



Autumn 2006

Leading the way...

ACT NOW ON FIRE RISK

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THE FIRE SAFETY REFORM (ENGLAND) ORDER 2005, is due to come into force in October 2006, and will place a greater focus on fire risk assessment and fire management within an organisation.

From October, there will be no requirements on fire certificates, previously issued by the fire authority. The fire authority will now fulfil an enforcement and advisory role.

Every business will need to undertake 'suitable and sufficient' fire risk assessments for their premises. They will also need to identify a 'responsible person' who will have overall responsibility for fire safety within the organisation; this in most cases will be the owner, chief executive or premises manager. The business will also be required to appoint 'competent persons' who will be responsible for implementing the requirements.

As with other health and safety legislation, breaches of these fire regulations can lead to prosecution, unlimited fines and imprisonment.

The main elements to be considered would include the following (not exhaustive or in order):

- fire safety organisation, arrangements and procedures
- persons at risk from fire
- physical features of premises that could assist the spread of fire
- means of escape in the event of a fire emergency
- fire controls, maintenance and testing
- fire precautions and methods of prevention
- identification of fire hazards and management processes, records, reviews and so on, and
- fire safety training programmes.

Act now... and if you need any help or advice, please call Ruth on **01926 430362**.

HEIDI JOINS THE LABYRINTH TEAM



LABYRINTH WOULD LIKE TO WELCOME Heidi Boateng to the Associate Consultancy Team. Heidi has an interesting career background, having worked for three different automotive manufacturers (progressing through the marques from Peugeot/Citroen to Volvo and then to Bentley) and has vast experience in aftermarket logistics.

Heidi's services include interim operational management, process improvement and change management. She can also help automotive manufacturers and their dealers improve customer satisfaction through the development of business processes and compliance audits under the Block Exemption Regulations.

Despite her unusual name, Heidi is not a Swiss/Ghanaian, but in fact hails from the Welsh Valleys! If you would like to find out more about how Heidi can help your business, please contact Ruth on **01926 430362**.

STOCK COUNTING SOFTWARE LAUNCHED

Labyrinth Associate **Gwynne Richards** has recently developed some new software specifically to assist with stock counting. The program helps organisations avoid the wasted time and effort involved in manual counting. For more information please email gwynnerichards@labyrintholutions.co.uk.

www.labyrintholutions.co.uk ■ **01926 430362**

MAKING NETWORKING WORK FOR YOU

IF YOU KNOW YOU SHOULD be out there pressing the flesh but the very thought of walking into a room full of strangers armed only with some business cards fills you with dread, don't worry! Here are some top networking tips from Labyrinth MD Ruth Waring, whose motto is 'ABWTR' (Always Be Working The Room).

1 Choose where to network wisely – **develop a networking strategy**. Networking events cost time and money, so don't waste either in a room full of cliquy groups who don't want to speak to anyone new.

2 Network in **a variety of situations**. For example, pick an industry event, such as those organised by the Chartered Institute of Logistics and Transport, but then combine it with general networking in your community, such as an event organised by the local

Chamber of Commerce. Here you'll probably not be 'selling' to your direct audience, but to the people they may know who might want to use your services.

3 **Speed dating for business** events are a great way to get a lot of contacts quickly. Be disciplined and prepare your two minutes (or whatever the allotted time is) carefully. Use a crib sheet to give to each person you meet and wow them with your networking skills. Contact them within 24 hours to follow up on any good leads.

4 If you are self-employed consider joining **a breakfast networking group** such as BNI or BRE, both of which meet once a week. They require great commitment but the rewards in terms of business gains and networking confidence are immense.



PARTNER PROFILE: GERFLOR



LABYRINTH'S MAJOR CUSTOMER GERFLOR is a leading manufacturer of vinyl flooring for contract, sport, transport and residential use.

Gerflor in the UK is managed from a hub in Warwick with storage and logistic solutions being provided in partnership with a specialist haulage company. The office in the UK supports an external sales force as well as an office-based staff. Gerflor provides Customer Services, Technical and Marketing Support to its customers.

In late 2004 it was decided that Gerflor UK would change their sales administration software to the same as that used by their manufacturing sites in France. Not only would this package change the processes for order processing, it would also enable the warehouse functions to become fully integrated into the system using barcoding.

In 2005 Labyrinth Logistics lead the project implementation, including visiting the French manufacturing site, understanding the system functionality and providing training for UK-based warehouse staff on the new system. The project successfully went live in March

2005, on time and within budget.

Labyrinth also assists Gerflor with ISO quality compliance and health & safety consultancy. Gail Llewellyn, Gerflor's Administration Manager (pictured) says 'Labyrinth has been invaluable both in an advisory capacity for ISO and H&S and in performing essential audits and ensuring that our policy documents conform to the current legislation/British Standards'.



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