



## TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Environmental issues for carpenters	Date: 05.05.24
Location: Millennium Bridge House	Start Time: 7:30
Duration (Minutes) 30min	End Time: 8:30
Presenters name: A. Kulsinskas	Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	B. Ramchande	RCL	 I confirm that I have understood the Tool Box Talk
2	D. Marciulaitis	RCL	 I confirm that I have understood the Tool Box Talk
3	J. Smith	RCL	 I confirm that I have understood the Tool Box Talk
4	A. Lidzius	RCL	 I confirm that I have understood the Tool Box Talk
5	D. Nunes	RCL	 I confirm that I have understood the Tool Box Talk
6	I. Neagu	RCL	 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	Duration	Total Time	Employer Reference
6 8	1h	8h	2453745

DOCUMENT REFERENCE:	SIT-FM-007	VERSION NO:	1.1	CREATION DATE:	07/02/2013	Page 1 of 1
DOCUMENT OWNER:	DAS			LAST REVISION DATE:	01/03/2018	



### TRAINING AND DEVELOPMENT PLAN

## SHORT TRAINING SESSION ATTENDANCE SHEET

<b>Title:</b> Site quiet times and week's highlights, GBE presentation 'Going Life', Electrical awareness.	<b>Date:</b> 29.04.24
<b>Location:</b> Millennium Bridge House	<b>Start Time:</b> 7:30
<b>Duration (Minutes)</b> 30min	<b>End Time:</b> 8:30
<b>Presenters name:</b> A. Kulsinskas and GBE	<b>Presenters Signature:</b>

	Candidate's Name	Name of Employer	Candidate's Signature
1	B. Ramchande	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	J. Smith	RCL	 I confirm that I have understood the Tool Box Talk
4	V. Gustainis	RCL	 I confirm that I have understood the Tool Box Talk
5	D. Nunes	RCL	 I confirm that I have understood the Tool Box Talk
6	I. Neagu	RCL	 I confirm that I have understood the Tool Box Talk
7	A. Lidzius	RCL	 I confirm that I have understood the Tool Box Talk
8	D. Marciulaitis	RCL	 I confirm that I have understood the Tool Box Talk
9			I confirm that I have understood the Tool Box Talk
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<b>No. Attended</b> 8	<b>Duration</b> 1h	<b>Total Time</b> 8h	<b>Employer Reference</b> 2453745
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DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-007 DAS	VERSION NO: 1.1	CREATION DATE: LAST REVISION DATE:	07/02/2013 01/03/2018	Page 1 of 1
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## PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: MBHS01

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		
D. Nunes		✓		✓	✓					✓		2.4.24
A. Makarauskas				✓		✓				✓		2.4.24
V. Gustaitis				✓		✓				✓		2.4.24
D. Marciulaitis		✓								✓		10.4.24
J. Smith		✓								✓		15.04.24
D. Marciulaitis				✓						✓		16.04.24
I. Neagy				✓		✓				✓		17.04.24
V. Gustaitis		✓				✓						22.04.24
A. Makarauskas		✓		✓		✓				✓		29.04.24
K. Warner	✓	✓		✓			✓					02.05.24
B. Ramchande				✓						✓		07.05.24


DOCUMENT REFERENCE: DOCUMENT OWNER:	SIT-FM-008 DAS	VERSION NO: 1.3	CREATION DATE: LAST REVISION DATE: 07/02/2013 22/11/2018	Page 1 of 1
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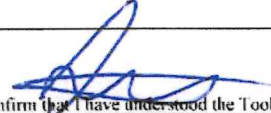




# RAPHAEL CONTRACTING LTD

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

Title: Benefits of Safety	Date: 29/04/2024
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
	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 10	Duration 30 mins	Total Time 5 hours	Employer Reference 2453745
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**Toolbox Talk No. 3 BENEFITS OF SAFETY**

**BE SAFE BE SURE**

- For years the construction industry has had a poor safety record with far too many accidents and too much ill health
- Too many accidents are caused by people knowingly working or behaving in an unsafe manner
- With care, most accidents are totally and easily preventable
- When working, be aware of the safety of others as well as yourself. You have a legal duty to do so

**WHAT YOU MUST DO:**

- Comply with safety training and instruction, and with site safety rules; site induction should inform you of the hazards
- Avoid the temptation to cut corners to get the job done more quickly, there could be a high price to pay
- Be aware of how the job you are doing could affect other people around you
- Stay away from work if you know that you are not fit through illness, drink, drugs or for any other reason
- Ask your supervisor if you have any doubts on safety issues
- Report to your supervisor anyone who you see working or behaving in an unsafe manner, especially horseplay

**THE COST OF ACCIDENTS**

- A poor safety record could result in your company being fined and suffering increased insurance premiums
- It may reduce the company's chances of winning further contracts
- Money lost in these ways cannot be used elsewhere, the company could be forced out of business
- Employees and supervisors who demonstrate or tolerate poor safety practice may find themselves out of work
- The personal cost of knowing that you have caused a serious accident, or worse, could last a lifetime

