

Message from the MD...

I have recently noticed a drop in our usual standards towards ordering materials. We seem to be over ordering especially when it comes to cable, leading to waste.

Profitability of jobs relies heavily on our ability to spend within the budget set. All too often I am seeing waste being returned to the office, mainly down to over ordering.

The key to successful management of ordering materials is planning in advance. We need to stop the reactive last-minute dash to the wholesaler and get back to the proactive ordering in advance. Think ahead about what you need for the following week and make your measurements as accurate as possible.

I am not trying to discourage the return of materials to the yard. I would obviously much rather see materials returned than hear about them being thrown away, as we may be able to use them on other jobs. I am just trying to get across the importance of keeping waste to a minimum.

I understand there has been an increase in back orders of late, which we are addressing. In these circumstances it is imperative that you inform the office immediately and **send back the pink slips!**

Christmas is fast approaching and you will soon be receiving details of our works party. Please make sure you respond to confirm your attendance and meal choices asap, to allow the smooth running of the event. It will be normal working hours as usual for those Bah Humbugs choosing not to attend.

In the days leading up to our Christmas break, please remember that we use this time for tool calibration. Let Dave know when you are planning on bringing items in, so he can plan accordingly.

Thanks to everyone for all your hard work over the past year.

Best wishes,

Matt

The Importance of Looking after Kit

Whether it's your own tools or gear you have booked out from the workshop, the way you look after equipment remains the same. From the health and safety implications to the avoidance of theft, there are many factors to consider. Electrical tools face harsh conditions on site, when misused they can get damaged and become dangerous. Tools are likely to have a shorter life span when not taken care of and the rate of tool theft has risen by 30% compared to last year. With all this in mind, the importance of looking after kit has never been more essential.

Inspections

Before using any tools, visual inspections have to be carried out. The weekly check sheets must always be completed. Ensure the equipment you are using has been tested and labels are attached. Casings, cables, plugs or connectors should be sound and not damaged. You must also make sure you are using the correct tool for the task in hand.

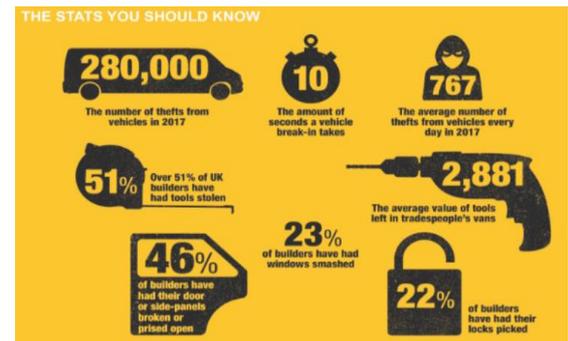


PAT Testing

Portable appliance testing (PAT) is an important part of ensuring the kit you use is fit for purpose and is safe. All equipment needs to be inspected by a competent person at regular intervals, to make sure it remains in a serviceable condition. Ensuring the tools you use on site (including your own) were last tested and verified safe for use within the appropriate timescale, remains your responsibility. To assist you with this **red rock's** Health and Safety Manager, Darren Cooke, will soon be able to PAT equipment on sites where 230V power is available. We will now be adding PAT checking of tools on site to our regular SHE reporting.

Storage and Security

We have spoken a lot in the past about the epidemic of tool theft. Current statistics show that a van is broken into every 23 minutes in the UK. Every employee must ensure they are making full use of the security equipment made available to them, both on site and in the company vans, such as site boxes and van vaults. Never leave tools unattended and be vigilant of people acting suspiciously around your equipment or vehicles. Items such as rod cutters should never be left in vans over-night.



Cleanliness

Storing tools properly is of prime importance, keeping them safe from dirt and damage. In order to keep your tools working to their optimum capacity, it's essential they are kept clean and well looked after. After a day at work, your tools will always be covered in some sort of dirt. Although a thorough cleaning is not required on a daily basis, make sure you clean your tools regularly. Wipe down every tool you use each day. Lubricating tools also helps aid better performance and reduces the wear and tear of components.



Clean tools last longer!

Employee Responsibility

All RRE tools must be booked out and back into the workshop. You are solely responsible for any tools you book out of the workshop. Swapping tools on site or swapping vans containing tools booked out to you, if you have not informed the workshop, they remain your responsibility. Any damage/issues must be noted upon check-in. Upon return, do not leave items on the floor, make sure they have been checked in properly.

