



Health & Safety Policy

Reviewed: January 2026
Next Review Date: January 2027

This policy relates to Let Me Play Ltd, Inspire ATA Ltd and LMP Action C.I.C, known as "LMP Group" or "The Company". The policy applies to all three companies and is the standard by which we adhere to.

Every person that takes part in an LMP Group's activity or programme should do so in an environment where they are safe. Equally every person undertaking training, an apprenticeship or course must also do so safely. Health and Safety is of paramount importance to us and is a guiding policy within the organisation.

LMP Group are committed to giving health and safety the highest priority in all its activities. The Company train and expect employees to share this commitment.

Policy Guidance

1.0 LMP Group are dedicated to ensuring the health and safety of all persons who may be affected by our activities by:

- a. Providing, managing and maintaining environments which are, so far as reasonably practicable, safe and in which risks to health are controlled.
- b. Providing adequate and appropriate facilities and arrangements for welfare at work.
- c. Providing, managing and maintaining our workplaces, grounds and properties so that they are, so far as reasonably practicable, safe and that risks to health are controlled.
- d. Providing, managing and maintaining equipment so that it is, so far as reasonably practicable, safe and that risks to health are controlled.
- e. Ensuring that the use, handling, storage and transport of items are carried out safely and that risks to health are controlled.
- f. Implementing systems of work that are safe and where risks to health are controlled.
- g. Providing the necessary organisation, expertise and resource, including communication and consultation, planning, monitoring, inspection and auditing procedures to ensure that there is effective management of health and safety throughout the workplace.

h. The Company ensure employees and any contractors it employs are competent and carry out risk assessments for all the work they control.

i. Providing the information, instruction, training and supervision at all levels necessary to ensure that employees and participants are aware of the hazards in the area, together with the appropriate measures to be taken to protect against these hazards.

j. Consulting with and involving employees, apprentices and participants in matters relating to their own health and safety.

LMP Group undertake to continually review and develop its safety management systems, with the aim of conducting activities in a manner which does not affect the health and safety of any employees, learners/apprentices or participants.

The following are responsible for upholding H&S

- Directors
- Head of H&S
- Senior Management
- Line Managers
- H&S Representatives
- People Department
- All employees
- Learners/Apprentices

The Health & Safety representatives are all trained at Level 2 and are listed below. To report a Health & Safety incident please use the details below:

Anita De Villiers	anita@lmp-group.co.uk
Giulia Scarabaggio	giulia@inspire-ata.co.uk
Louise Lear	louise.lear@lmp-action.co.uk

The Head of H&S is Anita De Villiers and she can be contacted as above.

PART ONE

General Statement of Policy, Duties & Responsibilities

1.1 Policy Statement

LMP Group recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer), learners/apprentices and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

Throughout this Statement, terms such as “workers”, “employees”, include both paid and volunteer workers. Learners refers to those who undertake training with the company and includes those on support programmes, trainees and apprentices.

It is the policy of the organisation to promote the health and safety of employees, learners and of all visitors to the organisation’s premises (“the Premises”) and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety, and welfare of all personnel on the premises.
- Provide adequate working/learning conditions with proper facilities to safeguard the health & safety of personnel and ensure that any work/training which is undertaken produces no unnecessary risk to health or safety.
- Encourage persons on the premises to co-operate with the organisation in all safety matter, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory.
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe.
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances.
- Provide sufficient information, instruction, training, and supervision to enable everyone to avoid hazards and contribute to their own safety and health.
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (e.g., a person appointed as a Health and Safety Officer or Representative);
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise for the organisation’s activities.
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of the organisation arising out of or in connection with the organisation’s activities.
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen.
- Provide information to other employers of any risks to which those employer’s workers on the organisation’s premises may be exposed.

This policy statement and/or the procedures for its implementation may be altered at

any time by the organisation's Senior Management Team (SMT). The statement and the procedures are to be reviewed annually by SMT and Directors.

1.2 Communicating, promoting and commitment to the policy

This policy is available on our website/ SharePoint and available at our office base. All new employees and learners will receive a Health and Safety induction and training session where the policy details will be explained along with the company's policy compliance expectations.

