

Briefing/Toolbox Talk Record			
Topic / Subject:	Young Persons		
A. Location and Presenter Details			
Location of Briefing	MBH, Subcontractors Office.	Company:	Raphael Contracting LTD
Presenter:	A. Kulsinskis	Date:	7.3.25
Position:	Site Manager	Time:	08:00 am
B. Details of Briefing			
Purpose of Briefing			
The following briefing addresses the key risks associated with and control measures required when employing young persons in the workplace. The definition of a young person is anyone under 18 years. The aim of this briefing is to ensure all staff are fully aware of the potential risks associated with employing young persons and what they should do to minimise the chances of an accident or incident.			
Hazards			
<ul style="list-style-type: none"> Exposure to physically challenging work. Inexperience and a lack of risk awareness. Bullying by other members of staff. 			
Risk Level			
Except under special circumstances, young persons under 18 years must not be allowed to do work which:			
<ul style="list-style-type: none"> Cannot be adapted to meet any physical or mental limitations they may have. Exposes them to substances, which are toxic or cause cancer. Exposes them to radiation. Involves extreme heat, noise or vibration. 			
C. Employee Actions – Briefing / TBT 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)			
Control Measures			
<ul style="list-style-type: none"> Health and safety induction and training should be arranged to take place before the young person starts work. A risk assessment should have been completed to help identify and reduce risks. A safe system of work should be developed that includes emergency contact details for parents and guardians. Young persons should be supervised at all times by a trusted employee. Young persons should not wander into potentially hazardous areas, e.g. construction sites. Any accidents involving young persons should be reported. Training for young persons should be provided as required. If aged 16 or 17 years, they should work a maximum eight-hour day. Personal protective equipment (PPE) should be provided if needed. Ask for PPE sizes prior to arrival. Young persons should report any medical condition that may prevent them from carrying out work safely. 			
Key Points			
If the young person is still at school or on work experience, the host should be asked to sign a written agreement making the responsibilities of both sides clear. Sometimes this is combined with consent from the parent/guardian and the young person.			

RN: BO-JRLG-SM-TBT-FM-Z-0022	Page 2 of 2	Suitability: A1	Rev: C02
TN: BO-JRLG-SM-SHE-FM-Z-0013			Security: Internal

Toolbox Talk – ENV006

Topic/subject covered:	Statutory Nuisance – Dust Emissions and Air Quality.
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A: Details of the briefing


Location of briefing:	MBH, Subcontractors Office	Company:	Raphael Contracting LTD
Name of presenter:	A. Kulsinskis	Position:	Site Manager
Date:	6.3.25	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
Dust and emissions to air can be a nuisance to neighbours' and may cause health risks at very high concentrations. Dust can damage vegetation and crops and have a negative effect on local wildlife and watercourses.
The briefing will detail the hazards associated with dust emissions and poor air quality and the control measures that should be used in order to prevent any adverse effects to the environment or workforce.
Hazards
The following are potential hazards associated with dust emissions and poor air quality:
<ul style="list-style-type: none"> <u>Environmental pollution</u> - dust can damage the ecology of a watercourse and affect plant growth, including crops. <u>Health risks</u> - eye irritation, pulmonary irritation, dust emissions may be carcinogenic and can cause nausea, dizziness or fainting.
Control Measures
<ul style="list-style-type: none"> Keep surfaces swept and damp down with water at regular intervals during dry weather. Minimise drop heights into haulage vehicles and conveyors. Ensure cutting and grinding operations are adequately shielded or wetted. Sheet over lorries carrying dry materials to or from site. Keep to site speed limits to minimise dust generation. Use the wheel wash for appropriate vehicles if there is one present on site. Store fine dry materials within buildings or provide adequate protection from the wind. Store bulk cement and bentonite in silos. Position silos and stockpiles away from residential areas and watercourses.

• Clean up or damp down any spillage of dry dusty materials.
• Make sure dust suppression systems are working and are effective on crushers and screeners.
• Notify a site manager if work activities are causing poor air quality.
• Ensure plant and vehicles are not left running if not in use.
• Do not burn materials on site without permission from regulators and your site manager.
• Ensure plant is maintained. Black smoke may give rise to poor health and can cause a nuisance.
• Don't ignore sources of dust and fumes on site, notify a manager.
• Don't ignore complaints – respond politely and inform a manager.
Key Points
• Avoid prosecution: emission of dark smoke from plant, chimneys and fires is illegal and is harmful to human health
• Avoid environmental harm: dust can damage the ecology of a watercourse and affect plant growth (eg crops)
• Avoid programme delays: regulators have the power to stop works if dust or other emissions are causing a nuisance
• Reduce health hazard: dust may cause eye irritation, nausea, dizziness, fainting, make asthma worse and could be carcinogenic
• Public relations: dust can settle on neighbours' properties and cars etc., which may lead to local dispute
• Public relations: poorly controlled emissions and odours from plant or works may lead to valid complaints.

C: 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)

Toolbox Talk – ENV006			
Topic/subject covered:	Statutory Nuisance – Dust and Air Emissions		
Location of briefing:	MBH, Subcontractors Office	Company:	RCL
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
6.3.25	J. Smith	Carpenter	J. Smith
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 – jrl.training@jrlgroup.co.uk			