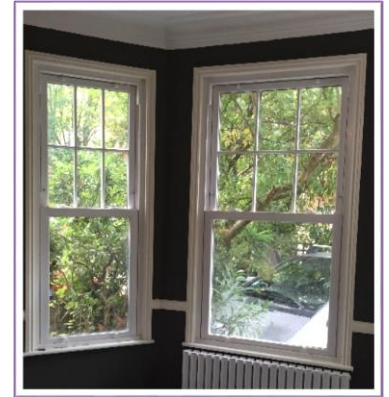


Garrard Windows Ltd

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

www.garrardwindows.co.uk 01296 668899



Fire Assembly Points

We have new Fire Assembly points located around the building. You will be advised of which one you should go to if the fire alarm sounds.

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.

Leaving early

The official clocking out time is 5pm, however some people are clocking out closer to 4.30pm. It is fine to clock out at 4.45pm, but not before then unless agreed with your manager.

Sun Cream

If you are working outside for any length of time, e.g: unloading a delivery, please ensure you are protected from the sun. Colin Nappin has some if you need it, he may even help you apply it if you ask him nicely.

Anti-Cut Gloves

If you are using moonknives, chisels or Stanley knives please ensure you are wearing anti-cut gloves. Steve Dennaforde has some in his office.

Accident Reporting

If you have an accident, it must be recorded in the accident book asap. Please see overleaf for all trained first aiders.

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 28th August – August bank holiday

Monday 25th December – Christmas Day

Tuesday 26th December – Boxing Day

2018

Monday 1st January – New Year's Day

Friday 30th March – Good Friday

Monday 2nd April – Easter Monday

Monday 7th May – Early May bank holiday

Monday 28th May – Spring bank holiday

Monday 27th Aug – Summer bank holiday

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.

Newsletter

Is there anything you would like to see in this newsletter? Please email hayley@garrardwindows.co.uk with any suggestions.

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 or call Angie or Natasha 01296 668899 x 121 x 124

General email 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.

First Aiders

Alex Woodfine

Krzysztof Kesik

Dariusz Rybicki

Pawel Pietrzyk

Kamil Wardega

Michal Wnuk

Mandy Tyas

Garry Collard

Fire Wardens

Natasha Williams

Steve Dennaforde

Adam Webb

Gary Atkinson

Steven Cox

Henry Porter

Lucy Griffith

Beau Hopkins

Alex Woodfine

Jason Shute

Grzegorz Katulski

Dan Stack

Colin Nappin

Mark Kennie

Tom Pawlus

Mariusz Stopa

Darek Rybicki

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.