

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Quiet Times on site.	Date: 25.03.24
Location: Millennium Bridge House	Start Time: 07:30
Duration (Minutes) 30min	End Time: 08:00
Presenters name: A. Kulsinskas	Presenters Signature:
	77000

_	Candidate's Name	Name of Employer	Candidate's Signature
1	D.Nunes	RCL	I confirm that I have undestood the Tool Box Talk
2	A.Makarauskas	RCL	I confirm that Lhave understood the Tool Box Talk
3	V.Gustainis	RCL	I onfiger that I have understood the Tool Box Talk
4	K. O'Malley	RCL	I confirm that I have understood the Tool Box Talk
5	D.Marciulaitis	RCL	I and the stood the Tool Box Talk
6	B.Ramchande	RCL	I confirm that I have understood the Tool Box Talk
7	G.Diaconu	RCL	Confirm that I have understood the Tool Box Talk
8	D. Theodoridis	RCL	I confirm that I have understood the Tool Box Talk
9	A.Lidzius	RCL	I confirm that I have understood the Tool Box Talk
10			I confirm that I have understood the Tool Box Talk
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12			I confirm that I have understood the Tool Box Talk
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			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

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No. Attended		Total Time	Employer Reference
8	30min	4h	2453745
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	IT-FM-007 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 housekeeping and waste disposal	Date: 26.03.24
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 inderstood the Tool Box Talk
2	A.Makarauskas	RCL	I confirm that I have understood the Tool Box Talk
3	V.Gustainis	RCL	confirm that I have understood the Tool Box Talk
4	K. O'Malley	RCL Z	I confirm that I have understood the Tool Box Talk
5	A.Lidzius	RCL	I confirm that I have underst6od the Tool Box Talk
6	B.Ramchande	RCL	Longirm that I have understood the Tool Box Talk
7	G.Diaconu	RCL	confirm that I have understood the Tool Box Talk
8	D. Theodoridis	RCL	I confirm that I have understood the Tool Box Talk
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8	30min	4h	2453745	Í
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		S	Site Manager's Daily Safe Start	er's Dail	y Saf	e Sta	ヹ		
Contract:	84 MOORGATE	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	7	25/03/2024	24	Method statement (s) (Title, Rev No. & Rev date)	RCL 84M-RCL-ZZ-ZZ-MS-A-00001 rev C01
Location and descri	ption of work: Install	Location and description of work: Installing temporary door sets and window boards	and window boards						
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				The control tendency (which the control tendency (which tendency t				Hot Topics of the Day	f the Day
		Date		Name		Signature	re	(the main points you discussed)	you discussed)
Monday		25/03/2024		D Sanders	SC	Ser	(Benefits of safety on site	fety on site
Tuesday		26/03/2024		D Sanders	10		Λ	Welfare arrangements	ngements
Wednesday		27/03/2024		D Sanders	1	5	1	Head protection	tection
Thursday		28/03/2024		S Simonovic (Cheren	1	Security on site	on site
Friday		29/03/2024	ac)	Bank Holiday	J		D	N/A	
Saturday		30/03/2024		N/A		la la		N/A	
Sunday		31/03/2024		N/A				N/A	
			Oper	Operatives Daily Sign Off	n Off				
Name	le le	Signature	M	M L	-	ц	S	Comments	ents
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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	>		
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)		>	

NOTE 4F YOU HAVE MORE THAN 10 OPERATIVES ON SITE, PLEASE USE THE CONTINUATION SHEEGS6

Remember, as the supervisor YOU are responsible for the safety of YOUR team



RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Wefare arrangements	Date: 26/03/2024
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 Caparin that have understood the Toolbox Talk
I ANDRONIC	RAPHAEL CONTRACTING LTD	Confirm that I have understood the Toolbox Talk
I SAHOTA	RAPHAEL CONTRACTING LTD	1 Confirm that Thave understood the Toolbox Talk
V BALIULEVICIUS	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
A STATTS	RAPHAEL CONTRACTING LTD	1 Confirm that I have understood the Toolbox Talk
J SMITH	RAPHAEL CONTRACTING LTD	1 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	1 Constant that flavounders sood the Toolbox Talk
I SAHOTA	RAPHAEL CONTRACTING LTD	1 Continue and the Continue and the Toolbox Talk
M. WINDFIELD	RAPHAEL CONTRACTING LTD	1 Confirm the May Inderstood the Toolbox Talk

