

WORK EVIDENCE SHEET		Evidence Ref. No. 3
Learner Name: Aiden O'Flynn-Mundin	Employer: Isle of Wight Steam Railway	
Address of site: The Railway Station, Main Rd, Havenstreet, Ryde PO33 4DS		
Job Start Date: 09 th August 2022	Job Completion Date: 3 rd October 2022	
<p>Name of Job: 1st Class Experience Table Trays X3</p> <p>Brief details of job: I was tasked to manufacture 3 Table Trays for the 1st Class Experience Service that the railway Offer to visitors. I had to source the timber from our stores, take reference from the existing trays, machine and produce with a varnished finish.</p> <p>Have you had a site induction on this site and / or had toolbox talks?</p> <p>Yes, I had a site induction when I started my employment at the Steam Railway.</p>		
<p>How did you receive your work instructions? (Attach specification / drawing / schedule or witness testimony confirming verbal instructions if possible.)</p> <p>I was verbally informed of the task by my supervisor as a request for three trays was ordered by the Operating Department who I spoke with as well.</p> <p>I discussed the task with my supervisor and how to proceed.</p>		
<p>Planning for the job: Did you arrange materials to be delivered / moved before you started work?</p> <p>No materials were delivered as I sourced the timber/materials from our stores and moved them in to the workshop. I took design & measurement reference direct from one of the existing trays.</p>		
<p>Give details of the people you spoke to, the instructions you received & the type of communication. (Oral, listening, body language?)</p> <p>Colleagues: Steve Roundtree (Charge Hand) Oral Instructions Foreman: Supervisor: Paul Fisher (Supervisor) Oral & listening instructions Client: Clive Miller (Duty Manager) listening instructions</p>		
<p>What materials did you use? (List them all)</p> <p>(Base) ¾ inch plywood board: 8ft x 4ft Cut to: x3 L,39½in x W,19½in D,¾in (Frames) Pine battens X 4: L, 85in W, 1¾in D, 1in Cut to: x6 L,40in x W,½in D,1 ½in & X6 L,20½in x W,½in D,1 ½in (Rests) L, 39in x W, 4in D, 2in Cut to: x3 L,39in x W,1in D,1¼in (Fixings) X9 2½ x 10 Slotted screws x 90 1in Brass Pins</p>		
<p>How did you store them on site? In the workshop</p>		
<p>What protection did you make for the surrounding area, materials & equipment before starting work? (Explain)</p> <p>Before I used any equipment I would inspect Tools, Machinery and PPE to ensure they do not pose a danger to myself or anyone else in the vicinity.</p> <p>I used dust extraction when using any machinery and used newspaper to protect work benches when varnishing.</p>		
List the hand tools & any equipment that you used: Smoothing Plane Tack hammer Sandpaper Varnishing Brush	List the power tools that you used: Thickness/Surface planer Radial arm saw & Circular hand saw Table saw Router table Orbital sander	
<p>Where were the tools & equipment stored on site? Secured in the workshop</p>		
<p>What maintenance did you carry out on the tools & equipment? Machine safety check</p>		

