

Health and Safety Policy

This Safety Statement, in accordance with Section 20 of the Safety, Health and Welfare at Work Act 2005, outlines the policy of Servisource in relation to the management of health, safety and welfare.

Servisource is committed to managing and conducting its work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of its employees, including fixed term employees and temporary employees and other individuals at the place of work (not being its employees) including visitors.

This will be achieved by the provision of

- a safe place of work that is well designed and maintained;
- safe means of access and egress to the place of work;
- safe plant, machinery and equipment that is well designed and maintained;
- safe systems of work;
- welfare facilities and arrangements that are well designed and maintained;
- appropriate information, instruction, training and supervision whilst taking account of the employee's capabilities – undertaken at new employee induction, when an employee is transferred to a new task and when new systems of work or technology are introduced;
- suitable and maintained protective clothing and equipment and emergency plans that are tested and revised regularly.

Servisource is committed to the prevention of any risk to safety and health from any

- improper conduct or behaviour;
- article or substance used (including plant, tools, equipment, machinery and chemical and biological agents) and sources of noise, radiation or vibration.

This will be achieved by

- undertaking on-going hazard identification and risk assessments within the workplace and examining work activities;
- taking account of the general principles of prevention;
- determining and implementing appropriate preventative and protective measures;
- investigating accidents and dangerous occurrences;
- achieving compliance with current legislation and examining standards, codes of practice, guidelines, and industry/service practice and obtaining, where necessary, the services of a competent person to advise on safety and health.

The detailed arrangements for achieving these objectives are set out in the main body of the Safety Statement.

Accidents

All accidents on the premises, no matter how minor, must be reported to your Quality Manager as soon as possible after they occur. There is an obligation on employees to ensure that accidents are recorded.

Smoking

Servisource operates a No Smoking Policy. The company believes that both direct and passive smoking poses a health risk to employees. All employees are entitled to a healthy, safe and pleasant working environment. In the interests of this Servisource specifies that employees may only smoke in designated areas outside their building.

Fire & Evacuation

If a fire is detected on the Company's premises **ALL** employees & **ALL** visitors should act in accordance with the following instructions:

1. Immediately operate the nearest fire alarm
2. Call the Fire Brigade immediately
3. Use the nearest fire exit
4. Leave the building and report to the Fire warden in charge

Do Not: Stop to collect personal belongings or re-enter the building

Detailed site-specific fire safety instructions are available from your designated fire warden. All employees should be aware of the exact procedures to follow on their site. This includes an awareness of the fire warden, as appropriate, for their immediate area. It is the responsibility of each employee to ensure that they are familiar with this information.

There is a certified fire warden in each office and in the event of a fire detected in the company's premises the Fire warden must

1. Check the fire panel to locate the fire
2. Call the emergency services and provide them with the code location of the fire
3. Evacuate the premises taking the floor sign in sheets & visitor book
4. Carry out a roll call and report to the services should anyone be unaccounted for

Occupational Health

First Aid facilities are available from the designated first-aid officer in your office or work area who has participated in first aid training. Your Line Manager can give you information in this regard.

Details of the current fire officers and first aid officers are available from your line Manager or on the Intranet (The Dock). Please ensure you know who the Fire Officer and First Aid officer are for your area. You have a responsibility to familiarise yourself with this information.

Finally, please read and follow all safety regulations distributed to you. Once you acknowledge receipt of this policy this read receipt is the stored in your employee profile.

Changes to this policy

Servisource reserves the right to amend this policy and will give 1 months' notice of any changes.

Questions

For any questions on the Health and Safety Policy, please contact your manager or refer to the Quality Manager.

The CEO, Declan Murphy, has overall responsibility for health and safety at Servisource. Day to day management of health and safety is the responsibility of employees at Management level within the company.

Employees share a responsibility with management in ensuring their own safety while at work. This Safety Statement requires the co-operation of all employees, visitors, contractors and others to enable Servisource to discharge its responsibilities effectively. Servisource is committed to upholding the standards outlined in this safety statement. It will ensure that, so far as is reasonably practicable, sufficient resources are allocated to safety management. No safety measures taken by Servisource involve financial cost to employees.

All employees and contractors will be made aware of and have access to this safety statement. The safety statement will be made available to third parties where necessary and appropriate. Success of the safety programme depends on the above being fulfilled and the commitment and support of all involved is required. Employees are encouraged to put forward suggestions for improvement to this document.

The safety statement & Policy will be reviewed annually.

Signed: 

Date: 14.02.20

Declan Murphy
Chief Executive Officer