



# RAPHAEL CONTRACTING LTD

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

Title: Electric on site	Date: 13/08/2024
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	D.N.A I Confirm that I have understood the Toolbox Talk
D CONYERS	RAPHAEL CONTRACTING LTD	D.N.A I Confirm that I have understood the Toolbox Talk
S SIMONOVIC	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
J BASQUILLY	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. 22 ELECTRICITY ON SITE**

**Electricity is a killer, make no mistake about that! Not only can it kill but it can cause fires.**

The Electricity at Work Regulations is the main law covering electricity but BS 7671 for installations is also significant. Working with electricity involves two distinct areas:

1. Doing electrical work i.e. installations or repairs to an electrical system.
2. Using electrical appliances to lighten or speed up other types of work.

Understanding how electrical equipment is designed to be safe, helps us to spot when things are wrong and therefore dangerous.

1. All metal parts designed to carry current (conductors) need to be properly insulated.
2. If the insulation is vulnerable it has to be additionally protected – sheathing, conduit, trunking, armoured cable etc. may be used. If you can see defective insulation or sheathing, the system is not as safe as it should be and should be isolated and immediate steps taken to get it repaired by a competent person. For example, a flex pulling out of a plug top or a cable frayed or split showing the colours inside.
3. NOTE: Sometimes conductors are made safe by ‘placing out of reach’. This is OK until unusual circumstances (perhaps maintenance or decorating work) make them not ‘out of reach’ any more. Take special care in such cases.
4. Earthing all metal parts not intended to carry current will prevent them becoming live in a fault situation. Earth wires and connectors are just as important as the circuit wires and any damage or looseness must be repaired urgently by a competent person.
5. Earthing works in conjunction with the fuse or circuit breaker to protect the circuit in the event of excessive current. If a wrong size fuse is fitted, or a circuit breaker tampered with, the protection may not be adequate and danger could arise.
6. To protect people, either the voltage has to be reduced to a safe level by a transformer, or if using 240v the fault current should be limited by a Residual Current Device (RCD). When using 110v transformers the maximum voltage to earth is only 55v. An RCD limits the fault current to only 30mA and trips in less than half a second.

NOTE: These devices do not prevent electric shock, only that the shock is unlikely to be fatal. In damp or sweaty conditions the shock could still be severe so do not be lulled into a false sense of security.

**If in doubt, have the circuit/equipment checked by an electrician before starting work. Things you can do on site:**

1. Ensure that cables are not lying on ground unprotected from physical conditions and wet conditions.
2. Ensure cables are not hung from nails etc which may cause insulation damage.
3. Ensure cables do not cause a hazard at openings, passages, ladders, stairs, etc.
4. Do not carry out any alterations or makeshift repairs.
5. Disconnect equipment when not in use.
6. Lighting is a heat source – locate lights and switch off to reduce possibility of burns or fire.
7. Observe notices warning of live conductors.
8. Explain permit to work system where applicable.
9. Underground services, particularly electricity and gas, can be dangerous. Damage to electrical cables can cause a flash, leading to severe burns and even death. Gas leaks can cause fire or explosion.
10. Underground services may be found in roads, footpaths and on sites. Always assume that they are present. Treat all services as LIVE, despite their apparent physical condition.
11. Accidents have happened because people have mistaken one service taken for another, for example black plastic-covered electricity cables look like black plastic water pipes and cast iron gas and water mains look alike. Check before you act.


DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	10	CREATION DATE:	11/08/2010	Page 30 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	Oct-2021	

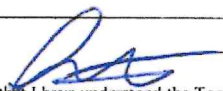
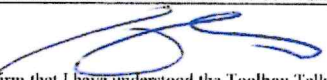
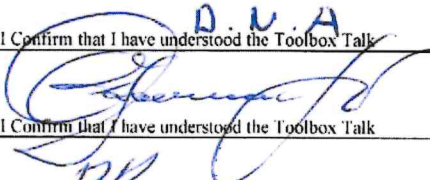





# RAPHAEL CONTRACTING LTD

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

Title: Safe use of hand tools	Date: 15/08/2024
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
J BASQUILLY	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
K WARNER	RAPHAEL CONTRACTING LTD	D.N.A 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. 36 SAFE USE OF HAND TOOLS