Dates for the Diary

Christmas Party
Friday 20th December 2019

Office Closes
Friday 20th December 2019

Office Opens
Thursday 2nd January 2020

Drug & Alcohol Policy

red rock electrical is committed to ensuring safety on site and with this in mind, was the main reason for updating our drug and alcohol policy this year. The new policy has been well received by employees and clients alike.

Just as we expected, the feedback so far has been positive and to date, random testing has only returned negative results. By continuing the random testing for both drugs and alcohol we not only ensure the safety and wellbeing of our employees, we enhance our company's continued commitment to maintaining a safe, secure and productive environment.

Thanks to everyone for your continued co-operation.

Tips to Staying Healthy when you're an Electrician on the go...



Lunch

Depending on what type of sites you are working on, it can be difficult to obtain healthy meals. Grabbing processed foods on the go is a common occurrence for field operatives. Finding nice, healthy food options that don't require a hob or a microwave can be challenging. Try preparing meals in bulk. It's a great way to manage portion control and reduce the amount of money you spend on food each week. Pasta bakes are a good option for this, as they can be eaten hot or cold. Store in an airtight container in the fridge and they will last for a few days. Keep things healthy by adding veggies and/or a side salad.

Exercise

Not only is it good for the body, exercise also has a positive effect on our mental health. The question is, when can you fit it into your busy schedule? One option is to get up a bit earlier each day and work out before you leave for work. It doesn't have to be time consuming. There are plenty of 20-minute high-intensity training (HIT) routines available online, that can be done at home. Some of you may feel your job is already physically demanding enough and further exercise isn't necessary. However, it is important to keep up other forms of exercise so your body experiences a variety of movements. Going for a brisk walk is an option. Have a good stretch before and after work. This will get the joints moving in the morning, helping to increase flexibility and circulation. A stretch at the end of the day will help relax the muscles you have been using and get the oxygen circulating around the body.

Sleep

Adults should aim to get between seven and nine hours of sleep per night. Deep, regular sleep is essential and should not be underestimated. It is vital to our physical health and well-being.

- **Sleep helps reduce stress** – if your body doesn't get enough sleep it can react by producing elevated levels of stress hormones.
- **Sleep keeps your heart healthy** – poor sleepers have a greater risk of heart disease and stroke. Plenty of restful sleep encourages a state of relaxation that can help reduce blood pressure and keep it under control.
- **Sleep can help maintain weight** – when you're well rested you are less hungry. By regulating the hormones that affect your appetite, sleep can help reduce your cravings for high calorie foods.
- **Sleep boosts immunity** – prolonged lack of sleep can disrupt your immune system, making you less able to fend off bugs.
- **Sleep could reduce your chances of diabetes** – poor sleep habits are strongly linked to adverse effects on the body's blood sugar levels. Studies suggest, missing out on deep sleep may lead to type 2 diabetes by changing the way the body processes glucose.
- **Sleep increases sex drive** – men and women who don't get enough sleep have lower libidos and less of an interest in sex.



Stay Moist

The average adult should drink about 2 litres of water a day. Mild dehydration can have negative effects on both physical and mental performances. Drinking water about a half hour before each meal can make you automatically eat fewer calories and add to weight loss. Keep a bottle of water with you throughout the day. Motivational water bottles are available to buy which help you monitor how much water you drink.

Now Available:

Keep your head warm this winter with the new **red rock** beanie hat.



Collect yours from the office today!

SUBMIT YOUR PHOTOS



Do you have a special photo of yourself or your work mates that is worthy of a spot in the 2020 **red rock electrical** calendar?

Send your entries to: emmat@redrockelectrical.co.uk

Closing date for applications is Friday 29th November 2019

Get Well Soon

Adam



Everyone at **red rock electrical** wishes Adam Luxton a speedy recovery following his recent motorbike accident.

Providing office entertainment since 2016...

We will be bidding a fond farewell to Imogen Acres at the end of the year.

Imogen has decided to go on an adventure, travelling South East Asia and Australia.

We wish Imogen all the best for the future.

You will be missed!



Electronic Gate at Mead House

The yard's gate has been fitted with the Locinox electrical drop bolt system. With an anti-theft and vandalism proof fixing concept the gate can now be opened and closed via a keypad, making it much more secure. Matt, Tim, Emma and Dave can also remotely dial in and open the gate with their phones.

In the event that you do require access to the yard out of hours, you are encouraged to call Dave first 😊