



## TRAINING AND DEVELOPMENT PLAN

### SHORT TRAINING SESSION ATTENDANCE SHEET

Title: ISO14001-Environmental Management System.	Date: 29.02.24
Location: Millennium Bridge House	Start Time: 07:30
Duration (Minutes) 30min	End Time: 08:00
Presenters name: A. Kulsinskas	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	D.Nunes	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	I.Neagu	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	B.Ramchande	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

Note: Claims can only be made for your employees or labour-only sub-contractors

No. Attended 8	Duration 30min	Total Time 4h	Employer Reference 2453745
-------------------	-------------------	------------------	-------------------------------

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
--	-------------------	--------------------	---------------------------------------	--------------------------	-------------



## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

<b>Title: Site Quiet Times</b>	<b>Date: 26.02.24</b>
<b>Location: Millennium Bridge House</b>	<b>Start Time: 07:30</b>
<b>Duration (Minutes) 30min</b>	<b>End Time: 08:00</b>
<b>Presenters name: A. Kulsinskas</b>	<b>Presenters Signature:</b>

	<b>Candidate's Name</b>	<b>Name of Employer</b>	<b>Candidate's Signature</b>
1	D.Nunes	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	I.Neagu	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	B.Ramchande	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


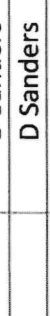
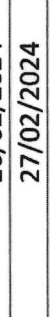


**Note: Claims can only be made for your employees or labour-only sub-contractors**

<b>No. Attended</b> 8	<b>Duration</b> 30min	<b>Total Time</b> 4h	<b>Employer Reference</b> 2453745
--------------------------	--------------------------	-------------------------	--------------------------------------

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
--	-------------------	-------------	-----	---------------------------------------	--------------------------	-------------

<b>Contract:</b>	<b>84 MOORGATE</b>	<b>Contracts Manager Site Manager</b>	<b>Paul Haugh Dave Sanders</b>	<b>Date (w/c):</b>  <b>26/02/2024</b>	<b>Method statement (s) (Title, Rev No. &amp; Rev date)</b>	<b>RCL 84M-RCL-ZZ-ZZ-MS-A-00001 rev C01</b>
------------------	--------------------	---	------------------------------------	---	---	---

### Site Manager's Daily Sign Off

		Date	Name	Signature	Hot Topics of the Day (the main points you discussed)
Monday		26/02/2024	D Sanders		Cartridge operated tools
Tuesday		27/02/2024	D Sanders		Openings and edges
Wednesday		28/02/2024	D Sanders		Safe use of hand tools
Thursday		29/02/2024	D Sanders		Weill's Disease
Friday		01/03/2024	D Sanders		Security on site
Saturday		02/03/2024	N/A		N/A
Sunday		03/03/2024	N/A		N/A

Name	Signature	M	T	W	T	F	S	S	Comments
S Simonvic		✓	✓	✓	✓	✓	/	/	RCL MANGER/CARPENTER
A Statts		✓	✓	✓	✓	✓	/	/	RCL CARPENTER
I Andronic		✓	✓	✓	✓	✓	/	/	RCL CARPENTER
A Lidzius		✓	✓	✓	✓	✓	/	/	RCL CARPENTER
D Rascical		✓	✓	✓	✓	✓	/	/	RCL CARPENTER
J Smith		X	✓	✓	✓	✓	/	/	RCL CARPENTER
J Kidecha		✓	✓	✓	✓	✓	/	/	RCL CARPENTER
K O'Malley		✓	✓	✓	✓	✓	/	/	RCL CARPENTER
J Basquille		✓	✓	✓	✓	✓	/	/	RCL CARPENTER





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: openings and edges	Date: 27/02/2024
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
J BASQUILLE	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
A STATTS	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
	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. 31 OPENINGS AND EDGES

Every year in our industry hundreds of people are killed or injured when they fall from an unprotected area or are struck by materials or tools falling from above. Over half of all accidents (1, 400) reported to the HSE are of these two types: Falls of persons and falls of materials.

The law requires that if you work where it is possible for you to fall more than 2 metres, then protection must be provided. The following list gives an idea of the required protection:-

#### Scaffolds

- Double guardrails and toeboards must be provided to all working levels also secured ladders are required.

#### Floors

- Protection must be provided to all floor edges, lift openings, stairways and duct openings.

#### Roof

- Edge protection must be given at the eaves and gables. If the roof is of a fragile material, crawling boards or ladders must be used. Where openings or fragile skylights occur in the roof, these must be guarded or securely covered also.

