



# RAPT

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

Title: Foxes	Date: 11/07/2023
Location: 84 MOORGATE	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: K KULSINSKAS	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
R CANACRAI	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 10	Duration 30 mins	Total Time 5 hours	Employer Reference 2453745
--------------------	---------------------	-----------------------	-------------------------------

**Toolbox Talk No. 84 FOXES****Mess and Smells**

As well as barking and screaming, foxes communicate with each other using scents. They produce strong smelling urine and faeces to mark their territories. You may occasionally find that a fox is visiting and leaving a smelly message behind! If your site is very important for a fox, it is likely to mark the area with strong smells very regularly in order to mark out its territory. Foxes are blamed for ripping open plastic bin liners and overturning dustbins. While foxes will scavenge from almost everywhere, it should be remembered that domestic cats and rats have very similar habits and may be to blame for causing a mess.

**Disease**

Many dogs and foxes carry sarcoptic mange mites, which cause characteristic bald patches, usually originating at the base of the tail. This is canine mange, which cannot harm cats or humans. Affected animals can be treated by medication in food. The mange mite can survive off its natural victims for a considerable period, so physical removal of infected animals will not create a mange free environment. Mange can infect dogs but is easily treated and in practice is rarely caught by dogs. Foxes do not carry diseases that can be spread to humans. Foxes do not carry the dog disease distemper. They can carry Weil's disease, against which dogs can be vaccinated. Like dogs they can host the parasite *Toxocara canis*. However, unlike dogs foxes rarely host the parasite.

**Feeding foxes**

Some people love to feed foxes in order to attract them into their garden. Due to man's carelessness there is plenty of food available to foxes; even in winter they do not go short of food. Leaving food out does however, help pests like rodents and these are far more of a problem for human beings. Feeding foxes can also make them braver and less cautious of people, which may then bring them into conflict with humans. We do not therefore recommend that people feed foxes.

**Deterring Foxes**

The hazards which foxes pose to people are very small indeed and the nuisance they may cause is usually short lived. Foxes very rarely spread any diseases and live largely in harmony with man, they also help to control pests by preying on rats, mice and pigeons. Foxes are protected and it is illegal to gas or poison them and most forms of snaring are also illegal. The following humane and effective actions are recommended:

1. Make sure it really is foxes that are causing the problem - domestic pets or other animals such as rats could be responsible.
2. Remove possible sources of food - such as plastic bin liners full of kitchen waste.
3. If foxes have made a home in your site use strong smelling repellents and then carefully block access to their earth. First of all place a strong smelling repellent around the entrance to the earth. After a few days, lightly block the entrance with soil, so that the vixen can dig out and remove any young foxes that might be living there. Once you are sure that foxes are no longer using the earth, you can block it up more securely. Foxes usually leave their dens in June.
4. You can deter foxes with strong smells such as the repellents used to deter dogs and cats.
5. Pest control contractors can be called in to humanely catch foxes occupying buildings. They will then be released in a rural environment.

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	10	CREATION DATE:	11/08/2010	
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	Oct-2021	Page 126 of 141





Site Manager's Daily Safe Start							
Contract:	84 MOORGATE	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	10/07/2023	Method statement (s) (Title, Rev No. & Rev date)	RCL 84M-RCL-ZZ-ZZ-MS-A-00001 rev C01
Location and description of work: Installing temporary door sets and window boards							
Site Manager's Daily Sign Off							
		Date	Name	Signature	Hot Topics of the Day (the main points you discussed)		
Monday		10/07/2023	Dave Sanders		Dust and Air Quality		
Tuesday		11/07/2023	Kes Kulsinskas		Foxes		
Wednesday		12/07/2023	Dave Sanders		Falling Objects		
Thursday		13/07/2023	Dave Sanders		Slips, Trips and Falls		
Friday		14/07/2023	Dave Sanders		Well's Disease		
Saturday		15/07/2023	N/A		N/A		
Sunday		16/07/2023	N/A		N/A		
Operatives Daily Sign Off							
Name	Signature	M	T	W	T	F	S
Kes Kulsinskas		X	V	V	X	X	/
Jon Dragus		V	V	V	V	V	/
Jon Andronic		V	V	V	V	V	/
B Ramchande		V	V	V	V	V	/
Joe Smith		V	V	V	V	V	/
Rajesh Canacrai		V	V	V	V	V	/
		Comments					
		RCL MANAGER					
		RCL CARPENTER					
		RCL LABOURER					
		RCL LABOURER					
		RCL HANDYMAN					
		RCL CARPENTER					

NOTE IF YOU HAVE MORE THAN 10 OPERATIVES ON SITE, PLEASE USE THE CONTINUATION SHEET 656

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	N/A
<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)		✓	
<b>Remember, as the supervisor YOU are responsible for the safety of YOUR team</b>			



# RAPT

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

Title: Slips , Falls and Trips	Date: 13/07/2023
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
R CANACRAI	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
		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
--------------------	---------------------	-----------------------	-------------------------------





## 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






DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	10	CREATION DATE:	11/08/2010	
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	Oct-2021	Page 68 of 141

## Site Manager's Daily Safe Start




<b>Contract:</b>	<b>21 MOORFIELDS</b>	Project Manager Contracts Manager Site Manager Site Manager	Jason Wray Paul Haugh Dave Sanders Kes Kulsinskaskas	Date (w/c):	10/07/2023	Method statement (s) (Title, Rev No. & Rev date)	RCL Z1M-RCL-XX-XXX-MS-X-00001 rev P07 Assa Abloy Z1M-RCL-XX-XXX-MS-X-00002 rev P02 Stafford Bridge / 247 Z1M-RCL-XX-XXX-MS-X-00004 rev P04 A.S Cutts Mastic Z1M-RCL-XX-XXX-MS-X-00006 rev P01
------------------	----------------------	--	---	-------------	------------	---	--

