



TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Quiet Times on site.	Date: 18.03.24
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	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	D. Theodoridis	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
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TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Pollution Control	Date: 20.03.24
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	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
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PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: MBHS01

OPERATIVE NAME	HARD HAT	SAFETY GLASSES	HI-VIS VEST	GLOVES	EAR DEFENDER S/ PLUGS	DUST MASK FFP3	REASON FOR ISSUE / REISSUE				SIGNATURE	DATE
							New	Lost	Damaged	Wear and Tear		
D. Marciulaitis	✓					✓	✓					15.02.24
D. Nunes	✓			✓		✓	✓					15.02.24
G. Diaconu	✓				✓		✓					15.02.24
I. Neagu	✓					✓	✓					15.02.24
A. Feduk	✓	✓	✓	✓			✓					15.02.24
A. Makaronskas						✓				✓		20.02.24
D. Marciulaitis				✓	✓					✓		21.02.24
B. Ramchande						✓				✓		26.02.24
A. Feduk		✓		✓						✓		27.02.24
V. Gustainis		✓		✓						✓		07.03.24
V. Gustainis				✓		✓				✓		15.03.24
D. Marciulaitis		✓				✓				✓		15.03.24
A. Kulsinskas				✓						✓		18.03.24



Site Manager's Daily Safe Start									
Contract:	84 MOORGATE	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	18/03/2024	Method statement (s) (Title, Rev No. & Rev date)			
Location and description of work: Installing temporary door sets and window boards						RCL 84M-RCL-ZZ-ZZ-MS-A-00001 rev C01			
Site Manager's Daily Sign Off									
	Date	Name	Signature	Hot Topics of the Day (the main points you discussed)					
Monday	18/03/2024	D Sanders		Slips falls and trips					
Tuesday	19/03/2024	D Sanders		Electricity on site					
Wednesday	20/03/2024	D Sanders		Head Protection					
Thursday	21/03/2024	D Sanders		Pollution controls					
Friday	22/03/2024	D Sanders		Weil's Disease					
Saturday	23/03/2024	N/A		N/A					
Sunday	24/03/2024	N/A		N/A					
Operatives Daily Sign Off									
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		✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
K Kulsinskaskas		✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
K O'Malley		✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
R Canacrai		✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
J. JAHOTA		✓	✓	✓	✓	✓	✓	✓	
Mark Sinfeld		✓	✓	✓	✓	✓	✓	✓	

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



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Electricity on site	Date: 19/03/2024
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
K KULSINSKAS	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
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
R CANACRAI	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
M. WIND FIELD	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. 22 ELECTRICITY ON SITE

Electricity is a killer, make no mistake about that! Not only can it kill but it can cause fires.

The Electricity at Work Regulations is the main law covering electricity but BS 7671 for installations is also significant. Working with electricity involves two distinct areas:

1. Doing electrical work i.e. installations or repairs to an electrical system.
2. Using electrical appliances to lighten or speed up other types of work.

Understanding how electrical equipment is designed to be safe, helps us to spot when things are wrong and therefore dangerous.

1. All metal parts designed to carry current (conductors) need to be properly insulated.
2. If the insulation is vulnerable it has to be additionally protected – sheathing, conduit, trunking, armoured cable etc. may be used. If you can see defective insulation or sheathing, the system is not as safe as it should be and should be isolated and immediate steps taken to get it repaired by a competent person. For example, a flex pulling out of a plug top or a cable frayed or split showing the colours inside.
3. NOTE: Sometimes conductors are made safe by ‘placing out of reach’. This is OK until unusual circumstances (perhaps maintenance or decorating work) make them not ‘out of reach’ any more. Take special care in such cases.
4. Earthing all metal parts not intended to carry current will prevent them becoming live in a fault situation. Earth wires and connectors are just as important as the circuit wires and any damage or looseness must be repaired urgently by a competent person.
5. Earthing works in conjunction with the fuse or circuit breaker to protect the circuit in the event of excessive current. If a wrong size fuse is fitted, or a circuit breaker tampered with, the protection may not be adequate and danger could arise.
6. To protect people, either the voltage has to be reduced to a safe level by a transformer, or if using 240v the fault current should be limited by a Residual Current Device (RCD). When using 110v transformers the maximum voltage to earth is only 55v. An RCD limits the fault current to only 30mA and trips in less than half a second.

NOTE: These devices do not prevent electric shock, only that the shock is unlikely to be fatal. In damp or sweaty conditions the shock could still be severe so do not be lulled into a false sense of security.

If in doubt, have the circuit/equipment checked by an electrician before starting work. Things you can do on site:

1. Ensure that cables are not lying on ground unprotected from physical conditions and wet conditions.
2. Ensure cables are not hung from nails etc which may cause insulation damage.
3. Ensure cables do not cause a hazard at openings, passages, ladders, stairs, etc.
4. Do not carry out any alterations or makeshift repairs.
5. Disconnect equipment when not in use.
6. Lighting is a heat source – locate lights and switch off to reduce possibility of burns or fire.
7. Observe notices warning of live conductors.
8. Explain permit to work system where applicable.
9. Underground services, particularly electricity and gas, can be dangerous. Damage to electrical cables can cause a flash, leading to severe burns and even death. Gas leaks can cause fire or explosion.
10. Underground services may be found in roads, footpaths and on sites. Always assume that they are present. Treat all services as LIVE, despite their apparent physical condition.
11. Accidents have happened because people have mistaken one service taken for another, for example black plastic-covered electricity cables look like black plastic water pipes and cast iron gas and water mains look alike. Check before you act.

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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Pollution controls	Date: 21/03/2024
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
V. BALIULEVICIUS	RCL	
R. COMACRAI S SIMONOVIC	R.C.L RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
I ANDRONIC	ANDRONIC RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
K KULSINSKAS	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
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
R CANACRAI	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
M. WINDFIELD	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. 73 POLLUTION CONTROL**SOURCES OF POLLUTION**

- Pollution can affect the air, land or water courses such as streams
- Smoke, fumes, dust, exhaust emissions and vapours all pollute the air
- Uncontrolled use of chemicals, oils, fuels and other harmful substances can contaminate the land
- In some cases, land pollutants can enter waterways directly or via the surface drains and pollute domestic water supplies many miles away
- Excessive noise levels are also regarded as a form of pollution
- Work with asbestos, lead and radiation are other sources of pollution for which strict control measures must be in place

CONTROL OF POLLUTION

- Always use harmful substances with care and dispose of used and empty containers in the proper manner
- Store bulk quantities of substances such as diesel, oils, greases, etc. on a hard standing to avoid seepage of leaks and spills into the ground. You may also need to consider bunded storage, depending on the size of the containers
- If practical, create a bund wall around the hard standing to prevent spillages reaching the surrounding land
- Try to avoid running plant powered by internal combustion engines inside buildings or in enclosed spaces – allow exhaust emissions to disperse
- Do not leave engines of plant running when they are not being used
- Electrically powered plant and equipment is more environmentally friendly
- Engine driven plant and equipment should be regularly serviced to stop or reduce leakage of oils and other fluids
- Place drip trays under engine-powered plant where necessary to avoid contamination of the land and, possibly water courses
- Reduce noise levels arising out of your work activities where possible
- If you are aware of any leak or spillage of any substance which you believe could result in pollution, inform your supervisor immediately

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