- Don't take hand tools for granted, because of the rugged demands our industry puts on tools, the misuse of tools, using the incorrect tool for the job or tools in poor condition can result in injury or spoiled work.
- There are numerous hand tools used in construction work; hammers, screwdrivers, wrenches, side cutters, tape measures, sledge hammers, hand saws, cat's paws, chisels, punches and pipe wrenches, just to name a few.
- Each tool is designed to do a specific job. It is up to you to know how to use each tool properly.
- Short cuts and using the wrong tool for the job will more than likely cause an accident. One of the most frequent abuses of a hand tool is the misuse of the screwdriver. This hand tool is often used as a mini pry bar, a wood chisel, etc – any number of small tasks for which it simply was not designed to be used. A puncture wound can easily occur when misusing any pointed hand tool. Always use the right tool for the job at hand.
- Keep tools in good condition. Injuries occur when a tool slips or breaks, often because the tool is dull. A sharp, well maintained tool will help you perform your job more effectively and in a shorter time. Keep all tools sharp, chisel points dressed etc. Replace broken tools and broken or cracked handles immediately. As the worker who uses the hand tool, you should think of safety first. Check to be sure that the tool is in good shape before you use it. If you have any question about the condition of the tool, or how to use it properly, check with your supervisor.
- Personal protective equipment is required if there's any danger of flying objects. Wear your safety goggles. If there is the potential risk of a hand injury, be sure to wear gloves. Injuries also can occur when you're carrying the tool. Never run, with any tool in your hands. Carry tools with pointed or sharp edges so that those edges are away from your body. An intelligent and safe way to transport hand tools is to wear a tool belt or carry them in a toolbox.

### ***CHOOSE THE RIGHT TOOL FOR THE RIGHT JOB AND THEN BE SURE YOU KNOW HOW TO USE IT CORRECTLY.***

#### **THE BASIC RULES ARE:**

1. Choose the right tool for the job.
2. Use only tools in good condition – no tools with cracked or broken handles, none without handles, none with mushroomed or broken heads.
3. Keep keen-edged blades sharp; store them safely when not in use.
4. Always cut away from yourself.
5. Be sure to wear eye protection if there's any chance of chips or flying particles.
6. Don't use a file without a handle.
7. Don't use a chisel or screwdriver as a pry bar.


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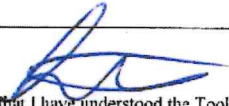
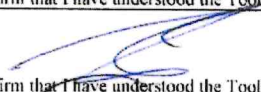
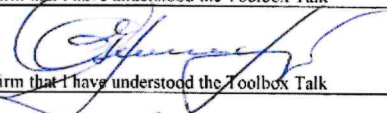





# RAPHAEL CONTRACTING LTD

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

Title: Hot Weather	Date: 15/08/2024
Location: NG200	Start Time: 08:30
Duration (Minutes) 30 mins	End Time: 09:00
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 BASQUILLY	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 4	Duration 30 mins	Total Time 2 hours	Employer Reference 2453745
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## Toolbox Talk

### Working Safely in Hot Weather: Staying Safe and Cool



#### Toolbox Talk Details:

Date:	12/08/2024	Talk Author:	Gabriel Alexander
Region:	London	HS&W Category:	Adverse Weather

#### Why are we doing this talk?

The recent weather forecast and current heatwave may result in a variety of heat-related illnesses (including heat stroke and heat exhaustion). Avoiding them while working is paramount.

#### Toolbox Talk

#### Introduction

As we all know, the summer heat can be intense, especially for those of us working outside the construction building. It's crucial that we prioritise our health, safety, and wellbeing during these hot days. This toolbox talk is intended to provide you with some helpful tips and reminders on how to beat the heatwave and ensure a productive and enjoyable work environment. Let's look at some key points!

