

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. Ormally				✓						✓		29.10.21
SURJIT SINGH				✓						✓		09/12/21
B. Singh				✓						✓		09/12/21
J. BASQUILLE				✓						✓		23/01/22
J. SMITH				✓						✓		23/01/22
SURJIT SINGH				✓						✓		27/01/22
K. KULSINSKAS				✓						✓		27/01/22
J. SMITH				✓						✓		27/01/22
B. SINGH			✓	✓				✓		✓		24/02/22

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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 76) – WATER USAGE	Date: 01/03/2022
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
K KULSINSKAS	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
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. SINGH	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk

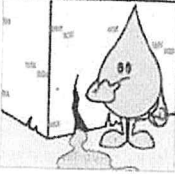


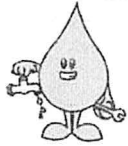
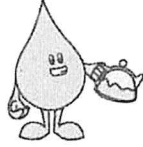
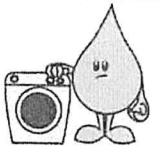
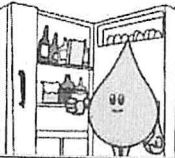


Grant Claim information Note: Claims can only be made for your employees or labour-only sub-contractors.

No. Attended 06	Duration 30 mins	Total Time 3 hours	Employer Reference 2453745
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Toolbox Talk No. 76 WATER USAGE

	Check for home for leaks, hidden water leaks can be wasting water without you even being aware of it. A good way to check for leaks is, if your property is metered, then read your water meter and do not use any water for a couple of hours and go back to check that the meter reads exactly the same. If it does not, there is a leak.
	Turn off tap while cleaning your teeth, shaving or washing your face. You can waste up to 9 litres a minute by just letting the water pour down the sink.
	Take a short shower rather than a bath could save you up to 400 litres a week. If you do have baths, just half fill them.
	Fix any dripping tap, you can waste 90 litres a week which will cost a lot more than what might just be the price of a new washer.
	Don't overfill the kettle when making a cup of tea. Only fill and boil what you need, this will save you money on your energy costs too.
	Only use the washing machine and the dishwasher when you can put on a full load. It wastes both water and energy to run only a half full machine.
	Keep cool water in the fridge so that you do not need to run water down the sink to have a cold drink.
	Fit a water saving device in your cistern e.g. a 'hippo' to save when flushing, this can save you 3 litres a flush.
	Think before throwing used water down the drain, e.g. water in a pan after cooking, this could be reused for watering plants around the house when cooled down, or in the garden.



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 93) – SAFE LOADING & LOAD RESTRAINTS	Date: 03/03/2022
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
K KULSINKAS	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
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. SINGH	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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Toolbox Talk No.93 SAFE LOADING AND LOAD RESTRAINTS

- During an average year there are around 2,000 prohibitions issued for unsafe loads. The maximum fine is £5,000. So, as well as the obvious safety implications, it pays to make sure you've got it right
- An unsafe loading/unloading offence carries three penalty points and a licence endorsement for you. The court may also give you an unlimited fine
- You should be fully trained on the correct methods of loading and unloading a vehicle safely including correct use of restraints and aids (as stated in the Highway Code Rule 98 – Vehicle towing and loading)
- The Driver & Vehicle Standards Agency (DVSA) and the police have powers to issue fines (graduated fixed penalty scheme) to any driver in charge of a vehicle that is overloaded or if the load is insecure

Who needs to make sure vehicles are loaded safely?

- Both you (including sub-contracted and agency) and all loading staff are required to know how to load a vehicle safely
- You and anyone responsible for loading a vehicle must make sure that the right type of vehicle is used for the load and that the load is distributed evenly and secured correctly
- If you're responsible for loading vehicles, you should make sure that they're loaded so the load remains in a safe condition during loading, transit and unloading
- If you are the driver but did not witness the vehicle being loaded / unloaded then you should check that the load is in a safe condition before you commence / continue your journey

Risk assessments and their role

A risk assessment shall be able to answer yes (where applicable) to the following questions:

