



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. O'Malley				✓						✓		29.10.21
Surjit Singh				✓						✓		09/12/21
B. Singh				✓						✓		09/12/21
J. DASQUILLE				✓						✓		25/01/22
J. SMITH				✓						✓		25/01/22
Surjit Singh				✓						-		27/01/22
K. KULSINSKAS				✓						✓		27/01/22
J. SMITH				✓				✓				27/01/22
B. SINGH			✓	✓						✓		27/01/22
K. KULSINSKAS				✓						✓		11/03/22
Surjit Singh		✓								-		14/03/22

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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 72) – CONSTRUCTION WASTE MANAGEMENT	Date: 15/03/2022
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
K KULSINSKAS	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
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
J. SMITH	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

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. 72 CONSTRUCTION WASTE MANAGEMENT

Some facts:

- The construction industry generates 3 tonnes of waste for every person in the country and produces 24% of all waste arising - 13 million tonnes are unused building products.
- Timber is a renewable building material and the northern hemisphere forest area is increasing at a faster rate than it is used. Up to 7.5 million tonnes of wood waste go to landfill in UK.
- A sheet of ply takes 24 times more energy to travel here from Indonesia than from Sweden.

Q: What is waste? A: Waste is 'any substance or object that the holder discards, or intends to discard'.

You have a Duty of Care to know what is in your waste, that the person you are giving it to is licensed to carry it and that it is disposed of in a licensed site.

- **SUB-CONTRACTORS** - who give waste to a main contractor, are still responsible for those wastes under the Duty of Care.
- **MOVING WASTE** - if you transport your own waste, you need to be registered as a waste carrier with your Environmental Regulator. (RCL are a registered Waste Carrier)
- **HAZARDOUS WASTE** - most building sites need to be registered if they produce hazardous waste. (The main contractor will do this)

Types of waste

There are three main types of construction waste distinguished by their environmental impact. Each is sent to a different type of landfill site.

- **Inert waste** - includes set concrete, bricks, glass, tiles, sub-soil (but not topsoil).
- **Non-hazardous waste** - includes untreated timber, tanalised timber, sheet timber, ironmongery, packaging, insulation, empty tins and tubes, lath and plaster, PVA, water-based glues, paints and mastics.
- Plasterboard waste has disposal problems because when mixed with other biodegradable wastes (like food) it can produce hydrogen sulphide, a major part of acid rain. It needs to be segregated and either recycled or sent to landfill mono cells that do not take biodegradable wastes.
- **Hazardous waste** - includes solvent-based paint, resins, coal-tar products (e.g. some roofing felts), solvent-based mastics and glues, asbestos, forms of preservative-treated timber (e.g. creosote), resin-based flooring, sealants.
- On some sites, waste is segregated into different skips so it can be easily recycled. There are now standard colour-coded signs for waste and skips as follows:

Wood	Green	Metal	Blue	Gypsum	White	Inert	Grey	Packaging	Brown	Hazardous	Orange
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Like to know some more?

- The waste hierarchy defines a number of methods of waste disposal from least to most harmful to the environment. The order is **reduce, re-use, recycle, landfill**.
- Landfill tax is paid to HMRC for each tonne of waste sent to landfill. The rate is reviewed annually. Until April 2010, Inert waste costs £2.50 per tonne. Non-hazardous waste is £40.00 per tonne and will rise £8 / year until 2013.
- European waste codes (EWC) are standard codes for all types of waste based on their source. In construction, they begin with 17. Examples are 17 01 01 concrete and 17 02 01 wood. If a code has an asterisk against it, this refers to the hazardous nature of the waste.
- Waste transfer notes are a form that should be filled in and accompany any load of waste leaving site (listing the EWC).

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GENERAL PRECAUTIONS

- Separate different types of waste into separate skips if there is such a system
- If there is a COSHH skip, make sure that all used containers or substances are put in it – do not mix with general waste
- Remove all nails from scrap timber to avoid foot injuries to other people
- Securely bag or bundle lightweight waste to prevent it being scattered by the wind
- Waste created at height must be returned to ground level in a safe manner, not thrown down

SKIPS

- If a skip is to be positioned in the road, a Council permit is required
- A skip on the road must be coned off at all times with adequate lights at night
- Don't overload skips – load up to the top of the sides
- Don't attempt to ride in a skip – waste material could move and injure you

