



## TRAINING AND DEVELOPMENT PLAN

### SHORT TRAINING SESSION ATTENDANCE SHEET

Title: General site health and safety.	Date: 07.05.24
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 6	Duration 30min	Total Time 3h	Employer Reference 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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## TRAINING AND DEVELOPMENT PLAN

### SHORT TRAINING SESSION ATTENDANCE SHEET

Title: Site Quiet Times and Weeks highlights	Date: 06.05.24
Location: Millennium Bridge House	Start Time: 7:30
Duration (Minutes) 30min	End Time: 8:30
Presenters name: A. Kulsinkas	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
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No. Attended 6	Duration 30min	Total Time 3h	Employer Reference 2453745
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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. Marciniaitis		✓								✓		10.4.24
J. Smith		✓								✓		15.04.24
D. Marciniaitis				✓						✓		16.04.24
I. Neagu				✓		✓				✓		17.04.24
V. Gustaitis		✓				✓						22.04.24
A. Makarauskas		✓		✓		✓				✓		29.04.24
K. Warner	✓	✓		✓			✓					02.05.24
B. Ramchande				✓						✓		07.05.24
I. Neagu				✓						✓		10.05.24

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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## Site Manager's Daily Safe Start

Contract:	NG 200	Contracts Manager Site Manager	Paul Haugh Dave Sanders	Date (w/c):	06/05/2024	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	06/05/2024	N/A	N/A	Bank Holiday
Tuesday	07/05/2024	D Sanders	<i>D Sanders</i>	Young Persons on site
Wednesday	08/05/2024	D Sanders	<i>D Sanders</i>	Manual Handling
Thursday	09/05/2024	D Sanders	<i>D Sanders</i>	Safe use of hand tools
Friday	10/05/2024	D Sanders	<i>D Sanders</i>	Safe Stacking
Saturday	11/05/2024	N/A		N/A
Sunday	12/05/2024	N/A		N/A

### Operatives Daily Sign Off

Name	Signature	M	T	W	T	F	S	S	Comments
K KULSINKAS	<i>[Signature]</i>	/	✓	✓	✓	✓	✓	✓	RCL MANGER/CARPENTER
K WARNER	<i>[Signature]</i>	/	✓	✓	✓	✓	✓	✓	RCL APPRENTICE CARPENTER
V BALIUIEVICIUS	<i>[Signature]</i>	/	/	/	✓	✓	✓	✓	RCL CARPENTER
L - ARCHER	<i>[Signature]</i>	/	/	✓	✓	✓	✓	✓	HUGHESON FLOORING
A. MASTAC	<i>[Signature]</i>	/	/	✓	✓	✓	✓	✓	HUGHESON FLOORING
DANQUEST TRENDAU	<i>[Signature]</i>	/	/	✓	✓	✓	✓	✓	HUGHESON FLOORING

NOTE IF YOU HAVE MORE THAN 10 OPERATIVES ON SITE, PLEASE USE THE CONTINUATION SHEET56

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>				





## METHOD STATEMENT INDUCTION

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

CONTRACT:	NG200	MS REF:	NG200-RCL-XX-MS-X-00006 P1
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	NAME (PRINT)	DATE ATTENDED	SIGNATURE	COMMENTS
1	LEWIS ARCHENOLD	8/5/24	L Archden	I confirm that I have read and understood the Risk Assessment and Method Statement
2	ANDREW MASTAC	8/5/24	MA	I confirm that I have read and understood the Risk Assessment and Method Statement
3	BLAKE TRENDAPLOU	8/5/24	FB	I confirm that I have read and understood the Risk Assessment and Method Statement
4				I confirm that I have read and understood the Risk Assessment and Method Statement
5				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: D Sanders

Date: 08-05-2024

### 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)



### Toolbox Talk No. 5 YOUNG PERSONS ON SITE

#### WHO IS A YOUNG PERSON?

- Health and safety law defines a young person as being over school leaving age but who has not yet reached the age of 18
- The law does not prohibit the employment of young people on construction sites

#### WHAT ARE THE PROBLEMS?

- Young people will not have the same level of safety awareness as someone more experienced
- For some young people, a construction site will be their first experience of a place of work
- Recent changes in legislation have removed the minimum age limit of 18 for operating plant and lifting equipment, however, they may not appreciate their own limitations
- Young people will require a greater level of supervision than an adult, the level depending on their job and site conditions
- Young people might be more tempted to arrive at work whilst unfit, due to several factors
- Young people might take more risks or create dangerous situations because of an eagerness to please


