



TRAINING AND DEVELOPMENT PLAN

Title: A frame trolley correct use. Material handling, storage.	Date: 25.06.24
Location: Millennium Bridge House	Start Time: 7:30
Duration (Minutes) 30min	End Time: 8:30
Presenters name: A. Kulsinkas	Presenters Signature:

SHORT TRAINING SESSION ATTENDANCE SHEET

	Candidate's Name	Name of Employer	Candidate's Signature
1	B. Ramchande	RCL	 I confirm that I have understood the Tool Box Talk
2	I.Sahota	RCL	 I confirm that I have understood the Tool Box Talk
3	J.Smith	RCL	 I confirm that I have understood the Tool Box Talk
4	A.Lidzius	RCL	 I confirm that I have understood the Tool Box Talk
5	K.O'Malley	RCL	 I confirm that I have understood the Tool Box Talk
6	A.Gustainis	RCL	 I confirm that I have understood the Tool Box Talk
7	D.Nunes	RCL	 I confirm that I have understood the Tool Box Talk
8	I.Neagu	RCL	 I confirm that I have understood the Tool Box Talk
9	D.Marciulaitis	RCL	 I confirm that I have understood the Tool Box Talk
10	A.Makarauskas	RCL	 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 9	Duration 30min	Total Time 4.5h.	Employer Reference 2453745. Szechuan.
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DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-007 DAS	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

Title: Site Quiet times and week's highlights	Date: 24.06.24
Location: Millennium Bridge House	Start Time: 7:30
Duration (Minutes) 30min	End Time: 8:30
Presenters name: A. Kulsinkas	Presenters Signature:

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	Candidate's Name	Name of Employer	Candidate's Signature
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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		
J. Smith		✓		✓		✓				✓	J. Smith	03.06.24
V. Gustainis				✓						✓	V. Gustainis	03.06.24
I. Neagy				✓						✓	I. Neagy	05.06.24
A. Makarauskas		✓				✓					A. Makarauskas	06.06.24
K. O'Malley				✓						✓	K. O'Malley	10.06.24
V. Gustainis		✓								✓	V. Gustainis	10.06.24
K. O'Malley		✓				✓				✓	K. O'Malley	12.06.24
J. Smith			✓							✓	J. Smith	14.06.24
V. Gustainis				✓		✓				✓	V. Gustainis	19.06.24
I. Sahota				✓						✓	I. Sahota	24.06.24
A. Makarauskas		✓		✓						✓	A. Makarauskas	26.06.24
D. Nunes				✓						✓	D. Nunes	01.07.24
D. Marculaitis				✓						✓	D. Marculaitis	01.07.24



Site Manager's Daily Safe Start									
Contract:	NG 200	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	24/06/2024	Method statement (s) (Title, Rev No. & Rev date)	RCL NG200-RCL-ZZ-MS-X-00001 REV P02		
Location and description of work: Installing temporary door sets and window boards									
Site Manager's Daily Sign Off									
		Date	Name	Signature	Hot Topics of the Day (the main points you discussed)				
Monday		24/06/2024	D Sanders		First aid and accident reporting				
Tuesday		25/06/2024	D Sanders		Hearing protection and noise				
Wednesday		26/06/2024	D Sanders		Manual handling				
Thursday		27/06/2024	D Sanders		Skin protection				
Friday		28/06/2024	D Sanders		Slips, falls and trips				
Saturday		29/06/2024	N/A		N/A				
Sunday		30/06/2024	N/A		N/A				
Operatives Daily Sign Off									
Name	Signature	M	T	W	T	F	S	S	Comments
K KULSINKAS		✓	✓	✓	✓	✓			RCL MANGER/CARPENTER
J BASQUILLE		✓	✓	✓	✓	✓			RCL CARPENTER
K WARNER		✓	✓	✓	✓	✓			RCL APPRENTICE CARPENTER
D CONVERS		✓	✓	✓	✓	✓			RCL CARPENTER
Bob Remsing		✓	✓	✓	✓	✓			RCL CARPENTER