- **Hydration is Key:**  
One of the most important ways to beat the heat is by staying hydrated. Make sure to drink plenty of water throughout the day, even if you don't feel thirsty. Keep a water bottle nearby and take regular breaks to rehydrate. Avoid excessive consumption of caffeinated or sugary drinks, as they can lead to dehydration.
- **Modify Work Schedules:**  
Be mindful of the hottest parts of the day and plan your work accordingly. Whenever possible, schedule physically demanding tasks for cooler morning or late afternoon hours. Take advantage of shaded areas during breaks and rotate workers to minimise prolonged exposure to the sun.
- **Dress Appropriately:**  
Wearing the right clothing can make a significant difference in managing the heat. Opt for lightweight, loose-fitting, and breathable clothing made from natural fibres such as cotton. Consider wearing sunglasses to protect your eyes from the sun. Don't forget to apply sunscreen with high SPF to exposed skin – *please beware of allergy*.
- **Know Your Limits:**  
Extreme heat can take a toll on our bodies, so it's crucial to know our limits and recognise the signs of heat-related illnesses. If you or a coworker experience symptoms like dizziness, fatigue, excessive sweating, or cramps, it's essential to take a break, find shade, and inform your supervisor or a first aider.
- **Create Shade and Ventilation:**  
Working in direct sunlight can intensify the heat. Where feasible, set up temporary shade structures or use screens to shield work areas from direct sunlight. Additionally, maximise airflow by utilising fans or creating ventilation systems to help cool down workspaces.



- **Stay Cool During Breaks:**  
Use your break times wisely to cool down and refresh. Spend those moments in shaded areas or air-conditioned spaces whenever available. Consider using cold towels, ice packs, or cooling vests to lower your body temperature during breaks.
- **Foster a Supportive Environment:**  
We're a team, and it's important to look out for one another. Keep an eye on your coworkers and encourage them to stay hydrated and take necessary breaks. If you notice someone struggling with the heat or showing signs of distress, alert a supervisor or call for medical assistance immediately.

### Conclusion

By following these tips and looking out for each other, we can beat the heat and maintain a safe and productive construction site. Remember, your health and well-being are our top priorities. Stay hydrated, dress appropriately, take breaks, and be mindful of the signs of heat-related illnesses. Let's work together to keep each other safe and cool during this hot weather. Thank you all for your dedication and hard work!

### Further Support

- Speak with your HS&W representative if you need further help & support.

### Feedback & Comments

*Write any additional feedback & comments from the team here:*





## Site Manager's Daily Safe Start

Contract:	NG 200	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	12/08/2024	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	12/08/2024	D Sanders		COSH control of substances hazardous to health				
Tuesday	13/08/2024	D Sanders		Electric on site				
Wednesday	14/08/2024	D Sanders		Foot and ankle protection				
Thursday	15/08/2024	D Sanders		Safe use of hand tools				
Friday	16/08/2024	D Sanders		Alcohol and drugs				
Saturday	17/08/2024	N/A		N/A				
Sunday	18/08/2024	N/A		N/A				
Operatives Daily Sign Off								
Name	Signature	M	T	W	T	F	S	Comments
K KULINSKAS		✓	✓	✓	✓	✓		RCL MANGER/CARPENTER
J BASQUILLY		✓	✓	✓	✓	✓		RCL CARPENTER
K WARNER	D.N.A	✓	✓	✓	✓	✓		RCL APPRENTICE CARPENTER
D CONYERS	D.N.A	✓	✓	✓	✓	✓		RCL CARPENTER
S SIMONOVIC		✓	✓	✓	✓	✓		RCL CARPENTER
B RAMSING		✓	✓	✓	✓	✓		RCL CARPENTER





<b>Site Manager's Daily Safe Start</b>				RCL NG200-RCL-ZZ-MS-X-00001 REV P02					
Contract:	NG 200	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	12/08/2024				
Method statement (s) (Title, Rev No. & Rev date)									
Location and description of work: Installing temporary door sets and window boards									
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Wednesday	14/08/2024	D Sanders		Foot and ankle protection					
Thursday	15/08/2024	D Sanders		Safe use of hand tools					
Friday	16/08/2024	D Sanders		Alcohol and drugs					
Saturday	17/08/2024	N/A		N/A					
Sunday	18/08/2024	N/A		N/A					
Operatives Daily Sign Off									
Name	Signature	M	T	W	T	F	S	S	Comments
K KULSINSKAS		✓	✓	✓	✓	✓			RCL MANGER/CARPENTER
J BASQUILLY		✓	✓	✓	✓	✓			RCL CARPENTER
K WARNER	D.N.A	✓	✓	✓	✓	✓			RCL APPRENTICE CARPENTER
D CONYERS	D.N.A	✓	✓	✓	✓	✓			RCL CARPENTER
S SIMONOVIC		✓	✓	✓	✓	✓			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****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**

