



TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Times, permits to work in G. Rooms	Date: 07/09/2022
Location: Hoxton Hotel	Start Time: 7:30
Duration (Minutes) 30min	End Time: 8:00
Presenters name: A. Kulsinkas	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	B. RAMCHAND	RCL	I confirm that I have understood the Tool Box Talk
2	R. RAMA	RCL	I confirm that I have understood the Tool Box Talk
3	Alper Gonen	RCL	I confirm that I have understood the Tool Box Talk
4	N. JAGATIA	RCL	I confirm that I have understood the Tool Box Talk
5	A. WILSON	RCL	I confirm that I have understood the Tool Box Talk
6	S. HIRANI	RCL	I confirm that I have understood the Tool Box Talk
7	A. Lidzius	RCL	I confirm that I have understood the Tool Box Talk
8	V. Maksymniuk	RCL	I confirm that I have understood the Tool Box Talk
9	L. Farrell	RCL	I confirm that I have understood the Tool Box Talk
10	Stephen B. I.	RCL	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	Duration	Total Time	Employer Reference
			2453745

DOCUMENT REFERENCE:	SIT-FM-007	VERSION NO:	1.1	CREATION DATE:	07/02/2013	Page 1 of 1
DOCUMENT OWNER:	DAS			LAST REVISION DATE:	01/03/2018	



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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	



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL- 07) POWERS OF THE HEALTH & SAFETY EXECUTIVE (HSE)	Date: 05/09/2022
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
K. O'MALLEY	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
K. KULSINSKAS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
O. SLAV	RAPHAEL CONTRACTING LTD / MSG	 I Confirm that I have understood the Toolbox Talk
M.A. HOQUE	RAPHAEL CONTRACTING LTD / OSG	 I Confirm that I have understood the Toolbox Talk
I. GIRBV	RAPHAEL CONTRACTING / ASSA ABLOY	 I Confirm that I have understood the Toolbox Talk
A. CULACOV	RAPHAEL CONTRACTING / 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
09

Duration
30 mins

Total Time
4 ½ hours

Employer Reference
2453745

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. 7 POWERS OF THE HEALTH AND SAFETY EXECUTIVE (HSE)

AN INSPECTOR CALLS

- An HSE inspector may visit a site for any of several reasons
- It may be a random inspection, or it could be due to the number of accidents reported or other information received
- An inspector can arrive unannounced, with no notice given
- Inspectors carry warrant cards as proof of identity
- An inspector will first make his or her presence known to the person in charge of the site

WHAT CAN AN INSPECTOR DO?

- Demand entry to the workplace, enlisting the help of the police if necessary
- Require that areas remain undisturbed (usually after an accident)
- Take measurements, photographs and recordings
- Remove articles, substances or samples from the site
- Require a person to give evidence or make a statement
- Inspect and copy relevant documents and registers
- Serve 'Improvement Notices' which require that certain improvements be made when the law is being broken
- Serve 'Prohibition Notices', which stop specified work activities from taking place when there is imminent danger
- Prosecute people judges to have committed a health and safety offence

WHAT MUST YOU DO?

- Make a statement or appear as a witness in court if required
- Be truthful. It is an offence to make a false statement or to make a false entry in a register
- Assist inspectors in their enquiries. It is an offence to obstruct inspectors in the course of their duty
- Allow other people to tell an inspector what they know or saw. It is an offence to prevent them from doing so.

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RAPHAEL

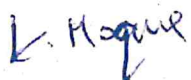




CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL- 88) FSC SUBCONTRACTOR BRIEFING VERSION 2	Date: 08/09/2022
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
K. O'MALLEY	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
K. KULSINKAS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
D. CONYERS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
D. SANDERS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk

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M.A. HOQUE	RAPHAEL CONTRACTING LTD / OSB	 I Confirm that I have understood the Toolbox Talk
A. TISCENCO	RAPHAEL CONTRACTING LTD / OSB	 I Confirm that I have understood the Toolbox Talk
P. TISCENCO	RAPHAEL CONTRACTING LTD / OSB	 I Confirm that I have understood the Toolbox Talk
R. WADE	RAPHAEL CONTRACTING LTD / OSB	 I Confirm that I have understood the Toolbox Talk
M. BALC	RAPHAEL CONTRACTING LTD / OSB	 I Confirm that I have understood the Toolbox Talk
O. SLAV	RAPHAEL CONTRACTING LTD / MSG	 I Confirm that I have understood the Toolbox Talk
I. ARSENIE	RAPHAEL CONTRACTING LTD / APPEX	 I Confirm that I have understood the Toolbox Talk
A. CULACOV	RAPHAEL CONTRACTING / ASSA ABLOY	 I Confirm that I have understood the Toolbox Talk
I. GIRBV	RAPHAEL CONTRACTING / 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	Duration	Total Time	Employer Reference
16	30 mins	8 hours	2453745

