

# Garrard Windows Ltd

1-3 Harvington Park, Pitstone Green Business Park, Pitstone, LU7 9GX

[www.garrardwindows.co.uk](http://www.garrardwindows.co.uk) 01296 668899

## Canteens/Toilets

You may have noticed we are updating canteens and adding additional toilets in unit 3. Please allow the builders to work and use alternative canteens or toilets if they are busy working.

## Lunch Breaks

Some of you are not taking lunch breaks, or just having ten minutes. Please make sure you stop for half an hour and don't forget to clock out and back in again – This was in the newsletter last quarter, but It's still happening. You must take lunch breaks... it's the law!

## Holiday

If you have any holiday remaining please take it as soon as you can. Check with your manager if you are unsure of how many/if any you have remaining. Holidays will need to be approved by your manager. "Use it or lose it" in the words of Steve Dennafor..

## Linklife staff

If you work for Linklife, please ensure you send your timesheet to Linklife in addition to clocking in. This allows your times to be verified. Any mistakes can be spotted sooner rather than later, therefore meaning your pay should be correct. We can email your timesheet for you if you give it to your manager by Monday afternoon.

## Merry Christmas

We would like to thank you all for all your hard work in 2017 and wish you a very Merry Christmas and a New Year.

## Newsletter

Is there anything you would like to see in this newsletter? Please email [hayley@garrardwindows.co.uk](mailto:hayley@garrardwindows.co.uk) with any suggestions.



## Upcoming Events

### December 22

Last day before Christmas and last pay date before Christmas

### January 2

First day back after Christmas

### January 5

First pay date after Christmas

## Bank Holidays

### 2017

*Monday 25<sup>th</sup> December – Christmas Day*

*Tuesday 26<sup>th</sup> December – Boxing Day*

### 2018

*Monday 1<sup>st</sup> January – New Year's Day*

*Friday 30<sup>th</sup> March – Good Friday*

*Monday 2<sup>nd</sup> April – Easter Monday*

*Monday 7<sup>th</sup> May – Early May bank holiday*

*Monday 28<sup>th</sup> May – Spring bank holiday*

*Monday 27<sup>th</sup> Aug – Summer bank holiday*

*Tuesday 25<sup>th</sup> Dec – Christmas Day*

*Wednesday 26<sup>th</sup> Dec – Boxing Day*

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## Company Contact details

If you are unable to attend work, please advise your manager or email one of the addresses below.

Office number - 01296 668899

Steve Dennaforde- 07967 578241

Colin Nappin - 07980 971758

Krzysztof Kesik - 07795 374469

Gerry Hill - 07967 578242

HR - [HR@garrardwindows.co.uk](mailto:HR@garrardwindows.co.uk) or call Angie or Natasha

01296 668899 x 121 x 124

General email [Enquiries@garrardwindows.co.uk](mailto:Enquiries@garrardwindows.co.uk)

## Your contact details

If any of your details change, you must inform us as soon as possible. Please either give your manager the details to pass on to HR, or go to see Angie in the office in Unit 1-2. It is important that we have the correct details and in particular the person to contact in case of emergency.

## Personal Protective Equipment (P.P.E)

*Spares are kept in the stores; please see Harry. Please ask if there is something you require that isn't listed.*

**Earplugs** (at each entrance) Corded or non-corded.

**Ear Defenders** (ask your supervisor if you would like some new ear defenders or your current pair need replacing)

**Safety glasses or Goggles** - Prescription glasses are also available. Please provide your prescription details if you would like some of these.

**Safety boots**

**Gloves**

**Barrier Cream**

**Dust masks**

**Hi-vis jackets/vests**

**Anti-Cut Gloves**

Regularly check any PPE and replace it as soon as there are any signs of wear or tear.

**Please speak to your manager or H.R. if you have queries or concerns.**

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## Fire Wardens

Steve Dennaforde

Colin Nappin

Mariusz Stopa

Rafal Glazinski

Darek Rybicki

Tomasz Pawlus

Kris Kesik

Mark Kennie

Rob Somers

Steven Cox

Greg Katulski

Jason Shute

Adam Webb

Alex Woodfine

Gary Atkinson

Dan Stack

Lucy Griffith

Beau Hopkins

Henry Porter (Harry)

## First Aiders

Should you get something stuck somewhere you shouldn't, need a cuddle or require genuine medical assistance please contact one of the below trained first aiders who will be able to help:

### PITSTONE

**Kris Kesik**



**Kamil Wardega**



**Maciej Cybulski**



**Michal Wnuk**



**Mandy Tyas**



**Wojciech Andrzejczyk**



**Garry Collard**



**Dariusz Rybicki**



**Alex Patrick Woodfine the 3rd**



Piotr Pawlak



BLETCHLEY

Pawel Pietrzyk



Ryszard Wnuk

