



TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <i>Electricity on Site</i>	Date: <i>26.01.22</i>
Location: <i>Cannon Street</i>	Start Time: <i>08:30</i>
Duration (Minutes) <i>30min</i>	End Time: <i>09:00</i>
Presenters name: <i>A. Kulsinskas</i>	Presenters Signature: <i>[Signature]</i>

	Candidate's Name	Name of Employer	Candidate's Signature
1	<i>R. Rama</i>	<i>RCL</i>	<i>[Signature]</i> I confirm that I have understood the Tool Box Talk
2	<i>R. Canactai</i>	<i>RCL</i>	<i>[Signature]</i> I confirm that I have understood the Tool Box Talk
3	<i>B. Ramchande</i>	<i>RCL</i>	<i>[Signature]</i> I confirm that I have understood the Tool Box Talk
4	<i>K. O'Malley</i>	<i>RCL</i>	<i>[Signature]</i> I confirm that I have understood the Tool Box Talk
5	<i>A. Lidzius</i>	<i>RCL</i>	<i>[Signature]</i> I confirm that I have understood the Tool Box Talk
6	<i>A. Statts</i>	<i>RCL</i>	<i>[Signature]</i> 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 <i>6</i>	Duration <i>30</i>	Total Time <i>3h.</i>	Employer Reference <i>2453745</i>
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SITE: 25 CANNON STREET

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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 11) – GENERAL SITE HEALTH AND SAFETY	Date: 25/01/2022
Location: Hilton Hotel, Victoria Square, Woking	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
J BASQUILLE	 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
S. SINGH BURMI	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
P. SINGH	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
B. SINGH	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
M. BYTAUTAS	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
P. JAWORSKI	Formwise / Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
J. KARDYNAL	Formwise / 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 08	Duration 30 mins	Total Time 4 hours	Employer Reference 2453745
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Toolbox Talk No. 11 GENERAL SITE HEALTH AND SAFETY

YOUR HEALTH AND SAFETY RESPONSIBILITIES

- Comply with the Health and Safety at Work Act 1974 or you could be liable for the same penalties as your employer. The Act sets out 'employee responsibilities' very clearly and these are also reflected in the Raphael Contracting Health and Safety Policy and Procedures
- You have a duty to look after yourself and others affected by what you do and don't do
- Always report any fault or defect which could endanger your health and safety
- You must comply with all safety requirements laid down by your employer
- Don't abuse or damage any PPE supplied for your safety
- Never carry out work of a dangerous nature or operate machines unless you're trained to do so

ON-SITE SAFETY

- Don't drink and drive – it could cost you your job
- Don't use drugs, even outside of work time, you could be putting yourself and your workmates at risk
- Don't leave rubbish lying about, clean up as you go
- Don't obstruct gangways or stairs with tools or materials
- Gather up all off-cuts of brick, plasterboard, timber, reinforcing bars, and any other material
- Route all cables and hoses out of the way. Where possible, suspend them above head height
- An accumulation of waste material provides a good starting point for fire. Don't let it happen
- If tools get damaged, get them repaired or replaced
- When working at height, secure loose objects so they can't fall and injure someone
- Remove nails from timber to prevent foot injuries
- Store flammable substances, fuel, propane, foam and plastics in a safe place, not next to a fire exit

Questions for you:

Q: What would you do with faulty safety equipment?

Q: What do the site rules cover?

REMEMBER:

If you ignore it, you condone it!

Don't leave it for someone else, it might be too late!!

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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 38) – SAFE STACKING	Date: 27/01/2022
Location: Hilton Hotel, Victoria Square, Woking	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
J BASQUILLE	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
S. SINGH BURMI	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
P. SINGH	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
M. BYTAUTAS	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
P. JAWORSKI	Formwise / Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
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Toolbox Talk No. 38 SAFE STACKING

Many accidents occur when materials are removed from stacks, in particular when this is done by hand. Care taken when material is stacked initially can help prevent many of these.

1. When handling materials wear protective clothing, i.e. safety helmet, gloves and steel-toed boots.
2. Only stack material in authorised areas, NEVER near doorways, access ways, or on fire escape routes.
3. Stack on a level surface and provide packing.
4. Never make stacks higher than 3 times the minimum base width.
5. Materials stacked by machine may have to be removed by hand, consider this in the method of placing.
6. When handling materials by hand, check weight if in doubt ASK.
7. If material is being lowered by machine, keep hands clear of load and / or any obstruction.

SHEET MATERIAL

- Stack flat where possible. If corners are sharp – PROTECT (examples – reinforcements mesh, steel sheets).

PIPES AND TUBES

- Where small diameter stack in racks or stillages, if large diameter securely chock at base and at subsequent cross bearers. Pyramid stacks can quickly spread and “a rolling tube damages toes”.

BRICKS / BLOCKS / PALLETED MATERIALS

- Take care, ensure level base and restrict height of stack – many of these are removed by hand.
- If banding is damaged or materials are displaced in the pack do not stack other material on top.
- Leave sufficient space between different materials for safe removal.

TIMBER

- Racks are best for small sized timbers – saves space.
- Joists and larger timbers should be placed on bearers and cross packing should be used to level the stack.
- Try to keep different lengths in separate stacks.

LARGE PREFABRICATED PANELS – FLOORS / WALLS

- Stack flat or store secured in designated racks. DO NOT lean against parts of the building or against temporary structures.
- If stacked vertically, use suitable racks to prevent collapse. Material stacked vertically against walls can collapse whilst being removed or may overload walls etc.

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PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER
SITE: HILTON HOTEL, WOKING

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. Orvalley				✓						✓		29.10.21
Surjit Singh				✓						✓		09/12/21
B. Singh				✓						✓		09/12/21
J. BASQUILLE				✓						✓		25/01/22
J. SMITH				✓						✓		25/01/22
Surjit Singh				✓						-		27/01/22
K. KULINSKAS				✓						✓		27/01/22
J. SMITH				✓				✓				27/01/22

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