
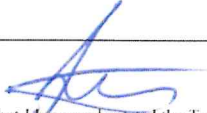
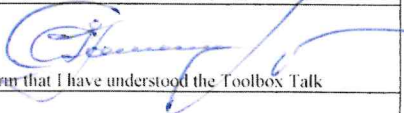
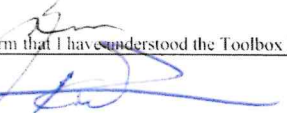
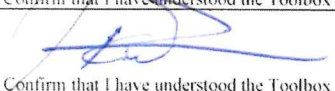




RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Trestle scaffolds and stepladders	Date: 21/01/2025
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
V BALIUIEVICIUS	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
	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. 26 TRESTLE SCAFFOLDS AND STEPLADDERS

The use of trestles are forbidden on most construction sites, they should only be used with specific permission from the main contractor and *Raphael's Director of Construction and Safety*, should permission be given the following guidance must be followed:

Two types of trestle scaffolds are used on construction sites: -

- Folding wooden or metal trestles.
- Fixed metal trestles or bandstands.

Trestles must only be on firm level surfaces. Both types are frequently misused and several accidents have occurred – **OBSERVE THE RULES AND PREVENT A FALL.**

FOLDING TRESTLES

- Use for work of a **LIGHT** nature and **SHORT DURATION** only.
- Examine for damaged cross bearers, broken or damaged hinges or damaged stiles.
- Use lightweight stagings for the platform. If normal scaffold boards are used support at 1.2 metre centres.
- Do not use top 1/3 of trestles.
- Do not attempt to increase the height of the platform by use of hop- ups.
- Must not be used if it is possible to fall more than 2 metres unless guard rails and toe boards are fitted.
- Platform must be at least 600mm wide (24 inches)

FIXED TRESTLES

- Ensure correct pins are used when height is raised (not reinforcement or nails).
- If used with normal scaffold boards, space stands 1.2 metres apart (4 feet).
- If used with lightweight stagings – check allowable loads.
- Where it is possible to fall 2 metres or more guardrails and toeboards must be fitted. This is generally difficult and will require a scaffolder.

Safe access:

- A tied ladder must always be provided for folding and fixed trestles.
- Steps must be taken to prevent any person falling.
- Safe access to the working platform (tied ladder).
- Free of openings and traps, which may cause a person to trip, fall or be injured.
- Particular care must be taken when trestle scaffolds are erected near floor edges or on existing scaffold platforms to ensure that guarding is provided.

Stepladders

1. Can a Mobile Tower Scaffold or MEWP be used instead?
2. Check treads, styles, hinges, and restraining rope before using a stepladder.
3. Use on firm level base.
4. Don't work higher than two thirds up stepladder (hand hold).

Q: Before using steps what should you consider?

5. Don't use boards between treads on steps to provide working platform - they are not designed for this loading.
6. Don't lean outward or sideways from steps, move them.
7. Ensure steps are fully extended before you go up.

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	10	CREATION DATE: LAST REVISION DATE:	11/08/2010 Oct-2021	Page 37 of 141
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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Environmental issues for carpenters	Date: 23/01/2024
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
V BALIUIEVICIUS	RAPHAEL CONTRACTING LTD	D. N. A 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

Toolbox Talk No. 71 ENVIRONMENTAL ISSUES FOR CARPENTERS

- Construction timber comes in a large variety of forms, with very differing environmental impacts. Natural timber is very sustainable (it can easily be re-used and recycled) but, often not very durable (so we treat it with preservatives) or stable (we bond it with formaldehyde and isocyanate glues to make sheet and laminate materials).
- Chemicals and glues add dramatically to the environmental impact of such products. While they do not prevent re-use, they can make recycling more difficult as the wood is not 'clean'.
- Knowing where your timber comes from helps you to understand its environmental impact. Transport is a major cost and user of resources, so where you source your timber from is an important consideration.
- The Forestry Stewardship Council (FSC) scheme certifies that timber (both softwood and hardwood) comes from sustainable forests and not from the depletion of tropical rainforests.

Things you can do

We are aiming for the best practical environmental option – a balance between getting the job done well and considering the environmental impact.

You should:

- Know about the types and sources of timber.
- Know about hazardous waste and if your site is a registered producer.
- Use your materials and keep off-cuts for re-use.
- Use mechanical fixings where possible and use fewer composite boards, where we can.
- Segregate your waste, where the facilities exist.
- Pack skips well - a skip is up to 70% air.
- Aim to recycle and reduce packaging waste - at the end of a job, up to 35% of waste is packaging.
- Make sure pallets are sent back to the manufacturer, or back to the RCL yard.
- Use FSC timber, we are aiming to use 95% FSC timber in 2010
- Be aware that insulation reduces the energy needed to warm and cool buildings, and so has a direct impact on global warming. Insulation delivered to site should never be thrown away.
- **WEEE** - Waste Electrical and Electronic Equipment Regulations affect all forms of electrical equipment, from mobile phones to battery power tools. WEEE is classified as hazardous waste and needs to be deconstructed before disposal and therefore cannot be put into a mixed waste skip (or bin at home).
- **Batteries Directive** - on the use and disposal of batteries. Batteries are also now classified as hazardous waste (because of the heavy metal content) and therefore cannot be put into a mixed waste skip.

