

InSite

April 2022



HIGHLIGHTS

- ✘ A note from Tony Jackaman, Associate Director
Tony gives us an update on the business over the last quarter and introduces two new members to our Technical department. (pg. 2).
- ✘ 'A Day in the Life' of Glen Highman
Glen, Technical Manager at Allen & Overy provides an insight into life on site. He has been with the building for over 16 years so has some tales to tell! (pg. 4).
- ✘ We meet Jaguar's CAFM Team
Our CAFM Team provide some interesting information on how they support our site teams and the wider organisation (pg. 6).
- ✘ Information on new Vitality benefits
Vitality have added hearing, optical and dental to your private healthcare cover. We have provided some FAQ's on the new additions. (pg. 18).

Pictured: Our team at Paddington Estate
From left to right: Kiel Wyllie, Apprentice; Pawel Mozdzeruk, Maintenance Engineer; Harry O'Reilly, Fabric Technician; Vernon Alphonse, Contract Manager; Norbert Glermaziak, Contracts Supervisor; Julie Smith, Contract Support; Harry Shelton, Electrical Engineer; Graeme Storrie, Maintenance Engineer and Lukasz Feshchyn, Lead Engineer.

A note from Tony Jackaman

Associate Director



We will be announcing all promotions since February 2022 in July's issue. It's always great to see people moving up within the organisation, so I look forward to that feature in a few months' time.

Our Health & Safety Champion this quarter is Peter Bryant, Site Manager at Beaufort House. Well done, Peter. Additionally, we have our Employee of the Quarter winners. Many thanks to all of you who nominated a colleague, and well done to all the nominees and recipients! I'll also take this opportunity to make you aware we have two recent additions to the Technical Department. Sam Potter and Danny Kemp have joined us in the positions of Technical Services Engineers. Sam has transferred from the role of Site Manager at One Knightsbridge Green. Sam has been with the company since 2019 and has self-delivered an abundance of technically challenging projects during his time there. Danny is a returning employee of the company who was with Jaguar between 2009–2012 as a Site-Based Electrician. Danny managed his own electrical installation company before relocating to Canada to deliver several business-critical electrical installations within the aerospace industry. I'm sure you'll see both Sam and Danny across your sites in the not-too-distant future.

Finally, and on behalf of all the directors, I'd like to take this opportunity to thank you for your continued dedication and commitment, for without this, we wouldn't be where we are today."

"Welcome to the fourteenth issue of 'InSite.' What a hugely different place the world is since the last time I wrote the directors intro for the magazine! That was during the height of the pandemic, and what a relief it is now that period is well and truly behind us."

"The company continues to grow as a result of regular new contract wins, whilst remaining the M&E service partner of choice amongst our existing clientele. Our solid reputation within the building services sector leads to many tendering opportunities for our Business Development team to process. This reputation has been built by the tireless efforts of our site-based teams who continually go above and beyond to meet the demands of our customers.

In this issue, we'll hear about the excellent new contract acquisitions and renewals of Paddington Estate, 15 Circus House, The Point and Wigmore Neighbourhood. A massive well done to everyone involved in these successes! We have 'A day in the life of' Glen Highman, Technical Services Manager at Allen & Overy. Well done on this piece of work Glen. Allen & Overy is a huge contract with many technical demands, so it is really interesting to hear how the site runs day to day. We also have an article about our CAFM team and how their function supports our sites and Business Units. This quarters 'Spotlight on a Site' is brought to you from Paddington Estates. Vernon Alphonse, Site Manager and the on-site team do an outstanding job managing the demands of this contract.

We are GOLD!

We have achieved the RoSPA Gold award yet again for our health & safety practices. Well done to everyone involved and a special thank you goes to our Health & Safety team



Jaguar have received the RoSPA Gold award for the third consecutive year! We are delighted to be able to announce this achievement yet again, and we would like to take this opportunity to thank everyone within the organisation. In order to obtain this award, each and every person at Jaguar has demonstrated their commitment to high safe working standards. Organisations receiving a RoSPA award are recognised as being world-leaders in health and safety practice. Every year, nearly 2,000 entrants vie to achieve the highest

possible accolade in what is the UK's longest-running Health & Safety industry awards. A special thank you goes to our Health & Safety Manager, Louise Davies CMIOSH, her team Lauren Jackaman, Matilda Speer, Adam Johnson-Charge GradiOSH, Marcus Bocker and also our Compliance department Mark Richardson and Hannah Watters who ensure exceptional safe practices within our workplace every day. Our H&S team will be attending the prestigious RoSPA Awards ceremony at the London ExCeL on 17th May.



A look back on the last quarter

Since January 2022, Jaguar have won several new accounts and retained our Paddington portfolio which is excellent news!

We have had a very successful quarter with lots of new opportunities! Skip to page 8 to see the onsite team at Paddington - our most recent retender success.

