


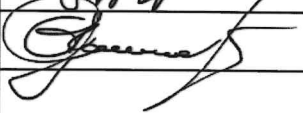
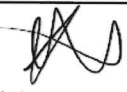
Toolbox Talk – ENV009	
Topic/subject covered:	Energy and Fuel Efficiency

A: Details of the briefing

Location of briefing:	MBH, Subcontractors Office	Company:	Raphael Contracting LTD
Name of presenter:	A. Kulinskis	Position:	Site Manager
Date:	14.02.25	Time:	08:00 am.

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
<p>Tonnes of emissions are produced and wasted each year through the inefficient use of energy and fuel.</p> <p>Switching off all unnecessary appliances and taking simple precautions when commuting to work or driving plant will make a real difference to the planet and pockets!</p> <p>The briefing details the hazards associated with fuel and energy wastage and the measures used in order to keep wastage to a minimum.</p>
Hazards
The following are the hazards associated with the overuse of fuel and energy:
<ul style="list-style-type: none"> • Environmental damage • Release of Green House Gases • Costs to the company
Reason for Concern
The following are the concerns associated with energy and fuel efficiency:
<ul style="list-style-type: none"> • Inefficient energy and fuel use has negative impacts on the environment; crop failure, changes in sea level and plant and animal extinction may result if emissions are not controlled in a more sustainable manner. • Emissions from energy and fuel use release gases such as CO₂ and CH₄ into the atmosphere which contribute to global warming and climate change. • Overuse and misuse of energy and fuel can lead to high costing bills. • Using energy and fuel as efficiently as possible will promote a green image for the company and improve public relations as well as attracting more clients.
Control Measures
<ul style="list-style-type: none"> • Ensure all lighting, heating and electrical equipment is switched off when not in use.

Toolbox Talk – ENV009			
Topic/subject covered:	Energy and Fuel Efficiency		
Location of briefing:	MBH, Subcontractors Office.	Company:	Raphael Contracting LTD
We the undersigned fully understand of the contents of this briefing/toolbox talk. If we are unable to carry out our work safely we agree that we must immediately stop work and inform our line manager or supervisor			
Date	Print Name	Position/Role	Signature
14.02.25	J. Smith	Carpenter	
14.02.25	S. Simonovic	Carpenter	
Given by: A. Kulsinkas Position: Site Manager Signature: 			
I confirm that the above delegates attended the above stated briefing/toolbox/training			
Please ensure that a copy of this briefing/toolbox talk/training register is sent to the Training Department at Head Office – irl.training@irlgroup.co.uk			

Briefing/Toolbox Talk Record			
Topic / Subject:	Working in Winter Conditions		
A. Location and Presenter Details			
Location of Briefing	MBH, Subcontractors Office	Company:	RCL
Presenter:	A. Kulsinkas	Date:	13.02.25
Position:	Site Manager	Time:	08:00 am.


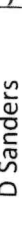



B. Details of Briefing
Purpose of Briefing
Extreme weather brings with it a number of health and safety issues, not all of them obvious. Employers rely on their staff to work carefully in such conditions, not take unnecessary risks and raise concerns promptly with managers.
Hazards
<ul style="list-style-type: none"> Ice and snow building up. Wet floors. Snow and ice falling from roofs. Manual handling and lone working associated with gritting and snow clearing. Poor road conditions and visibility. Hypothermia. Reduced staff numbers. Burst water pipes and damaged gas pipes.
Risk Level
<ul style="list-style-type: none"> Ice can lead to slipping accidents. Broken bones are more common in icy conditions. Ice, heavy rain storms and poor visibility also increases the risk of vehicle accidents. When snow and rain is brought into the entrance of a building hard floors become slippery. Pedestrians can be struck by falling snow and ice in severe conditions. Those sent out to clear snow and ice have to carry out strenuous manual work which in cold conditions can lead to strains and sprains. They are also at risk of falling, possibly in darkness and alone, so that there is no ready access to help. Emergency exits and external routes can be obstructed or made hazardous by snow/ice. Those working outdoors, or who get trapped in vehicles, are at risk of hypothermia. When staff are low in number, normal systems of work may become unsafe and emergency procedures may become inoperable. Winter weather causes damage to external paths. Fracturing of water and gas pipes can lead to flooding, gas release and explosion. Flooding introduces additional dangers from electricity.

RN: BO-JRLG-SM-TBT-FM-Z-0059	Page 3 of 3	Suitability: A1	Rev: C02
TN: BO-JRLG-SM-SHE-FM-Z-0013			Security: Internal

Contract:	NG 200	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c): 10/02/2025	Method statement (s) (Title, Rev No. & Rev date)	<u>RCL</u> 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	10/02/2025	D Sanders		Personal safety in or around vehicles
Tuesday	11/02/2025	D Sanders		
Wednesday	12/02/2025	D Sanders		Safe use of hop ups
Thursday	13/01/2025	D Sanders		Hazardous waste
Friday	14/01/2025	D Sanders		Migrant workers-language barriers new dangers at work
Saturday	15/02/2025	N/A	/	
Sunday	16/02/2025	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

SITE: The National Gallery

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Toolbox Talk No. 87 SAFE USE OF HOP-UPS

Hop-ups are designed for short-term use where access might be limited for other equipment such as podium steps. Some sites may require you to have a 'Permit-to-Work' for hop-ups and/or mini scafftags for their inspection records.