Want some help?

Website lists sources of recycled building products:	www.recycledproducts.org.uk
Type in your postcode for local waste handling, recycling and re-use companies and organisations:	www.bremap.co.uk
Details on recycling:	www.wrap.org.uk
Legal obligations with respect to waste management:	www.netregs.gov.uk

SITE: The National Gallery

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Site Manager's Daily Safe Start

Contract:	NG 200	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	20/01/2025	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: fitting joinery items & snagging

Site Manager's Daily Sign Off

	Date	Name	Signature	Hot Topics of the Day (the main points you discussed)
Monday	20/01/2025	D Sanders	<i>D Sanders</i>	Working near finished works
Tuesday	21/01/2025	D Sanders	<i>D Sanders</i>	Trestle scaffolds and stepladders
Wednesday	22/01/2025	D Sanders	<i>D Sanders</i>	Woodworking machines
Thursday	23/01/2025	D Sanders	<i>D Sanders</i>	Environmental issues for carpenters
Friday	24/01/2025	D Sanders	<i>D Sanders</i>	Dust and air quality
Saturday	25/01/2025	N/A	/	N/A
Sunday	26/01/2025	N/A	/	N/A

Operatives Daily Sign Off

Name	Signature	M	T	W	T	F	S	S	Comments
K KULSINKAS	<i>K Kulsinkas</i>	✓	✓	✓	✓	✓	/	/	RCL MANGER/CARPENTER
V BALIUIEVICIUS	<i>V Baliuievicius</i>	✓	✓	✓	✓	✓	/	/	RCL CARPENTER
S SIMONOVIC	<i>S Simonovic</i>	✓	✓	✓	✓	✓	/	/	RCL CARPENTER
K O'MALLEY	<i>K O'Malley</i>	✓	✓	✓	✓	✓	/	/	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

Toolbox Talk – ENV010

Topic/subject covered:	Spill Kit Usage
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A: Details of the briefing

Location of briefing:	MBH Subcontractors Office	Company:	Raphael Contracting LTD
Name of presenter:	A. Kulsinskas	Position:	Site Manager
Date:	23.01.25	Time:	08:00am

B: Employee actions – Briefing/toolbox talk must be given before work starts – Include main parts of the briefing/toolbox talk in the below section, including actions which must be taken and avoided (Do's and Don'ts)

Purpose of Briefing
Accidental releases of oils and chemicals from construction sites make up a large number of pollution incidents that occur each year.
Many spillages can be prevented. (See TBT ENV 002).
Poor storage, lack of care during refuelling, vandalism and poorly maintained plant can all result in spillage of fuel or oil
Hazards
The following are the hazards associated with a spillage on site:
<ul style="list-style-type: none"> • Environmental damage • Costs to the company
Reason for Concern
The following are the concerns associated with spillages:
<ul style="list-style-type: none"> • A spillage of oil or fuel can cause damage to the environment and harm plants, animals, fish, and humans. • Spillages, even one caused by vandalism or during theft can result in a prosecution, a significant fine, and damage a company's reputation. • Spillages will lead to clean up costs, which can be significant, often many times greater than any fine.
It is important that everyone on site knows how to control a spill to minimise its impact
Control Measures
<ul style="list-style-type: none"> • Know where all spill kits are and know how to use them. • Workers must have the correct PPE before dealing with any spill.

<ul style="list-style-type: none"> Do not ignore the spill. Stop work and act immediately.
<ul style="list-style-type: none"> Extinguish all possible ignitions if spillage is flammable.
<ul style="list-style-type: none"> Contain the spillage – on land use earth/sand to construct a bund around the spill to stop it spreading.
<ul style="list-style-type: none"> Protect sensitive areas (eg watercourses or surface water drains), and use drain covers or use earth/sand to construct a bund.
<ul style="list-style-type: none"> Clean up the spill. Use absorbent granules/pads to mop up spills.
<ul style="list-style-type: none"> Ensure to have the correct spill clean-up equipment, eg oil booms, chemical absorbent mats.
<ul style="list-style-type: none"> Dispose of all contaminated materials (soil/absorbent materials) correctly – those containing substances such as oil, diesel or paint will be hazardous waste.
<ul style="list-style-type: none"> Notify a line manager of actions taken.
Key Points
<ul style="list-style-type: none"> In the event of a spill act immediately and do not ignore it.
<ul style="list-style-type: none"> Notify your line manager and the Environmental Manager/Advisor.
<ul style="list-style-type: none"> Familiarise yourself with the SRIRP (below) and carry out the steps