What PPE was necessary / used?	Yes, P3 Dust mask, Eye & Ear protection, steel capped work boots, Overalls, work gloves & Nitrile gloves
Explain details of any hazards on the site (e.g.cables, fumes, access etc) How did you deal with the hazard?	Possible Hazards: Machinery & wood & varnish Dust Extraction unit when operating machinery: I used the machinery in line with my training, used dust extraction, wore appropriate PPE when operating machinery and varnishing.
Briefly describe the work you did; how you protected it & any access equipment you may have worked from The task was to manufacture 3 table trays for the 1 st Class Experience service that the railway provides. I selected the material, source timber and manufacture the items. I took the design and measurements from an existing tray and adapted it to include a rebated frame.	
<p>I discussed the project and learning steps with my Supervisor Paul Fisher (Joiner, Master Craftsman & Charge Hand)</p> <p>I machined all the timber into component form using various machinery: Thickness Planer, Radial Arm Saw, and Table Saw & Router Table. Once this was completed, I assembled the trays, glued and pinned together, cleaned up all the edges either with a smoothing plane and fine grit sandpaper. After this was finished I applied 4 coats of stained varnish & 1 coat of clear varnish. I took instructions from Steve Roundtree (Painter & Charge Hand) for the varnishing and finishing.</p> <p>I protected my work by storing them in our workshop.</p> <p>Once completed I delivered the trays to the Operating Department Manager Clive Miller</p>	
Did you work at height on this task? Did you check the equipment for safety? I did not work at height.	
Did you do this task on your own or as part of a team? (If on your own how did you take responsibility for completing the work?)	
<p>I completed this task on my own as well as listening and watching advice/demonstrations from my Supervisor Paul Fisher.</p> <p>During and upon completion of the task I would ask for my work to be checked by my supervisor.</p>	
Explain what the time constraints for this job were.	
<p>No time constraints</p>	
Was the quality of your work checked when it was completed? Was there anything you could improve next time?	
<p>My work was checked by my supervisor at completion and a rolling check during the task.</p>	
What problems / difficulties were there? (e.g. delays due to damaged materials / equipment, problems from the weather or access to premises)	
<p>There were some delays due to me being requested by colleagues to work on other projects that were more urgent.</p> <p>This may have delayed the task. However, this was not an issue as there weren't any time constraints.</p>	
Give details of any changes to the work programme. What changes took place; name the people who informed you.	
<p>No work changes</p>	
How did you clean up the work area & what did you do with unused materials?	
<p>I would clean the work area as I went along and at the end of the day with Hoovers, Brooms & Dust pans. I used Dust extraction equipment when needed, and any non-reusable off cuts were placed in the wood bin.</p> <p>Any usable material was stored back in the timber store.</p>	

What did you do to keep the workplace secure? (e.g. lock premises, ensure visitors sign in)

Used sign- in sheets & locked premises at the end of each day.

What company rules did you follow?

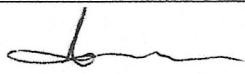
The Isle of Wight Steam Railway's Health & Safety Policy & Workshop rules

What company documentation did you complete? (e.g. timesheets)

I completed my timesheets & Pre-machine safety check form

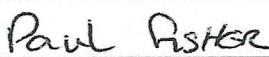
Photographs- Date, location, WBR's signature. Identify yourself with an arrow if others are in the photo.

State the number of photographs attached: Staple photographs to evidence sheet.

Candidates Signature: 

Date: 23/1/23

I CONFIRM THAT THE DETAILS GIVEN ABOVE ARE ACCURATE -

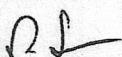
WBR / Supervisor's / Customers Name (Please print): 

Position in company :

Supervisor

Tel .No.

01983 883613

WBR / Supervisor's / Customer's Signature: 

Date:

23/1/23

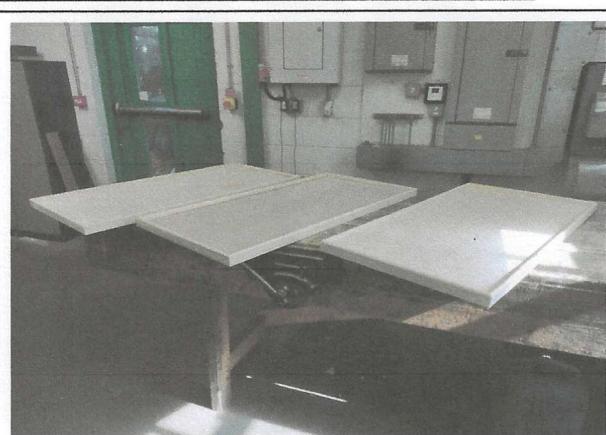
Please note that this form cannot be accepted as evidence UNLESS it has been signed & dated by all concerned.



Components for the trays cut to size.



Components ready to be assembled.



Myself Cutting Rebate's on a router table

All three trays assembled ready to be varnished.

