



RAPT

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: First aid and accident reporting	Date: 22/08/2023
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
R CANACRAI	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
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
I ANDRONIC	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
E AMANING	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
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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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RAPT

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: General site health and safety	Date: 24/08/2023
Location: 84 MOORGATE	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: D SANDERS	Presenters Signature: <i>D Sanders</i>

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
R CANACRAI	RAPHAEL CONTRACTING LTD	<i>R Canacrai</i> I Confirm that I have understood the Toolbox Talk
S SIMONOVIC	RAPHAEL CONTRACTING LTD	<i>S Simonovic</i> I Confirm that I have understood the Toolbox Talk
J SMITH	RAPHAEL CONTRACTING LTD	<i>J Smith</i> I Confirm that I have understood the Toolbox Talk
B RAMCHANDE	<i>DWA</i> RAPHAEL CONTRACTING LTD	<i>B Ramchande</i> I Confirm that I have understood the Toolbox Talk
I ANDRONIC	RAPHAEL CONTRACTING LTD	<i>I Andronic</i> I Confirm that I have understood the Toolbox Talk
I SAHOTA	RAPHAEL CONTRACTING LTD	<i>I Sahota</i> I Confirm that I have understood the Toolbox Talk
E AMANING	<i>DNA</i> RAPHAEL CONTRACTING LTD	<i>E Amaning</i> 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. 11 GENERAL SITE HEALTH AND SAFETY
YOUR HEALTH AND SAFETY RESPONSIBILITIES

- Comply with the Health and Safety at Work Act 1974 or you could be liable for the same penalties as your employer. The Act sets out 'employee responsibilities' very clearly and these are also reflected in the Raphael Contracting Health and Safety Policy and Procedures
- You have a duty to look after yourself and others affected by what you do and don't do
- Always report any fault or defect which could endanger your health and safety
- You must comply with all safety requirements laid down by your employer
- Don't abuse or damage any PPE supplied for your safety
- Never carry out work of a dangerous nature or operate machines unless you're trained to do so

ON-SITE SAFETY

- Don't drink and drive – it could cost you your job
- Don't use drugs, even outside of work time, you could be putting yourself and your workmates at risk
- Don't leave rubbish lying about, clean up as you go
- Don't obstruct gangways or stairs with tools or materials
- Gather up all off-cuts of brick, plasterboard, timber, reinforcing bars, and any other material
- Route all cables and hoses out of the way. Where possible, suspend them above head height
- An accumulation of waste material provides a good starting point for fire. Don't let it happen
- If tools get damaged, get them repaired or replaced
- When working at height, secure loose objects so they can't fall and injure someone
- Remove nails from timber to prevent foot injuries
- Store flammable substances, fuel, propane, foam and plastics in a safe place, not next to a fire exit

Questions for you:

Q: What would you do with faulty safety equipment?

Q: What do the site rules cover?

REMEMBER:

If you ignore it, you condone it!

Don't leave it for someone else, it might be too late!!

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Wk 22

Site Manager's Daily Safe Start									
Contract:	84 MOORGATE	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	21/08/2023	Method statement (s) (Title, Rev No. & Rev date)			
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		21/08/2023	Dave Sanders	<i>D Sanders</i>		Accident reporting and investigation			
Tuesday		22/08/2023	Dave Sanders	<i>D Sanders</i>		First aid and accident reporting			
Wednesday		23/08/2023	Dave Sanders	<i>D Sanders</i>		Fire precaution and equipment			
Thursday		24/08/2023	Dave Sanders	<i>D Sanders</i>		General site health and safety			
Friday		25/08/2023	Dave Sanders	<i>D Sanders</i>		COSHH			
Saturday		26/08/2023	N/A			N/A			
Sunday		27/08/2023	N/A			N/A			
Operatives Daily Sign Off									
Name	Signature	M	T	W	T	F	S	S	Comments
S Simonovic	<i>S Simonovic</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	RCL Manager/supervisor
Rajesh Canacrai	<i>Rajesh Canacrai</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	RCL CARPENTER
B Ramchande	<i>B Ramchande</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	RCL LABOURER
I Andronic	<i>I Andronic</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	RCL CARPENTER
I Sahota	<i>I Sahota</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	RCL CARPENTER
E Amaning	<i>E Amaning</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	RCL CARPENTER
Joe Smith	<i>Joe Smith</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	RCL HANDYMAN

NOTE IF YOU HAVE MORE THAN 10 OPERATIVES ON SITE, PLEASE USE THE CONTINUATION SHEET556

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			