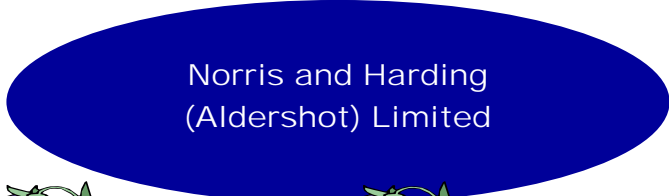


Better Building by



Welcome to the first issue of the 2009 Newsletter.

Spring has now properly sprung but here our a couple of photos that prove we had a Winter this year.



It did not last too long but it was definitely here. Luckily it only had a small effect on our projects but certainly hampered us for a couple of weeks. **Due to the later issue of this letter we now find ourselves bathed in sunshine, see Health and Safety information later this issue.**

Current Works. Things have been quite hectic for the estimating team recently and as a result we had won several substantial projects, only for them all, mainly for financial reasons, been either completely changed or shelved, either short or long term, the result has been no real major new works, although we have completed quite a number of significant high value, small works projects, including recently the St Augustine's School, dormer roof and internal works



Before

Thanks to Met, Jay, Barry, Norman and Cody plus Littlemore Services for getting the project completed in time for the Summer Term, not helped by an interfering parent.



After

We have though won a reasonable size contract with RBC to extend a building that the C.A.B. Farnborough use, this started this Month and run until mid September. We have tried very hard recently to win contracts with Rushmoor so are pleased that we have done so on such a high profile project, we just need to get it right.

- This Issue
- Current Works
- Training News
- Health and Safety

We have a new Hexogenerian

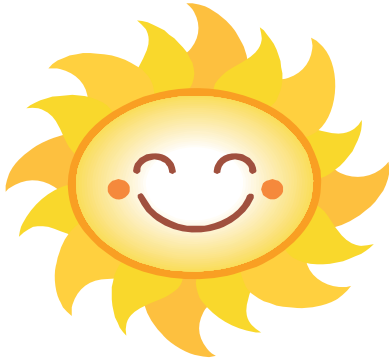


Despite his boyish good looks and full head of natural hair, our mild mannered !, principle has reached the grand old age of 60. I am sure we all wish him Congratulations ,while he considers the B&Q Diamond card a bonus, I am sure we all have commiserations for him too.

Don't forget, if you have an item that you would like to have included, or you are fed up with not getting mentioned, just let us know and we will get it in print.

Health and Safety

Summer is here !!



Not only is it here but we have been "promised" a very hot one. At long last we all say but please be reminded that when we are carrying out external works, that hard hats will still need to be worn and that upper torso should be kept covered by either our hi-visibility, Norris and Harding polo shirts, or a hi-vis vest over other clothing. Shorts are acceptable but please consider that you are still representing Norris and Harding, so these ought to be of fair condition and modesty. Any exposed skin, you are expected to take reasonable precautions, to ensure that you apply as and when required, a sun screen based on the UV index of the day and also to drink plenty of (non-alcoholic) fluids.



Don't forget!! If your PPE requires replacement through wear and tear, speak to the site foreman or directly to the office. It is important that you have these items in a usable condition to be of any benefit. Please also ensure that you use them as and when required

Hard Hats



Our STACS newsletter informs us that recently an electrician had his life saved when, on a completely safe and compliant site, a "freak" accident, when a piece of lamp column weighing approx 0.9kg fell almost 9.0m and hit him on the head, his hard hat saved him from certain death and also from any serious injury, he only suffered a scratch to his neck.

Gentlemen please take this incident as a reminder that accidents can and will happen at any time and we will all be a long time dead!



We will be having 4 people going on a full 4 day first aid course in June



to complement those nominated persons amongst us.

New Look Signage



We are trying these new signs to see if we can make ourselves more visible, initial feed back is that they are a bit of a hit, what do you think?

Holiday Forms

Please can you ensure that to give adequate notice in the office, that the holiday forms are filled out with at least 2 weeks notice of any leave required, even if it is for just 1 day.

Fleet News

Please continue to ensure that Drivers Vehicle Inspection Report, is still filled out every week, always **include** the date and **vehicle mileage**.

Could you also please let the office know when your tax expires, we will keep a log on the chart in office

If you are the nominated van user could you continue to ensure that the vehicle is clean, inside and out, periodic inspections of vehicles will need to be made.