FIRE

- Accumulations of combustible material could provide the fuel for a large fire
- Dispose of combustible waste in the skips or bins provided as soon as practical after you create it
- Don't dispose of used LPG cylinders or aerosol cans in with general waste
- The burning of waste materials is banned on most sites – don't light bonfires and don't light fires in skips

HAZARDOUS WASTE

- Special arrangements have to be made for the removal of certain hazardous substances, such as asbestos, plasterboard and tyres from site.
- These substances should not be mixed in with general waste

FOOD WASTE

- Discarded food waste will encourage the presence of rats and other vermin
- The presence of rats brings with it the possibility of catching Weil's disease
- Dispose of food waste in secure bins – do not leave it lying about

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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 22) – ELECTRICITY ON SITE	Date: 17/03/2022
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
K KULSINSKAS	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
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

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

No. Attended 05	Duration 30 mins	Total Time 2 ½ hours	Employer Reference 2453745
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Toolbox Talk No. 22 ELECTRICITY ON SITE

Electricity is a killer, make no mistake about that! Not only can it kill but it can cause fires.

The Electricity at Work Regulations is the main law covering electricity but BS 7671 for installations is also significant. Working with electricity involves two distinct areas:

1. Doing electrical work i.e. installations or repairs to an electrical system.
2. Using electrical appliances to lighten or speed up other types of work.

Understanding how electrical equipment is designed to be safe, helps us to spot when things are wrong and therefore dangerous.

1. All metal parts designed to carry current (conductors) need to be properly insulated.
2. If the insulation is vulnerable it has to be additionally protected – sheathing, conduit, trunking, armoured cable etc. may be used. If you can see defective insulation or sheathing, the system is not as safe as it should be and should be isolated and immediate steps taken to get it repaired by a competent person. For example, a flex pulling out of a plug top or a cable frayed or split showing the colours inside.
3. NOTE: Sometimes conductors are made safe by ‘placing out of reach’. This is OK until unusual circumstances (perhaps maintenance or decorating work) make them not ‘out of reach’ any more. Take special care in such cases.
4. Earthing all metal parts not intended to carry current will prevent them becoming live in a fault situation. Earth wires and connectors are just as important as the circuit wires and any damage or looseness must be repaired urgently by a competent person.
5. Earthing works in conjunction with the fuse or circuit breaker to protect the circuit in the event of excessive current. If a wrong size fuse is fitted, or a circuit breaker tampered with, the protection may not be adequate and danger could arise.
6. To protect people, either the voltage has to be reduced to a safe level by a transformer, or if using 240v the fault current should be limited by a Residual Current Device (RCD). When using 110v transformers the maximum voltage to earth is only 55v. An RCD limits the fault current to only 30mA and trips in less than half a second.

NOTE: These devices do not prevent electric shock, only that the shock is unlikely to be fatal. In damp or sweaty conditions the shock could still be severe so do not be lulled into a false sense of security.

If in doubt, have the circuit/equipment checked by an electrician before starting work. Things you can do on site:

1. Ensure that cables are not lying on ground unprotected from physical conditions and wet conditions.
2. Ensure cables are not hung from nails etc which may cause insulation damage.
3. Ensure cables do not cause a hazard at openings, passages, ladders, stairs, etc.
4. Do not carry out any alterations or makeshift repairs.
5. Disconnect equipment when not in use.
6. Lighting is a heat source – locate lights and switch off to reduce possibility of burns or fire.
7. Observe notices warning of live conductors.
8. Explain permit to work system where applicable.
9. Underground services, particularly electricity and gas, can be dangerous. Damage to electrical cables can cause a flash, leading to severe burns and even death. Gas leaks can cause fire or explosion.
10. Underground services may be found in roads, footpaths and on sites. Always assume that they are present. Treat all services as LIVE, despite their apparent physical condition.
11. Accidents have happened because people have mistaken one service taken for another, for example black plastic-covered electricity cables look like black plastic water pipes and cast iron gas and water mains look alike. Check before you act.

