



# RAPT

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










Title: Water usage	Date: 05/07/2023
Location: 21 MOORFIELDS	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: D Sanders	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
D CONYERS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
V. BALIUVICIUS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
I SAHOTA	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
S SIMONOVIC	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
		I Confirm that I have understood the Toolbox Talk
		I Confirm that I have understood the Toolbox Talk
		I Confirm that I have understood the Toolbox Talk
		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 10	Duration 30 mins	Total Time 5 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.

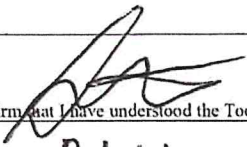

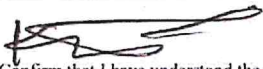




# RAPT

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

Title: Tethering of tools	Date: 03/07/2023
Location: 21 MOORFIELDS	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: D Sanders	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
D CONYERS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
I SAHOTA	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
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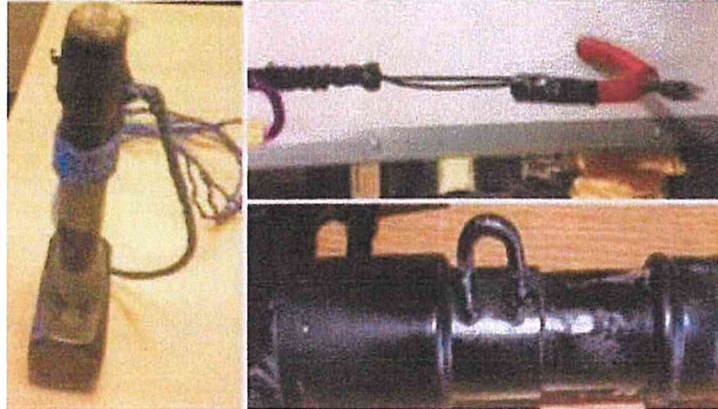
**Grant Claim information** Note: Claims can only be made for your employees or labour-only sub-contractors

No. Attended 10	Duration 30 mins	Total Time 5 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.

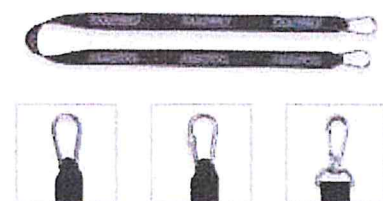
Examples of good tethers:



Wrist lanyard



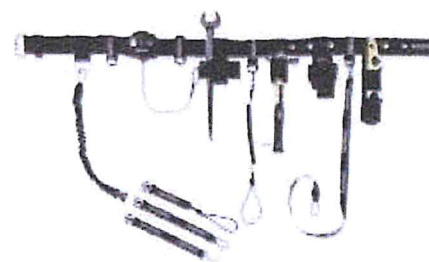
Retractable / rotating lanyard



Webbing lanyard



For power tools, loop prevents battery detaching



Belts, pouches and tool holders

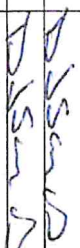
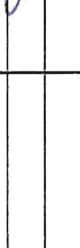
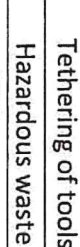
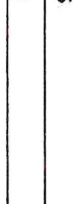
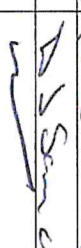




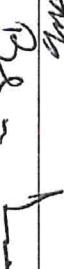
DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	10	CREATION DATE:	11/08/2010	Page 137 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	Oct-2021	



## Site Manager's Daily Safe Start

<b>Contract:</b>	<b>21 MOORFIELDS</b>	<b>Project Manager</b> Contracts Manager Site Manager Site Manager	Jason Wray Paul Haugh Dave Sanders Kes Kulsinskas	<b>Date (w/c):</b> 03/07/2023	<b>Method statement (s)</b> (Title, Rev No. & Rev date) <div style="font-size: small;">             RCL              21M-RCL-XX-XXX-MS-X-00001 rev P07              Assa Abley              21M-RCL-XX-XXX-MS-X-00002 rev P02              Stafford Bridge / 247              21M-RCL-XX-XXX-MS-X-00004 rev P04              A.S Curtis Mastie              21M-RCL-XX-XXX-MS-X-00006 rev P01           </div>
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Location and description of work: Installing remaining Skirting & Selo and Timber Door Sets to varies areas. - Installing Stafford Bridge Actuators Levels 00, 00M & 01

Site Manager's Daily Sign Off									
	Date	Name	Signature	Hot Topics of the Day (the main points you discussed)					
Monday	03/07/2023	Dave Sanders		Tethering of tools					
Tuesday	04/07/2023	Dave Sanders		Hazardous waste					
Wednesday	05/07/2023	Dave Sanders		Water usage					
Thursday	06/07/2023	Dave Sanders		Saving Paper					
Friday	07/07/2023	<del>Kes</del> Kulsinskas		Green Purchasing					
Saturday	08/07/2023	N/A		N/A					
Sunday	09/07/2023	N/A		N/A					
Operatives Daily Sign Off									
Name	Signature	M	T	W	T	F	S	S	Comments
KES. KULSINSKAS		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	/	/	RCL MANAGER
VEGAS. BALUVICIUS		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	/	/	RCL CARPENTER
ISHPAL SAHOTA		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	/	/	RCL CARPENTER
SLAVOMIR SIMONVIC		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	/	/	RCL MANAGER/CARPENTER
DEAN CONVERS		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	/	/	RCL CARPENTER
JOE SMITH		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	/	/	RCL HANDYMAN
B RAMCHANDE		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	/	/	RCL LABOURER

