



# RAPT

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

Title: SAFETY IN THE SUN	Date: 22/05/2023
Location: 21 MOORFIELDS	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
I SAHOTA	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
B RAMCHANDE	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
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**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. 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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# RAPT

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

Title: WEIL'S DISEASE	Date: 24/05/2023
Location: 21 MOORFIELDS	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
V. BALIUVICIUS	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
J SMITH	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
B RAMCHANDE	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
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**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!**

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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 Kulsinkas	Date (w/c): 22/05/2023	Method statement (s) (Title, Rev No. & Rev date)	RCL 21M-RCL-XX-XXX-MS-X-00001 rev P07 Asa Abloy 21M-RCL-XX-XXX-MS-X-00002 rev P02 Stafford Bridge / 247 21M-RCL-XX-XXX-MS-X-00004 rev P04 A S Cuts Mastle 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	22/05/2023	Dave Sanders	<i>D Sanders</i>	Safety in the sun
Tuesday	23/05/2023	Dave Sanders	<i>D Sanders</i>	Hand Arm Vibration (HAV)
Wednesday	24/05/2023	Dave Sanders	<i>D Sanders</i>	Weil's Disease
Thursday	25/05/2023	Dave Sanders	<i>D Sanders</i>	Slips, Trips and Falls
Friday	26/05/2023	Dave Sanders	<i>D Sanders</i>	Working in a hot environment
Saturday	27/05/2023	N/A		
Sunday	28/05/2023	N/A		

### Operatives Daily Sign Off

Name	Signature	M	T	W	T	F	S	S	Comments
SLAV. SIMONOVIC	<i>Slav Simonovic</i>	✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER / MANAGER
VEGAS. BALIUVICIUS	<i>Vegas Baliuvicius</i>	✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
ISHPAL SAHOTA	<i>Ishpal Sahota</i>	✓	✓	✓	✓	✓	✓	✓	RCL CARPENTER
JOE SMITH	<i>Joe Smith</i>	✓	✓	✓	✓	✓	✓	✓	RCL HANDYMAN
B RAMCHANDE	<i>B Ramchande</i>	✓	✓	✓	✓	✓	✓	✓	RCL LABOURER

NOTE IF YOU HAVE MORE THAN 10 OPERATIVES ON SITE, PLEASE USE THE CONTINUATION SHEET556



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
<b>1. Method statements, risk assessments and permits</b>			
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?	✓		
<b>2. Place of work</b>			
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?	✓		
<b>3. Task specific</b>			
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?	✓		
<b>4. Variations</b>			
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)		✓	
<b>Remember, as the supervisor YOU are responsible for the safety of YOUR team</b>			



### TRAINING AND DEVELOPMENT PLAN

## SHORT TRAINING SESSION ATTENDANCE SHEET

Title: MANUAL HANDLING.	Date: 26/05/2023
Location: Hilton - Woking	Start Time: 09:00
Duration (Minutes) 30min	End Time: 09:30
Presenters name: A. Kulsinkas	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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