






RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

| | |
|--|---|
| Title: (RCL 09) – FIRST AID AND ACCIDENT REPORTING | Date: 10/05/2022 |
| 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 |
| K. O'MALLEY | 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.

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|--------------------|---------------------|----------------------|-------------------------------|
| No. Attended 02 | Duration 30 mins | Total Time 1 hour | 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. 9 FIRST AID AND ACCIDENT REPORTING

Fact: If you know basic first aid, you could save a life.

Before First Aid is Required

1. Ensure you know where first aid equipment is kept.
2. Know whom the first-aider(s) and appointed person(s) are.
3. If you use anything from the first aid box, make sure it's replaced.
4. Keep a small first aid kit with you if you are working away from the main site.
5. Know where the phone is and understand the procedure for calling the emergency services.

Q: What are the procedures here?

When First Aid is Required

1. Make the casualty safe.
2. Call for help i.e. first aider.
3. Send someone to phone for an ambulance, if required.
4. Don't move the casualty, unless they are in immediate danger.

Q: On finding a casualty, what is the first thing to do?

5. Remain with the casualty and give reassurance.
6. Make the casualty as comfortable as possible.
7. Don't give drinks or food to a casualty; moisten lips only.
8. Don't allow the casualty to smoke.

Q: What would you do until a first aider arrived?

Basic First Aid May Save a Life

1. Do you know how to resuscitate and start the heart?
2. Do you know how to stop major bleeding?
3. Do you know how to treat scolds, burns and for shock?

If you don't, think about getting first aid training.

Accident Reporting

1. Report all accidents and dangerous occurrences.
2. Ensure that the details are entered into the accident book.

Q: Following an accident at work what must you do?

Q: What should you know before an emergency arises?

Q: What are the priorities of first aid?

Other Considerations

1. First aid cover must include shift work
2. Someone must have responsibility for re-stocking first aid boxes
3. The first aid equipment provided must be appropriate for the nature of the work and the number of operatives
4. First aiders should be easy to identify – usually a sticker on the safety helmet

REMEMBER: If you know first aid, you could save a life!


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| DOCUMENT REFERENCE: DOCUMENT OWNER: | TOOLBOX TALKS MOB | VERSION NO: | 10 | CREATION DATE: LAST REVISION DATE: | 11/08/2010 Oct-2021 | Page 15 of 141 |
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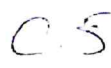
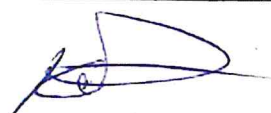


RAPHAEL

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RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

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| Title: (RCL 49) – SLIPS, TRIPS & FALLS | Date: 11/05/2022 |
| 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 |
| K. O'MALLEY | Raphael Contracting Ltd |  I Confirm that I have understood the Toolbox Talk |

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|--------------------|---------------------|----------------------|-------------------------------|
| No. Attended 02 | Duration 30 mins | Total Time 1 hour | Employer Reference 2453745 |
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Toolbox Talk No. 49 SLIPS, TRIPS AND FALLS

Fact: Approximately 25% of accidents at work are attributed to slips, trips, and falls.

WHY DO THEY OCCUR?

- Most injuries from slips, trips and falls occur because of poor housekeeping
 - Many items such as coiled cables, hand tools, lengths of pipe or timber etc. left on the ground will trip someone if not deposited in a safe position
- Spilt substances such as oils and greases will form a slip hazard if not immediately cleaned up
- General debris such as brick and block fragments etc. can quickly accumulate and form a tripping hazard if not cleaned up as it is created
- Trailing cables are another frequent cause of tripping
- Mud left on the rungs of a ladder by the previous user will represent a slipping and falling hazard for the next person
- Reduced levels of natural light, for example during winter afternoons, can easily increase the tripping hazards if adequate access lighting is not provided. Tools, equipment and materials which are visible in full daylight might be hidden in semi-darkness

Q: Name five hazards in your workplace that are caused by poor housekeeping.

WHAT CAN YOU DO ABOUT IT?

- Clear up waste materials as you create them. Lightweight waste should be bagged or bundled, and nails removed from waste timber
- Do not leave tools, equipment or unused materials lying about on the floor
- If you are using substances which might possibly spill, ensure that you have a means of effectively clearing up the spillage
- As far as possible, route cables for power tools above head height. If cables have to be routed at floor level, try to avoid crossing pedestrian walkways
- If the site is muddy, scrape mud off your boots before climbing ladders or walking anywhere else where it might be a danger to others
- Be aware of the increased risks of tripping as the level of natural light fades; ensure that all tools, equipment and materials are stored in a safe location

Questions for you:

- Q:** Why should you ensure that good housekeeping standards exist in your workplace?
- Q:** What hazards are posed by rubbish in your workplace?
- Q:** What precautions can you take to make your workplace safer for everybody?

