



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: First aid and accident reporting	Date: 27/08/2024
Location: NG200	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: D Sanders	Presenters Signature:













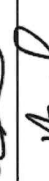
Candidate's Name	Name of Candidate's Employer	Candidate's Signature
K KULSINSKAS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
S SIMONOVIC	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
B RAMSING	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
V BALIUIEVICIUS	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 5	Duration 30 mins	Total Time 2.5 hours	Employer Reference 2453745
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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		
A. Makarauskas		✓								✓		8.7.24
V. Gustainis		✓								✓		8.7.24
B. V. Khetani	✓	✓	✓	✓			✓					8.7.24
L. K. Patel	✓	✓	✓	✓			✓					8.7.24
V. U. Khetani	✓	✓	✓	✓			✓					16.07.24
K. V. Patel	✓	✓	✓	✓			✓					16.07.24
A. Makarauskas				✓		✓				✓		17.07.24
J. Smith	✓			✓		✓				✓		18.07.24
I. Neagy			✓	✓						✓		26.07.24
I. Neagy				✓	✓					✓		1.8.24
V. Gustainis				✓		✓				✓		21.08.24
A. Lidzius				✓		✓				✓		28.08.24
E. Amaring		✓		✓			✓					29.08.24

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DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-008 DAS	VERSION NO: 1.3	CREATION DATE: LAST REVISION DATE:	07/02/2013 22/11/2018	Page 1 of 1
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TRAINING AND DEVELOPMENT PLAN

Title: Start of the week site highlights, RAMS refresher	Date: 27.08.24
Location: Millennium Bridge House	Start Time: 8:00
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	K.O'Malley	RCL	 I confirm that I have understood the Tool Box Talk
2	B. Ramchande	RCL	 I confirm that I have understood the Tool Box Talk
3	A.Lidzius	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	I.Sahota	RCL	 I confirm that I have understood the Tool Box Talk
6	J.Smith	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
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 6	Duration 30min	Total Time 3h	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

Title: Climate Change	Date: 30.08.24
Location: Millennium Bridge House	Start Time: 7:45
Duration (Minutes) 30min	End Time: 8:15
Presenters name: A. Kulsinskas	Presenters Signature:

SHORT TRAINING SESSION ATTENDANCE SHEET

	Candidate's Name	Name of Employer	Candidate's Signature
1	K.O'Malley	RCL	 I confirm that I have understood the Tool Box Talk
2	B. Ramchande	RCL	 I confirm that I have understood the Tool Box Talk
3	A.Lidzius	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	I.Sahota	RCL	 I confirm that I have understood the Tool Box Talk
6	J.Smith	RCL	 I confirm that I have understood the Tool Box Talk
7	V.Guzauskas	RCL	 I confirm that I have understood the Tool Box Talk
8	E.Amaning		 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
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Grant Claim information

Note: Claims can only be made for your employees or labour-only sub-contractors

No. Attended 8	Duration 30min	Total Time 4h	Employer Reference 2453745.
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Toolbox Talk No. 9 FIRST AID AND ACCIDENT REPORTING

Fact: If you know basic first aid, you could save a life.

Before First Aid is Required

1. Ensure you know where first aid equipment is kept.
2. Know whom the first-aider(s) and appointed person(s) are.
3. If you use anything from the first aid box, make sure it's replaced.
4. Keep a small first aid kit with you if you are working away from the main site.
5. Know where the phone is and understand the procedure for calling the emergency services.

Q: What are the procedures here?

When First Aid is Required

1. Make the casualty safe.
2. Call for help i.e. first aider.
3. Send someone to phone for an ambulance, if required.
4. Don't move the casualty, unless they are in immediate danger.

Q: On finding a casualty, what is the first thing to do?

5. Remain with the casualty and give reassurance.
6. Make the casualty as comfortable as possible.
7. Don't give drinks or food to a casualty; moisten lips only.
8. Don't allow the casualty to smoke.

Q: What would you do until a first aider arrived?

Basic First Aid May Save a Life

1. Do you know how to resuscitate and start the heart?
2. Do you know how to stop major bleeding?
3. Do you know how to treat scolds, burns and for shock?

