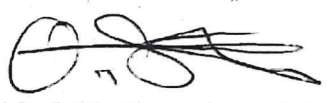
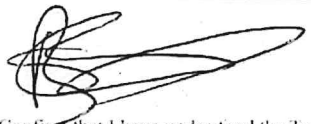

DOCUMENT REFERENCE:	SIT-FM-007	VERSION NO:	1.0	CREATION DATE:	07/02/2013	
DOCUMENT OWNER:	DAS			LAST REVISION DATE:	N/A	Page 1 of 1
				NEXT REVIEW DATE:	07/02/2014	



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL- 02) – RESPONSIBILITIES: EMPLOYEES & SUB-CONTRACTORS	Date: 08/08/2022
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
D. RAWLINGS	RCL / STAFFORD BRIDGE	 I Confirm that I have understood the Toolbox Talk
O. STRINGER	RCL / STAFFORD BRIDGE	 I Confirm that I have understood the Toolbox Talk
B. STRINGER	RCL / STAFFORD BRIDGE	 I Confirm that I have understood the Toolbox Talk
S. DAVEY	RCL / STAFFORD BRIDGE	 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 04	Duration 30 mins	Total Time 2 hours	Employer Reference 2453745
--------------------	---------------------	-----------------------	-------------------------------

PAGE 2 OF 2

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. 2 RESPONSIBILITIES: EMPLOYEES AND SUB-CONTRACTORS

The Health and Safety at Work etc. Act 1974 and the Construction (Design and Management) Regulations 2015 give everyone health and safety responsibilities. Where these responsibilities are not carried out people like you can be injured or killed, others could be prosecuted. Over 220 people are killed every year; several thousand are seriously injured. Fines can be thousands of pounds for Companies who break the regulations.

Employees: *Your bosses* must provide you with a safe place of work, safe equipment and the necessary instruction and training to enable you to carry out your work safely.

Employees and sub-contractors: *You* must take reasonable care to ensure that no person – yourself included – suffers because of the way that you work.

You must help your employer to carry out his responsibilities by:

- Not interfering with items provided for your safety.
- By using equipment given to you for your protection and by not abusing it. For example hard hats, goggles and hearing protection.
- By telling your foreman of any hazards that you notice which could affect you or others safety.

SOME EXAMPLES:

- If you work on a scaffold provided by another company your foreman must ensure that it is safe for your use. Therefore, if you notice anything, which you consider unsafe, point this out.
- If you strike shuttering which leaves an opening make sure it is covered or guarded before you leave it. The same applies if you are permitted to remove a guardrail or cover for the passage of materials or services, make sure it goes back – DO NOT LEAVE A TRAP FOR OTHERS.
- If you are working or are having to pass alongside openings, i.e. floors or excavations which are unguarded, your foreman must ensure that they are protected even though you may not have been responsible for making the hazard.
- Have all injuries, however slight, properly attended to
- Rectify or report all unsafe conditions
- Help to keep the work place clean and tidy
- Wear the protective clothing and equipment provided for your safety
- Obey all safety rules and signs
- Use only those tools you are authorised to use
- Use correct tools and equipment
- If you do not know – ask
- Do not take chances – carry out instructions
- Do not start machinery unless authorised and without the guard being in place
- Do not horseplay or distract others
- Do not leave tools on the floor or where they can fall on people below

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	10	CREATION DATE:	11/08/2010	Page 7 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	Oct-2021	



PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: 21 MOORFIELDS

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		
K.KULSINSKAS						✓				✓		29/06/22
Chris Sanders						✓	✓				C.S	29/06/22
E. A maning						✓	✓				Amc 1.	29/06/22
K. O'Callaghan				✓						✓		12/07/22
I. GRAY (AIA)		✓	✓				✓					25/07/22
B. SMITH		✓					✓					29/07/22

PAGE 02

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



TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: ISO14001-Environmental Management System	Date: 08.08.22
Location: Hoxton Hotel	Start Time: 14:30
Duration (Minutes) 30min	End Time: 15:00
Presenters name: A. Kulinskis	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	S. SIMONOVIC	RCL	 I confirm that I have understood the Tool Box Talk
2	Stephen B. I	DSP	 I confirm that I have understood the Tool Box Talk
3	S. HIRANI	RCL	 I confirm that I have understood the Tool Box Talk
4	B. RAMCHAND	RCL	 I confirm that I have understood the Tool Box Talk
5	NATWARLAL JAGATIA	RCL	 I confirm that I have understood the Tool Box Talk
6	A. NREN	RCL	 I confirm that I have understood the Tool Box Talk
7	R. RAMA	RCL	 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 7	Duration 30min	Total Time 3.5h.	Employer Reference 2453745
-------------------	-------------------	---------------------	-------------------------------



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

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	10	CREATION DATE:	11/08/2010	Page 108 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	Oct-2021	



SITE: PLUMSTEAD LIBRARY

Page -

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