



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		
D. Nunes		✓		✓	✓					✓		2.4.24
A. Makaranskas				✓		✓				✓		2.4.24
V. Gustavins				✓		✓				✓		2.4.24
D. Marcialaitis		✓								✓		10.4.24
J. Smith		✓								✓		15.04.24



TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Site Quiet Times	Date: 08.04.24
Location: Millennium Bridge House	Start Time: 7:30
Duration (Minutes) 30min	End Time: 8:00
Presenters name: A. Kulsinskas	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	B. Ramchande	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	K. O'Malley	RCL	 I confirm that I have understood the Tool Box Talk
4	V. Gustainis	RCL	 I confirm that I have understood the Tool Box Talk
5	D. Nunes	RCL	 I confirm that I have understood the Tool Box Talk
6	I. Neagu	RCL	 I confirm that I have understood the Tool Box Talk
7	A. Lidzius	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	D. Marciulaitis	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 9	Duration 30min	Total Time 4.5h	Employer Reference 2453745
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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 SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Manual Handling	Date: 09.04.24
Location: Millennium Bridge House	Start Time: 7:30
Duration (Minutes) 30min	End Time: 8:00
Presenters name: A. Kulsinskas	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	B. Ramchande	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	K. O'Malley	RCL	 I confirm that I have understood the Tool Box Talk
4	V. Gustainis	RCL	 I confirm that I have understood the Tool Box Talk
5	D. Nunes	RCL	 I confirm that I have understood the Tool Box Talk
6	I. Neagu	RCL	 I confirm that I have understood the Tool Box Talk
7	A. Lidzius	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	D. Marciulaitis	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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Grant Claim information

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Site Manager's Daily Safe Start

Contract:	84 MOORGATE	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	08/04/2024	Method statement (s) (Title, Rev No. & Rev date)	RCL 84M-RCL-ZZ-ZZ-MS-A-00001 rev C01
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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	08/04/2024	D Sanders		Slips, trips and falls
Tuesday	09/04/2024	D Sanders		Personal protective Equipment
Wednesday	10/04/2024	D Sanders		Electricity on site
Thursday	11/04/2024	D Sanders		Portable electrical tools
Friday	12/04/2024	D Sanders		Manual handling
Saturday	13/04/2024	N/A		N/A
Sunday	14/04/2024	N/A		N/A

Operatives Daily Sign Off

Name	Signature	M	T	T	W	T	F	S	S	Comments
S Simonovic		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	RCL MANGER/CARPENTER
J Smith		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	RCL CARPENTER
I Sohota		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	RCL CARPENTER
J Anderson								<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	RCL CARPENTER
								<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	RCL CARPENTER


NOTE IF YOU HAVE MORE THAN 10 OPERATIVES ON SITE, PLEASE USE THE CONTINUATION SHEET656

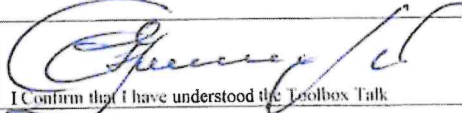

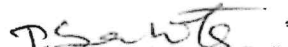

Before starting work, STOP, THINK and CHECK If the answer to any question below is NO, do not start work until the issues are resolved	Yes	No	N/A
1. Method statements, risk assessments and permits			
Have you read and understood the method statement and risk assessment for the task?	✓		
Is everyone on 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: Personal protective equipment	Date: 09/04/2024
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
J SMITH	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

Tool Box Talk No. 14 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Many accidents occur because people on site do not pay sufficient attention to their own health and safety. You can do a great deal to protect yourself simply by knowing what is available, wearing the correct clothing and using the protective equipment appropriate to your job.

Remember:

- Gone are the days when people who asked to be issued with protective clothing were thought to be wimps.
- Exposing your body to hazards at work without personal protective equipment is foolish.
- Personal Protective Equipment (PPE) should always be regarded as the last resort – it's the safe system of work that provides the primary defence.
- PPE is often the last line of defence between you and an accident.
- Use it carefully – it may save you from serious injury or even save your life.
- PPE is anything you wear at work to help guard against an accident.
- PPE won't prevent an accident in itself but it does provide an additional safety net.
- It may seem a waste of time to put on protective clothing to carry out a 10 minute job but remember it's not the length of time spent doing the job which creates the risk – it's the job itself.
- The law requires us to provide protective clothing and equipment where necessary and for you to wear it as required.
- If you are not sure how to use any item of PPE – ask your supervisor.
- If you feel any item of PPE is unsuitable or does not allow ease of working during use – tell your supervisor.
- Look after any personal protective equipment issued to you.
- If your PPE is damaged in any way it's your responsibility to tell your supervisor who will have it replaced.

