



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Environmental issues for Carpenters	Date: 06/02/2024
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
R CANCRAI	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
J KIDECHA	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
M BHANJI	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
D RASCICLAL	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
K O'Malley	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
D. BASQUILLE		

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. 71 ENVIRONMENTAL ISSUES FOR CARPENTERS

- Construction timber comes in a large variety of forms, with very differing environmental impacts. Natural timber is very sustainable (it can easily be re-used and recycled) but, often not very durable (so we treat it with preservatives) or stable (we bond it with formaldehyde and isocyanate glues to make sheet and laminate materials).
- Chemicals and glues add dramatically to the environmental impact of such products. While they do not prevent re-use, they can make recycling more difficult as the wood is not 'clean'.
- Knowing where your timber comes from helps you to understand its environmental impact. Transport is a major cost and user of resources, so where you source your timber from is an important consideration.
- The Forestry Stewardship Council (FSC) scheme certifies that timber (both softwood and hardwood) comes from sustainable forests and not from the depletion of tropical rainforests.

Things you can do

We are aiming for the best practical environmental option – a balance between getting the job done well and considering the environmental impact.

You should:

- Know about the types and sources of timber.
- Know about hazardous waste and if your site is a registered producer.
- Use your materials and keep off-cuts for re-use.
- Use mechanical fixings where possible and use fewer composite boards, where we can.
- Segregate your waste, where the facilities exist.
- Pack skips well - a skip is up to 70% air.
- Aim to recycle and reduce packaging waste - at the end of a job, up to 35% of waste is packaging.
- Make sure pallets are sent back to the manufacturer, or back to the RCL yard.
- Use FSC timber, we are aiming to use 95% FSC timber in 2010
- Be aware that insulation reduces the energy needed to warm and cool buildings, and so has a direct impact on global warming. Insulation delivered to site should never be thrown away.
- **WEEE** - Waste Electrical and Electronic Equipment Regulations affect all forms of electrical equipment, from mobile phones to battery power tools. WEEE is classified as hazardous waste and needs to be deconstructed before disposal and therefore cannot be put into a mixed waste skip (or bin at home).
- **Batteries Directive** - on the use and disposal of batteries. Batteries are also now classified as hazardous waste (because of the heavy metal content) and therefore cannot be put into a mixed waste skip.


Want some help?

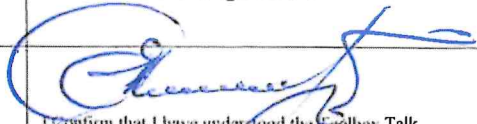


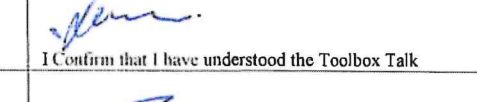
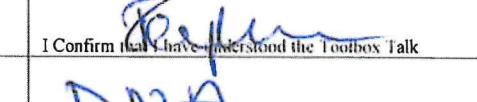
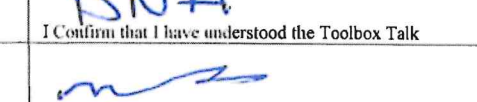
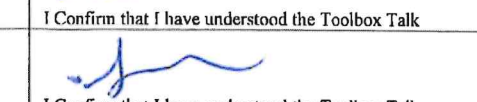
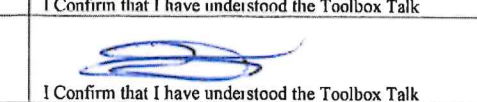
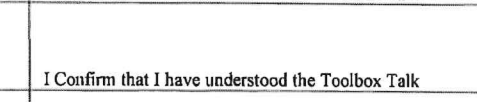
Website lists sources of recycled building products:	www.recycledproducts.org.uk
Type in your postcode for local waste handling, recycling and re-use companies and organisations:	www.bremap.co.uk
Details on recycling:	www.wrap.org.uk
Legal obligations with respect to waste management:	www.netregs.gov.uk



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Slips, Falls and Trips	Date: 08/02/2024
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
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	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk

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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

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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Pigeons and Psittacosis	Date: 08/02/2024
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
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	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. 83 PIGEONS AND PSITTACOSIS (Parrot Fever)

You will have heard of Leptospirosis or Weil's disease in rats and the flu like symptoms that are an early warning sign. Other animals also may cause you to become ill and we sometimes come across pigeons at work, in cities, railway stations and so on. The biggest problem is their droppings, which are unpleasant to say the least and disgusting if you are in the wrong place at the wrong time. These droppings gradually dry up and may get turned to dust, which is then stirred up when you sweep up. This is why we insist you wear a face mask when sweeping up.