Health and safety will be further promoted and discussed at learner's progress reviews and during employee appraisal meetings. All training delivery employees ensure continual buy in and compliance with the policy by keeping health & safety a hot topic within each meeting. Periodic training is delivered to employees, including mandatory annual training and optional additional training, listed in the LMP training plan. Training for learners on health and safety is embedded throughout curriculum plans. All employees and learners must sign a document to confirm the health and safety training they have received and that they are committed to the full adherence and implementation.

1.3 Employees Training – Implementing the policy

As a minimum all employees will receive;

- A detailed health and safety induction and training session
- A comprehensive overview of the policy
- The company's expectations over adherence to the policy
- A period of work shadowing where they will be trained on how to implement the policy within their day-to-day job and activities.

Where employees take on addition health and safety responsibilities it is likely that they will receive further external accredited training. This may include;

- First Aid at Work
- Fire Marshall training
- Health and Safety at Work certification
- Work placement vetting training
- Training on COSHH
- IOSH
- Food hygiene

The above are examples of some of the qualifications offered. The list is not exhaustive.

1.4 Arrangements for Learners / Apprentices

All learners will have a full induction and ongoing training in health and safety. Following induction this training (particularly for trainees/apprentices) will be more specific to the sector that they work within. Health and Safety will be discussed at every progress review where learners and employers will be continually encouraged to report concerns. Health and Safety training is embedded and threaded throughout our curriculum plans.

Prior to any work placement or apprenticeship starting a trained LMP employee will carry out a full vetting on the employer to ensure the placement is safe for a learner to enter and that the employer has the correct insurances. These will be updated at least annually. The Apprenticeship/Traineeship Tutor or Account Manager will undertake periodic visual checks when they visit learners in companies. Additionally,

LMP Group will ensure that every learner is fully inducted into the workplace. In some circumstances the employer may carry this out themselves.

The LMP Groups health and safety expectations will be fully discussed with the employer and all employers will be given a key contact to report any incidents, ill health, near misses, accidents or concerns they have or have had with the learner.

We make it explicitly clear within our Health & Safety expectations with employers that any incident mentioned above must be reported immediately to LMP Group. In the event that their key contact is uncontactable employers are advised to email our Group Head of Safeguarding and H&S Anita de-Villiers at safeguarding@lmp-group.co.uk or 07598 902111.

If unavailable the secondary contact is:

Designated Safeguarding Lead & Head of Quality, Jacob Salt-Berrymen at jacob@lmpeducation.org or 07746 315682.

Where it is identified that the employers' health and safety standards and procedures have deteriorated and no longer meet an acceptable standard, we will immediately seek to remove any learners.

1.5 Statutory Duty of the Organisation

The organisation will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its employees, learners and of visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health.
- Ensure equipment is safe and that safe systems of work are set and followed.
- Ensure articles and substances are moved, stored, and used safely.
- Give volunteers/ workers the information, instruction, training, and supervision necessary for their health and safety.

In particular, the organisation will:

- Assess the risks to health and safety of its employees and learners.
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment.
- Record the significant findings of the risk assessment and the arrangements for health and safety measures.
- Draw up a health and safety policy statement; including the health and safety organisation and arrangements in force and bring it to the attention of employees and learners.
- Appoint someone competent to assist with health and safety responsibilities.
- Set up emergency procedures.
- Provide adequate First Aid facilities.
- Make sure that the workplace satisfies health, safety and welfare requirements, eg for ventilation, temperature, lighting and for sanitary, washing and rest facilities;
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used.
- Prevent or adequately control exposure to substances that may damage health.

- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation.
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury.
- Provide health surveillance as appropriate.
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means.
- Ensure that appropriate safety signs are provided and maintained.
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

1.6 Statutory Duty of the Organisation's Workers

Employees also have legal duties, and the organisation confidently requests non-employed (voluntary) workers also to observe these, as well as learners. They include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do.
- To co-operate with the organisation on health and safety.
- To use work items provided by the organisation correctly, including personal protective equipment, in accordance with training or instructions.
- Not to interfere with or misuse anything provided for health, safety and welfare purposes.
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by the Company.
- To report any illness or absence to their respective line managers explaining the nature of the absence.