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

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

Yes

No

N/A



PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: The National Gallery

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		
K. KULSINSKAS		✓		✓						✓		08-04-24
V. DALIULEVICIUS		✓		✓		✓				✓		08-04-24
K. KULSINSKAS				✓				✓				24-04-24
J. BASQUILLE		✓				✓						10/06/24
K. WARNER				✓		✓						10/06/24
KES KULSINSKAS				✓								18/06/24
K. KULSINSKAS			✓									24/06/24
Bobbe Domsch		✓	✓	✓		✓	✓					25/06/24



METHOD STATEMENT INDUCTION

ATTENDANCE SHEET TO BE COMPLETED FOR ALL METHOD STATEMENT TALKS
(METHOD STATEMENTS ISSUED TO ALL PRESENT)

CONTRACT:	NG200	MS REF:	001 P02
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	NAME (PRINT)	DATE ATTENDED	SIGNATURE	COMMENTS
1	KESTUTIS KULSINSKAS	08-04-24		I confirm that I have read and understood the Risk Assessment and Method Statement
2	VIRGINIJUS BAHULEVICIUS	08-04-24		I confirm that I have read and understood the Risk Assessment and Method Statement
3	SLAV. SIMONOV	22-04-24		I confirm that I have read and understood the Risk Assessment and Method Statement
4	DAVE SANDERS	29-04-24		I confirm that I have read and understood the Risk Assessment and Method Statement
5	Kacee Warner	03/05/24		I confirm that I have read and understood the Risk Assessment and Method Statement
6	Dean Congers	12/6/24		I confirm that I have read and understood the Risk Assessment and Method Statement
7	Don Brummer	14/6/24		I confirm that I have read and understood the Risk Assessment and Method Statement
8	BOB RAMSING	24/6/24		I confirm that I have read and understood the Risk Assessment and Method Statement
9				I confirm that I have read and understood the Risk Assessment and Method Statement
10				I confirm that I have read and understood the Risk Assessment and Method Statement

Signed:

Position:

Site Manager

Print Name:

K.Kulsinskas

Date: 08-04-24

WHEN COMPLETED RETURN THIS FORM TO THE RCL SAFETY OFFICER

Note on this side any points that have arisen which you may think should be brought to the attention of RCL and complete the attendance list above (add an extra sheet if necessary)



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Hearing protection and noise	Date: 25/06/2024
Location: NG200	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
K KULSINSKAS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
J BASQUILLE	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
K WARNER	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
D CONYERS	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 6	Duration 30 mins	Total Time 3 hours	Employer Reference 2453745
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Toolbox Talk No. 15 HEARING PROTECTION AND NOISE

Fact: When you're deaf, you stay deaf!

Excessive noise from plant and tools on site can cause, over a period of time, progressive and irreversible loss of hearing – before this permanent loss, rushing or ringing noises in the ear can be a constant source of annoyance. This is called “TINNITUS”.

Hazards

1. Some of the following things used on site can be harmful to your hearing: compressors, breakers, circular saws, concrete mixers, power tools, paslode guns and mobile plant.
2. You may not be using the noisy equipment. However, someone nearby may be. It could affect your hearing.
3. Look out for noise hazard signs and obey them and observe hearing protection zones.

Q: Name some noise hazards to be found on site.

Controlling Noise

1. Do it a less noisy way, if possible.
2. If shouting is necessary in order to be heard, wear ear protectors.
3. Keep compressor covers closed when in use, ensure breaker mufflers are correctly fitted and that airlines do not leak – this can cause unnecessary noise.

Q: When should ear protection be worn?

4. Don't keep machinery running unnecessarily.
5. Don't expose workmates to your noise.
6. Move noise source away or move away from noise.
7. If possible, shield noisy processes, work behind a wall or some other sound absorbing material.