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

1

Before starting work, STOP, THINK and CHECK		Yes	No	N/A
If the answer to any question below is NO, do not start work until the issues are resolved				
<b>1. Method statements, risk assessments and permits</b>				
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?	✓			
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?	✓			
<b>2. Place of work</b>				
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?	✓			
<b>3. Task specific</b>				
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?	✓			
<b>4. Variations</b>				
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				



# RAPT

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

Title: Tethering of tools	Date: 03/07/2023
Location: 84 MOORGATE	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: D Sanders	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
ION ANDRONIC	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
ION DRAGUS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
JOE 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

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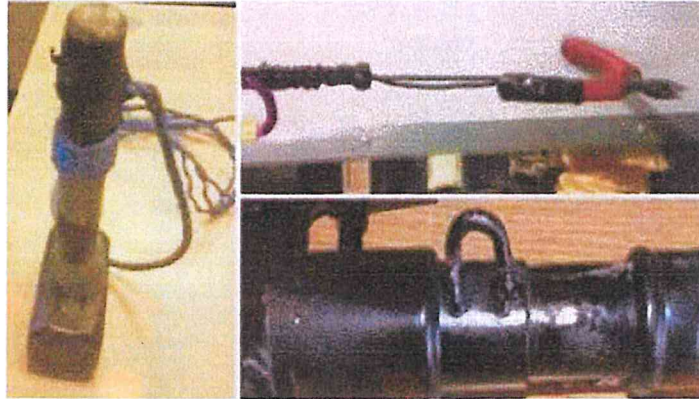
No. Attended 10	Duration 30 mins	Total Time 5 hours	Employer Reference 2453745
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## Toolbox Talk No.92 TETHERING OF TOOLS

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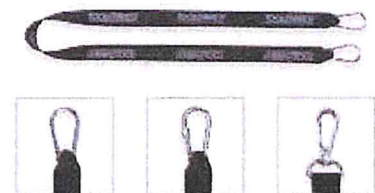
Examples of good tethers:



Wrist lanyard



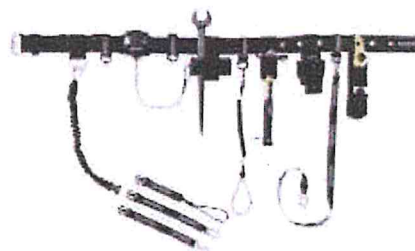
Retractable / rotating lanyard



Webbing lanyard



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Belts, pouches and tool holders

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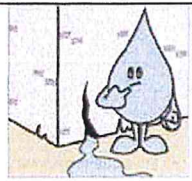


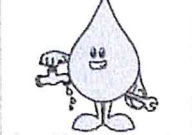

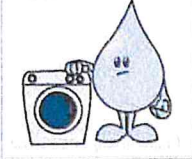
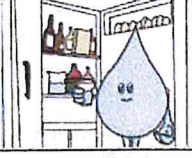


Title: Water Usage	Date: 05/07/2023
Location: 84 MOORGATE	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: D Sanders	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
ION DRAGUS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
ION ANDRONIC	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
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**Grant Claim information** Note: Claims can only be made for your employees or labour-only sub-contractors

No. Attended 10	Duration 30 mins	Total Time 5 hours	Employer Reference 2453745
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## Toolbox Talk No. 76 WATER USAGE





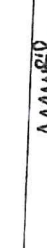
	Check for home for leaks, hidden water leaks can be wasting water without you even being aware of it. A good way to check for leaks is, if your property is metered, then read your water meter and do not use any water for a couple of hours and go back to check that the meter reads exactly the same. If 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.



## Site Manager's Daily Safe Start

<b>Contract:</b>	<b>84 MOORGATE</b>	<b>Contracts Manager</b> Site Manager	<b>Paul Haugh</b> Dave Sanders	<b>Date (w/c):</b>	03/07/2023	<b>Method statement (s)</b> (Title, Rev No. & Rev date)	<small>RCL 84M-RCL-ZZ-ZZ-MS-A-00001 rev C01</small>
<b>Location and description of work: Installing temporary door sets and window boards</b>							

Site Manager's Daily Sign Off				
	Date	Name	Signature	Hot Topics of the Day (the main points you discussed)
Monday	03/07/2023	Dave Sanders		
Tuesday	04/07/2023	Dave Sanders		Tethering of tools
Wednesday	05/07/2023	Dave Sanders		Hazardous Waste
Thursday	06/07/2023	Dave Sanders		Water Usage
Friday	07/07/2023	<del>Dave</del> Kulsinskas		Saving Paper
Saturday	08/07/2023	N/A		Green Purchasing
Sunday	09/07/2023	N/A		N/A

Name	Signature	M	T	W	T	F	S	S	Comments
Kes Kulsinskas									
Jon Dragus									
Jon Andronic									
B Ramchande									
Joe Smith									

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

# Working work, STOP, THINK and CHECK

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

## 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?

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

	Yes	No	N/A
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?	✓		
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?	✓		
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?	✓		
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?	✓		
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	✓		