1.7 Policy for Visitors and Contractors

On arrival all visitors should be directed to reception. This person is to take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

On arrival, all visitors, including contractors and/or their workers, must sign a record of the date and time of their arrival and, before leaving, should further record their time of departure.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to reception.

PART TWO

Organisation of Health and Safety

2.1 Health and Safety Representatives

The Health and Safety Representatives will

- Have a broad overview of Health and Safety matters.
- Comply with all legislation.
- Keep the Organisation's Health and Safety policy and procedures under review.
- Conduct safety tours of the premises.
- Ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSHH Regulations).
- Take such action as may be required to ensure that the Company's responsibilities for Health and Safety are fulfilled.
- Report to the Management Committee on their performance of these responsibilities.

2.2 Identifying & Managing Health and Safety concerns

All employees must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which the organisation may publish from time to time.

Safety Tours

The Health and Safety Representative shall carry out formal 3-monthly tours and inspections of the premises and make a report to the SMT. All necessary actions as a result of the tour shall, where reasonable and practicable, be implemented. The tour shall include an inspection of the Accident File. The Office Manager will do a weekly safety check to ensure all practical hazards are minimalised.

Accident Forms and Book

The book must be kept in a locked drawer once completed.

Any injury suffered by employees or learners in the course of employment/training or otherwise on the organisation's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by the organisation.

Fire Precautions

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the organisation in relation to fire.

Equipment and Appliances

No equipment or appliances may be used other than as provided by or specifically authorised by or on behalf of the organisation and any directions for the use of such must be followed precisely.

Safety Clearways

Corridors and doorways must be kept free of obstructions and properly lit.

Maintenance

Defective equipment, furniture and structures must be reported as such without delay.

Hygiene and Waste Disposal

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

Display Screen Equipment

The organisation recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. Employees and learners are advised to ensure that they take a five-minute break from the display screen equipment at least once an hour. If workers use display screen equipment (DSE) daily, as part of their normal work, continuously for an hour or more, they must complete a workstation assessment, which can be found with further detail in the Company's IT and Communication Policy.

Alcohol, Drugs and Tobacco

Smoking within the premises and the use of Drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants (alcohol) is prohibited during working hours, and no employee/volunteer/learner may undertake his/her duties if under the influence of alcohol or drugs.

PART THREE

Arrangement and Procedures

Applicable to all LMP Group workers (paid or volunteer), learners/apprentices and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

The Health and Safety Representative is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels. Their details and contact number is available within this policy, on SharePoint and will be displayed in the office base.

3.1 First Aid and Accident Reporting

3.1.1 First Aid

- The current First Aider(s) for the premises is/are displayed on the Notice Board in the Reception Area.
- First Aid Boxes are provided in the following location(s):
 - i) Reception

3.1.2 Accidents

- In the event of an injury or illness, call for a member of employees or ring for an ambulance directly. To call an ambulance – dial 999 and ask for “ambulance”;
- All accidents must be reported to the Health and Safety Representative or another employee on duty immediately or as soon as practicable.
- All accidents must be entered in an accident book, available from the reception area.
- The Health and Safety Representative will investigate incidents and accidents, writing a detailed report for the organisation’s Board to consider the actions necessary to prevent recurrence.

3.2 Fire Drills and Evacuation Procedures

Evacuation Procedures & Examples of Health/Safety Incidents

3.2.1 Fire Drills

- All employees and learners must know the fire procedures, position of fire appliances and escape routes.
- The fire alarm is tested every Wednesday between 12 – 2pm.
- The Fire Officer for 98 Theobalds will arrange for Fire Drills and Fire Prevention Checks to be carried out at least once every three months and entered in the logbook. In addition, these Drills will be carried out at different times and on different days, so that all users/hirers know the procedures.

3.2.2 *in the event of Fire*

- People discovering a fire should sound the nearest alarm.
- The first duty of all workers is to evacuate all people from the building by the nearest exit immediately after the fire is discovered.
- All people must evacuate the building and, where possible without personal risk, leave all doors and windows closed.
- The assembly point for the building is on Theobalds Road.
- No-one should leave the assembly point without the permission of an employee.
- If **any** fire occurs, **however minor**, the Fire Brigade must be called immediately by dialing 999 and asking for "Fire";
- When the Fire Brigade arrives advise whether all people are accounted for and location of fire.

