



Winters Electrical Services Limited

Monthly Newsletter Issue 001

Welcome to the new Winters Electrical Monthly Newsletter. This is designed to be an informative monthly handout, providing information & news from within the Company, which will address pertinent issues.

The first issue has been generated from within the newly refurbished Head Office in Three Bridges, but we would welcome comments & input from all staff for future issues.

Many of our site operatives may not be aware of the roles played by staff within the Three Bridges office. We have detailed below those with whom you may need to have contact of one form or another;

Mark Browne:	Payroll & Holidays
Peter Gauntlett:	Buyer
Brenda Gilder:	Buying Assistant
Lisa Hammer:	Personnel (inc PPE)
Shelley Reeves:	Reception

Health & Safety

Winters Health & Safety Committee meets on a quarterly basis to discuss & evaluate our ongoing safety performance, & to ensure that we are kept up to date with current legislation. All meetings are attended by Colin Rothery & Cliff Henderson (Directors), Lisa Hammer (Office Manager), & Mike Hanley from our Safety Advisors, London Building Safety Group. They are also attended by Steve Nicholls, representing our own directly employed site operatives, & Kevin Snowdon, representing Sub-Contract site operatives.

Steve & Kevin are there to represent you. Should you have any Health & Safety issues that you wish to be raised at these meetings, please do so via them. Contact details are;

Steve Nicholls 07796 362 962
Kevin Snowdon 07775 502 194

Alternatively, if an issue is more urgent, contact any of the other attendees direct.

31st January 2008

The date of our next scheduled Health & Safety Committee Meeting is Thursday 24th April 2008 (with further meetings 3 monthly thereafter).

Personal Protective Equipment (PPE)

You are required to comply with the procedures of the Company and its Policy Statement relating to Health and Safety. This includes the wearing of appropriate Company PPE.

Too many operatives are failing to comply with this requirement. Please ensure that you wear Company PPE when you are on site representing the Company. – i.e. suitable safety footwear as a minimum along with Company logo'd dress.

We are also now experiencing operatives being refused entry to, or thrown off site for not wearing correct PPE. It is YOUR responsibility to ensure you have the correct PPE appropriate to the works you are undertaking. If you feel you have items missing, contact Lisa Hammer. The Company will not be held liable to pay operatives for time lost as a consequence of being removed on site through insufficient PPE.

Company logo'd PPE also serves to advertise & promote the Company. It should therefore be clean & tidy. Once it becomes worn, contact Lisa Hammer for replacements.

It should be noted that shorts are not permitted to be worn on any site. Please also refrain from wearing torn or ripped jeans, as this promotes a shabby image.

Further information on PPE will be covered in the February Newsletter.

Completed Contracts

We have recently completed works at the following sites;

- London Chest Hospital (Emergency Lighting & Fire Alarms) £154k (St Barts NHS Trust)
- Charter School, Dulwich (New Sports Hall) £356k (Buxton Building Contractors)
- Falcon Way, Welwyn Garden City (fit-out) £336k (Elmbury Contractors)
- 37 Percy St (Fit out, inc Builderswork) £270k (Telnic)
- 36 The Little Boltens (Residential Refit) £234k (Kerven Bros)

31st January 2008

New Contracts

We are pleased to advise that we have been awarded works on the following Contracts, for commencement over the coming months;

- Baptist Free Church, Carshalton Beeches £150k (Grosvenor Construction)
 - Newman Street £300k (Collins Construction)
 - Project Shelter Enabling Works £108k (Honeywood Contractors)
 - Manresa Road £356k (LAD Construction)
 - Chancery Lane £300k (Collins Construction) – design element only
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Winters Fire Services Ltd

For those of you who are not already aware, we have our own Fire Alarm Company, Winters Fire Services Limited, which has now been in existence for just over a year. This Company provides the supply, installation, testing & commissioning of fire alarm systems, along with ongoing servicing & maintenance of existing fire alarm & emergency lighting systems. Winters Fire also operates out of Henson House, & is led by Managing Director Rob Costidell.

News

The 17th Edition of the IEE Wiring Regulations (BS 7671:2008) has been published in January 2008, and will come into effect from the 1 July 2008.

From then on all commercial, domestic and industrial wiring installations must be designed, constructed, inspected, tested and certificated to meet the requirements of BS 7671: 2008.

In response to this, we will be holding a series of seminars & producing some informative & advisory handouts.

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More & more of our Clients are becoming more focused on Health & Safety, & are insisting that our operatives are registered to the CSCS (Construction Skills Certification Scheme), or, more appropriately to electricians, the ECS (Electrotechnical Certification Scheme). To date in excess of 1.1 million cards have been issued. If you have not sat this exam, contact your supervisor or Contract Manager. The Company will pay the cost of the exam. However, we will not pay for the card issue (currently £25) or for a re-sit of the exam.

31st January 2008

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In order to keep up to date with current legislation we will soon be updating our Company Health & Safety Policy. Currently the planned date for this update is April 2008, at which point you will be furnished with a copy for your retention. It is important that you read & abide by the content thereof. Remember, in terms of Health & Safety, you are your own last line of defence. Be conscientious to others – be aware – follow procedures – use common sense – BE SAFE.

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It is important that timesheets are sent into the Three Bridges office in a timely fashion – i.e.

- Timesheets MUST be sent to the Three Bridges office by no later than 10 o'clock on Monday mornings. This can either be by post, e-mail or by fax. It is not acceptable to phone-in your timesheet.
- Timesheets not received in time will miss the payment run and you will be paid only a basic week. Any shortfall in hours will then be paid on the following weeks' payment run.
- We will not be held accountable for the late receipt of timesheets. Timely submission is solely your responsibility.

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Next Issue February 2008:

Plant / PAT Testing / PPE / Health & Safety Training



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