

SITE: WOKI04

[illegible]



TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

Title: ISO45001 – HEALTH AND SAFETY MANAGEMENT SYSTEM	Date: 26/04/2023
Location: Hilton - Woking	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	E. Amaning	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
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 1	Duration 30min	Total Time 30min	Employer Reference 2453745
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RAPT

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: FOOT AND ANKLE PROTECTION	Date: 24/04/2023
Location: 21 MOORFIELDS	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: Dave Sanders	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
K. KULSINSKAS	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
V. BALIUVICIUS	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
D CONYERS	RAPHAEL CONTRACTING LTD /	DNA I Confirm that I have understood the Toolbox Talk
B RAMCHANDE	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
A CUTTS	MASTIC	I Confirm that I have understood the Toolbox Talk
C HART	SB/247	I Confirm that I have understood the Toolbox Talk
		I Confirm that I have understood the Toolbox Talk
		I Confirm that I have understood the Toolbox Talk
		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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RAPT

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: SAFETY IN THE SUN	Date: 26/04/2023
Location: 21 MOORFIELDS	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: Dave Sanders	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
K. KULSINSKAS	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
V. BALIUVICIUS	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
D CONYERS	RAPHAEL CONTRACTING LTD /	DNA I Confirm that I have understood the Toolbox Talk
B RAMCHANDE	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
A CUTTS	MASTIC	I Confirm that I have understood the Toolbox Talk
C HART	SB/247	I Confirm that I have understood the Toolbox Talk
		I Confirm that I have understood the Toolbox Talk
		I Confirm that I have understood the Toolbox Talk
		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. 17 FOOT AND ANKLE PROTECTION

Fact: Every year people sustain foot injuries from falling objects or slipping and tripping.

Large numbers of major injuries to feet and ankles are reported to the HSE every year, but sensible, robust, safety footwear will reduce this unnecessary loss of time and considerable pain which follows these injuries. Under the Personal Protective Equipment at Work Regulations 1992, your employer must provide you with protective footwear, where you are exposed to the risk of foot injury. If you are self-employed you must provide your own safety footwear.

You have a legal obligation to wear equipment provided for your safety.

The two main causes of foot injuries are:

- Treading on sharp objects, such as nails, which pierce the soles of the foot.
- Objects dropping causing crush injuries.

Other Potential Hazards

1. Stacked material falling onto feet.
2. Spatter and sparks from welding and cutting.
3. Slippery floor surfaces.
4. Poor housekeeping presents slip and trip hazards.

Q: What are the two main causes of foot injuries? And what hazards could you encounter in your workplace?

5. Poor and badly worn footwear offers little ankle support.
6. Worn soles can affect your grip.
7. Incorrect footwear for the job could promote an injury i.e. open fronted boots for welding.

Q: How can worn footwear affect you?

Foot and Ankle Protection

Totally unsuitable footwear, such as trainers, or sandals, which offer no protection are not permitted on construction sites.

Suitable safety boots, shoes and trainers:

1. High leg lace-up boots provide support and may prevent a twisted ankle.
2. In wet conditions or when working with concrete Wellington boots may be the best bet.
3. Steel toecaps are required for toe protection.
4. Made of strong material such as leather or rubber to support and prevent twisted ankles

Q: What must you ensure when issued with safety footwear?

5. Where nails and other sharp objects may be present, steel mid-sole protection will be required.
6. Ensure that the footwear fits you and is fit for the job.
7. Take care of any footwear issued to you.
8. Ensure any damaged, lost, or worn footwear is replaced immediately.
9. Badly worn soles can increase your chances of slipping.

Q: If your footwear is damaged what should you do?

Q: How can worn footwear contribute towards you having an accident?

Q: In a workplace littered with slip and trip hazards, describe the features you would like to see in a boot?

REMEMBER: Wear and protect!

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Toolbox Talk No. 44 SAFETY IN THE SUN

FACTS AND FIGURES

- UV (ultraviolet) radiation from the sun is a major cause of skin cancer. Cases have doubled in the last 80 years.
- 40,000 people are diagnosed with skin cancer and 8,000 people die from it each year
- Sunlight causes the skin to produce a dark pigment called melanin; this is a sign that the skin has been damaged
- Long-term sun exposure speeds up the skin's ageing process, making it become more dry and wrinkled
- People working outside should consider exposure to UV radiation as an occupational hazard
- A suntan is perceived as healthy, but it may not be so

WHO HAS AN INCREASED RISK OF SKIN DAMAGE?