#### HOW TO PROTECT YOUNG PEOPLE

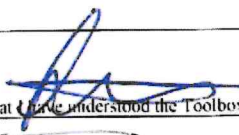
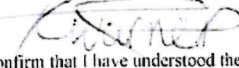
- Be aware of their lack of safety awareness, their physical and psychological immaturity and their inexperience
- Risk assessments must take account of young people being on site and jobs that they are required to do; it is a legal duty
- Only give young people jobs to do that they can cope with, both physically and mentally
- Do not allow young people to carry out particularly dangerous jobs such as using cartridge operated tools
- Whatever the job, ensure the level of supervision is adequate
- Be aware that if young people are working near to you, be prepared to stop any activity that is clearly unsafe
- Encourage young people to speak out if they do not feel safe with what they have been asked to do; it may only be a case of reassurance or maybe more supervision is required
- Ensure that young people attend site induction, even if they are only going to be on site for a short time
- Do not tolerate horseplay or other unsafe high spirits



# RAPHAEL CONTRACTING LTD

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

Title: Young Persons on site	Date: 07/05/2024
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 KULSINSKAS	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
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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	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk

**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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# RAPHAEL CONTRACTING LTD

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

Title: Safe use of Hand tools	Date: 09/05/2024
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 KULSINSKAS	RAPHIAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
K WARNER	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
V. PELLULEVICIUS	RAPHIAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
LEWIS ARCHENAU	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
ANDREI MUSTAC	RAPHAEL CONTRACTING LTD	 I Confirm that I have understood the Toolbox Talk
	RAPHIAEL 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
	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
	RAPHAEL CONTRACTING LTD	I Confirm that I have understood the Toolbox Talk

**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



### Toolbox Talk No. 36 SAFE USE OF HAND TOOLS

- Don't take hand tools for granted, because of the rugged demands our industry puts on tools, the misuse of tools, using the incorrect tool for the job or tools in poor condition can result in injury or spoiled work.
- There are numerous hand tools used in construction work; hammers, screwdrivers, wrenches, side cutters, tape measures, sledge hammers, hand saws, cat's paws, chisels, punches and pipe wrenches, just to name a few.
- Each tool is designed to do a specific job. It is up to you to know how to use each tool properly.
- Short cuts and using the wrong tool for the job will more than likely cause an accident. One of the most frequent abuses of a hand tool is the misuse of the screwdriver. This hand tool is often used as a mini pry bar, a wood chisel, etc – any number of small tasks for which it simply was not designed to be used. A puncture wound can easily occur when misusing any pointed hand tool. Always use the right tool for the job at hand.
- Keep tools in good condition. Injuries occur when a tool slips or breaks, often because the tool is dull. A sharp, well maintained tool will help you perform your job more effectively and in a shorter time. Keep all tools sharp, chisel points dressed etc. Replace broken tools and broken or cracked handles immediately. As the worker who uses the hand tool, you should think of safety first. Check to be sure that the tool is in good shape before you use it. If you have any question about the condition of the tool, or how to use it properly, check with your supervisor.
- Personal protective equipment is required if there's any danger of flying objects. Wear your safety goggles. If there is the potential risk of a hand injury, be sure to wear gloves. Injuries also can occur when you're carrying the tool. Never run, with any tool in your hands. Carry tools with pointed or sharp edges so that those edges are away from your body. An intelligent and safe way to transport hand tools is to wear a tool belt or carry them in a toolbox.

### ***CHOOSE THE RIGHT TOOL FOR THE RIGHT JOB AND THEN BE SURE YOU KNOW HOW TO USE IT CORRECTLY.***

#### **THE BASIC RULES ARE:**

1. Choose the right tool for the job.
2. Use only tools in good condition – no tools with cracked or broken handles, none without handles, none with mushroomed or broken heads.
3. Keep keen-edged blades sharp; store them safely when not in use.
4. Always cut away from yourself.
5. Be sure to wear eye protection if there's any chance of chips or flying particles.
6. Don't use a file without a handle.
7. Don't use a chisel or screwdriver as a pry bar.

DOCUMENT REFERENCE:	TOOLBOX TALKS	VERSION NO:	9	CREATION DATE:	11/08/2010	Page 53 of 141
DOCUMENT OWNER:	MOB			LAST REVISION DATE:	21/10/2019	