Jaguar have secured several new contracts since the start of 2022, including The Point in Paddington (W2), 15 Circus House (EC2) and the Wigmore Neighbourhood. Our Wigmore portfolio is made up of several sites in the Westminster area. We look forward to mobilising these contracts, and getting to work on these exciting new additions! We are also delighted to announce that following an official retender process, Jaguar have secured Paddington Central for a further 5-year term. The new agreement will include providing M&E maintenance services to British Land's portfolio of buildings at Paddington Central, including 3 Sheldon Square, 2 Kingdom St, 4 Kingdom St, and the Estate areas.

Danny Howell, Account Manager commented:

"We are delighted to be continuing our relationship with British Land at Paddington Central. Our site team have worked tremendously hard over the length of the last contract term, enabling Jaguar to showcase our expertise in engineering and technical experience. A special thank you goes to our Site Supervisor, Norbert and Contract Manager, Vernon, who have both dedicated their time to ensure we continue working to exceptional standards."

Well done to the team, we look forward to continuing to see the portfolio go from strength to strength!





We spoke with Glen Highman who gave us an honest insight into working at one of the most prestigious law firms in the UK...

'A Day in the life of' Glen Highman

Technical Services Manager at Allen & Overy LLP

How did you get into the building services industry?

I started at Citibank as an Assistant Engineer working days. I soon found out what shift workers earn and chased that pound note, which I still haven't caught yet! I have worked for many of the major competitors and progressed to where I am today as a Technical Services Manager. My son, Luke Highman has also recently started at Jaguar as an Electrical Apprentice. I look forward to watching him progress within the building services industry.



Glen Highman, Technical Services Manager

Glen has been at the building for 16 years! He gave us a fantastic tour of the building when we visited - thank you Glen!

What's a typical day for you?

Busy like all of us, right?! I have emails from subcontractors, our on-site team and the client which always gets my morning off to a flying start. After this I focus on compliance tasks such as L8 Water Hygiene, LOLER, PUWER, Health and Safety and FSI Go. The list is endless as I'm sure many of the Jaguar management teams know. I also have customer meetings with six different clients! Our main client Allen & Overy schedule us in three times a week to review the general running of the site, followed by fortnightly compliance and monthly environmental meetings. This normally sets us up for works the client(s) have requested. This could range from anything to boiler warning notices that have been issued, to an in-depth survey of lighting and power. Currently we have five projects with different contractors in progress we're overseeing. Then there's my favourite part, which is auditing, or should I say being audited. This is a major part of my role and something I enjoy when it all falls together nicely (which isn't always)! However, that's what audits are designed for - to find out what's being missed and rectify any outstanding items to ensure we're compliant. I have been away recently on a HV course in Slough as it's a requirement for my role, which I like to keep updated every three years. I do this alongside my NEBOSH which needs updating every month to maintain my membership.

What do you enjoy most about your job?

You honestly never know what's next! It could be repairing a brake light on a partner's car, a loss of a phase on a distribution board, or maybe water pouring through the ceiling somewhere! These types of problems are the best, as something that needs fixing that I can help get repaired is great source of satisfaction. I also enjoy audits, either the 45001 audit, an 18001 audit, or maybe both! This is what I enjoy the most about my job, the complete randomness of what's coming next.



What's your most memorable event from your time at Allen & Overy?

For me, it was what has come to be known as the 'great flood of 2013' just before Christmas. The main sewer became blocked during a heavy storm, resulting in all drains backing up on the ground floor and flooding everything below. It was literally raining in the lower ground from the ceilings and literally everyone, including the client was all hands on deck! We had teams of people just mopping up water for days, plaster board ceilings were wrecked, the underfloor power track shorted out and the gym looked like a rainforest had hit it! Luckily, the engineering team pulled together, directed water away from distribution boards and electrical risers to minimise the damage to these items. It was a very memorable moment and one I would certainly not want to see again.

What advice would you give to anyone who wants to get into the building services industry?

To listen and pay attention to Health and Safety. You may have stood on the top step of a step ladder hundreds of times before, but it only takes one fall to land you in a wheelchair or cause a life changing injury. Health and Safety policies and procedures are in place to take care of yourself and others. I'd also suggest putting yourself forward for tasks. Be proactive, listen to any advice you're given, and someone will recognise your skills.

What are your plans for the future?

I would like to use the experience and knowledge I've gained so far and progress to the position of Account Manager. I'm still not entirely sure though, as I have been at my current site for 16 years (wow, where did all that time go)!

Getting to know Glen

Quickfire Question Round:

■ **What's something no one knows about you?**

I once worked alongside the secret service whilst President Clinton was in town.

■ **Favourite film?**

The Matrix.

■ **Favourite book**

I can't pick a favourite, but Sci-fi is my main choice of genre.

■ **If you could trade places with someone for a day, who would it be?**

I'd pick John Travolta! I mean the man has a jumbo jet parked outside his living room window!

