



RAPT

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Control of dust and fumes	Date: 01/08/2023
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
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
F ANDRES	LS SURFACE	 I Confirm that I have understood the Toolbox Talk
C HART	SB 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. 47 CONTROL OF DUST AND FUMES

SOME SOURCES OF HARMFUL DUST AND FUMES

- Cutting, sanding and grinding of some materials e.g some wood, MDF, bricks, blocks and tiles will create harmful dust
- Welding and gas cutting of metals can create harmful fumes
- Heating metals such as lead will create harmful fumes
- Work with old lead can expose you to lead oxide dust (white, powdery deposits) which are also Harmful and burning off old lead-based paints can also create harmful fumes. Raphael Contracting would not therefore undertake this work and bring in a specialist contractor to do this
- Stripping out or other work involving fibrous insulation (such as asbestos or fibreglass insulation) can release harmful dust into the air

SOME HEALTH RISKS FROM BREATHING IN DUST OR FUMES

- Silica dust from cutting or scabbling concrete can cause lung cancer
- Dust from cutting or sanding hard wood can cause nasal cancer
- Asbestos dust can cause cancer of the lungs or lining of the chest cavity
- Welding fumes can result in 'metal fume fever' which has flu-like symptoms
- Breathing in the fumes from solvents and paint can lead to nausea, drowsiness, headaches and eventually unconsciousness and death in extreme cases
- Investigations are continuing into possible harmful effects of breathing in dust from synthetic insulation materials such as fibreglass matting

PRECAUTIONS

- Where it is possible, the job should be planned to eliminate harmful dust and fumes e.g. by substituting harmful materials for less harmful ones
- If elimination is not possible, harmful dust and fumes must be controlled so that they are not breathed in by anyone
- Some tools and plant are fitted with dust extraction and collection devices – if these are available, use them
- If your employer has provided portable extraction equipment, use it
- It may be necessary for you to wear Respiratory Protective Equipment (RPE) to protect yourself from the effects of dust or fumes – make sure you know how to use it properly
- Consider the effects that your work may be having on other people

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RAPT

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Working in a hot environment	Date: 03/08/2023
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
F ANDRES	LS SURFACE	 I Confirm that I have understood the Toolbox Talk
C HART	SR/RA/PH/EL 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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Toolbox Talk No. 52 WORKING IN A HOT ENVIRONMENT

HEAT STRESS

- Four environmental factors affect the amount of stress a worker faces in a hot work area: temperature, humidity, radiant heat (such as from the sun or a furnace) and air velocity. Perhaps most important to the level of stress an individual faces are personal characteristics such as age, weight, fitness, medical condition and acclimatisation to the heat.
- The body reacts to high external temperature by circulating blood to the skin that increases skin temperature and allows the body to give off its excess heat through the skin. However, if the muscles are being used for physical labour, less blood is available to flow to the skin and release the heat.
- Typical symptoms of heat stress are:
 - An inability to concentrate
 - Heat stroke (Victims of heat stroke will die unless treated promptly. While awaiting medical help, the victim must be removed to a cool area and his or her clothing soaked with cool water. He or she should be fanned vigorously to increase cooling. Prompt first aid can prevent permanent injury to the brain and other vital organs)
 - Muscle cramps (caused when workers drink large quantities of water but fail to replace their bodies' salt loss. Cramps may occur during or after working hours and may be relieved by taking liquids by mouth or saline solutions intravenously for quicker relief, if medically determined to be required)
 - Heat rash (also known as prickly heat. When extensive or complicated by infection, heat rash can be so uncomfortable that it inhibits sleep and impedes a worker's performance or even results in temporary total disability. It can be prevented by resting in a cool place and allowing the skin to dry)
 - Severe thirst – a late symptom of heat stress
 - Fainting (Victims usually recover quickly after a brief period of lying down. Moving around, rather than standing still, will usually reduce the possibility of fainting)
 - Heat exhaustion (results from loss of fluid through sweating when a worker has failed to drink enough fluids or take in enough salt or both. The worker with heat exhaustion still sweats but experiences extreme weakness or fatigue, giddiness, nausea or headache. Treatment is usually simple: the victim should rest in a cool place and drink an electrolyte solution (a beverage used by athletes to quickly restore potassium, calcium and magnesium salts). Severe cases involving victims who vomit or lose consciousness may require longer treatment under medical supervision)
 - Headache – moist skin

Of course there are many steps a person might choose to take to reduce the risk of heat stress, such as moving to a cooler place, reducing the work pace or load, or removing or loosening some clothing