**THE BENEFITS OF SAFETY**

- Fewer accidents resulting in less pain and suffering
- Individuals have less time off with possible loss of income
- Less disruption to the job as a whole with less inconvenience for individuals and their companies
- Fewer accidents investigations, fines and insurance premium increases; more money available for other things
- Higher employee morale and a more contented workforce

DOCUMENT REFERENCE: DOCUMENT OWNER:	TOOLBOX TALKS MOB	VERSION NO:	10	CREATION DATE: LAST REVISION DATE:	11/08/2010 Oct-2021	Page 8 of 141
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# RAPHAEL CONTRACTING LTD

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

Title: Personal Protective Equipment (PPE)	Date: 03/05/2024
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 WARNER	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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No. Attended 10	Duration 30 mins	Total Time 5 hours	Employer Reference 2453745
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### Tool Box Talk No. 14 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Many accidents occur because people on site do not pay sufficient attention to their own health and safety. You can do a great deal to protect yourself simply by knowing what is available, wearing the correct clothing and using the protective equipment appropriate to your job.

#### Remember:

- Gone are the days when people who asked to be issued with protective clothing were thought to be wimps.
- Exposing your body to hazards at work without personal protective equipment is foolish.
- Personal Protective Equipment (PPE) should always be regarded as the last resort – it's the safe system of work that provides the primary defence.
- PPE is often the last line of defence between you and an accident.
- Use it carefully – it may save you from serious injury or even save your life.
- PPE is anything you wear at work to help guard against an accident.
- PPE won't prevent an accident in itself but it does provide an additional safety net.
- It may seem a waste of time to put on protective clothing to carry out a 10 minute job but remember it's not the length of time spent doing the job which creates the risk – it's the job itself.
- The law requires us to provide protective clothing and equipment where necessary and for you to wear it as required.
- If you are not sure how to use any item of PPE – ask your supervisor.
- If you feel any item of PPE is unsuitable or does not allow ease of working during use – tell your supervisor.
- Look after any personal protective equipment issued to you.
- If your PPE is damaged in any way it's your responsibility to tell your supervisor who will have it replaced.

Whilst employed or sub-contracting to Raphael Contracting wearing of the following PPE is mandatory:

- ✓ Hard Hat
- ✓ Hi-Viz
- ✓ Safety Boots
- ✓ Gloves
- ✓ Ear defenders - whilst using power tools or working adjacent to power tools when others are using them
- ✓ Safety glasses and masks must be worn when conditions warrant such protection or when the site rules specify they are mandatory



## METHOD STATEMENT INDUCTION

ATTENDANCE SHEET TO BE COMPLETED FOR ALL METHOD STATEMENT TALKS  
(METHOD STATEMENTS ISSUED TO ALL PRESENT)

CONTRACT:	NG200	MS REF:	001 P02
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	NAME (PRINT)	DATE ATTENDED	SIGNATURE	COMMENTS
1	KESTUTIS KULSINSKAS	08-04-24		I confirm that I have read and understood the Risk Assessment and Method Statement
2	VIRGINIJUS BALIULEVICIUS	08-04-24		I confirm that I have read and understood the Risk Assessment and Method Statement
3	SLAV. SIMONOV	22-04-24		I confirm that I have read and understood the Risk Assessment and Method Statement
4	DAVE SANDERS	29-04-24		I confirm that I have read and understood the Risk Assessment and Method Statement
5	Kacee Warner	03/05/24		I confirm that I have read and understood the Risk Assessment and Method Statement
6				I confirm that I have read and understood the Risk Assessment and Method Statement
7				I confirm that I have read and understood the Risk Assessment and Method Statement
8				I confirm that I have read and understood the Risk Assessment and Method Statement
9				I confirm that I have read and understood the Risk Assessment and Method Statement
10				I confirm that I have read and understood the Risk Assessment and Method Statement

Signed:

Position: **Site Manager**

Print Name: **K.Kulsinskas**

Date: **08-04-24**

### WHEN COMPLETED RETURN THIS FORM TO THE RCL SAFETY OFFICER

Note on this side any points that have arisen which you may think should be brought to the attention of RCL and complete the attendance list above (add an extra sheet if necessary)





# Site Manager's Daily Safe Start

<b>Contract:</b>	<b>NG 200</b>	<b>Contracts Manager</b> <b>Site Manager</b>	<b>Paul Haugh</b> <b>Dave Sanders</b>	<b>Date (w/c):</b>  <b>29/04/2024</b>	<b>Method statement (s)</b> <b>(Title, Rev No. &amp; Rev</b> <b>date)</b>	<b>RCL</b> <b>NG200-RCL-ZZ-MS-X-00001</b> <b>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	29/04/2024	D Sanders		Benefits of Safety
Tuesday	30/04/2024	D Sanders	N/A	
Wednesday	01/05/2024	D Sanders	N/A	
Thursday	02/05/2024	D Sanders	N/A	
Friday	03/05/2024	D Sanders		Personal Protective Equipment
Saturday	04/05/2024	N/A		
Sunday	05/05/2024	N/A		

## Operatives Daily Sign Off

[illegible]

NOTE IF YOU HAVE MORE THAN 10 OPERATIVES ON SITE, PLEASE USE THE CONTINUATION SHEET656

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)			✓	
<b>Remember, as the supervisor YOU are responsible for the safety of YOUR team</b>				