In old, deserted buildings there may be a build-up pigeon droppings and feathers, which will be unhealthy, so if you come across anything like that, tell your supervisor who will cordon it off.

As with any outdoor activity, always wash your hands before eating or smoking and don't leave clothing lying around at work. To gauge the scale of the problem, think about all the pigeons in Trafalgar Square. Tourists feed them and let them land on their heads!! If they were a serious health threat or problem, the authorities would exterminate them. Some people even keep pigeons / parrots as pets, and pigeon racing is a common hobby.

Now imagine the same number of rats!!! If you do get a bad case of flu, tell the doctor you have been working on a building site that had pigeon droppings in and around the work area.

Good hygiene will stop the illness starting and if you feel ill go to the doctor and he can test and treat it, if you are suffering from something more serious.

Psittacosis is an infection caused by *Chlamydia psittaci*, a type of bacteria found in the droppings of birds such as pigeons. When bird droppings dry and become airborne people may inhale them and get sick. Symptoms usually develop within 10 days after exposure, below are is a list of possible signs of infection:

- Classically, it presents as pneumonia with flu-like symptoms
- Fever and chills with lassitude
- It may develop mildly and insidiously or develop into overwhelming sepsis with acute respiratory failure
- Respiratory symptoms - non-productive cough, dyspnoea, sore throat, nose bleeds and, rarely, pleuritic chest pain
- Gastrointestinal symptoms occur less often
- In rare cases, the disease causes nausea and vomiting, abdominal pain, diarrhoea and jaundice
- Neurological symptoms are common - particularly severe headache and also photophobia. It may cause agitation or extreme malaise
- Dermatological manifestations - facial macular rash known as Horder spots

Treatment

Antibiotics will be subscribed; treatment is normally given for 2-3 weeks to lower the risk of relapse. Patients normally show a response within 24-72 hours.

Do you have any questions for me?

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Site Manager's Daily Safe Start

Contract:	84 MOORGATE	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	05/02/2024	Method statement (s) (Title, Rev No. & Rev date)	RCL 84M-RCL-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	05/02/2024	D Sanders	<i>D Sanders</i>	Safe use of Paslode guns
Tuesday	06/02/2024	D Sanders	<i>D Sanders</i>	Environmental issues for carpenters
Wednesday	07/02/2024	D Sanders	<i>D Sanders</i>	Water usage
Thursday	08/02/2024	D Sanders	<i>D Sanders</i>	Pigeons and Psittacosis
Friday	09/02/2024	D Sanders	<i>D Sanders</i>	Falling Objects
Saturday	10/02/2024	N/A		N/A
Sunday	11/02/2024	N/A		N/A

Operatives Daily Sign Off

Name	Signature	M	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
R Cancrai	<i>R Cancrai</i>	✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
J Smith	<i>J Smith</i>	✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
J Kidecha	<i>J Kidecha</i>	✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
D Rascical	<i>D Rascical</i>	✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
M Bhanji	<i>M Bhanji</i>	✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
J. BASQUEVILLE	<i>J. BASQUEVILLE</i>	✓	✓	✓	✓	✓	✓	✓	
K. O'LEARY	<i>K. O'LEARY</i>	✓	✓	✓	✓	✓	✓	✓	

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

TE: 57Campden Hill road

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TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Quiet Times at work	Date: 05.02.24
Location: Millennium Bridge House	Start Time: 07:30
Duration (Minutes) 30min	End Time: 08:00
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	V. Gustainis	RCL	 I confirm that I have understood the Tool Box Talk
4	D. Nunes	RCL	 I confirm that I have understood the Tool Box Talk
5	D. Marciulaitis	RCL	 I confirm that I have understood the Tool Box Talk
6	I. Neagu	RCL	 I confirm that I have understood the Tool Box Talk
7	G. Diaconu	RCL	 I confirm that I have understood the Tool Box Talk
8	A. Fediuk	RCL	 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

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No. Attended 8	Duration 30min	Total Time 4h	Employer Reference 2453745
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TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: PPE	Date: 06.02.24
Location: Millennium Bridge House	Start Time: 07:30
Duration (Minutes) 30min	End Time: 08:00
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	V. Gustainis	RCL	 I confirm that I have understood the Tool Box Talk
4	D. Nunes	RCL	 I confirm that I have understood the Tool Box Talk
5	D. Marciulaitis	RCL	 I confirm that I have understood the Tool Box Talk
6	I. Neagu	RCL	 I confirm that I have understood the Tool Box Talk
7	G. Diaconu	RCL	 I confirm that I have understood the Tool Box Talk
8	A. Fediuk	RCL	 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
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