See page 8

For our 'Spotlight on a Site' feature

Meet Our CAFM Team

We had a chat with Jaguar's Computer-Aided Facility Management (CAFM) team. We wanted to share with you the function that the CAFM department has within the business – and just how important it is!

Based at Head Office (although they are usually out and about), we have Jenny Graham, Lead CAFM Supervisor; Demi Richards and Danielle Richards, CAFM Supervisors and Georgia Crosthwaite, CAFM Administrator. Jenny, Demi, Danielle and Georgia are all part of our individual Business Units. This helps with distributing workload between sites and ensures every building within Jaguar's portfolio gets CAFM assistance. Every week, a 'Roving Administration Timetable' is sent out to all Site

Managers and Account Managers to notify them of who will be attending their site the following week. Between them, Jenny, Demi, Danielle and Georgia have 20 years of experience (and they are all under 30) –so our site teams are in safe hands!

Tell us the basics...

So, when Jaguar first win a contract, the CAFM team are responsible for uploading all of the asset information on to our customers selected CAFM system. This could be either Concept, eLogbooks or Pirana etc. The information that is uploaded by our CAFM department then generates the engineers Planned Preventative Maintenance tasks (PPMs). These tasks are set out to proactively help our buildings run effectively and 'prevent' issues from occurring.

“We're always happy to help in any way we can, not just with CAFM but if we can help with Apprise or Focalpoint then we do. Our day is broken up by visiting sites. We all really enjoy getting out and seeing the on-site teams.”



The scheduled maintenance work is planned to take place regularly (daily/ weekly/ monthly/ annually etc) and is recorded as complete once it has been carried out. Our CAFM team assist with helping our engineers update the status of these tasks and also closing them down as they are completed.

Our CAFM team are also responsible for making any changes to the asset information throughout the duration of our contracts. This involves liaising with other teams including Mobilisation. So, for example, after the contract has been mobilised, the team may have to add / remove assets from the system. This helps to keep the asset information up to date. The team also coordinate the timetable to ensure that every site has sufficient hours covered.



The wider CAFM Team

Jaguar also have static based Administrators meaning that they are permanently based on-site and also, Roving Administrators. Our Roving Administrators visit several sites throughout the week. We have around 14 Roving Administrators and 8 Static Administrators within the business. We have Luke Burke; Joanna Derkacz; Dagmara Michnik; Georgia Harbott; Ruby Crosthwaite; Victoria O'Neill; Tracey Graham; Tara Osborne; Abbie Rice; Leah Mancktelow; Elizabeth Coleman; Alex Richards; Emilie Martin; Jessica Klein-Addison; Shannon Casey; Bryony Meadows; Paige Ellicock-Williams and Macy Jordan.

The wider CAFM department also help our site teams with:

- The implementation of FSI go
- Helping our customers to go paperless
- Setting up helpdesks that run from site – so an automated email is sent to the customer if a job is raised
- Issuing and closing engineers PPMs
- Raising and closing down reactive tasks
- Monitoring the helpdesk (if the site has one)
- Uploading statutory compliance documentation
- Raising purchase orders and additional works quotations
- Helping compile the Monthly Report / Apprise
- Arranging subcontractor visits
- Ensuring our subcontractors certifications are in date
- Helping to keep Jaguar Logbooks up to date.

The majority of Jaguar sites have some form of CAFM assistance. This means an Administrator will be helping to keep all documents in check!

Jenny Graham commented:

“We’re always happy to help in any way we can, not just with CAFM but if we can help with Apprise or Focalpoint then we do. Our day is broken up by visiting sites. We all really enjoy getting out and seeing the on-site teams.”

Jaguar are currently offering an exciting opportunity to all Administrators! For more information, contact Paul Roberts on proberts@jbs-ltd.co.uk. If you are intrigued but not sure then still come and have a chat, we would love to hear from you.

Spotlight on a Site

Paddington Estate

The estate totals 828,200 ft² and is located in the beautiful W2 area

We asked the team about life at Paddington...



Pictured from left to right: Kiel Wyllie, Apprentice; Pawel Mozdzeruk, Maintenance Engineer; Harry O'Reilly, Fabric Technician; Vernon Alphonse, Contract Manager; Norbert Giermaziak, Contracts Supervisor; Julie Smith, Contract Support; Harry Shelton, Electrical Engineer; Graeme Storrie, Maintenance Engineer and Lukasz Feshchyn, Lead Engineer.

