

SHAP HEALTH AND SAFETY POLICY

PURPOSE

SHAP (Sustainable Housing Action Partnership) is a not-for-profit company that brings together key thinkers and leaders in the West Midlands interested in the housing sector: housing associations, local authorities, businesses and the third sector. We provide leadership through research and dissemination on sustainable housing issues and opportunities to audiences in the West Midlands and nationally.

SHAP is committed to providing a work environment that is safe and healthy for all employees and those affected by the company's activities. The health, safety and welfare of all employees and those affected by the work of SHAP is an integral part of business performance.

SCOPE

This policy is aimed at the SHAP Board, Secretariat, recipients of SHAP contracts, SHAP Associates and SHAP volunteers. It is intended to ensure that the operations of SHAP will be carried out, so far as is reasonably practicable, that the health, safety or conditions of any person or property will not be adversely affected. This will require providing adequate control of health and safety risks arising from activities.

POLICY STATEMENT

SHAP is committed to:

- Providing a safe place of work for everyone who engages with SHAP;
- Providing safe systems of work;
- Providing training, instruction and supervision where appropriate;
- Assessing the risks to anyone who might be affected by carrying out work activities;
- Ensuring materials and substances are safely stored, handled and transported;
- Providing and maintaining safe equipment;
- Working to prevent accidents and cases of work-related ill health.

Compliance with legal requirements will be achieved at all times.

RESPONSIBILITY

Overall and day-to-day responsibility of the policy is the function of the SHAP Co-ordinator. The SHAP Co-ordinator will be responsible for ensuring the policy is implemented, undertaking risk assessments of activities, checking risk assessments completed by others working for SHAP and ensuring that risks and hazards are reduced according to the findings of risk assessments.

All accidents and cases of work-related ill health must be recorded and the SHAP Co-ordinator is responsible for reporting accidents, diseases and dangerous occurrences to the relevant authority.

ARRANGEMENTS

SHAP is currently based at St Albans Enterprise Centre, St Albans Road, Stafford, Staffordshire, ST16 3DR.

Adequate information, instruction, training and supervision will be provided for all employees and those affected by the company's activities to ensure everyone is competent to do their tasks.

The requirements of the Health and Safety Policy will be communicated to all employees and the involvement of all individuals within the company in the management of health and safety will be actively promoted through consultation and involvement.

Consultants and contractors employed by SHAP are required to carry out their own risk assessments and to provide a copy of their Health and Safety Policy.

Specific arrangements are shown below:

Statement of general policy	Responsibility	Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.	SHAP Co-ordinator	Relevant risk assessments will be completed and actions arising out of those assessments implemented. Risk assessments will be reviewed when working habits or conditions change.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.	SHAP Co-ordinator	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
Engage and consult with employees on day-to-day health and safety conditions.	SHAP Co-ordinator	Staff and Board members will be routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required. A lone worker procedure is in place.
Implement emergency procedures – evacuation in case of fire or other significant incident.	SHAP Co-ordinator, staff at St Albans Enterprise Centre and at workshop venues	Escape routes are well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary by St Albans Enterprise Centre staff.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	SHAP Co-ordinator	Toilets, washing facilities and drinking water provided for visitors to SHAP A system is in place for routine inspections and testing of equipment and for ensuring that action is promptly taken to address any defects.

The Health and Safety poster, first-aid box and accident book are located at the St Albans Enterprise Centre reception.

REVIEW

This policy will be reviewed annually or sooner if legal or regulatory changes take place.

Signed:

SHAP Chairman

Date

POLICY CONTROL

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