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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						✓				✓	<i>K.K.</i>	29/06/22
Chris Sanders						✓	✓				C.S	29/06/22
E. A maning						✓	✓				Amc1.	29/06/22
K.O'valley.				✓						✓	<i>K.O.</i>	12/07/22
I. GIRMU (AIAA)		✓	✓				✓				<i>I.G.</i>	25/07/22
B. SMINER		✓					✓				<i>B.S.</i>	29/07/22
O. SANDERS				✓						✓	D.Sanders,	22/08/22
K.KULSINSKAS		✓		✓			✓			✓	<i>K.K.</i>	30/08/22
Abdul Hoque		✓	✓	✓							K-Hoque	19/09/22
A.TISCENCO	✓	✓	✓	✓			✓				<i>A.T.</i>	06/09/22
P.TISCENCO	✓	✓	✓	✓			✓				<i>P.T.</i>	06/09/22
Abdul Hoque				✓							K-Hoque	06/09/22
TOM ARSENAIE				✓							<i>T.A.</i>	07/09/22

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RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <u>MANUAL HANDLING</u>	Date: <u>6/9/2022</u>
Location: <u>Repton Gardens</u>	Start Time: <u>730</u>
Duration (Minutes) <u>30min</u>	End Time: <u>800</u>
Presenters name: <u>S. SIMONOVIC</u>	Presenters Signature: <u>[Signature]</u>

	Candidate's Name	Name of Employer	Candidate's Signature
1	<u>LDN DRAGUS</u>	<u>OSP</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
2	<u>BRADLEY DAVIS</u>	<u>City Site</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
3			I confirm that I have understood the Tool Box Talk
4			I confirm that I have understood the Tool Box Talk
5			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
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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

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No. Attended <u>2</u>	Duration <u>30min</u>	Total Time <u>1h</u>	Employer Reference <u>2453745</u>
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Toolbox Talk No. 21 MANUAL HANDLING

Over one third of all accidents reported involve injuries sustained whilst lifting and handling materials and equipment.

Before Manual Handling:

PREPARE FOR THE LIFT – THINK AND PLAN!!

1. Wear the correct PPE
2. What is being lifted – where to and how far?
3. Can you handle the load yourself or do you need assistance? How many people are needed? Know your capabilities, only tackle jobs you can handle.
4. Is the lifting and handling area clear of hazards?
5. Can loads be split into smaller loads?
6. Is equipment available? If possible, use mechanical handling instead of manual handling, i.e. forklifts or pallet trucks.
7. Is there a clear walkway with good lighting to the work area?

Q: What checks should you carry out before lifting?

1. Always you know the weight of load before lifting.
2. Wear gloves to protect against cuts and puncture wounds.
3. Wear safety boots or shoes to protect from falling loads.
4. Carry out a trial lift by rocking the load from side to side, then try to lift it a small amount, get a 'feel' for it.

Q: What PPE should you wear and why?

Good Handling Technique

1. Stand reasonably close to the load, feet hip-width apart, one foot slightly forward, pointing in the direction you're going.
2. Bend your knees and keep your back straight.
3. Get a secure grip on the load.
4. Breathe in, before lifting, as this helps to support the spine.

Q: Describe how you would lift an object safely.

5. Use a good lifting technique, keep your back straight, and lift using your legs.
6. Keep the load close to your body.
7. Don't carry a load that obscures your vision.
8. Lift slowly and smoothly.

Q: What checks should you carry out before moving off with a load?

9. Avoid jerky movements.
10. Avoid twisting your body when lifting or carrying a load.
11. When lifting a height from the floor, do it in two stages.
12. When two or more people lift a load, one person must take control to co-ordinate the lift.

Q: When two or more people are lifting a load, what should happen?

Q: What should you first consider before manual handling?

Q: What should you do to help support your spine?

Q: Name two hazards when lifting and carrying.

REMEMBER: You only have one back, look after it!

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