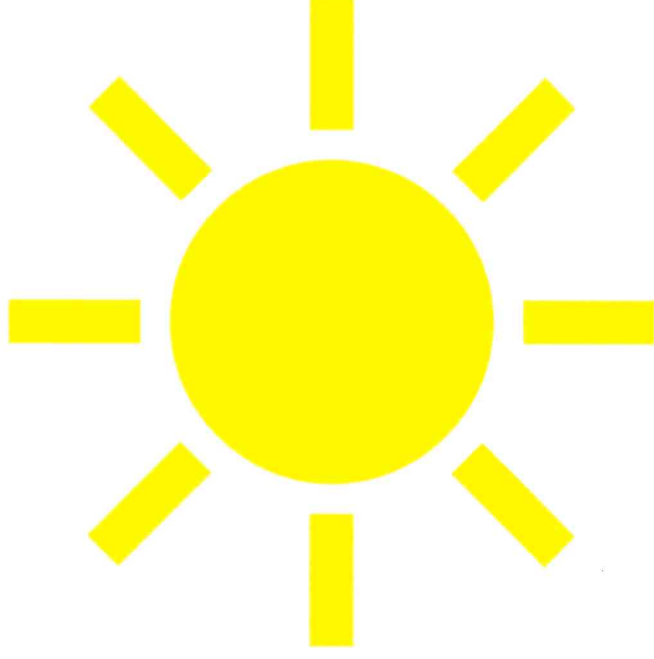
Yes

No

N/A



# **Hot Weather – Staying Safe in The Sun Targeted Review**



Proudly building Britain's future heritage

**Sir Robert  
McALPINE**

06HSW-5GU-66 rev 00



# Why?

Skin cancer is one of the most common forms of cancer in the UK affecting all genders and skin types.

At least 100,000 people are diagnosed with a form of skin cancer every year (Cancer Research UK).

Due to the nature of our works, we want to ensure everyone working on our projects is protected from the sun.



# Targeted Review Format

- Individuals to be split into pairs or groups
- Decide which area each pair or group will review
- Review topic is as per the brief
- Agree a time to return to this room and discuss / record findings and agree action(s) (if required)



# Hazards & Risks

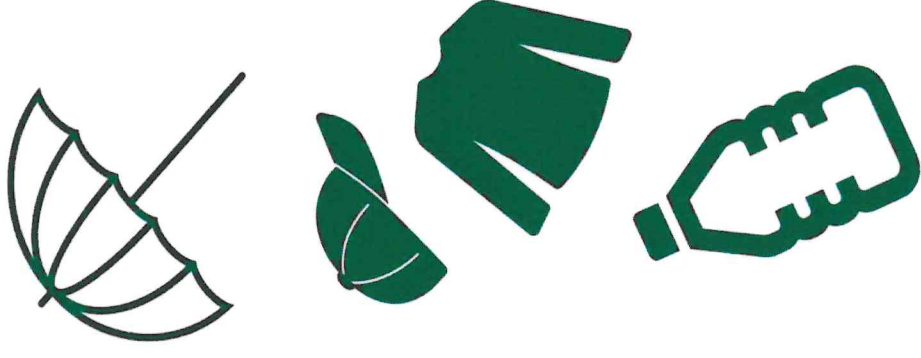
- Because of the nature of our works, we are at increased risk of heat stress, skin damage and cancer if we do not take the right precautions
- Skin colour may reduce the likelihood of skin cancer. But skin cancer can still occur
- People with freckles, pale skin and light hair are more at risk than others
- Even on a cloudy day, sunburn can still occur – up to 80% of UV rays pass through clouds
- The UV Index – when 3 or more, the sun is strong enough to cause skin damage ([Met Office – UV Index](#))
- A tan does not protect skin from sun damage



# What are we looking for?

## Specifically we need to review

- Ask and check if a Hot Weather Risk Assessment has been completed
- Are people working / taking breaks in the shade? Or at least limiting their time exposed in the sun? Especially between 11am and 3pm
- Is exposed skin covered up with loose fitting clothing (long-sleeved tops)?
- Are people applying sunscreen frequently and on at risk areas? – face, ears, neck, arms (minimum of SPF 15 and a 4 or 5 star rating)
- People are hydrating often – drinking water nearby (water bottle or drinking station)





# Engagement

## Conversation with our People & Supply Chain Partners:

- What impression do our people & supply chain show regarding the risk related to the sun and heat stress?
- Do they demonstrate an understanding of the dangers? Is there a risk of complacency?
- Have they been briefed on their Hot Weather Risk Assessment and precautions?
- Do they know where the closet sunscreen station is located?
- Do they know where they can go for drinking / refill water?