Our Paddington portfolio is comprised of 2 Kingdom Street, 4 Kingdom Street, 3 Sheldon Square and the Paddington Estate. Jaguar have maintained the account since April 2019, and following a competitive tender process earlier this year, was renewed for a further 5 years. With a grand total of 828,200 square foot to maintain there's never a dull day for our site team! The team is made up of Vernon Alphonse, Contract Manager; Lukasz Feshchyn, Lead Engineer; Norbert Giermaziak, Contracts Supervisor;

Warren Matthews, Electrical Engineer; Pawel Mozdzeruk, Maintenance Engineer; Harry O'Reilly, Fabric Technician; Harry Shelton, Electrical Engineer; Julie Smith, Contract Support; Graeme Storrie, Maintenance Engineer and Kiel Wyllie, Apprentice. Danny Howell is the Account Manager for the portfolio, with Sid Newbon as the Business Unit Head.





Our Paddington portfolio is made up of 3 Sheldon Square, 4 Kingdom Street, 2 Kingdom Street and the main Paddington estate area.

“The biggest pro for working at Paddington is the team. Everyone supports each other.”

We spoke with Julie Smith, Norbert Giermaziak and Vernon Alphonse about work life on site.

Julie starts her day by checking the helpdesk and acknowledging and assigning jobs to the engineers on FSI Go, she catches up with Vernon and Norbert for any urgent jobs, checks her emails, and arranges any callouts if required. Julie also raises purchase orders, Additional Works (AWs), and ensures documents are saved on our customer's shared space, although no day is the same! Vernon and Norbert start their day with a to-do list, but this can quickly go out the window as different tasks arise! Norbert and Vernon oversee the engineering team and subcontractors (planned maintenance and additional works), balancing the work between them for the landlord and tenant contracts. They also attend technical issues or faults on-site and cover each others responsibilities during annual leave.

The team advise that the pros for working at Paddington are the picturesque location, the variety of work involved with looking after an estate, and Norbert also enjoys having a challenge! Julie, Norbert and Vernon unanimously agree the biggest pro at site is the team. Everyone has a good morale and gets on well, but they also support each other

and have a great working relationship. As well as overseeing the day to day maintenance of the buildings, Vernon and Norbert also manage and respond to any additional requests from our customer. Recently, this has included planning for 'Earth Hour.' Earth Hour is a worldwide movement organised by the World Wildlife Fund. The event is held annually, encouraging individuals, communities, and businesses to turn off non-essential electric lights, for one hour, from 8:00 to 9:00 p.m. on the last Saturday of March. The on-site team helped our customer to achieve this, whilst simultaneously considering the Health & Safety aspects involved and not completely reducing visibility in the populated areas. The team have also recently assisted with the replacement of the curved bench located by 2 Kingdom Street's 'book pavilion' (pictured bottom right on page 9). The book pavilion is inspired by the traditional principles of a library, but with a literal twist: the mechanically intuitive installation follows a circular concept based on rotating and revolving half-drum doors. The books can be enjoyed by everyone at any time. Thank you to the team for their time, and also their hard work that's contributed to a successful retender!

Estate Facts

- Client:** British Land
- Square Footage:** 828,200 ft²
- Size of Team:** 10
- Staff Coverage:** 07:00 - 16:00, 08:00 - 17:00 & 10:00 - 19:00
- 2 Kingdom Street**
- Chillers:** 5 x McQuay
- Boilers:** 5 x Ideal
- Generator:** 1 x FG Wilson
- 3 Sheldon Square**
- Chillers:** 2 x De'Longhi
- Boilers:** 5 x Hamworthy
- Generator:** 2 x FG Wilson & Countrymen
- 4 Kingdom Street**
- Chillers:** 2 x Airedale
- Boilers:** 2 x Buderus
- Generator:** 1 x FG Wilson
- Paddington Estate**
- Generator:** 2 x FG Wilson & Countrymen





Getting to know the team

Quickfire Question Round for the Paddington Team:

- **What was your first job?**
Norbert: Vectra TV Cable installer
Julie: Shampoo girl in a local hairdresser
Vernon: Harrods, sport department
Lukasz: Labour on building site
Pawel: Car mechanic
Harry S: Apprentice electrician
Harry O: Green keeper
Kiel: Labourer
- **Where's your favourite place in the world?**
Norbert: Skiing, Mountains
Julie: Magic Kingdom, Walt Disney World
Vernon: Silverstone F1 track pits
Lukasz: Wherever my family are
Pawel: Wroclaw (hometown in Poland)
Harry S: French alps (skiing)
Harry O: UK
Kiel: Home
- **What's the last series you watched?**
Norbert: SWAT Netflix
Julie: Sweet Magnolias
Vernon: Reacher Prime Video
Lukasz: Lucifer
Pawel: Peaky Blinders
Harry S: Drive to survive
Harry O: Top boy
Kiel: CBBC with the kids!
- **What's your favourite way to unwind after a busy day?**
Norbert: Gin & tonic or fishing
Julie: Glass of wine with music playing
Vernon: Relaxing with good company
Lukasz: The pub!
Pawel: A small tippole of vodka
Harry S: Going for a walk
Harry O: Getting a take-away
Kiel: Dinner and sofa time with family
- **If you could trade places with anyone for a day, who would you choose?**
Norbert: A pilot, so I could fly a Fighter Jet or Helicopter
Julie: Dwayne "The Rock" Johnson's wife!!
Vernon: Halle Berry's husband
Lukasz: Vernon
Pawel: Vernon
Harry S: Martin Tyler, football commentator
Harry O: A sparkie!
Kiel: Grandma (she's is a powerful lady)!



