



## TRAINING AND DEVELOPMENT PLAN

### SHORT TRAINING SESSION ATTENDANCE SHEET

Title: ISO45001-Health and Safety Management system	Date: 28.04.22
Location: Cannon Street	Start Time: 10:00
Duration (Minutes) 30min	End Time: 10:30
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	G. Diaconu	RCL	I confirm that I have understood the Tool Box Talk
3	R. Rama.	R.C.L	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
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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
3	30	1.5h.	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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**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		
J. WRAY	✓						✓				<i>[Signature]</i>	21/03/22
E. AMANIN	✓			✓			✓				<i>[Signature]</i>	21/03/22
I. MAMUYENKO	✓						✓				<i>[Signature]</i>	13/04/22
M. MARESI	✓			✓			✓				<i>[Signature]</i>	13/04/22
C. SANDERS	✓						✓				C.S.	23/04/22




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# RAPHAEL CONTRACTING LTD

## RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 78) - PLASTER & PLASTERBOARD	Date: 26/04/2022
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
C. SANDERS	Raphael Contracting Ltd	CS I Confirm that I have understood the Toolbox Talk
J. BASQUILLE	Raphael Contracting Ltd	 I Confirm that I have understood the Toolbox Talk
I. MATVIYENKO	Assa Abloy / Keenwood Joinery	 I Confirm that I have understood the Toolbox Talk
M. MARESI	Assa Abloy / Keenwood Joinery	 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
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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. 78 PLASTER AND PLASTERBOARD

Since 1 April, 2009, in England and Wales, if you send waste containing any amount of plaster or plasterboard to landfill it will go to a separate storage area in the landfill designated for high sulphate waste. This means it will cost you extortionate amounts of money to dispose of it and it won't be long before landfills are full to capacity anyway and disposal at landfill will not be an option.

#### What you must do

- Make sure that you set aside a dry storage area for bagged plaster mix. This will reduce wastage and may save you money.
- Do not wash mixed or dry plaster into drains or surface waters as this can cause water pollution.
- You can recycle clean, uncontaminated plasterboard. Speak to your supplier for more information.
- Allow wet, mixed plaster to go off before disposal. You must not dispose of liquid wastes to landfill.
- You must separate plaster, plasterboard and other gypsum products from your general wastes, as they contain high levels of sulphate.

#### Good practice

In England and Wales the Environment Agency and WRAP have developed a Quality Protocol for producing and using products made from gypsum from waste plasterboard. Uses include:

- as a raw material in the manufacture of new gypsum-based products
- as a soil treatment agent
- as an additive in cement clinker.


If you follow the protocol, the gypsum will no longer be classified as waste, so it can be used without waste management controls.

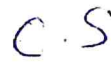



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# RAPHAEL CONTRACTING LTD

## RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 11) – GENERAL SITE HEALTH AND SAFETY	Date: 28/04/2022
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
C. SANDERS	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
I. MATVIYENKO	Assa Abloy / Keenwood Joinery	 I Confirm that I have understood the Toolbox Talk
M. MARESI	Assa Abloy / Keenwood Joinery	 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
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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. 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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**Toolbox Talk No. 39 SITE HOUSEKEEPING AND WASTE DISPOSAL**

**WHAT IS HOUSEKEEPING AT WORK:**

It's taking care of your work area. We are responsible for maintaining a clean and healthy workplace. It's your responsibility to help keep it that way.

Housekeeping is an important part of any job. Housekeeping means more than neatness – it includes keeping everything you need for your job close at hand and in good condition.

Good housekeeping calls for constant care – it's something that everyone can and should practice.

**GOOD HOUSEKEEPING CAN PROVIDE BENEFITS:**

- ✓ *Safer:* Minimises carelessness and clutter and common causes of accidental injuries and fires.
- ✓ *Easier:* You'll spend less time looking for things in a more comfortable working environment.
- ✓ Clean up after work and remove rubbish to the skip provided.
- ✓ Material left lying around is a tripping hazard and could cut off someone's escape route during a fire.
- ✓ De-nail all timber – this is a major accident hazard.
- ✓ Put tools and equipment in the store provided – otherwise you can bet they won't be there when you return.
- ✓ Stack materials securely as they arrive on site and protect them as necessary.
- ✓ Keep walkways and scaffolds clear of material and rubbish.
- ✓ Ensure all lightweight materials are secured during windy weather.
- ✓ If you notice rubbish piling up which you cannot remove, bring this to the attention of the site supervisor who will arrange to have it removed.



# RAPHA

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## TRAINING AND DEVELOPMENT PLAN

### SHORT TRAINING SESSION ATTENDANCE SHEET

Title: No.39 SITE HOUSEKEEPING AND WASTE DISPOSAL	Date: 25/04/22
Location: HOXTON HOTEL	Start Time: 7:30
Duration (Minutes) 30min	End Time: 8:00
Presenters name: S. SIMONOVIC	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	L. Neagu	RCL	I confirm that I have understood the Tool Box Talk
2	A. Lidzins	RCL	I confirm that I have understood the Tool Box Talk
3	Theodoridis	RCL	I confirm that I have understood the Tool Box Talk
4	BERNARDO R.	RCL	I confirm that I have understood the Tool Box Talk
5			I confirm that I have understood the Tool Box Talk
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3	30min	1 1/2 h.	2453745