



# SFM (UK) Ltd

## Winter Newsletter

Welcome to the first edition of SFM (UK) Ltd's winter newsletter

### Head Office

Scroll down to page one to see the team at head office including our newest edition and what we've been up to...



We are a well-established Security & Facilities Management specialists offering a diverse service portfolio. Our bespoke solutions are created with regard to specific needs resulting in an invaluable service.



### Employees

Two new employee of the quarter have been named and received their awards. Moreover, we are also celebrating service anniversaries. Read more one page two...

### Updates Notices & Memo's

See page three & four for an insight into our sponsored athlete, health & safety notices, how we can do our part as SFM (UK) Ltd for the environment as well as general reminders...



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# Head Office

## Who's Who



Gary Hewitt  
CEO



George Hewitt  
Trainee Manager



Ian Collins  
Operations Director



Kayleigh McVicar  
Office Manager



Krishan Devshi  
Project Coordinator

## New Team Member

We would like to welcome Krishan Devshi to the team at Head Office. Krishan is a forward thinking individual, that has recently graduated from the University of Brighton with a bachelor's degree in Business. He has been brought onto the team as Project Coordinator to support all functions across the business as well as carry out projects for the development of the company.

## Schemes & Accreditations

We are proud to announce, for the 9<sup>th</sup> consecutive year we are an ACS approved company. We currently adhere to ISO 9001, 14001 & 18001. However in the coming year we plan on transitioning from ISO 18001 to 45001. We are also pleased to announce we are Constructionline Gold accredited as well as CHAS & SAFEContractor for Health & Safety.

## What we've been up to

We have been busy attending courses and sitting exams as a result of our investment in training and development. These courses are aimed at aiding and improving our ability to operate.

Firstly we would like to congratulate George Hewitt, Kayleigh McVicar & Ian Collins on passing their IOSH course with flying colours. IOSH is the Chartered body and leading membership organisation for safety and health professionals. With their IOSH course, management will be able to improve the safety, health and wellbeing of co-workers at all levels.

Moving on we'd like to congratulate George Hewitt once more on passing his three-day first aid course. This will add to his personal development, as well as ensuring he understands what is expected of our security operatives.



## Employees of the Quarter's

Jason Ansell has been a Site Contracts Manager with SFM (UK) Ltd since September of 2018. Jason's position requires him to liaise with the client as well as manage all site personnel. Over the past few months management has observed outstanding leadership ability when confronted with adverse situations. He has displayed great composure and ensures all necessary procedures are followed and completed. When liaising with the client he portrays complete professionalism, extreme politeness and is always helpful. Jason is a model employee and we are proud to have him as part of our team.



Syed Furhaan has been a security officer with SFM (UK) Ltd for the past year. Currently his duties consist of site entry control and patrols. Syed has always conducted himself with complete professionalism, not only has this been recognised by SFM (UK) Ltd.'s management team but also our clients. He is always willing to go above and beyond, this has been displayed countless times via; his willingness to learn by covering various projects, his initiative through travelling to numerous sites and his creative input when discussing, developing and improving site coverage. Syed is a truly valued at SFM (UK) Ltd.



As a token of our appreciation Jason Ansell and Syed Furhaan have been awarded as employees of the quarter. On behalf of everyone at SFM (UK) Ltd we would like to take the opportunity to commend Jason and Syed for their excellent service, dedication and attitude over the past months. We are very grateful to have Jason and Syed as a valued part of our company and we look forward to sharing many more years of continued success.

## Employee Anniversaries

The following employees have been with SFM (UK) Ltd for a varied number of years and have provided a faultless service

- Rafael Suardi, Cleaning Operative (7 Years)
- Ian Collins, Operations Director (6 Years)
- Kayleigh Mcvicar, Office Manager (3 Years)
- Nigel Baker, Mobile Security Manager (3 Years)
- Alex Patrick, K9 Security Manager (3 Years)
- George Hewitt, Trainee Manager (1 Year)
- Benjamin Griffiths, Security Officer (1 Year)

SFM (UK) Ltd are grateful for the services these employees have provided.



# Sponsorships & Donations

Adam Sagar is an SFM (UK) Ltd sponsored athlete. Our sponsorship contributes towards Adam's travel and competition entry. Adam's main focus is competing in the PGA Euro Pro Tour, however, there are many other tours that Adam competes in. Earlier in year both George and Krishan were privalliged enough to spectate and catch up with Adam at Bocket Hall. We are proud to sponsor Adam on his journey. Be sure to look out for him.

Additionally, SFM (UK) Ltd make donations to causes dear to use and of high importance. One of which included supporting Birmingham Children's Hospital's Neonatal Unit. The opportunity was presented to us as a supply chain partner through a colleague who participated in the L'Etape Du Tour, which is a cycling event that is mapped across stage 20 of the Tour De France, with the aim of raising funds for the Hospital Trust.



During November SFM (UK) Ltd had focused their efforts on fundraising for Children in Need. Join us and millions of other supporters across the UK as we aim to change the lives of the children that need it most. Support the cause by donating at <https://www.justgiving.com/fundraising/sfmukltd>



# Notices & Memo's

## Health & Safety

Making the workplace safe includes providing instructions, procedures, training, equipment and supervision to encourage people to work safely and responsibly.

PPE is equipment that will protect against health or safety risks at work. It can include but is not limited to items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It can also include respiratory protective equipment (RPE).

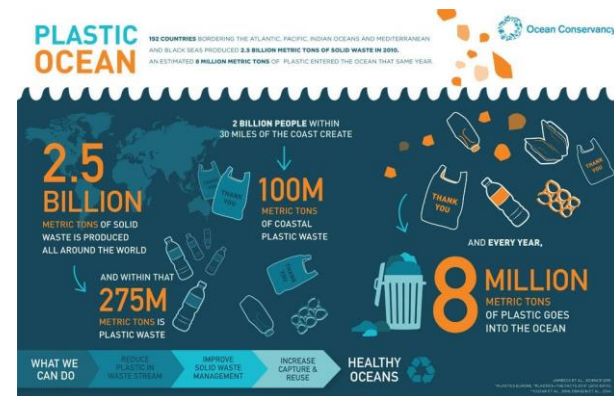
Safety is paramount. Please refer to the HSE website for more information - <http://www.hse.gov.uk/toolbox/ppe.htm>



## Environment

Plastic pollution has become increasingly dangerous for the planet, globally we produce approximately 300 million tonnes of plastic waste a year, that's equivalent to the weight of the entire human populations.

Consequently, action must be taken so to do our bit as SFM (UK) Ltd we encourage minimising plastic usage where possible and ensuring we recycle plastic after use.



## Notices & Memo's For Staff

**Management** - Management will regularly visit site and do spot checks, there will be monthly welfare checks, Health & Safety meetings including monthly toolbox talks.

**SIA License** – Please ensure you hold and display your SIA license when conducting licensable activities. Additionally, keep track of your license expiry date and ensure you are proactive in relation to renewing your license. When renewing your license all correspondence from the SIA must be forwarded to Kayleigh McVicar at Head Office.

**Change of Personal Information** - New address details, bank details, change in phone number etc. need to be forwarded to Kayleigh McVicar at head office and so that they can be updated accordingly.



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