

Newsletter

November 2015

Risk Assessment

A risk assessment has been carried out recently. A copy can be found on each noticeboard. Please take the time to read it. If you would like a copy emailed please contact HR@garrardwindows.co.uk or ask your supervisor if you would like a printed copy.

Remember, Health and Safety is your responsibility too. If you see something wrong, tell someone or do something. Do not ignore it. There are some things you can all do to create a safer environment, for example

Keep your area clean and tidy, empty your bin regularly and put anything away after you have finished with it.

Keep to the speed limit in the car parks (5mph)

Wear the Personal Protective Equipment provided to you (PPE) e.g. ear plugs, ear defenders, glasses, goggles, hi-vis jackets. They are provided to keep you safe.

Keep fire exits clear at all times. Do not wedge open fire doors.

Tell your supervisor or manager if you have any concerns at all or use the attached sheet.

Record Week

Last week we had a new record number of windows.

The total number of windows made = 2844.

Thanks for all your hard work. We hope you enjoyed the beer or chocolates.

Hopefully it won't be too long until the next one!

Fire Drill

Over the last few months we have been training people to be fire wardens. The names of the fire wardens are on the noticeboards.

We are going to have a fire drill which you will be informed about in advance.

When the alarm is activated, you should make your way to the nearest exit and go to the fire assembly point. (In the car park at the side of Units 1-2). There will be a roll call taken to ensure everyone is out of the building.

Training

We have invested in an online training system. Each of you will need to complete three courses; manual handling, fire awareness (or fire warden) and noise awareness.

Near miss

At the weekend the fire alarm was activated due to some equipment being left on in the canteen. As I am sure you appreciate, this could have been very serious therefore we have had no option but to have all of the canteen equipment disconnected.

Parking

Can you try to park as tightly as possible. We are very short on spaces and some people are taking two spaces leaving no room for visitors.

Thank you.

Personal Protective Equipment (P.P.E)

Equipment is provided for all employees. Spares are kept in the stores; please ask Harry if you need something.

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

Dust masks

Barrier Cream

Hi-vis vest/jackets

Gloves

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

First Aiders

Alex Woodfine	Mark Kennie
Krzysztof Kesik	Kamil Wardega
Dariusz Rybicki	Arkadiusz Cicharski
Mandy Tyas	Michal Wnuk

Documents

When you start work you are given the staff handbook which includes the company health and safety policy, the disciplinary and capability procedure and the grievance procedure. A copy of these can be found on the noticeboard or if you need a copy ask Angie or Natasha or email HR@garrardwindows.co.uk

Dates for your diary

Wednesday 23 rd December	Finish for Christmas
Thursday 24 th December	Last pay day before Christmas
Monday 4 th January	First day back to work
Friday 8 th January	First pay day after Christmas

Bank Holidays 2016

Friday 1st January - New Year's Day

Friday 25th March - Good Friday

Monday 28th March – Easter Monday

Monday 2nd May – Early May bank holiday

Monday 30th May – Spring bank holiday

Monday 29th August – summer bank holiday

Monday 26th December – Boxing Day

Tuesday 27th December – Christmas Day substitute

Contact Details

Office number 01296 668899

Steve Dennaforde 07967 578241

Colin Nappin 07980 971758

Darren Hackett 07795 374469

Gerry Hill 07967 578242

Natasha or Angie HR@garrardwindows.co.uk

General email Enquiries@garrardwindows.co.uk

