



PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: 21 MOORFIELDS

OPERATIVE NAME	HARD HAT CHIN STRAP	SAFETY GLASSES	HI-VIZ VEST	GLOVES	EAR DEFENDERS / PLUGS	DUST MASK FFP3	REASON FOR ISSUE / REISSUE				SIGNATURE	DATE
							New	Lost	Damaged	Wear and Tear		
S.GEDGALTAS	✓		✓						✓			21/11/22
K.OMALLEY							✓					21/11/22
S.VILKOV	✓								✓			21/11/22
D.BARR	✓			✓			✓					22/11/22
S.GAJJAR	✓		✓						✓			22/11/22



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 87) – SAFE USE OF HOP UPS	Date: 24/01/2023
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
D. SANDERS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
V. BALIUVICIUS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
D. BARR	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
J. SMITH	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
H. MANILAL	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
E. CHIRLOV	RAPHAEL CONTRACTING LTD / APPEX	 I Confirm that I have understood the Toolbox Talk
P. DOBIC	RAPHAEL CONTRACTING LTD / APPEX	 I Confirm that I have understood the Toolbox Talk
A. CUTTS	RCL / A S CUTTS MASTIC	 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 10	Duration 30 mins	Total Time 5 hours	Employer Reference 2453745
--------------------	---------------------	-----------------------	-------------------------------



Toolbox Talk No. 87 SAFE USE OF HOP-UPS

Hop-ups are designed for short-term use where access might be limited for other equipment such as podium steps. Some sites may require you to have a 'Permit-to-Work' for hop-ups and/or mini scafftags for their inspection records.

- Never use this equipment if you are ill, feeling tired, or under the influence of alcohol or drugs.
- Wear sensible, protective clothing and footwear offering good grip. Tie back long hair and avoid loose garments and jewellery that could get in your way.
- Do not use a hop-up if you suffer from vertigo or have a fear of heights.
- This equipment is designed to support one person only.
- The Hop-up is designed for internal use and must only be sited on a level floor.
- Erect the Hop-up away from overhead hazards.
- Never suspend the Hop-up from another structure.
- Never carry anything when climbing, unless you can do so leaving both hands free. Place tools and materials on to the platform before climbing.
- Always check the condition of components before use – and at regular intervals thereafter. If any show signs of damage or excessive wear, do not use it.
- Always ensure the hop-up is correctly extended and level before use – and check regularly thereafter.
- Do not site the Hop-up directly on carpet or floor surfaces that could be damaged by the feet
- Never overload the Hop-up. The work platform's maximum load is 110kg or 17.3 stone. The **MAXIMUM SAFE WORKING LOAD** must not be exceeded.
- Never lean anything against the Hop-up and never use it for jobs that exert repetitive or excessive force.
- Never use boxes, steps etc to gain extra height and never reach too far out to one side.
- Never move a Hop-up with personnel, tools or materials, always clear the platform first.
- Ensure the ground over which the Hop-up is to be moved is flat, level and firm enough to bear its weight, and well away from hazards.
- Don't take chances. If the Hop-up cannot be moved safely for any reason, fold it and rebuild in the new location.

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	10	CREATION DATE: LAST REVISION DATE:	11/08/2010 Oct-2021	Page 130 of 141
--	----------------------	-------------	----	---------------------------------------	------------------------	-----------------



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 57) – WORKING IN CONFINED SPACES	Date: 26/01/2023
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
A. KULSINSKAS	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
V. BALIUVICIUS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
D. BARR	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
J. SMITH	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
H. MANILAL	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
E. CHIRLOV	RAPHAEL CONTRACTING LTD / APPEX	 I Confirm that I have understood the Toolbox Talk
P. DOBIC	RAPHAEL CONTRACTING LTD / APPEX	 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 9	Duration 30 mins	Total Time 4 ½ hours	Employer Reference 2453745
-------------------	---------------------	-------------------------	-------------------------------



Toolbox Talk No. 57 WORKING IN CONFINED SPACES – NEVER USED

Confined spaces include: cellars, chambers, pits, tanks, manholes, sewers, tunnels and some excavations

HAZARDS

- Oxygen-depleted or enriched environments
- Presence of suffocating, toxic or flammable atmosphere
- Actual or potentially hostile environment (inside plant)
- Biological hazards, e.g. Weil’s disease from rat’s urine

BEFORE ENTERING A CONFINED SPACE

- Don’t enter a confined space until a risk assessment has been carried out by a competent person
- Check for flammable or toxic gases and oxygen (O₂) content
- *If breathing apparatus is required, don’t enter a confined space until you’ve been trained to use it.*
- Obey permits to work.
- You must be fit and healthy to enter a confined space
- Check communication and monitoring equipment

WORKING IN CONFINED SPACES

- Work will be controlled by a Permit to Work which will include arrangements for rescue
- Wear protective equipment and clothing provided
- Only BASEFFA-approved electrical equipment is to be used where flammable gases may be present
- Don’t eat, drink or smoke or use naked flame or allow exhaust fumes in close proximity to point of entry
- Wash hands at the end of each shift

EMERGENCY PROCEDURES

- Make sure recovery winch and apparatus is working
- Locate position of nearest telephone and understand emergency procedure
- Don’t attempt a rescue without first raising alarm and wearing breathing apparatus
- The first duty of any rescuer is to ensure their own safety
- Leave confined space immediately if told to do so

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	10	CREATION DATE: LAST REVISION DATE:	11/08/2010 Oct-2021	Page 80 of 141
--	----------------------	-------------	----	---------------------------------------	------------------------	----------------