





## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Site Quiet Times	Date: 08.01.24
Location: Millennium Bridge House	Start Time: 7:30
Duration (Minutes) 30min	End Time: 8:00
Presenters name: A. Kulsinskas	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	A. Makarauskas	RCL	 I confirm that I have understood the Tool Box Talk
3	D. Marciulaitis	RCL	 I confirm that I have understood the Tool Box Talk
4	V. Gustainis	RCL	 I confirm that I have understood the Tool Box Talk
5	D. Nunes	RCL	 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 5	Duration 30min	Total Time 2.5h	Employer Reference 2453745
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DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-007 DAS	VERSION NO: 1.1	CREATION DATE: LAST REVISION DATE:	07/02/2013 01/03/2018	Page 1 of 1
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## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Site Vandalised Toilets	Date: 12.01.24
Location: Millennium Bridge House	Start Time: 14:30
Duration (Minutes) 30min	End Time: 15:00
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	A. Makarauskas	RCL	 I confirm that I have understood the Tool Box Talk
3	D. Marciulaitis	RCL	 I confirm that I have understood the Tool Box Talk
4	V. Gustainis	RCL	 I confirm that I have understood the Tool Box Talk
5	D. Nunes	RCL	 I confirm that I have understood the Tool Box Talk
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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

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No. Attended 5	Duration 30min	Total Time 2.5h	Employer Reference 2453745
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## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title:	NEEDLESTICK INJURIES	Date:	09-01-23
Location:	57. Campden Hill Road	Start Time:	7:30
Duration (Minutes)	30min	End Time:	8:00
Presenters name:	K.Kulsinskas	Presenters Signature:	

	Candidate's Name	Name of Employer	Candidate's Signature
1	V.Baliulevicius	RCL	I confirm that I have understood the Tool Box Talk
2			I confirm that I have understood the Tool Box Talk
3			I confirm that I have understood the Tool Box Talk
4			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
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15			I confirm that I have understood the Tool Box Talk

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No. Attended	Duration	Total Time	Employer Reference 2453745
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DOCUMENT REFERENCE:	SIT-FM-007	VERSION NO:	1.1	CREATION DATE:	07/02/2013	Page 1 of 1
DOCUMENT OWNER:	DAS			LAST REVISION DATE:	01/03/2018	

**SITE: 57Campden Hill road**

Page



## Site Manager's Daily Safe Start

Contract:	84 MOORGATE	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	08/01/2024	Method statement (s) (Title, Rev No. & Rev date)	RCL 84MP-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	08/01/2024	D Sanders	<i>D Sanders</i>	Hearing protection and noise
Tuesday	09/01/2024	D Sanders	<i>D Sanders</i>	Safety alert podium steps
Wednesday	10/01/2024	D Sanders	<i>D Sanders</i>	Benefits of safety
Thursday	11/01/2024	D Sanders	<i>D Sanders</i>	Skin protection
Friday	12/01/2024	D Sanders	<i>D Sanders</i>	The working at height regulations 2005
Saturday	13/01/2024	N/A		N/A
Sunday	14/01/2024	N/A		N/A

### Operatives Daily Sign Off

Name	Signature	M	T	T	W	T	F	S	S	Comments
S Simonvic	<i>S Simonvic</i>	✓	✓	✓	✓	✓	✓	✓	✓	RCL MANGER/CARPENTER
I Sahota	<i>I Sahota</i>	✓	✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
I Andronic	<i>I Andronic</i>	✓	✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
A Lidzius	<i>A Lidzius</i>	✓	✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
M. BAHNJI	<i>M. BAHNJI</i>	X	X	X	✓	✓	✓	✓	✓	RCL CARPENTER
J Smith	<i>J Smith</i>	X	X	X	X	✓	✓	✓	✓	RCL CARPENTER
J. KIDECHA	<i>J. KIDECHA</i>	X	X	X	✓	✓	✓	✓	✓	

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




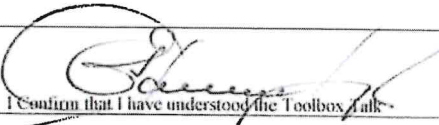
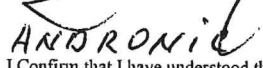
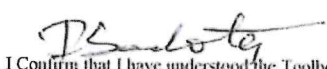
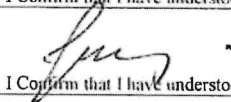
Before starting work, STOP, THINK and CHECK		Yes	No	N/A
If the answer to any question below is NO, do not start work until the issues are resolved				
<b>1. Method statements, risk assessments and permits</b>				
Have you read and understood the method statement and risk assessment for the task?		✓	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



# RAPHAEL CONTRACTING LTD

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

Title: Safety Alert Podium Steps	Date: 09/01/2024
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
S SIMONOVIC	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
A LIDZIUS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
I DRAGUS	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
	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

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No. Attended  
10

Duration  
30 mins

Total Time  
5 hours

Employer Reference  
2453745



**Toolbox Talk No. 29 SAFETY ALERT PODIUM STEPS****THE INCIDENT**

- An electrician was working from a podium step to fix a ceiling mounted conduit. Shortly after ascending the podium his workmate, who was in the same room, heard a shout and turned to see the podium step overturning and his colleague falling with it.
- As the podium fell to the floor the electrician struck his head against a wall, just above floor height.
- The electrician partially lost consciousness and appeared very confused. The site team called an ambulance and at hospital the electrician was diagnosed with a compression injury, necessitating a stay in hospital of five days for observation.
- Considering the distance that the electrician fell and his own momentum from the fall, it is surprising and fortunate that he did not sustain a fractured skull or possibly worse.