Hristo Slavov qualifies as an Electrical Engineer!

Hristo passed his 'Electrician and Maintenance Electrician Level 3'. This qualifies him as an Electrical Engineer who can work within both installation and maintenance industries.

We are delighted to announce that Hristo Slavov is Jaguar's first Apprentice to complete his studies and qualify as an Electrical Engineer. A huge congratulations goes to Hristo - what an amazing achievement!

Hristo started at Jaguar back in October 2017. Over the last five years, he has worked with numerous site teams and buildings including Berkeley Square House, 72 Welbeck Street, Cavendish Square, The Guardian, Kings Place, Nova Victoria, Belgrave House, Lloyds of London, One Knightsbridge Green, The Stage and Mayer Brown. He has had invaluable exposure of different buildings, both brand new and 40 plus years old! We asked Hristo about some of his favourite parts of the job, and how he has found the experience so far.

What made you chose the building services industry?

"At first, I wanted to do electrical installation work. However, after progressing through my apprenticeship, the building services work suited me more and more. I feel comfortable that this industry will provide me with a career with opportunities to advance my skills, for many years to come."

What are your favourite parts of the job?

"My favourite part of the job would most likely be getting familiar with a building. This involves learning how it works inside and out, and understanding what keeps it running. As I've managed to experience how various sites run now. I also really enjoy meeting new people. I have learnt a lot from the building managers and on-site management teams I have met. They have helped to point me in the right direction of what I need to be doing in order to progress in my career."

What are your plans for the future?

"Having finished my apprenticeship, I am now keen to establish myself as a technically strong electrical engineer. In a few years' time, my aim is to obtain higher electrical qualifications and get the experience required to become a Site Manager."

Following the completion of his apprenticeship, Hristo will be starting a new role based permanently at Wigmore Neighbourhood as an Electrical Technician. He starts his new job on 1st May – we wish him the best of luck!



Congratulations Hristo on your new job role at Jaguar!

Hristo attended Head Office this month to receive his certification from Paul Roberts, Managing Director and Roger Starling, Business Unit Head.



Health & safety update

Find out what our Health & Safety team have been up to over the last quarter

- ✂ We meet Marcus and Adam, Jaguar's H&S Advisors
- ✂ The H&S team provide an update on near miss statistics

Our Health & Safety Champion this quarter is Peter Bryant, Site Manager of Beaufort House. Well done Peter!



We are delighted to announce that we finally have a Health & Safety Champion! Peter Bryant, Site Manager at Beaufort House has been selected by the Health & Safety team for this award following his commitment to reporting near misses. Peter also consistently returns his monthly toolbox talks records

on time. Garry Price, Account Manager at Beaufort House commented: "Peter is a fantastic example of what we would like to see across all of our sites at Jaguar. Peter is dedicated to ensuring onsite safety is an absolute priority. Thank you and well done." Enjoy your £50.00 gift voucher Peter!

Has your work colleague gone over and above the call of duty in the name of health and safety? If so, we would like to hear about it. Workplace safety champions are at the heart of a strong health and safety culture and we at Jaguar would like to recognise and reward individual contributions to keeping our workplace and workforce safe. Get in touch with Louise to nominate a Champion ahead of our next issue. Email: ldavies@jbs-ltd.co.uk.

We still have lots of FREE 'Keeping Kids Safe Boxes' at Jaguar's Head Office...



We still have a number of RoSPA 'Keeping Kids Safe Boxes' available for Jaguar employees. The RoSPA boxes are packed full of life-saving advice, tips and tools, it includes an easy-to-fit cupboard latch, a nursery thermometer, a falls prevention height chart, as well as a flannel and weaning spoon printed with safety tips. If you would like one or know of any friends or family that have young children and would find this useful, **please email Lauren on ljackaman@jbsltd.co.uk**.



Regulation & Legislation Update

The recent legal case between the Health and Safety Executive (HSE) and Mr Adams 2021 provides an important reminder of reporting injuries, diseases and dangerous occurrences under the 2013 (RIDDOR) regulations.

RIDDOR places an obligation on employers (and in certain cases others) to notify the appropriate authority of accidents resulting in specified injuries, disease or occurrence which arise from a work-related activity. The report to the regulator in respect of specified injuries must be made within 10 days (15 days for seven-day absences). The report is the first notification to the HSE and is usually the catalyst for any HSE investigation. A failure to report can have serious consequences.

