



# RAPHAEL CONTRACTING LTD

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

Title: Tethering of tools	Date: 08/10/2024
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
	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
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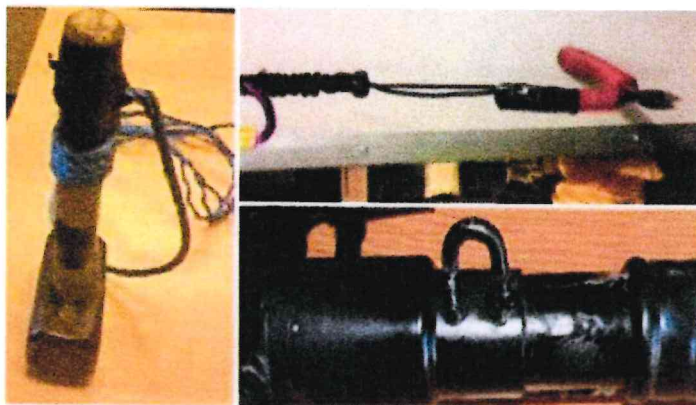
**Grant Claim information** Note: Claims can only be made for your employees or labour-only sub-contractors

No. Attended 4	Duration 30 mins	Total Time 2 hours	Employer Reference 2453745
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## Toolbox Talk No.92 TETHERING OF TOOLS

### Can I use my own tethers?

- Possibly the single biggest issue is not the lack of a tool tether but the prevalence of so called 'self-tethering' (normally with rope, key rings or taped lanyards). These are just three of the types of self-tethering that widely continue to be in use:



These tethers are perfectly legal but could also cause incidents because they:

- are not standardised
- are not certified
- have no mechanism for traceability or inspection.

Examples of good tethers:



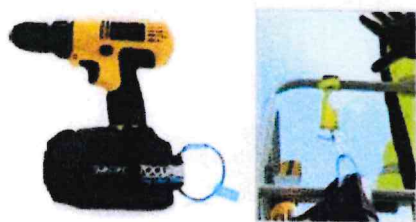
Wrist lanyard



Retractable / rotating lanyard



Webbing lanyard



For power tools, loop prevents battery detaching




Belts, pouches and tool holders



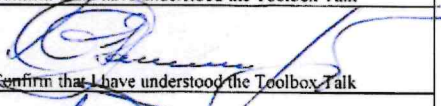

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DOCUMENT OWNER:	MOB			LAST REVISION DATE:	Oct-2021	



# RAPHAEL CONTRACTING LTD

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

Title: Working in public	Date: 10/10/2024
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
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. 50 WORKING IN PUBLIC

- At times, our works may have an impact on the surrounding area and community; many in the community will have great concerns over the start of construction in the neighbourhood, whilst others will be interested in our works.
- The public will often be afraid that our construction work will bring noise, dust, road closures and increased heavy road traffic and disruption to normal life.
- This means that during the course of our works all those involved in the project, at all levels, should act with consideration for all those who live and work in the area surrounding the construction site to minimise their inconvenience.

By doing so we hope to be able to: -

- Improve the public image of both the company and of the construction industry
- Avoid Delays; If the public complain to their Local Authority about dust or noise nuisance, the Local Authority could impose conditions and or restrictions on working, which can lead to delays.
- Avoid Prosecution; if problems caused by dust or noise, are not satisfactorily resolved the Local Authority can prosecute.
- Reduce Costs, if good relations are established and maintained with the local community, issues such as access to site, deliveries and working hours can all be improved through friendly negotiation.

#### DO:

- ✓ Do be polite and considerate to members of public at all times, if possible answer any question they may have. e.g. project duration.
- ✓ Do take accurate notice of any complaint made by a member of the public and pass it on to your supervisor
- ✓ Only use approved routes to access the site
- ✓ Use only designated parking spaces, if none provided or available park your vehicles with consideration for the needs of others.
- ✓ Do keep dust and noise to a minimum
- ✓ Do keep doors and covers to plant and machinery closed at all times to reduce noise
- ✓ Direct site lighting and task lighting away from neighbouring properties
- ✓ Do tell site supervision of any rubbish skips or bins that are full or nearly full
- ✓ Do tell site supervision immediately if you find any fly tipped waste in the area

#### DON'T:

- ✗ DON'T obstruct vehicle accesses or entrances to neighbouring properties
- ✗ DON'T obstruct Public rights of way such as pavements and footpaths
- ✗ DON'T place mud onto the roads outside the site. Ensure vehicle wheels are clean before leaving site
- ✗ DON'T leave engines running unnecessarily
- ✗ AVOID shouting on site or have radios on to loud
- ✗ DON'T shout or whistle at passers-by
- ✗ DON'T drop litter or leave work places untidy
- ✗ DON'T peer into neighbouring surrounding buildings
- ✗ DON'T start working before 07.30hrs without prior approval from management
- ✗ DON'T leave gates and fences open.
- ✗ DON'T trespass on to neighbour's property

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## PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: The National Gallery

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		
S. Simonovic		✓		✓		✓				✓		16-09-24
K. KULSINSKAS		✓		✓		✓				✓		16-09-24
V. BRILIULEVICIUS		✓		✓		✓				✓		16-09-24
K. O'Malley		✓		✓		✓						27-09-24
D. THOMPSON												11-10-24
J. MORSEMAN		✓		✓			✓					11-10-24








## Site Manager's Daily Safe Start

<b>Contract:</b>	<b>NG 200</b>	<b>Contracts Manager Site Manager</b>	<b>Paul Haugh Dave Sanders</b>	<b>Date (w/c):</b>  <b>07/10/2024</b>	<b>Method statement (s) (Title, Rev No. &amp; Rev date)</b>	<b>RCL NG200-RCL-ZZ-MS-X-00001 REV P02</b>
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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		07/10/2024	D Sanders		
Tuesday		08/10/2024	D Sanders		Foxes
Wednesday		09/10/2024	D Sanders		Tethering of tools
Thursday		10/10/2024	D Sanders		Falling objects
Friday		11/10/2024	D Sanders		Working in public
Saturday		12/10/2024	N/A	/	Control of dust and fumes
Sunday		13/10/2024	N/A	/	N/A

### Operatives Daily Sign Off

[illegible]

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
<b>1. Method statements, risk assessments and permits</b>				
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?		✓		
<b>2. Place of work</b>				
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?		✓		
<b>3. Task specific</b>				
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?		✓		
<b>4. Variations</b>				
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				