#### Excavations

- All excavations require warning barriers or guardrails. Where the sides are sloping, barriers may be sufficient but if sides are vertical then more adequate guarding is needed.

#### Working alongside water

- Guardrails and lifelines are required where work is carried out alongside rivers, docks etc.

#### Manholes, Road Gullies etc.

- Strong secured covers are required here as vehicles damage covers and leave traps. At times protection will need to be moved to allow work to progress but this must be done in a controlled manner so that protection is re-fixed once the work is done.
- Serious accidents have occurred where covers have been removed from openings in floors or guarding has been removed from service ducts. If you remove protection under instruction make sure it is replaced.
- Where edge protection is not practical, safety harness and restraint wire may be suitable, see your supervisor for instruction.

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	10	CREATION DATE: LAST REVISION DATE:	11/08/2010 Oct-2021	Page 45 of 141
--	----------------------	-------------	----	---------------------------------------	------------------------	----------------

# SHE Toolbox Talk Record Sheet

OSBORNE

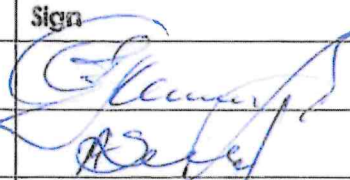
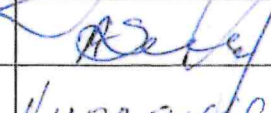
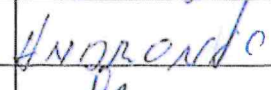
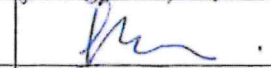

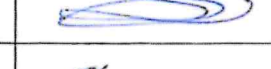
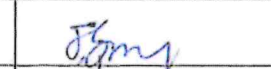

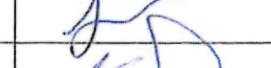
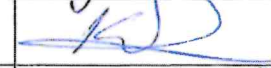
Site 84 moorgate

Contract No. \_\_\_\_\_

Date 28/2/24

Topic: NEAR MISS

I have given Toolbox Talk No STB-SMA-005 to the site personnel listed below:

THIS DOCUMENT IS FOR LEGAL PURPOSES AND MAY BE USED IN COURT		
Print Name	Sign	Company
S SIMONOVIC		RAPHAEL
A. STA TTS		RAPHAEL
I ANDROWIC		RAPHAEL
A. LIDZIUS		RAPHAEL
D RASCICIAI		RAPHAEL
J SMITH		RAPHAEL
J KIDECHA		RAPHAEL
K O'MALLEY		RAPHAEL
J BASQUILLE		RAPHAEL
M BHANUJI		RAPHAEL
Provide any feedback		

Continue on separate sheet if necessary

Signed: 

Name: D SANDERS (Block Capitals)

Job Title: Site Manager Date: 28-2-24

KEEP FORM ON SITE - FORM TO BE SCANNED TO IGO CONTRACT AREA FOR RECORDING KEEPING  
(if unable to scan, please archive with site documents at end of contract)