If you don't, think about getting first aid training.

Accident Reporting

1. Report all accidents and dangerous occurrences.
2. Ensure that the details are entered into the accident book.

Q: Following an accident at work what must you do?

Q: What should you know before an emergency arises?

Q: What are the priorities of first aid?

Other Considerations

1. First aid cover must include shift work
2. Someone must have responsibility for re-stocking first aid boxes
3. The first aid equipment provided must be appropriate for the nature of the work and the number of operatives
4. First aiders should be easy to identify – usually a sticker on the safety helmet

REMEMBER: If you know first aid, you could save a life!

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DOCUMENT OWNER:	MOB			LAST REVISION DATE:	Oct-2021	Page 15 of 141



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Material Handling and Housekeeping	Date: 29/08/2024
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
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Toolbox Talk No. 80 MATERIAL HANDLING AND HOUSEKEEPING

WHAT?

- Poor storage and handling of materials creates waste.
- Waste is a loss of resource and is very costly.
- Poorly stored materials increase the risk of pollution incidents.

WHY?

- Reduce costs: Wastage costs money: - not only the cost of the cost of replacement materials but also the disposal cost of those that are damaged.
- Reduce pollution risk: Good storage reduces the risk of spillages.
- Avoid waste: Re-use of materials reduces the requirement for new materials.
- Improved safety: A tidy site is a safe site.
- Public image: Good housekeeping creates a positive image to the general public.

DO

- ✓ Avoid double handling as much as possible: less effort, less damage, less wastage
- ✓ Supervise the delivery of materials to ensure correct location and method of storage
- ✓ Check that a material is fully used prior to starting a new batch
- ✓ Return to storage any materials that have not been used
- ✓ Use off-cuts where possible
- ✓ Re-use formwork as often as practically possible
- ✓ Designate an area for surplus concrete – it can be crushed and re-used
- ✓ Pick up litter

DON'T


- ✗ DON'T store or leave unprotected any materials that can be damaged by weather, eg. cement bags
- ✗ DON'T over order materials
- ✗ DON'T put materials in a skip if they still have a use
- ✗ DON'T use new lengths of pipe or cable for short pieces of work. Minimise the need for off-cuts
- ✗ DON'T store together any materials that can contaminate each other.

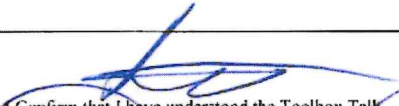
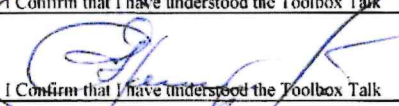
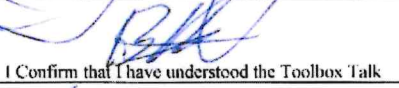
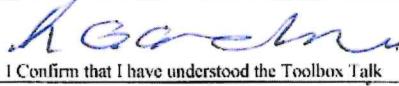


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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: The importance of not rushing and cutting corners	Date: 30/08/2024
Location: NG200	Start Time: 07:30
Duration (Minutes) 30 mins	End Time: 08:00
Presenter's name: D Sanders	Presenters Signature: 

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L GARDNER	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
J OGILVIE	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
K DEERY	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
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METHOD STATEMENT INDUCTION

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

CONTRACT:	NG200	MS REF:	NG200-RCL-ZZ-XX-MS-X-00005 Thrislington cubicles
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	NAME (PRINT)	DATE ATTENDED	SIGNATURE	COMMENTS
1	JAMES OGILWIE	29-8-24		I confirm that I have read and understood the Risk Assessment and Method Statement
2	CARL ROBERTS	11		I confirm that I have read and understood the Risk Assessment and Method Statement
3	LEE GARDNER	29-8-24		I confirm that I have read and understood the Risk Assessment and Method Statement
4	Ken Dwyer	11		I confirm that I have read and understood the Risk Assessment and Method Statement
5				I confirm that I have read and understood the Risk Assessment and Method Statement
6				I confirm that I have read and understood the Risk Assessment and Method Statement
7				I confirm that I have read and understood the Risk Assessment and Method Statement
8				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

Signed:

Position: Site manager

Print Name: D SANDERS

Date: 29/8/24

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)