Q: Name two precautions you can take with machinery to reduce noise.

Ear Protection

1. Cotton wool plugs are not effective!
2. Ensure earplugs are a good fit and correctly inserted.
3. Regularly clean re-usable earplugs.
4. Only use disposable earplugs once.
5. Clean your hands before touching all types of earplugs.

Q: What should not be used instead of earplugs?

6. The seal on the earmuff cup should fit all the way round your head.
7. Ensure that earmuffs are worn the correct way round.
8. Ensure earmuff seals are always in serviceable condition.
9. Don't alter pressure of earmuffs by bending headband.
10. If you have difficulty in wearing earmuffs, report it.

Q: What must you ensure when wearing earmuffs?

Questions for you:

Q: How can you reduce noise levels from a machine?

Q: What must you remember when handling earplugs?


REMEMBER: Once you lose it, it's gone forever!

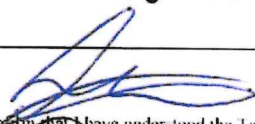
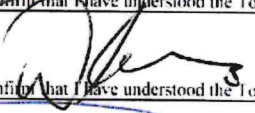

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DOCUMENT OWNER:	M/OB			LAST REVISION DATE:	Oct-2021	



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Skin Protection	Date: 27/06/2024
Location: NG200	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
K KULSINSKAS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
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No. Attended 6	Duration 30 mins	Total Time 6 hours	Employer Reference 2453745
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Toolbox Talk No. 19 SKIN PROTECTION

Dermatitis (skin inflammation / irritation) accounts for over half all working days lost through industrial sickness. Some people are more likely to get it than others are but it is not catching. It most commonly affects the hands, forearms and legs.

Hazards to the Skin

1. Mineral oils i.e. fuel and mould oils, can give you bad skin conditions i.e. Oil Acne or even Cancer.
2. Constant skin contact with oily rags in overall pockets.
3. Chemicals, including alkalis, acids, and chromates can penetrate skin, causing ulcers and dermatitis.
4. Cement can cause chronic dermatitis. Wet cement is alkaline and can burn your skin!

Q: What hazards are there from contact with mineral oil?

5. Solvents and de-greasers, including paraffin and thinners, dissolve natural oils in skin, leaving it open to infection.
6. Tar, pitch, and bitumen products cause blisters and oil acne. They can cause tar warts, leading to cancer.
7. Epoxy-resin hardeners, glass fibre, some hard woods, and fungicides irritate and can lead to dermatitis.
8. Extremes of sunshine, temperature, and humidity make the skin more susceptible to dermatitis and other skin problems.
9. Some substances take weeks, months or even years to cause dermatitis. This is because the skin becomes allergic to them. Examples are chrome and nickel compounds, some resins, glues and hardeners, some woods and paints and some chemicals.

Q: What effect do solvents have on your skin?

Precautions to Protect Your Skin

1. Avoid skin contact with hazardous substances.
2. Wear the correct personal protective equipment e.g. gloves.
3. Keep your skin clean and use barrier cream.
4. Keep your workplace clean.
5. Get first aid for cuts and grazes, keep them covered.
6. Keep your top on! Protect yourself from the sun.
7. be extra vigilant with irritant or allergic substances if you suffer from eczema or allergic rashes.

Q: What can you wear to protect your skin?

7. Don't use abrasives or solvents to clean your skin.
8. Don't let synthetic resins or glue harden on your skin.
9. Examine your skin for the appearance of warts or changes to moles.
10. Never wear oil-contaminated clothes next to your skin, change them as soon as you can!
11. If in doubt, seek medical attention.

Q: If you notice rashes or warts what should you do?

Questions for you:

Q: What should not be used to clean your skin?

Q: How can exposure to the sun affect you?

REMEMBER: If you notice any changes to your skin, see your doctor!

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