Whilst employed or sub-contracting to Raphael Contracting wearing of the following PPE is mandatory:


- ✓ Hard Hat
- ✓ Hi-Viz
- ✓ Safety Boots
- ✓ Gloves
- ✓ Ear defenders - whilst using power tools or working adjacent to power tools when others are using them
- ✓ Safety glasses and masks must be worn when conditions warrant such protection or when the site rules specify they are mandatory

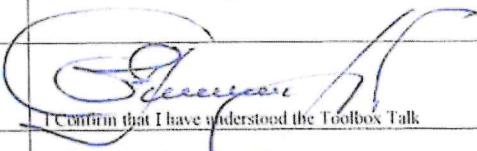
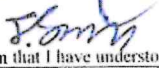
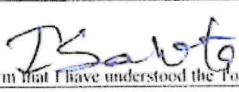

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	10	CREATION DATE:	11/08/2010	Page 21 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	Oct-2021	



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Portable electrical tools	Date: 11/04/2024
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
J SMITH	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
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No. Attended
10

Duration
30 mins

Total Time
5 hours

Employer Reference
2453745



Toolbox Talk No. 35 PORTABLE ELECTRICAL TOOLS

ONLY 110V electric tools or battery operated tools are to be used on site unless agreed by site management.

- Always use tools via an RCD (Residual Current Device) or with a 110-volt transformer, centre-tapped to earth.

EQUIPMENT USER CHECKLIST (includes extension leads, associated plugs and sockets)

1. Check for damage (i.e. apart from light scuffing) to cable sheath.
2. Check plug for damage (i.e. casing cracked, pins bent)
3. Ensure that there are no inadequate joints in cable (i.e. taped joints).
4. Ensure outer sheath of cable is effectively secured where it enters plug or equipment.
5. Check that the equipment has not been subjected to conditions for which it is not suitable (i.e. wet or excessively contaminated).
6. Check for damage to external casing of equipment, loose parts or screws.
7. Check for evidence of overheating (burn marks or discolouration).
8. Check that it has been tested and inspected within the last three months.
9. Ensure cable is long enough to reach work area.

IF ANY FAULT IS DISCOVERED DO NOT USE THE EQUIPMENT– ADVISE YOUR SUPERVISOR WHO WILL ARRANGE FOR QUARANTINE AND REPAIR.

Q: What are two things you should check before using a portable electric tool?

Use of Portable Electric Tools

1. Only use the equipment for its designed purpose.
2. Ensure switches are working correctly, before connecting to the power supply.
3. Wear eye protection if there is any risk to your eyes.
4. Disconnect tools from the power supply when not in use.
5. A competent electrician should regularly inspect electric power tools.

Q: If drilling, when should you wear eye protection?

Q: How often should electrical power tools be inspected?

Hazards

1. Keep power cables off the floor. They may be damaged or trip somebody up.
2. Electrical tools often present a noise hazard, wear ear protection.
3. Water conducts electricity, keep equipment clean and dry.
4. Never connect a portable electric tool to a lighting socket.
5. Don't use blunt, worn, or damaged bits and accessories.
6. Wear eye protection, to protect from swarf and dust.

Q: What are three potential hazards when using portable electric tools?

Questions for you:

Q: What voltage tools should be used on site?


Q: Who should inspect and maintain portable electric tools?


REMEMBER: Look after your tools and they will look after you!

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	10	CREATION DATE: LAST REVISION DATE:	11/08/2010 Oct-2021	Page 52 of 141
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TRAINING AND DEVELOPMENT PLAN

SHORT TRAINING SESSION ATTENDANCE SHEET

Title:	Safe Start on site		
Location:	NG200		
Duration (Minutes)	30min	End Time:	8:00
Presenters name:	K.Kuilsinskas		
Presenters Signature:			

Candidate's Name		Name of Employer	Candidate's Signature
1	V. Balilevicius	RCL	
	K. Kuilsinskas	RCL	
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
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Grant Claim information

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No. Attended	Duration	Total Time	Employer Reference 2453745
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