**INVESTIGATION**

- The room within which the electrician was working had an existing timber floor, which was in good condition, without holes or openings and was also level. Although there were some materials stored within the room, they did not affect the use of the podium. The location where the podium step was being used was directly beneath the conduit being fixed, so overreaching was not necessary.
- On examining the podium several issues were identified. None of the four wheel locks had been engaged; the guardrail had not been raised to suit the (adjustable) platform height of 1.25m; a diagonal brace (normally attached between the two side frames) had not been fitted, it remained in its stowed position. The podium was also in a generally poor condition, with some parts not moving easily, and other parts clearly misaligned/bent.
- Although the plant hire company had provided instructions with the podium, these remained sealed within a wallet attached to the podium. The M&E contractor had not provided any form of instruction to their operatives on the assembly and use of this type of podium.
- Without the diagonal brace in position, the podium is prone to leaning or 'sagging' to one or another side by approximately 50mm. Whilst this tendency alone will not make the podium overturn, combined with the poor maintenance and the unlocked wheels these factors definitely contributed to the overturning.
- What most probably happened at the time of the accident is that the podium leaned to one side, probably due to the electrician moving to one side of the platform. As his weight was thrown further over the side of the podium by the unexpected movement, his momentum together with the wheels being unlocked caused his weight to move outside the balance point of the podium causing it to overturn.

**SUMMARY**

- The electrician was not familiar with this particular type of podium that he was given to use. Although he had not assembled the podium himself, had he been given instruction on its assembly and use, it is more likely that he would have known that the diagonal brace was still in its stowed position.
- Podium steps have been developed and marketed over a relatively short period of time, with several different types now available and in regular use. This makes it very important that users are instructed in their use – for each type that they're expected to use. Had this happened in this instance this accident would likely not have occurred.

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	10	CREATION DATE: LAST REVISION DATE:	11/08/2010 Oct-2021	Page 42 of 141
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# RAPHAEL CONTRACTING LTD

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

Title: Skin Protection	Date: 11/01/2024
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
S SIMONOVIC	RAPHAEL CONTRACTING LTD	<i>[Signature]</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
A LIDZIUS	RAPHAEL CONTRACTING LTD	<i>[Signature]</i> I Confirm that I have understood the Toolbox Talk
M. BHANJI	RAPHAEL CONTRACTING LTD	<i>Mansur, Kail Bhanji</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
J. KIDECHA	RAPHAEL CONTRACTING LTD	<i>[Signature]</i> 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

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No. Attended  
10

Duration  
30 mins

Total Time  
5 hours

Employer Reference  
2453745





## Toolbox Talk No. 19 SKIN PROTECTION

**Dermatitis (skin inflammation / irritation) accounts for over half all working days lost through industrial sickness. Some people are more likely to get it than others are but it is not catching. It most commonly affects the hands, forearms and legs.**

### Hazards to the Skin

1. Mineral oils i.e. fuel and mould oils, can give you bad skin conditions i.e. Oil Acne or even Cancer.
2. Constant skin contact with oily rags in overall pockets.
3. Chemicals, including alkalis, acids, and chromates can penetrate skin, causing ulcers and dermatitis.
4. Cement can cause chronic dermatitis. Wet cement is alkaline and can burn your skin!

**Q: What hazards are there from contact with mineral oil?**

5. Solvents and de-greasers, including paraffin and thinners, dissolve natural oils in skin, leaving it open to infection.
6. Tar, pitch, and bitumen products cause blisters and oil acne. They can cause tar warts, leading to cancer.
7. Epoxy-resin hardeners, glass fibre, some hard woods, and fungicides irritate and can lead to dermatitis.
8. Extremes of sunshine, temperature, and humidity make the skin more susceptible to dermatitis and other skin problems.
9. Some substances take weeks, months or even years to cause dermatitis. This is because the skin becomes allergic to them. Examples are chrome and nickel compounds, some resins, glues and hardeners, some woods and paints and some chemicals.

**Q: What effect do solvents have on your skin?**

### Precautions to Protect Your Skin

1. Avoid skin contact with hazardous substances.
2. Wear the correct personal protective equipment e.g. gloves.
3. Keep your skin clean and use barrier cream.
4. Keep your workplace clean.
5. Get first aid for cuts and grazes, keep them covered.
6. Keep your top on! Protect yourself from the sun.
7. be extra vigilant with irritant or allergic substances if you suffer from eczema or allergic rashes.

**Q: What can you wear to protect your skin?**

7. Don't use abrasives or solvents to clean your skin.
8. Don't let synthetic resins or glue harden on your skin.
9. Examine your skin for the appearance of warts or changes to moles.
10. Never wear oil-contaminated clothes next to your skin, change them as soon as you can!
11. If in doubt, seek medical attention.

**Q: If you notice rashes or warts what should you do?**

### Questions for you:

**Q: What should not be used to clean your skin?**

**Q: How can exposure to the sun affect you?**

**REMEMBER: If you notice any changes to your skin, see your doctor!**

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	10	CREATION DATE:	11/08/2010	Page 27 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	Oct-2021	