Mr Adams employed the services of Mr Lewis, and during Mr Lewis' employment he was injured. Mr Adams did not report the accident in accordance with RIDDOR. Mr Lewis, however, did lodge a complaint with the Health and Safety Executive 7 months later. He had not investigated the accident and blamed Mr Lewis. Mr Adams was prosecuted for breach of RIDDOR in failing to report the accident. There were clearly aggravating factors which demonstrated a general failing to treat health and safety sufficiently seriously by Adams. Mr Adams was sentenced to 24 weeks in prison.

Any injury in the workplace can have serious consequences for a business, it is very important not to ignore the legal requirement.

This is a reminder to everyone that any accident or incident (no matter how small) must be immediately reported to the Health and Safety must be entered into a company accident book.

A copy of the entry must be given to the Health and Safety team immediately who will conduct an investigation.

Meeting Marcus & Adam, Jaguar's new H&S Advisors

In January's edition of 'InSite' you would have read of Adam Johnson Charge joining our health and safety team. Adam joined us to fill the position that was previously held by Jason Parker.

Adam has now been in the position as Health and Safety Advisor for four months and is enjoying his time settling into the team and meeting all the site teams.

In January 2022 Marcus Brocker transferred from the position of Mobilisation Manager to

join Adam in the Health and Safety Team as a Health and Safety Advisor.

The appointment of an additional Health and Safety Advisor was a planned expansion of the team to allow us to continue to deliver a high quality service to both our customers and wider organisation.

Marcus brings to the team a wealth of engineering knowledge, as well as a passion for health and safety.

or insignificant however they are a valuable source of information. Taking time to review the underlying causes is likely to reduce risk, improve health and safety, and save time.

The most common near miss reports we have received focuses around low head heights and trip, slip, fall hazards.

How to report a near miss:

- Always report a near miss to the Health and Safety department
- Advise the Jaguar Site Manager or Supervisor immediately
- Complete a near miss form (found on Safety Media Document Library) and hand it to the Jaguar Site Manager or Supervisor
- The completed near miss form should be emailed to the Jaguar Health & Safety department as soon as possible: ldavies@jbs-ltd.co.uk or healthandsafety@bs-ltd.co.uk.

Don't forget that reporting a near thing can prevent a real thing!



We would like to take this opportunity to thank all site teams for the recent increase in near miss reporting.

The Health & Safety Team have received a total of 24 near miss reports in the first quarter of the year, compared to 22 near miss reports that were reported for the whole of 2021. This is a great improvement! However, there is still more work to be done. Please keep submitting your near miss records. Near misses may seem minor

This quarter, we have three individual winners and one site team, and two runners up. Thank you for continuing to recognise your fellow employees – keep the nominations coming in!

Employee of the Quarter

Congratulations to our winners, the Alphabeta site team, Darren Stevens and Derrick & Chris



The whole Alphabeta site team – Aneurin, Mark, Craige and David are our winners this quarter!

Fantastic work from the Alphabeta team in completing a recent job!



Darren Stevens, Site Manager at St Magnus House is also one of our worthy winners

Thank you for your hard work, well-done Darren!



Derrick (pictured) and Chris (camera shy) from Simmons & Simmons received a reward for outstanding work

Both Derrick and Chris were noticed for always completing tasks to a high standard

The Alphabeta site team: Aneurin Andersen, Site Manager; Mark Turney, Mechanical Technician; Craige Goodbody, Handyman and David Knight, Electrical Technician were awarded for their dedication to getting the 'triton statues' at the entrance of the building back to life. Over the last few months (and after many hours replacing old cable, connections, and fittings) the team finally got them back on. These lights haven't worked since the pre-refurbishment of the building! The new lights add a fantastic element to Alphabeta's aesthetics at nightfall. Congratulations to the whole team – well done!

Our next winner is Darren Stevens, Site Manager at St Magnus House. Darren was commended by his Building Manager who said:

"Darren has been outstanding and has been going above and beyond his role. Rather than just completing a task, he has gone much further, e.g., when I asked for simple floor plans for cable routes, he has created a whole host of plans with detailed instructions, photographs and solutions for the tenant."

Darren, thank you for continuing to go above and beyond what is required.

Derrick Faulkner, Fabric Supervisor and Chris Carter Electrical Technician at Simmons and Simmons were also chosen by our directors as winners this quarter. Derrick and Chris have recently had some fantastic feedback from our customer who commented:

"The gents recently helped with low level services and furniture moves to repurpose our level two west workspace. As always, their attitude towards their work is almost unfaultable. Derrick and Chris don't just do what you ask them to, they both use their experience and initiative to problem solve and go above and beyond to deliver the best work they can. I feel very confident that any task I request Derick & Chris to help with is in very safe hands. Having that trust in the people you work with is priceless."



Pictured: St Magnus House, EC3 – home to Darren Stevens, Site Manager, one of our winners this quarter.