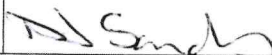
- Never use this equipment if you are ill, feeling tired, or under the influence of alcohol or drugs.
- Wear sensible, protective clothing and footwear offering good grip. Tie back long hair and avoid loose garments and jewellery that could get in your way.
- Do not use a hop-up if you suffer from vertigo or have a fear of heights.
- This equipment is designed to support one person only.
- The Hop-up is designed for internal use and must only be sited on a level floor.
- Erect the Hop-up away from overhead hazards.
- Never suspend the Hop-up from another structure.
- Never carry anything when climbing, unless you can do so leaving both hands free. Place tools and materials on to the platform before climbing.
- Always check the condition of components before use – and at regular intervals thereafter. If any show signs of damage or excessive wear, do not use it.
- Always ensure the hop-up is correctly extended and level before use – and check regularly thereafter.
- Do not site the Hop-up directly on carpet or floor surfaces that could be damaged by the feet
- Never overload the Hop-up. The work platform's maximum load is 110kg or 17.3 stone. The **MAXIMUM SAFE WORKING LOAD** must not be exceeded.
- Never lean anything against the Hop-up and never use it for jobs that exert repetitive or excessive force.
- Never use boxes, steps etc to gain extra height and never reach too far out to one side.
- Never move a Hop-up with personnel, tools or materials, always clear the platform first.
- Ensure the ground over which the Hop-up is to be moved is flat, level and firm enough to bear its weight, and well away from hazards.
- Don't take chances. If the Hop-up cannot be moved safely for any reason, fold it and rebuild in the new location.




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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Migrant workers-Language barriers means new dangers at work	Date: 13/02/2024
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
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

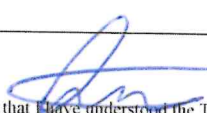
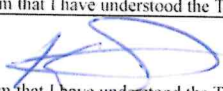
No. Attended 3	Duration 30 mins	Total Time 1.5 hours	Employer Reference 2453745
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RAPHAEL CONTRACTING LTD

RCL TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Safe use of hop-ups	Date: 11/02/2025
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	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
	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 3	Duration 30 mins	Total Time 1.5 hours	Employer Reference 2453745
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Toolbox Talk No. 51 MIGRANT WORKERS - LANGUAGE BARRIERS MEAN NEW DANGERS AT WORK

BACKGROUND

- The Health and Safety Executive describes a migrant worker as “one who has come to the UK within the past 5 years in order to find or to take up a specific post”.
- Workers from other countries have long been used by UK industry and indeed they are vital for some industries. Within the European Community the freedom to travel, to trade and work wherever one wishes within the EC boundaries is increasing the number of foreign workers in the UK.

LEGAL REQUIREMENTS IN THE UK

- Foreign workers employed in the UK enjoy the same protection as UK workers and have the same rights and responsibilities. The Management of Health and Safety at Work Regulations require employers to provide their employees with understandable information on risks to their health and safety and on precautions to take to avoid those risks. When UK employers undertake risk assessments they must take into account any additional risks arising from differing cultural backgrounds or a limited command of English – either written or spoken and take appropriate control actions.

WHAT ARE THE RISKS?

- Migrants are more likely to be working in sectors or occupations where there are existing health and safety concerns and that it is their status as new workers that may place them at added risk, due to their:
 - Relatively short periods of work in the UK
 - Limited knowledge of the UK's health and safety system
 - Different experiences of health and safety regimes in countries of origin
 - Motivations in coming to the UK, particularly where these are premised on earning as much as possible, in the shortest possible time
 - Ability to communicate effectively with other workers and with supervisors, particularly in relation to their understanding of risk
- Access to limited health and safety training and their difficulties in understanding what is being offered, where proficiency in English is limited
- Failure of employers to check on their skills for work and on their language skills
- Employment relationships and unclear responsibilities for health and safety, in particular where workers are supplied by recruitment agencies or labour providers or are self-employed
- Lack of knowledge of health and safety rights and how to raise them, through which they can be represented

WHAT CAN BE DONE TO CONTROL THE RISKS?

- **Training** – lectures, videos, computer based training are unlikely to be effective with foreign workers who may have limited command of English. Induction training and more specific job/task specific training is not likely to be effective. “Simultaneous” translation, using a worker who can speak English or by use of an interpreter may be possible but may not work well in practice. If significant numbers of foreign workers are expected then the preparation of material in the appropriate language is preferred

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