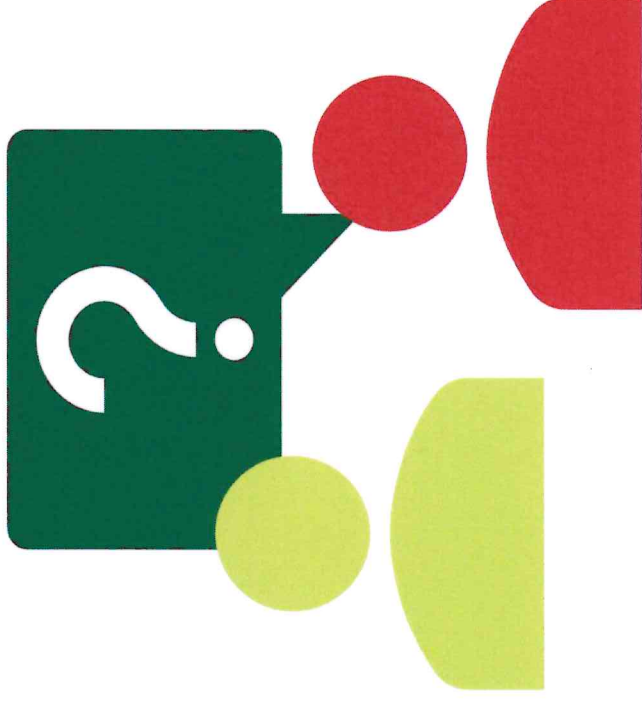


# Logistics

- Agree pairs / groups
- Agree who is reviewing what areas (fresh pair of eyes / not reviewing your own area where possible)
- Agree what time the group will meet after the review
- Someone should take notes of significant findings / actions and suggestions and share with everyone after the review
- Remember to apply sunscreen!



# Any questions?





# Discussion & Feedback After Review

- What was good? Can we raise a Best Practice Alert?
- Any there areas for improvement? Are we following the agreed Safe Systems of Work?
- Do we need to update our Safe Systems of Work to reflect our findings & improvement ideas?
- Any suggestions / recommendations to be considered for the Minimum HS&W Standards?





## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Start of the week highlights, weather.	Date: 12/08/24
Location: Millennium Bridge House	Start Time: 07:45
Duration (Minutes) 15	End Time: 8:00
Presenters name: K. O'Malley.	Presenters Signature: [Signature]

	Candidate's Name	Name of Employer	Candidate's Signature
1	B. KHE TANI	RCL	[Signature] I confirm that I have understood the Tool Box Talk
2	L.K. PATEZ	RCL	[Signature] I confirm that I have understood the Tool Box Talk
3	BERNARDO R.	RCL	[Signature] I confirm that I have understood the Tool Box Talk
4	ISAAC	RCL	[Signature] I confirm that I have understood the Tool Box Talk
5	C. Nangui	RCL	[Signature] I confirm that I have understood the Tool Box Talk
6	A. Lideun	RCL	[Signature] I confirm that I have understood the Tool Box Talk
7	V. GUSTAVIS	RCL	[Signature] 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 7	Duration 15min	Total Time 1.45 h.	Employer Reference 2453745
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# RAPHAEL CONTRACTING LTD

## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: General site health and safety.	Date: 14/08/24
Location: Millennium Bridge House	Start Time: 07:45
Duration (Minutes) 15	End Time: 8:00
Presenters name: K. O'Malley	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	BERNARD R.	RCL	I confirm that I have understood the Tool Box Talk 
2	A. Lidzin	RCL	I confirm that I have understood the Tool Box Talk 
3	V. GUSTAIN'S	RCL	I confirm that I have understood the Tool Box Talk 
4	I. Neagu	RCL	I confirm that I have understood the Tool Box Talk 
5	B. KHE TANI	RCL	I confirm that I have understood the Tool Box Talk 
6	2ALJ: PATU	RCL	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
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No. Attended 6	Duration 15 min	Total Time 1:30 h.	Employer Reference 2453745
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