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No. Attended 10 Duration 30 mins Total Time 5 hours Employer Reference 2453745





Toolbox Talk No. 6 WELFARE ARRANGEMENTS

GENERAL WELFARE

- The CDM 2015 Regulations outline the welfare requirements on site
- Sufficient toilets, wash basins, drying spaces and rest areas must be provided to cope with the number of operatives on site
- Toilets and wash basins must be properly maintained and kept clean hot and cold water must be provided, preferably running water
- If you change out of 'street' clothes into working clothes, a changing area should be provided with storage facilities for your 'street' clothes
- Rest areas should include one or more rest rooms which must be arranged so that non-smokers are
 protected from the effects of cigarette smoke. They may also need to be heated, depending up on
 the time of year.

OPERATIVES' RESPONSIBILITIES

- Site staff should expect to use welfare facilities without finding them dirty, vandalised or covered in graffiti leave them as you wish to find them
- Use the appropriate rest area depending upon whether you are a smoker or not
- Tell your supervisor if you are aware that welfare facilities are being deliberately damaged or otherwise misused

FOOD SAFETY

- Larger sites may provide hot or cold food facilities as part of welfare arrangements
- All food must be stored, handled and prepared in hygienic conditions
- Anyone preparing food for others must observe good standards of personal hygiene, not smoke in food preparation areas and report certain illnesses
- Where a cooker or microwave oven is provided for you to prepare your own food, ensure the food is thoroughly cooked undercooked food can lead to food poisoning
- Dispose of food waste safely, do not encourage rats or other vermin



RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Security on site	Date: 28/03/2024
Location: 84 MOORGATE	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: S Simonovic	Presenters Signature:

Candidate's Name	Name of Candidate's Employer	Candidate's Signature
- I SAHOTA	RAPHAEL CONTRACTING LTD	-1-Confirm that I have understood the Toolbox Talk
I ANDRONIC	RAPHAEL CONTRACTING LTD	I ConfilmAlan I trave understood the Toolbox Talk
1 SAHOTA	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
V BALIULEVICIUS	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
A STATTS	RAPHAEL CONTRACTING LTD	Contirm 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	1 Continue that I have up of restood the Toolbox Talk
K. KULSINS KAS	RAPHAEL CONTRACTING LTD	I Confirm that 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. 48 SECURITY ON SITE

WHAT THE LAW SAYS

- Under the law, trespassers have a right to expect not to be put at risk if they enter a construction site, particularly children who are less aware of danger
- On larger sites, the CDM Regulations place a specific duty on the main contractor to ensure that unauthorised persons do not gain access to the site

SOME RISKS TO THE UNWARY

- Children often find that construction sites are exciting places to play ensure they cannot gain access after normal working hours
- Power tools, plant and equipment may be too tempting if not disabled and locked away; they could be stolen or cause injury to the inexperienced
- Hazardous substances which you may be familiar with and use daily may cause serious injury to unauthorised persons; lock them away when not in use

REMOVE TEMPTATION

- Ensure that an effective system of access control is operated
- Remove ladders from scaffolds or securely board up the lower rungs to prevent access at the end
 of each working day
- Check that the perimeter hoarding or fencing is intact and is to a standard which does not encourage unauthorised entry
- Remove keys from plant and equipment when not in use
- Remove from view and secure any tools, equipment and materials which might tempt thieves on to the site after normal working hours

DEALING WITH TRESPASSERS

- Ask suspected trespassers who they wish to see and, if necessary, escort them to site security. If they are genuine visitors, they will not mind being challenged
- Ensure that trespassing children are escorted off the site immediately
- Do not put yourself in a position where you could be accused of assault