# Near Misses

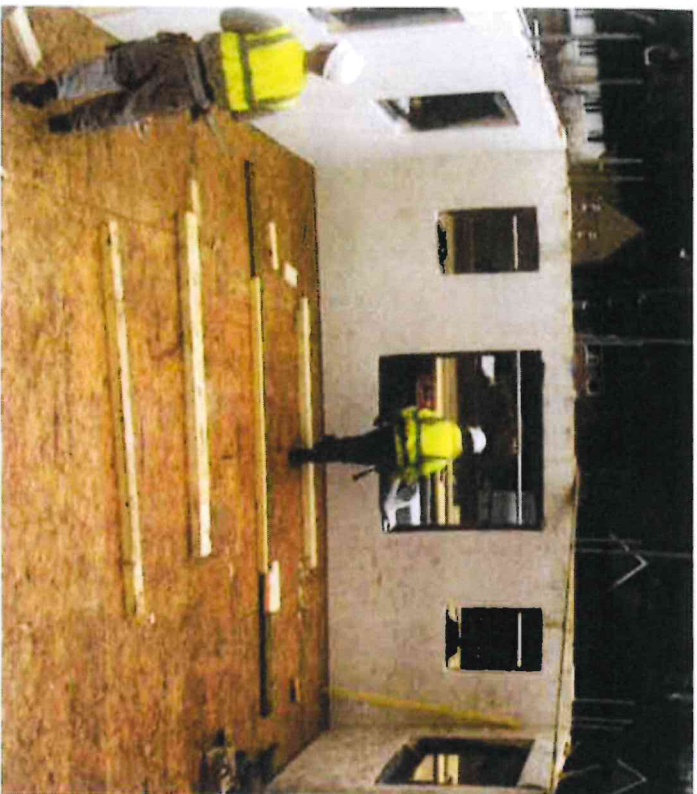


**STB-SMA-005**

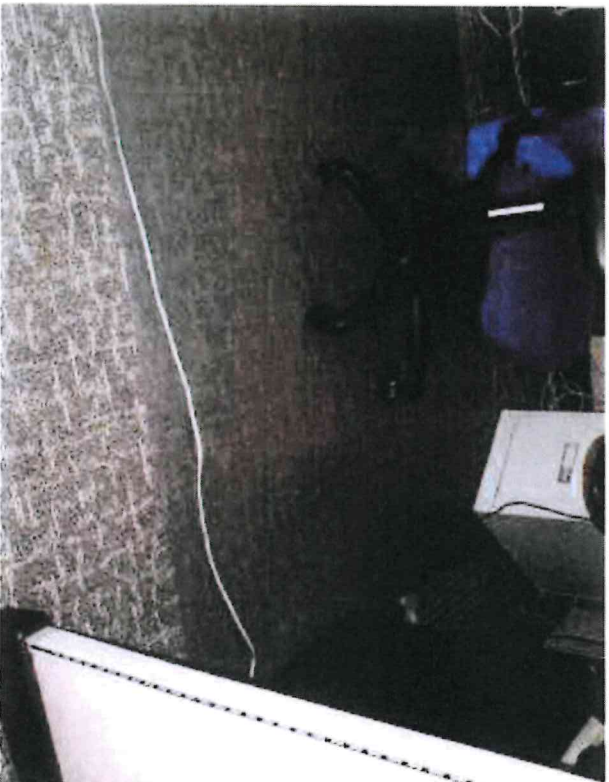
Updated Feb 2024

OSBORNE

# Examples of common Near Misses



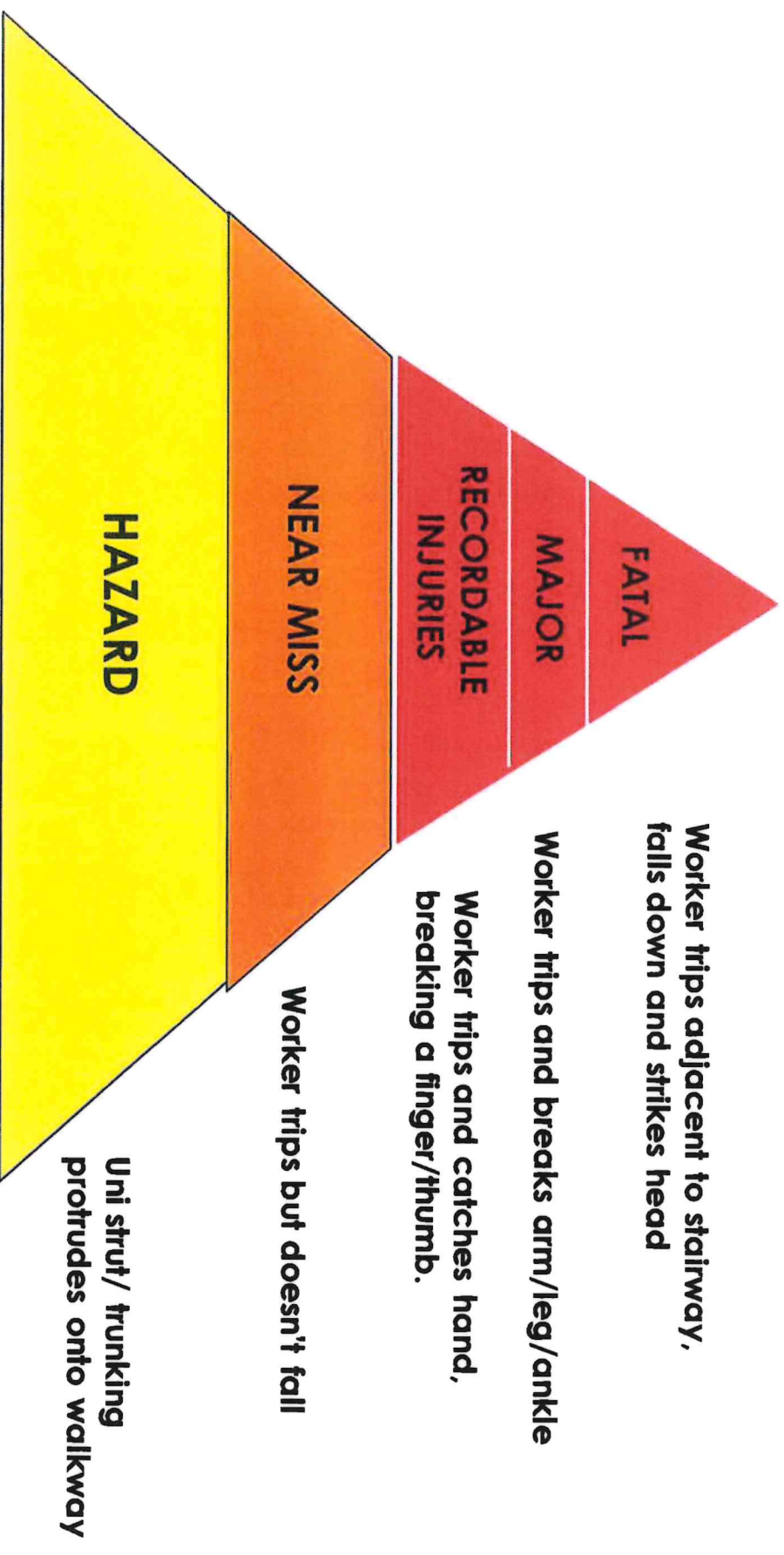
Workers walking  
over planks of  
Wood



Cables  
in walkways



# The Hazard Triangle



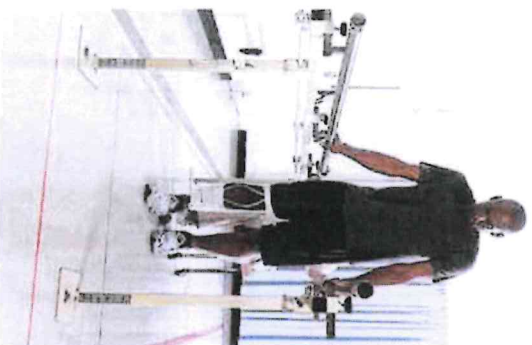
One route hazard – several different outcomes.



**Near Miss reporting empowers  
everyone to improve the working  
environment.**

# Near Miss reporting

- Protect Yourself
- Protect your Colleagues
- Protect your Family



Any Questions?


OSBORNE

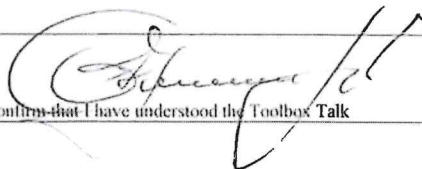
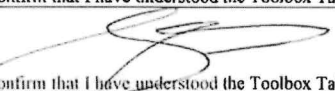



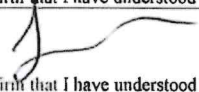
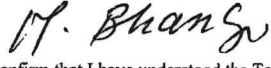




# RAPHAEL CONTRACTING LTD

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

Title: Weil's Disease	Date: 29/02/2024
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
J BASQUILLE	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
A STATTS	 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
	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. 46 WEIL'S DISEASE

### WEIL'S DISEASE – WHAT IS IT?

- Weil's disease, which is also known as Leptospirosis, is a kind of jaundice
- The disease enters the body through breaks in the skin, and through the lining of the mouth and nose
- It is caused by contact with water contaminated by the urine of rats and other small mammals such as mice and voles. Anywhere that you can find rats is a risk, cellars, accumulated rubbish, standing water, or near a river or stream.