REMEMBER: If you ignore it, you condone it

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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. MATUYENKO | ✓ | | | | | | ✓ | | | | <i>[Signature]</i> | 13/04/22 |
| M. MALES | ✓ | | | ✓ | | | ✓ | | | | <i>[Signature]</i> | 13/04/22 |
| C. SANDERS | ✓ | | | | | | ✓ | | | | C.S. | 25/04/22 |
| | | | | | | | | | | | | |
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| DOCUMENT REFERENCE: DOCUMENT OWNER: | SIT-FM-008 DAS | VERSION NO: 1.1 | CREATION DATE: LAST REVISION DATE: | 07/02/2013 04/02/2016 | Page 1 of 1 |
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TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

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|--------------------------------------|--------------------------|
| Title: No: 38 SAFE STACKING | Date: 10.05.22 |
| Location: HOXTON HOTEL | Start Time: 16:00 |
| Duration (Minutes) 30min | End Time: 16:30 |
| Presenters name: A. Kulsinkas | Presenters Signature: |

| | Candidate's Name | Name of Employer | Candidate's Signature |
|----|------------------|------------------|--|
| 1 | B. Ramchande | RCL | I confirm that I have understood the Tool Box Talk |
| 2 | Theodoridis | RCL | I confirm that I have understood the Tool Box Talk |
| 3 | A. Liddins | RCL | I confirm that I have understood the Tool Box Talk |
| 4 | I. Neagu | RCL | 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 |
| 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 | Duration | Total Time | Employer Reference |
| 4 | 30min | 2h. | 2453745 |



| | | | | | | | |
|---|--------------|---------------|---------------|-------------|---------|--|--|
| Contract: | Hoxton Hotel | Site Manager: | A. Kulbinskas | Date (w/c): | 9.05.22 | Method statement (s) (Title, Rev No. & Rev date) | Installation of Carpentry and Joinery. Rev. 01/04/22 |
| Location and description of works: Level 1 - Install skirting and architraves to Level 1 Rooms. | | | | | | | |

| Site Manager's Daily Sign Off | | | |
|-------------------------------|----------|---------------|---|
| | Date | Name | Signature |
| Monday | 9.05.22 | A. Kulsinskas |  |
| Tuesday | 10.05.22 | A. Kulsinskas |  |
| Wednesday | 11.05.22 | A. Kulsinskas |  |
| Thursday | 12.05.22 | A. Kulsinskas |  |
| Friday | 13.05.22 | A. Kulsinskas |  |
| Saturday | | | |
| Sunday | | | |

[illegible]

NOTE IF YOU HAVE MORE THAN 10 OPERATIVES ON SITE, PLEASE USE THE CONTINUATION SHEET

Before starting work, STOP, THINK and CHECK

If the answer to any question below is NO, do not start work until the issues are resolved

Yes No

19/A

1. Method statements, risk assessments and permits

Have you read and understood the method statement and risk assessment for the task?

Is everyone on your team briefed on the method statement for the task?

Have you carried out your weekly toolbox

talk? Please give title of toolbox talk:

Safe stacking

Do you have COSHH Assessments and Safety Data Sheets in place for all hazardous substances that will be used?

Have you carried out Manual Handling Assessments and planned for any deliveries / extraordinary activities?

2. Place of work

Are you satisfied that your team has a safe place to work?

Have you checked access equipment has been inspected as required and certification issued? E.g. Podium steps, scaffold towers

Are other contractors working adjacent to you aware of what you are doing today? Are you aware of what they will be doing?

Are third parties and members of the public securely protected from falling materials?

Does your team know the safe access and egress routes to their places of work?

3. Task specific

Are all necessary tools and equipment on site to carry out your work in a safe / efficient manner?

Are you confident there are no health and safety risks in your work task(s)?

Are you certain that the operatives you are putting to work are competent for their assigned tasks?

Are the team equipped with the correct PPE to carry out the task?

4. Variations

Have the team members changed? (If yes revise)

Has the task or working environment changed significantly to require a risk assessment and method statement (If yes, work to stop and new method statement to be produced)

Remember, as the supervisor YOU are responsible for the safety of YOUR team