



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:

	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	K. O'Malley	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	A.Lidzius	RCL	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: 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. 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	K. O'Malley	RCL	 I confirm that I have understood the Tool Box Talk
5	A.Lidzius	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		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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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)		✓	

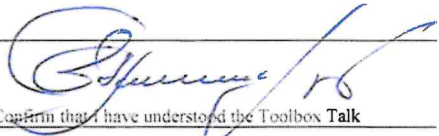
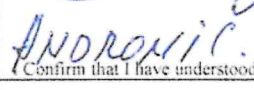
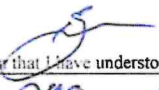
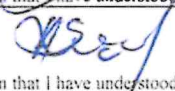

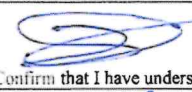
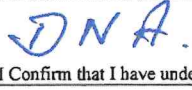
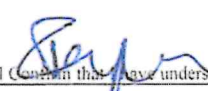



Remember, as the supervisor YOU are responsible for the safety of YOUR team



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Welfare 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 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
V BALIULEVICIUS	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
	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. 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

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RAPHAEL CONTRACTING LTD

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	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
V BALIULEVICIUS	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
K.KULSINSKAS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk

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Total Time
5 hours

Employer Reference
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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

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