- It starts as a mild illness which can be easily cured if treated early enough
- If left untreated, it becomes more serious and can be fatal
- The problem is that the initial symptoms are very similar to flu and it is possible that you could ignore the symptoms or be treated for the wrong illness

### WHAT CAN YOU DO ABOUT IT?

- Don't encourage the presence of vermin, carefully dispose of food waste and tea bags especially on sites that are wet or adjacent to rivers and lakes etc.
- Do not handle the carcasses of dead rats or other small mammals
- If you are at risk, cover all cuts and abrasions with a waterproof dressing and wear appropriate protective clothing
- If you frequently work near water, carry a card or tag saying that you may be at risk of catching the disease
- Be aware that you can catch the disease if you get water in your mouth and nose after falling in
- See your doctor immediately if you think you are infected

### WHO IS AT RISK?

- All operatives who may come into contact with contaminated water
- Particularly operatives who work regularly in or near water, such as those engaged in:
  - work on sewers and other drainage systems
  - work on canals and similar conversion projects
  - work in tunnelling

**REMEMBER: Good Personal Hygiene is your best Defence!**

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	10	CREATION DATE: LAST REVISION DATE:	11/08/2010 Oct-2021	Page 65 of 141
--	----------------------	-------------	----	---------------------------------------	------------------------	----------------