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SITE: 21 MOORFIELDS

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CONTRACTING

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 92) – METHOD STATEMENTS & RISK ASSESSMENTS	Date: 22/03/2022
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
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
J. SMITH	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

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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Toolbox Talk No. 4 METHOD STATEMENTS AND RISK ASSESSMENTS

METHOD STATEMENTS

- Method statements are a written list of operations, to be carried out in a specified sequence, in order to complete a work activity in a safe manner
- Everyone involved in a job for which a method statement has been written should read it and sign as having done so
- Well-written method statements address all the hazards present and plan the work so that the risk of accident is eliminated or reduced to an acceptable level
- Most method statements also include the risk assessments for the same job so that operatives can read what hazards have been considered and how the risk of accidents have been overcome

RISK ASSESSMENTS

- All employers have a legal duty to prepare risk assessments for work activities that could foreseeably result in injury to persons or damage to equipment
- Risk assessments outline the ways in which the job could result in injury or damage and the measures put in place to ensure that the chance of anything going wrong is eliminated or reduced to an acceptable level
- Employers with five or more employees must have written risk assessments
- If there are less than five employees, the risk assessments must still be carried out although there is no legal duty to write them down
- Employers also have a legal duty to communicate the findings of the risk assessment to operatives who may be affected by it
- Therefore, depending upon the size of your company, you should either be told, or be asked to read, what the risks and control measures are for each job that you carry out
- There is no specified way for laying out a risk assessment so you must familiarise yourself with the way your employers lay out theirs
- In many cases, the risk assessments are part of the method statement

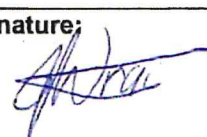
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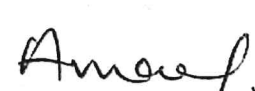

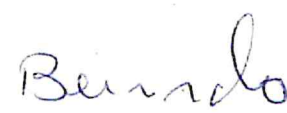


RAPHA

CONTRACTING

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: (RCL 92) – TETHERING OF TOOLS	Date: 24/03/2022
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
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
J. SMITH	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

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

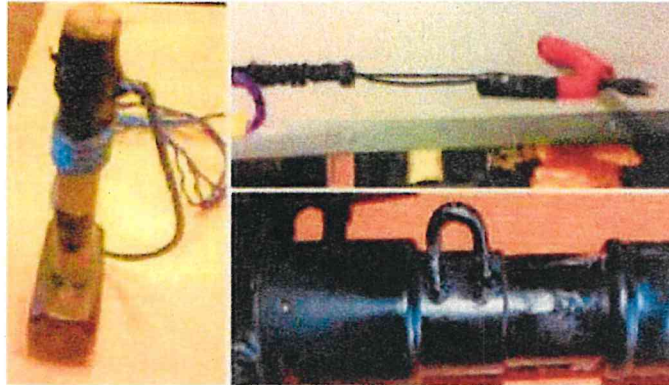
No. Attended 04	Duration 30 mins	Total Time 2 hours	Employer Reference 2453745
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Toolbox Talk No.92 TETHERING OF TOOLS

Can I use my own tethers?

- Possibly the single biggest issue is not the lack of a tool tether but the prevalence of so called 'self-tethering' (normally with rope, key rings or taped lanyards). These are just three of the types of self-tethering that widely continue to be in use:



These tethers are perfectly legal but could also cause incidents because they:

- are not standardised
- are not certified
- have no mechanism for traceability or inspection.

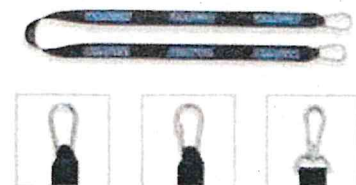
Examples of good tethers:



Wrist lanyard



Retractable / rotating lanyard



Webbing lanyard



For power tools, loop prevents battery detaching



Belts, pouches and tool holders

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RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <u>Coshh - Control of Substances Hazardous to Health</u>	Date: <u>23.03.22</u>
Location: <u>Cannon Street</u>	Start Time: <u>09:00</u>
Duration (Minutes) <u>30min</u>	End Time: <u>09:30</u>
Presenters name: <u>A. Kulsinkas</u>	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	<u>R. CANACRAI</u>	<u>R.C.L</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
2	<u>I. Neagu</u>	<u>R.C.L</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
3	<u>S. Simonovic</u>	<u>RCL</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
4	<u>Theodoridis</u>	<u>RCL</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
5	<u>A. Lidzins</u>	<u>RCL</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
6	<u>G. Diaconu</u>	<u>RCL</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
7	<u>B. BANICHANDU</u>	<u>RCL</u>	<u>[Signature]</u> 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 <u>7</u>	Duration <u>30min</u>	Total Time <u>3.5 hours</u>	Employer Reference <u>2453745</u>
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