

WK 24



RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Safe loading and loading restraints	Date: 02/10/2024
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 KULSINKAS	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
K O'MALLEY	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 4	Duration 30 mins	Total Time 2 hours	Employer Reference 2453745
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Toolbox Talk No.93 SAFE LOADING AND LOAD RESTRAINTS

- During an average year there are around 2,000 prohibitions issued for unsafe loads. The maximum fine is £5,000. So, as well as the obvious safety implications, it pays to make sure you've got it right
- An unsafe loading/unloading offence carries three penalty points and a licence endorsement for you. The court may also give you an unlimited fine
- You should be fully trained on the correct methods of loading and unloading a vehicle safely including correct use of restraints and aids (as stated in the Highway Code Rule 98 – Vehicle towing and loading)
- The Driver & Vehicle Standards Agency (DVSA) and the police have powers to issue fines (graduated fixed penalty scheme) to any driver in charge of a vehicle that is overloaded or if the load is insecure

Who needs to make sure vehicles are loaded safely?

- Both you (including sub-contracted and agency) and all loading staff are required to know how to load a vehicle safely
- You and anyone responsible for loading a vehicle must make sure that the right type of vehicle is used for the load and that the load is distributed evenly and secured correctly
- If you're responsible for loading vehicles, you should make sure that they're loaded so the load remains in a safe condition during loading, transit and unloading
- If you are the driver but did not witness the vehicle being loaded / unloaded then you should check that the load is in a safe condition before you commence / continue your journey

Risk assessments and their role

A risk assessment shall be able to answer yes (where applicable) to the following questions:

- Are loading/unloading operations carried out in an area away from passing traffic, pedestrians and others not involved in the loading/unloading operation?
- Are the load(s), the delivery vehicle(s) and the handling vehicle(s) compatible with each other?
- Are loading/unloading activities carried out on ground
- that is flat, firm and free from potholes?
- Are parking brakes always used on trailers and tractive units to prevent unwanted movement, e.g. when coupling vehicles?
- Are the vehicles braked as appropriate, to prevent unsafe movements during loading and unloading operations?
- Are systems in place to prevent trucks driving away while they are still being (un)loaded?
- Are truck drivers and others kept in a safe place away from the vehicle while (un)loading is carried out (if necessary)?
- Is there a safe area marked where drivers can observe loading (if necessary)?
- Has the need for people to go on to the load area of the vehicle been eliminated where possible and if not is safe access provided and used?
- Is appropriate lifting equipment available for (un)loading vehicles?
- Is loading/unloading carried out so that, as far as possible, the load is spread evenly to avoid the vehicle or trailer becoming unstable?
- Are checks made to ensure the load is adequately secured in line with the Department for Transport Code of Practice and not loaded beyond their capacity before the vehicle leaves the site?

When should the load safety checks be carried out?


You shall check the load before you commence your journey and after any part of it is unloaded during transit.

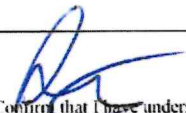
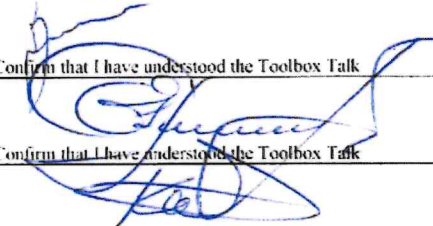
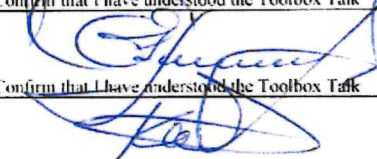
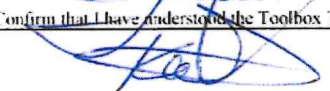
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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Climate change	Date: 04/10/2024
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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Grant Claim information Note: Claims can only be made for your employees or labour-only sub-contractors

No. Attended
4

Duration
30 mins

Total Time
2 hours

Employer Reference
2453745



Toolbox Talk No. 82 CLIMATE CHANGE

WHAT IS IT?

- Climate change is the greatest environmental challenge facing the world today. Rising global temperatures will bring changes in weather patterns, rising sea levels and increased frequency and intensity of extreme weather.
- The main human influence on global climate is emissions of the key greenhouse gases - carbon dioxide (CO₂), methane and nitrous oxide, from energy use and waste.
- In the UK, around 52% of total CO₂ emissions arise from the construction and maintenance of buildings. Approximately 20% of the buildings CO₂ emissions are generated during construction and materials manufacture. The remaining 80% is generated during use.
- During construction the greatest contribution is from the burning of fossil fuels such as oil used in generators, electricity and gas, transport to site and waste sent to landfill

WHY?

- **Environmentally responsible:** Raphael Contracting are committed to reducing our environmental impact. Measuring and reducing our carbon footprint is one way we can demonstrate this.
- **Reduce costs:** With fuel prices rising, being more energy efficient also means saving costs.
- **Our clients expect it of us.** Effective management of our carbon emissions will give us an edge in a very competitive market place. We can also benefit from the opportunity that the climate challenge presents by working with our suppliers to identify new ways to make us more energy efficient.
- **Legal compliance:** The government has introduced legislation requiring us to pay for the carbon we emit, with rewards for doing well and penalties for not. At the moment this mainly affects larger businesses, so our clients are asking us about our carbon emissions.

DO

Transport

- Consider use of public transport, cycling, walking or car sharing to get to work.
- Cut fuel consumption and emissions by limiting your speed, turning off air-conditioning, checking tyre pressures, and limiting your revs. Driving smarter can reduce your fuel use by up to 15%
- Consider buying a more fuel-efficient vehicle

Energy usage

- Turn off plant when not in use on site
- Keep all plant well maintained.
- Ensure doors to drying rooms are kept shut when the heating is on.
- Plan work to make efficient use of plant on site
- Only boil the amount of water that you need to make tea or coffee.

Waste

- Store materials carefully to avoid damage
- Ensure correct handling aids are used to move materials around site.
- Read the Site Waste Management Plan / Guidance on site

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Site Manager's Daily Safe Start									
Contract:	NG 200	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	30/09/2024	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		30/09/2024	D Sanders		Head Protection				
Tuesday		01/10/2024	D Sanders		Safe loading and load restraints				
Wednesday		02/10/2024	D Sanders		Working around finished works				
Thursday		03/10/2024	D Sanders		Climate change				
Friday		04/10/2024	D Sanders		Weill's disease				
Saturday		05/10/2024	N/A	/	N/A				
Sunday		06/10/2024	N/A	/	N/A				
Operatives Daily Sign Off									
Name	Signature	M	T	W	T	F	S	S	Comments
K KULSINSKAS		<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
V BALIUDEVICIUS		<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
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"/>	/	RCL CARPENTER
K O'MALLEY		<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

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