



TRAINING AND DEVELOPMENT PLAN

Title: Back to site, site safety refresher	Date: 21.10.24
Location: Millennium Bridge House	Start Time: 7:45
Duration (Minutes) 30min	End Time: 8:15
Presenters name: A. Kulsinkas	Presenters Signature:

SHORT TRAINING SESSION ATTENDANCE SHEET

	Candidate's Name	Name of Employer	Candidate's Signature
1	D.Rasciclal	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	V.Guzauskas	RCL	 I confirm that I have understood the Tool Box Talk
4	J.Smith	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			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 5	Duration 30min	Total Time 2.5h	Employer Reference 2453745
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TRAINING AND DEVELOPMENT PLAN

Title: Delta Deck assembly and Safety Check	Date: 24.10.24
Location: Millennium Bridge House	Start Time: 7:45
Duration (Minutes) 30min	End Time: 8:15
Presenters name: A. Kulsinkas	Presenters Signature:

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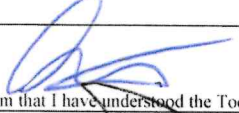

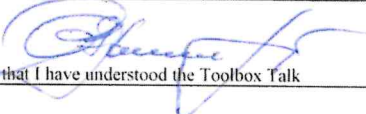
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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Fire precautions and equipment	Date: 22/10/2024
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
K O'MALLEY	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
	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk
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No. Attended 3	Duration 30 mins	Total Time 1.5 hours	Employer Reference 2453745
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Toolbox Talk No. 10 FIRE PRECAUTIONS AND EQUIPMENT

Buildings in the course of erection or undergoing alteration are particularly vulnerable to fire. Fire causes loss of life and millions of pounds worth of damage each year.

OUTLINE SITE PLAN OF ACTION IN CASE OF FIRE:

- Q. What is the name and location of the Fire Safety Coordinator / Fire Marshall?
- Q. On discovering a fire, how do you:
- raise the alarm?
 - call the fire brigade?

Everyone should know the:

- ✓ Fire Action Procedure
- ✓ Location of Fire Action Notices
- ✓ Location of exits from building and signage to same.
- ✓ Location of fire extinguishers and limitations on use.
- ✓ Access for fire brigade – keep site routes clear.
- ✓ Company “no smoking” policy.
- ✓ Hot working – permit to work requirements when applied.

Good practice on site to reduce the risk of fire and get out safely:


- ✓ No accumulation of waste materials – clear regularly to skips.
- ✓ Keep fire exit routes clear.
- ✓ Flammable materials, gas cylinders and flammable liquids – stored correctly and separately.
- ✓ Heaters safely located and guarded – no clothes drying in contact with any heating appliance.
- ✓ Vehicles or plant must not be fuelled while engine is running.
- ✓ On cessation of work check that heaters, lights etc are switched off.


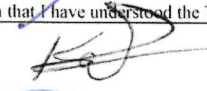
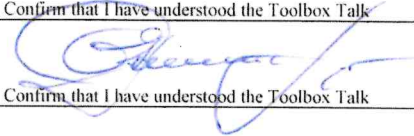
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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Material handling and housekeeping	Date: 24/10/2024
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
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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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Site Manager's Daily Safe Start

Contract:	NG 200	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c): 21/10/2024	Method statement (s) (Title, Rev No. & Rev date)	RCL NG200-RCL-ZZ-MS-X-00001 REV P02
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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	21/10/2024	D Sanders		Benefits of safety
Tuesday	22/10/2024	D Sanders		
Wednesday	23/10/2024	D Sanders		Fire precautions and equipment
Thursday	24/10/2024	D Sanders		Alcohol and drugs
Friday	25/10/2024	D Sanders		Material handling and housekeeping
Saturday	26/10/2024	N/A	/	Dust control from tools
Sunday	27/10/2024	N/A	/	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****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