Our Runners up this quarter



Andrew Chattalis and Sam Broomfield at One Crown Place were our runners up this time around!



Bryony Meadows, Administrator at One Knightsbridge Green was a runner up this quarter

Our first runners up this quarter are Andrew Chattalis, Site Supervisor and Sam Broomfield, Apprentice at One Crown Place. Andrew and Sam went above the call of duty to ensure that the building was ready for prospective tenants to view. Their customer commented:
"The floors were looking great. Well done team. Let's just hope it leads to a leasing!"

Fantastic work from both Sam and Andrew, well done and thank you for your hard work. Bryony Meadows, Administrator at One Knightsbridge Green is our second runner up. Bryony was nominated by her Account Manager, Danny Noakes, and Business Unit Head, Roger Starling. Danny said:
"Over the past quarter, Bryony has gone above and beyond of what is expected of her as a Site Administrator at One Knightsbridge Green, supporting me and managing the site whilst we recruited for a new manager. Bryony has been assisting and liaising with our clients and subcontractors to book in extra works, planned maintenance and organising and updating logbooks. Bryony has taken on many aspects of the Site Managers role whilst the post was vacant and has been really instrumental with the training of the new Site Manager."
Well done, Bryony, excellent work!

Nominees

- **Bradley Brookes** Shift Day Electrical Technician at Lloyd's of London
- **George Mather** Electrical Technician at Park House
- **Chris Edwards** Site Supervisor at St Botolph Building
- **Isaac Eshun** Mechanical Technician at St Botolph Building
- **Alvin Ratnan** Assistant Supervisor at Television Centre
- **Andy Watson** Site Supervisor at Television Centre
- **The whole site team** at Here East
- **Darren Walton** Engineering Services Manager at Lloyd's of London
- **Saleh Zillu** Site Manager at 150 Cheapside
- **Jason Doltis** Electrical Technician at 150 Cheapside
- **George Spence** Mechanical Technician at 150 Cheapside
- **Martin Harvey** Mobilisation Engineer for Premiere Place
- **Richard Horton** Account Manager at Head Office
- **Alfie Webb** Apprentice at Lloyds of London

Vote for July 2022's EOTQ!



Thank you to everyone who nominated over the last quarter. Please keep your votes coming in.

Voting has now reopened! Click on the following link to nominate April's Employee of the Quarter:
www.surveymonkey.com/r/SH3JQVX

Please submit all nominations by 8th July 2022 for your vote to be counted.

Nominate now!

Nominate your colleagues for July's Employee of the Quarter

We have had a busy quarter, from 5-a-side football to helping host Disney premieres!

An InSite into our Community OnSite

January - April 2022

Find out what your colleagues have been up to this quarter!

Jaguar All-Stars score for Edgar Maceikevics, Contract Manager at Platinum Facilities

[Jaguar took part in the match to help raise money for Edgar](#)



On 31st March, Jaguar took part in a charity 5-a-side football match to help raise money for Edgar Maceikevics, Contract Manager at Platinum Facilities. Edgar has been given a life limiting diagnosis and all money raised is helping towards his care. Well done to everyone who took part in the match, it was fantastic to come together for a worthy cause. Smart Managed Solutions, Platinum Facilities, Combined Technical Solutions, CIS Security Limited & PRS – you all played extremely well (in the freezing cold), and took the time out of

your evenings in order to help raise money for Edgar. Thank you – you're all brilliant! We have several exciting events coming up in 2022 for all Jaguar members to take part in. Our next challenge will be the Nuclear Races, which will be held on Sunday 15th May. We have 13 brave Jaguar members taking part in this year. The race involves a 7km challenging course through mud, obstacles and huge puddles! This race is being held to raise money for a little girl named Violet. Violet has Autism and Sensory Processing Disorder, a condition in which the

brain has trouble receiving and responding to information which comes in through the senses. This means that simple everyday tasks such as walking along a street, looking at a book or being in a shop can result in a sensory overload which is extremely overwhelming and distressing for Violet. Thank you to our Jaguar team for helping to support this cause - and good luck! We look forward to seeing the photos in July's edition.



55 Gracechurch Street achieves 100% external health & safety audit in 2021 & 2022

Tiberiu Burzo, Site Supervisor at 55 Gracechurch Street has achieved 100% on the Savills Health & Safety audit for the last two years, with no actions being issued! Well done Tiberiu, excellent work.



Jaguar site Borough Yards helps host Disney's latest premiere 'Turning Red'

Disney's latest premiere 'Turning Red' was hosted at our very own Borough Yards building! Nick Hughes, Site Supervisor arranged for temporary power to be installed which was hosted in one of the empty retail units. He also assisted the teams in setting up all of the lighting / power for the red carpet walk, and even stayed on later to make sure there were no issues during the event.



Charlotte Battram attends her first crane lift operation!