- Are loading/unloading operations carried out in an area away from passing traffic, pedestrians and others not involved in the loading/unloading operation?
- Are the load(s), the delivery vehicle(s) and the handling vehicle(s) compatible with each other?
- Are loading/unloading activities carried out on ground
- that is flat, firm and free from potholes?
- Are parking brakes always used on trailers and tractive units to prevent unwanted movement, e.g. when coupling vehicles?
- Are the vehicles braked as appropriate, to prevent unsafe movements during loading and unloading operations?
- Are systems in place to prevent trucks driving away while they are still being (un)loaded?
- Are truck drivers and others kept in a safe place away from the vehicle while (un)loading is carried out (if necessary)?
- Is there a safe area marked where drivers can observe loading (if necessary)?
- Has the need for people to go on to the load area of the vehicle been eliminated where possible and if not is safe access provided and used?
- Is appropriate lifting equipment available for (un)loading vehicles?
- Is loading/unloading carried out so that, as far as possible, the load is spread evenly to avoid the vehicle or trailer becoming unstable?
- Are checks made to ensure the load is adequately secured in line with the Department for Transport Code of Practice and not loaded beyond their capacity before the vehicle leaves the site?

When should the load safety checks be carried out?

You shall check the load before you commence your journey and after any part of it is unloaded during transit.

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How you can load/unload your vehicle safely

- Use adequate load restraints Use dedicated loading bays
- Load/unload from roads marked with single and double yellow lines unless there are loading restrictions
- Load/unload on Red Routes and other specialist thoroughfares (specially marked bays and signs indicate when and where loading/unloading is permitted. This will be indicated through the local signage network
- Make sure you're clear of other traffic, pedestrians and people not involved in loading or unloading
- Spread the load as evenly as possible, during both loading and unloading. Uneven loads can make the vehicle or trailer unstable
- Loads should be secured, or arranged so that they do not slide around. Racking may help stability
- Make sure safety equipment is considered. Mechanical equipment and heavy moving loads are dangerous
- Ensure the vehicle or trailer has its brakes applied and all stabilisers are used. The vehicle should be as stable as possible
- Never overload the vehicle. Overloaded vehicles can become unstable, difficult to steer or be less able to brake
- Always check the floor or deck of the loading area before loading to make sure it is safe. Look out for debris, broken boarding, etc
- Loading should allow for safe unloading
- Loads must be suitably packaged. When pallets are used, you need to check that:
 - They are in good condition
 - Loads are properly secured to them
 - Loads are safe on the vehicle. They may need to be securely attached to make sure they cannot fall off
- Use weighbridges to ensure your vehicle is not overloaded. (If this is being delivered in a company the locations of nearest weighbridges should be identified and given)

Incentive

If you load your vehicles safely it can:

- Prevent goods from falling onto roads while on the journey
- Prevent goods getting damaged before they reach their destinations thus saving time and money
- Reduce likelihood of accidents occurring
- Reduce the likelihood of fines

Questions to ask to ensure that the talk has been understood

1. What is our company goal with regards to safe loading?
2. Who needs to make sure vehicles are loaded safely?
3. When should the load safety checks be carried out?
4. Give examples of things you can do to make sure your vehicle is loaded/unloaded safely?
5. What should you do if the load shifts during the journey?

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TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Dust Control from Tools	Date: 01.03.22
Location: Cannon Street	Start Time: 09:30 am
Duration (Minutes) 30min	End Time: 10:00 am
Presenters name: A. Kulsinskas	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	K. O'Malley	RCL	 I confirm that I have understood the Tool Box Talk
2	A. Lidsius	RCL	 I confirm that I have understood the Tool Box Talk
3	V. BALIULEVICIUS	RCL	 I confirm that I have understood the Tool Box Talk
4	R. CANACRAI	RCL	 I confirm that I have understood the Tool Box Talk
5	R. BANA	RCL	 I confirm that I have understood the Tool Box Talk
6	S. SIMONOVIC	RCL	 I confirm that I have understood the Tool Box Talk
7	B. RAMCHANDU	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 3.5 h.	Employer Reference 2453745
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