



TRAINING AND DEVELOPMENT PLAN

Title: Materials handling and housekeeping	Date: 31.07.24
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	K.O'Malley	RCL	 I confirm that I have understood the Tool Box Talk
5	I.Neagu	RCL	 I confirm that I have understood the Tool Box Talk
6	K.V.Patel	RCL	 I confirm that I have understood the Tool Box Talk
7	L.K.Pate	RCL	 I confirm that I have understood the Tool Box Talk
8	B.V.Khetan	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
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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.
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TRAINING AND DEVELOPMENT PLAN

Title: Start of the week highlights and Quiet work times	Date: 29.07.24
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








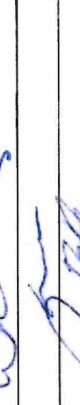
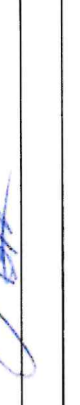


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7	V.V.Khetani	RCL	 I confirm that I have understood the Tool Box Talk
8	B.V.Khetan	RCL	 I confirm that I have understood the Tool Box Talk
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No. Attended 10	Duration 30min	Total Time 5h	Employer Reference 2453745.
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Site Manager's Daily Safe Start									
Contract:	NG 200	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	29/07/2024	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		29/07/2024	D Sanders		Ethical trading				
Tuesday		30/07/2024	D Sanders		Method statements and Risk assessments				
Wednesday		31/07/2024	D Sanders		Powers of the health and safety executive (HSE)				
Thursday		01/08/2024	D Sanders		Skin protection				
Friday		02/08/2024	D Sanders		Electricity on site				
Saturday		03/08/2024	N/A		N/A				
Sunday		04/08/2024	N/A		N/A				
Operatives Daily Sign Off									
Name	Signature	M	T	W	T	F	S	S	Comments
K KULSINSKAS		✓	✓	✓	✓	✓			RCL MANGER/CARPENTER
S SIMONOVIC		✓	✓	✓	✓	✓			RCL CARPENTER
K WARNER		✓	✓	✓	✓	✓			RCL APPRENTICE CARPENTER
D CONYERS		✓	✓	✓	✓	✓			RCL CARPENTER
V BALIUIEVICIUS		✓	✓	✓	✓	✓			RCL CARPENTER
B RAMSING		✓	✓	✓	✓	✓			RCL CARPENTER

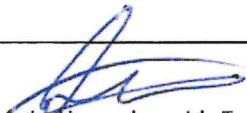

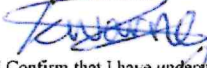

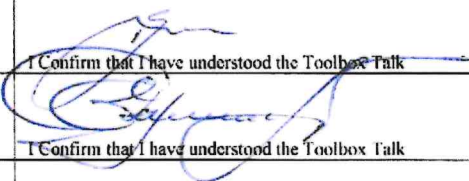
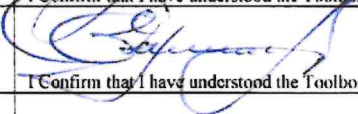
Before starting work, STOP, THINK and CHECK If the answer to any question below is NO, do not start work until the issues are resolved		Yes	No	N/A
1. Method statements, risk assessments and permits				
Have you read and understood the method statement and risk assessment for the task?		✓		
Is everyone 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: Skin Protection	Date: 01/08/2024
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
B RAMSING	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
V BALIUIEVICIUS	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
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No. Attended 6	Duration 30 mins	Total Time 3 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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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Method statements and risk assessments	Date: 29/07/2024
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
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Toolbox Talk No. 4 METHOD STATEMENTS AND RISK ASSESSMENTS

METHOD STATEMENTS

- Method statements are a written list of operations, to be carried out in a specified sequence, in order to complete a work activity in a safe manner
- Everyone involved in a job for which a method statement has been written should read it and sign as having done so
- Well-written method statements address all the hazards present and plan the work so that the risk of accident is eliminated or reduced to an acceptable level
- Most method statements also include the risk assessments for the same job so that operatives can read what hazards have been considered and how the risk of accidents have been overcome

RISK ASSESSMENTS

- All employers have a legal duty to prepare risk assessments for work activities that could foreseeably result in injury to persons or damage to equipment
- Risk assessments outline the ways in which the job could result in injury or damage and the measures put in place to ensure that the chance of anything going wrong is eliminated or reduced to an acceptable level
- Employers with five or more employees must have written risk assessments
- If there are less than five employees, the risk assessments must still be carried out although there is no legal duty to write them down
- Employers also have a legal duty to communicate the findings of the risk assessment to operatives who may be affected by it
- Therefore, depending upon the size of your company, you should either be told, or be asked to read, what the risks and control measures are for each job that you carry out
- There is no specified way for laying out a risk assessment so you must familiarise yourself with the way your employers lay out theirs
- In many cases, the risk assessments are part of the method statement

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