PREVENTING HEAT STRESS

- Following a few basic precautions should lessen heat stress. A variety of ways of controlling the temperatures by using engineering controls can be adopted e.g. change the processes
 - Use fans or air conditioning
 - Use physical barriers that reduce exposure to radiant heat

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Contract:		21 MOORFIELDS	Project Manager Contracts Manager Site Manager Site Manager	Jason Wray Paul Haugh Dave Sanders Kes Kulsinskis	Date (w/c): 31/07/2023	Method statement (s) (Title, Rev No. & Rev date)	RCL 21M-RCL-XX-XXX-MS-X-00001 rev P07 Asa Abley 21M-RCL-XX-XXX-MS-X-00002 rev P02 Stafford Bridge / 247 21M-RCL-XX-XXX-MS-X-00004 rev P04 A S Cutts Mastie 21M-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)			
Monday	31/07/2023	Dave Sanders	<i>D Sanders</i>	Trips and Falls			
Tuesday	01/08/2023	Dave Sanders	<i>D Sanders</i>	Control of Dust and Fumes			
Wednesday	02/08/2023	Dave Sanders	<i>D Sanders</i>	Working at Height			
Thursday	03/08/2023	Dave Sanders	<i>D Sanders</i>	Working in a hot environment			
Friday	04/08/2023	Dave Sanders	<i>D Sanders</i>	Access/Engress			
Saturday	05/08/2023	N/A		N/A			
Sunday	06/08/2023	N/A		N/A			

Operatives Daily Sign Off										
Name	Signature	M	T	W	T	F	S	S	Comments	
SLAVOMIR SIMONVIC	<i>Slavomir Simonvic</i>	✓	✓	✓	✓	✓	✓	✓	RCL MANAGER/Carpenter	
ISHPAL SAHOTA	<i>Ishpal Sahota</i>	✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER J.	
FABIAN ANDRES	<i>Fabian Andres</i>	✓	✓	✓	✓	✓	✓	✓	Magic Man	
C. HART	<i>C. Hart</i>	✓	✓	✓	✓	✓	✓	✓	SB 247	

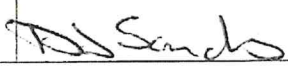
NOTE IF YOU HAVE MORE THAN 10 OPERATIVES ON SITE, PLEASE USE THE CONTINUATION SHEET 656

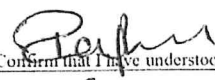

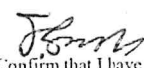
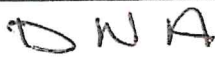
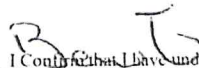
Before starting work, STOP, THINK and CHECK If the answer to any question below is NO, do not start work until the issues are resolved		Yes	No	N/A
1. Method statements, risk assessments and permits				
Have you read and understood the method statement and risk assessment for the task?		✓		
Is everyone 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				



RAPT

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Title: Control of dust and fumes	Date: 01/08/2023
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
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A LIDZIUS	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
	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk

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 - Use physical barriers that reduce exposure to radiant heat

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Site Manager's Daily Safe Start

Contract:	84 MOORGATE	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	31/07/2023	Method statement (s) (Title, Rev No. & Rev date)	RCL 84M-RCL-ZZ-ZZ-MS-A-00001 rev C01
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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	31/07/2023	Dave Sanders	<i>Dave Sanders</i>	Trips and Falls
Tuesday	01/08/2023	Dave Sanders	<i>Dave Sanders</i>	Control of dust and fumes
Wednesday	02/08/2023	Dave Sanders	<i>Dave Sanders</i>	Working at Height
Thursday	03/08/2023	Dave Sanders	<i>Dave Sanders</i>	Working in a hot environment
Friday	04/08/2023	Dave Sanders	<i>Dave Sanders</i>	Access/Engress
Saturday	05/08/2023	N/A		N/A
Sunday	06/08/2023	N/A		N/A

Operatives Daily Sign Off

Name	Signature	M	T	W	T	F	S	Comments
Joe Smith	<i>Joe Smith</i>	✓	✓	✓	✓	✓	✓	RCL HANDYMAN
Rajesh Canacrai	<i>Rajesh Canacrai</i>	✓	✓	✓	✓	✓	✓	RCL CARPENTER
Arunas Lidzius	<i>Arunas Lidzius</i>	✓	✓	✓	✓	✓	✓	RCL CARPENTER
B Ramchande	<i>B Ramchande</i>	✗	✗	✓	✓	✗	✓	RCL LABOURER
							✓	
							✓	

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
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				