- People with pale skin, fair hair, freckles or a large number of moles
- People with a family history of skin cancer and those with excessive exposure to sunlight, such as outdoor workers
- The risk is less for people with dark hair and brown or black skin, however, prolonged sun exposure can be bad for all skin types. Do not be complacent.

SKIN TYPES

- TYPE 1: White skin, never tans, always burns, often people with red or fair hair, blue eyes, pale skin and freckles.
- TYPE 2: White skin, burns easily, but may tan eventually. May have fair hair, blue eyes and freckles.

Types 1 and 2 must take extra care to avoid strong sunshine or cover up with tightly woven clothing and wear a hat.

- TYPE 3: White skin, tans easily and burns rarely, often with dark hair and eyes and slightly darker skin
- TYPE 4: White skin, never burns, always tans, darker hair, eyes and skin

Types 3 and 4 should still take care in strong sunshine.

- TYPE 5: Brown skin
- TYPE 6: Black skin

Types 5 and 6 are at little risk of skin cancer but it can occur. These skin types can still darken and even burn in stronger sunlight.

SUN SAFETY CODE

- Take care not to burn, this can take as little as 10 minutes
- Cover up with loose clothing. Keep your clothing on so that you do not expose unprotected areas
- Seek shade during the hottest part of the day and take your breaks in the shade
- Apply high factor sunscreen generously and frequently to any parts exposed to the sun; SPF15 or above
- If you are concerned about moles changing shape or colour and itching, weeping or bleeding, see your GP immediately

Check your skin

The first warning sign is often a small scabby spot which does not clear after a few weeks. Look for changed or newly formed moles or any skin discoloration. It is normal for moles to grow until you are about 18 years old, but as an adult you should show your doctor any moles which grow or change.

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Site Manager's Daily Safe Start

Contract:	21 MOORFIELDS	Project Manager Contracts Manager Site Manager Site Manager	Jason Wray Paul Haugh Dave Sanders Kes Kulsinskaskas	Date (w/c):	24/04/2023	Method statement (s) (Title, Rev No. & Rev date)	RCL 21M-RCL-XX-XXX-MS-X-00001 rev P07 Asa Ablov 21M-RCL-XX-XXX-MS-X-00002 rev P02 Stafford Bridge / 247 21M-RCL-XX-XXX-MS-X-00004 rev P04 A S Cutts Mastic 21M-RCL-XX-XXX-MS-X-00006 rev P01
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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	24/04/2023	Dave Sanders	<i>D Sanders</i>	Foot and Ankle protection
Tuesday	25/04/2023	Dave Sanders	<i>D Sanders</i>	Safe stacking
Wednesday	26/04/2023	Dave Sanders	<i>D Sanders</i>	Safety in the sun
Thursday	27/04/2023	Dave Sanders	<i>D Sanders</i>	Abrasive Wheels
Friday	28/04/2023	Dave Sanders	<i>D Sanders</i>	Hazardous Waste
Saturday	29/04/2023			
Sunday	30/04/2023			

Operatives Daily Sign Off

Name	Signature	M	T	W	T	F	S	S	Comments
KES. KULSINSKAS	<i>[Signature]</i>	✓	✓	✓	✓	✓	✓	✓	RCL MANAGER
SLAV. SIMONOVIC	<i>[Signature]</i>	✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER / MANAGER
VEGAS. BALIUVICIUS	<i>[Signature]</i>	✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
DEAN CONVERS	<i>[Signature]</i>	✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
JOE SMITH	<i>[Signature]</i>	✓	✓	✓	✓	✓	✓	✓	RCL HANDYMAN
B RAMCHANDE	<i>[Signature]</i>	✓	✓	✓	✓	✓	✓	✓	RCL LABOURER
ANDY CUTTS	<i>[Signature]</i>	✓	✓	✓	✓	✓	✓	✓	MASTIC
CHRIS HART	<i>[Signature]</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			