STOP

- **STOP** the spill at the SOURCE



CONTAIN

- **Contain** the spill using booms
- Protect Drains
- Absorb spill using absorbant mats/sand



NOTIFY

- **Notify** the Site Manager
- Name: _____
- Number: _____



DISPOSE

- **Dispose** of used spill kits as hazardous waste



RESTOCK

- **Restock** the spill kits after use



Security: Public

Briefing/Toolbox Talk Record			
Topic / Subject:	Drugs and Alcohol		
A. Location and Presenter Details			
Location of Briefing	MBH Subcontractors Office	Company:	Raphael Contracting LTD
Presenter:	A. Kulsinskas	Date:	24.01.25
Position:	Site Manager	Time:	08:00am
B. Details of Briefing			
Purpose of Briefing			
<p>The following briefing addresses the key risks associated with and control measures required for the management of drugs and alcohol. Its aim is to ensure that all staff are fully aware of the potential risks associated with drugs and alcohol and what they should be doing to minimise the chances of an accident or incident.</p>			
C. Key Points			
<p>Maintaining a safe working environment is of utmost importance for any employer; this not only applies to the workforce, but also the surrounding public and anybody else who may be affected. The need for attention and consideration could not be more of a priority than within the already safety-conscious construction industry.</p> <p>It goes without saying that the influence of drugs and alcohol pose huge safety risks for the industry; the slightest lapse in attention or focus could cause serious consequences, particularly in a working environment where heavy machinery and vehicles are used.</p> <p>It is important to understand that drugs and alcohol can affect the psychological and physical state of wellbeing, significantly diminishing the ability to perform at a responsible level. The effects of drugs and alcohol can vary depending on the particular substance taken. However, the most common influences that can affect an individual in a working environment are as follows:</p> <ul style="list-style-type: none"> • Impaired awareness including vision and hearing • Reduced concentration and ability to focus • Diminished judgement and decision making • Compromised balance and coordination <p>Each of these can directly compromise both the body's mental and physical ability, greatly intensifying the chance of a hazard occurring. It is common knowledge when working in a construction environment that the individual's actions do not just affect themselves but can also impact those around them.</p> <p>It is essential to keep in mind that it is not just recreational drugs that can pose a serious risk. Prescribed drugs may also influence an individual in various ways, which can have serious consequences in the workplace. Fundamentally, any form of drug that you may not routinely take holds the possibility of unexpected side effects.</p> <p>The issue of drugs and alcohol does not just pose a health and safety hazard; the possession, production and supply of illegal drugs are criminal offences and have no place in the working environment.</p>			

Whilst employers and fellow colleagues should be aware of the signs of being under the influence, they should also be vigilant of any illegal activity taking place on premises.

Alongside the risks to health and safety and potential criminal activity, the impact of drugs and alcohol should be clearly identified and addressed. The impact of drugs and alcohol can be categorised down to four core issues:

1. Injuries and fatalities
2. Absenteeism and dismissal
3. Inefficiency
4. Criminal activity

All who work within JRLG locations, can be subject to random drug and alcohol testing or for cause testing.

Facts and figures

It can be difficult to determine exactly what extent the industry is affected by drugs and alcohol. The following facts have been identified:

- 20-30% of workplace accidents can be associated with alcohol in safety-critical industries such as construction (NHS, 2006)
- 27% of employers say drug misuse is a problem at work while 60% have experienced problems due to staff drinking alcohol (Alcohol Concern, 2010)
- 33% of employees admit to being at work with a hangover from the night before, which they accept impacts directly on their own productivity and safety (Institute of Alcohol Studies, 2015)
- 17 million working days a year are lost in England due to alcohol-related sickness (National Institute for Health and Care Excellence, 2010)
- 3-5% of all absences each year are due to alcohol (Trade Union Congress, 2010)
- UK industry loses £7.3 billion a year to alcohol-related sickness absence (Cabinet Office, 2010)
- 3 million deaths a year are a result of harmful drugs and alcohol use (World Health Organisation, 2015)
- 7 out of the 10 professions with the highest drink or drug driving rates in 2016 were part of the building trade (MoneySuperMarket, 2016)

Follow the HSE guidance for drugs and alcohol: <http://www.hse.gov.uk/alcoholdrugs/index.htm>.

All who work within JRLG locations, can be subject to random drug and alcohol testing or for cause testing.

RN: BO-JRLG-SM-TBT-FM-Z-0082	Page 3 of 3	Suitability: A1	Rev: C02
TN: BO-JRLG-SM-SHE-FM-Z-0013			Security: Internal