**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)
<b>Monday</b>	10/07/2023	Dave Sanders		Dust and Air Quality
<b>Tuesday</b>	11/07/2023	Kes Kulsinskaskas		Foxes
<b>Wednesday</b>	12/07/2023	Dave Sanders		Falling Objects
<b>Thursday</b>	13/07/2023	Dave Sanders		Slips, Trips and Falls
<b>Friday</b>	14/07/2023	Dave Sanders		Weil's Disease
<b>Saturday</b>	15/07/2023	N/A		N/A
<b>Sunday</b>	16/07/2023	N/A		N/A

### Operatives Daily Sign Off

Name	Signature	M	T	W	T	F	S	S	Comments
KES KULSINSKAS		X	✓	✓	✓	✓	/	/	RCL MANAGER/Carpenter
ISHPAL SAHOTA		✓	✓	✓	✓	✓	/	/	RCL CARPENTER
SLAVOMIR SIMONVIC		✓	✓	✓	✓	✓	/	/	RCL MANAGER/Carpenter
							/	/	
							/	/	
							/	/	
							/	/	

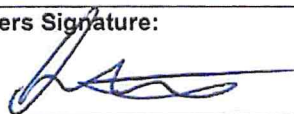
NOTE IF YOU HAVE MORE THAN 10 OPERATIVES ON SITE, PLEASE USE THE CONTINUATION SHEET656


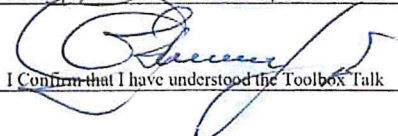




# RAPT

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

Title: Foxes	Date: 11/07/2023
Location: 21 MOORFIELDS	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: K KULSINSKAS	Presenters Signature: 

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
I SAHOTA	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
	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
	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
--------------------	---------------------	-----------------------	-------------------------------





**Toolbox Talk No. 84 FOXES**

**Mess and Smells**

As well as barking and screaming, foxes communicate with each other using scents. They produce strong smelling urine and faeces to mark their territories. You may occasionally find that a fox is visiting and leaving a smelly message behind! If your site is very important for a fox, it is likely to mark the area with strong smells very regularly in order to mark out its territory. Foxes are blamed for ripping open plastic bin liners and overturning dustbins. While foxes will scavenge from almost everywhere, it should be remembered that domestic cats and rats have very similar habits and may be to blame for causing a mess.

**Disease**

Many dogs and foxes carry sarcoptic mange mites, which cause characteristic bald patches, usually originating at the base of the tail. This is canine mange, which cannot harm cats or humans. Affected animals can be treated by medication in food. The mange mite can survive off its natural victims for a considerable period, so physical removal of infected animals will not create a mange free environment. Mange can infect dogs but is easily treated and in practice is rarely caught by dogs. Foxes do not carry diseases that can be spread to humans. Foxes do not carry the dog disease distemper. They can carry Weil's disease, against which dogs can be vaccinated. Like dogs they can host the parasite *Toxocara canis*. However, unlike dogs foxes rarely host the parasite.

**Feeding foxes**

Some people love to feed foxes in order to attract them into their garden. Due to man's carelessness there is plenty of food available to foxes; even in winter they do not go short of food. Leaving food out does however, help pests like rodents and these are far more of a problem for human beings. Feeding foxes can also make them braver and less cautious of people, which may then bring them into conflict with humans. We do not therefore recommend that people feed foxes.

**Deterring Foxes**

The hazards which foxes pose to people are very small indeed and the nuisance they may cause is usually short lived. Foxes very rarely spread any diseases and live largely in harmony with man, they also help to control pests by preying on rats, mice and pigeons. Foxes are protected and it is illegal to gas or poison them and most forms of snaring are also illegal. The following humane and effective actions are recommended:


1. Make sure it really is foxes that are causing the problem - domestic pets or other animals such as rats could be responsible.
2. Remove possible sources of food - such as plastic bin liners full of kitchen waste.
3. If foxes have made a home in your site use strong smelling repellents and then carefully block access to their earth. First of all place a strong smelling repellent around the entrance to the earth. After a few days, lightly block the entrance with soil, so that the vixen can dig out and remove any young foxes that might be living there. Once you are sure that foxes are no longer using the earth, you can block it up more securely. Foxes usually leave their dens in June.
4. You can deter foxes with strong smells such as the repellents used to deter dogs and cats.
5. Pest control contractors can be called in to humanely catch foxes occupying buildings. They will then be released in a rural environment.

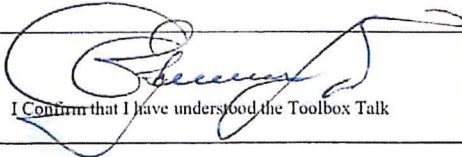

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	10	CREATION DATE: LAST REVISION DATE:	11/08/2010 Oct-2021	Page 126 of 141
--	----------------------	-------------	----	---------------------------------------	------------------------	-----------------



# RAPT

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

Title: Slips ,Falls and Trips	Date: 13/07/2023
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
S SIMONOVIC	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
K KULSINSKAS	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
	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
		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
--------------------	---------------------	-----------------------	-------------------------------





## 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

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	10	CREATION DATE: LAST REVISION DATE:	11/08/2010 Oct-2021	Page 68 of 141
--	----------------------	-------------	----	---------------------------------------	------------------------	----------------