Charlotte has aspirations to become a Project Manager, so we took the opportunity to invite her to our project in Weybridge to view and understand what happens during a lifting operation.

Charlotte got an in-depth look at how the works are carried out, and the protocols and procedures that need to be in place!

Peter Jefferies has challenged himself to take part in the Thames Bridges Trek!

Peter is challenging himself once again to raise money for charity Prostate Cancer UK. Support Peter through his page: www.justgiving.com/peter-jefferies13.



April's technical question...



Our technical question is brought to us by Gary Scofield, Mobilisation Manager at Head Office. Thank you for submitting the question Gary! A £20 voucher is on its way to you. Please do keep your questions coming. If they are approved by our technical question master, Steve Jackaman – you could be in with a chance of winning a £20 voucher!

Send your answer a, b, c, d or e to Rebekka at rgough@jbs-ltd.co.uk:

What valves are replaced by a PICCV (Pressure Independent Characterised Control Valve)?

- a. Temperature control
- b. Flow regulation
- c. Differential pressure control
- d. All of the above
- e. None of the above

✂ January's question: what is the name of the device used to send a signal to the BMS system to advise of a blocked filter? Answer: a differential pressure switch.

✂ The prize draw winner is Julie Smith, Site Administrator at 4 Kingdom Street. Well done Julie!

✂ Get your answer to Rebekka by 9th July and be in with the chance of winning a £20 voucher!

Introducing brand new benefits...

Optical, Dental and Hearing Cover is now included in Jaguar's Vitality plan



Take this opportunity to prioritise your health in 2022! Check out your new benefits included within Jaguar's Vitality policy...

This year, Jaguar have invested even more into your PMI scheme and we are delighted to announce that we are increasing the cover to include Dental, Optical and Hearing. Our buying power enables us to add this valuable enhancement at a great preferential rate.

For those under 65, your taxable benefit will increase slightly as follows:

- 20% taxpayer – **you will pay approximately £0.50 per month more tax for the benefit**
- 40% taxpayer – **you will pay approximately £1.00 per month more tax for the benefit**

For those over 65, the policy has actually decreased slightly so you will see a slight reduction in your tax charge.

So what's new?

Designed to help meet some of the most common healthcare costs, from routine check-ups and preventative care, to dental procedures and prescription glasses, Vitality's new cover combines three new benefits into one. It also contributes towards other significant needs like hearing aids and the costs of restoring appearance after dental accidents.

Optical

Through Vitality's partnership with Vision Express, you can get up to £500 per plan year for eye tests, and a new pair of glasses or a year's supply of contact lenses with each new prescription. They will also cover up to £300 per plan year if you go through any other accredited optician.

Dental

There are three key benefits to dental care. You can get up to £100 for preventative care each plan year, including check-ups and hygienists' fees and up to £400 for treatments like fillings, crowns and dentures per plan year. Plus, Vitality will cover up to £2,500 of costs resulting from a dental accident - up to two claims per plan year.

Hearing

You can also get £300 per plan year to cover the cost of hearing tests and to contribute to a new prescription hearing aid.

Your FAQ's answered

What dentists are covered?

Members can use any registered UK dentist.

Is everyone under my plan covered?

Yes! The new benefit can be used by anyone on your plan i.e. your spouse or children.

Do I attend the appointment then make a claim?

Treatment will have to have taken place before Vitality can reimburse you, however members may wish to start a claim beforehand and then can advise of any limits and the process. Sometimes forms will need to be completed by the dentist.

Do I follow the standard claims procedure for the additional cover?

Yes, follow the standard claims process to raise a claim for any of the three new additional benefits and Vitality can set the claim up.

Your guide to claiming

1 Check your cover

Your membership certificate (found in 'notifications' on the Member Zone) contains details of what is included on your plan, as well as your benefit limits. Check through this before you start your claim so that you are aware of what you are likely to be covered for.

2 Check if you need to complete a claim form

Depending on the type of cover you have, you may not need to complete a claim form. And, where a Vitality GP can refer you onwards, a referral letter from your NHS GP will not be required.

3 Book an appointment one of two ways:

Have a video consultation with a Vitality GP



You can use our free Vitality GP app to book a video consultation with a Vitality GP. Providing they can diagnose you on the call, the Vitality GP can arrange an onward referral through our Consultant Panel. If you think you're likely to need a physical examination – for example, if you have abdominal pain – it may be more appropriate to see your usual GP.

OR



Visit your usual GP

Visit a GP who will be able to review your symptoms and decide if you need a referral to a consultant. This should be the GP who holds your medical records - often an NHS GP. With Consultant Select included on your plan you need to make sure you ask your GP for an open referral in the appropriate medical field. This means that our Consultant Panel will then be able to support you in choosing the best consultant for you.





It's coming... a brand new benefit to Jaguar Building Services

There will be a new addition to the Jaguar benefits package coming soon. Stay tuned for further communications.

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