3.2.3 *Bomb Warnings*

- If you receive a warning, try to find out from the caller:
 - i) The approximate location of the bomb and likely time of detonation.
 - ii) Whether the police and fire brigade have been notified.
 - iii) Try to RECORD EXACTLY WHAT IS SAID:
- Notify the Police immediately on 999.
- DO NOT SOUND THE FIRE ALARM but evacuate the building, taking into consideration any information from the bomb warning;
- Assemble on Theobalds Road unless the bomb warning implies otherwise.

3.2.4 *Cleaning Materials, General Machinery and High-Risk Areas*

- All portable machinery must be switched off and unplugged when not in use.
- Wandering cables are a hazard; use with caution and safety in mind.
- Slippery floors and dangerous; use warning signs.
- Use protective clothing and equipment provided and as instructed on machinery/equipment/material. It is the duty of a worker to report any loss of or defect in protective clothing or equipment.

3.2.5 *General*

- All thoroughfares, exits and gates must be left clear at all times.
- Corridors and fire exits must not be blocked by furniture or equipment.
- Vehicles must not be parked near to the building so as to cause any obstruction or hazard.
- Hazards or suspected hazards or other health and safety matters should be reported to the Health and Safety Officer or the employee on duty immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to employees or other users.

PART FOUR Guidance

ACCIDENT REPORTING

1. Accidents

All accidents which occur during work for the organisation and/or for the User/Hirer, or on premises under the control of the organisation must be recorded.

Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow-up action is carried out.

IF IN DOUBT REPORT IT

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH REGULATIONS)

LMP Group take the following steps and mitigations about Health & Safety of substances hazardous to health.

1. Assessment

The assessment must be a systematic review

- What substances are present and in what form?
- What harmful effects are possible?
- Where and how are the substances actually used or handled?
- What harmful effects are given off, etc.?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with the COSHH Regulations?
- What procedures need to be put in place to comply with the Control of Asbestos at Work Regulations 2002?

2. Prevention or Control

Employers have to ensure that the exposure of workers to hazardous substances is PREVENTED or, if this is not reasonably practicable ADEQUATELY CONTROLLED.

On the basis of the assessment, the employer has to decide which control measures are appropriate to the work situation in order to deal effectively with any hazardous substances that may be present. This may mean PREVENTING exposure by

- Removing the hazardous substance by changing the process
- Substituting with a safe or safer substance, or using a safer form

Or, here this is not reasonably practicable, CONTROLLING exposure by

- Totally enclosing the process
- Using partial enclosure and extraction equipment
- General ventilation
- Using safe systems of work and handling procedures

It is for the employer to choose the method of controlling the exposure and to examine and test control measures, if required.

The Regulations limit the use of Personal Protective Equipment (e.g. dust masks, respirators, protective clothing) as the means of protection of those situations ONLY where other measures cannot adequately control exposure.

Employers must provide any of their workers and, so far as is reasonably practicable, other persons on site who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction and training to that they know the risks they run and the precautions they must take.

Employers must ensure that anyone who carries out any task in connection with their duties under COSHH has sufficient information, instruction and training to do the job properly.

FIRE PREVENTION

1. Has the Fire brigade been consulted on:
 - The number and width of escape routes so as to provide a ready means of escape from all parts of the premises?
 - Emergency lighting and its maintenance?
 - The most suitable way of raising an alarm in the event of fire?
 - The contents of fire instruction notices?
 - The numbers and types of fire extinguishers or other fire-fighting appliances which should be provided?
 - Precautions to be taken with any activities involving the use of flammable liquids, naked flames or heating processes?
 - The desirability of battening or clipping seats together in sets of four where moveable seats are used for large audiences?
 - The maximum number of people who should be allowed on the premises at any one time?
 - Are seating and gangways in the hall/rooms so arranged as to allow free and easy access direct to fire exits?
 - Are exit doors always unlocked before the start of any session and kept unlocked until the last person leaves?
 - Are escape routes and exit doors clearly sign-posted and marked so that anyone not familiar with the building can quickly see the ways out?
 - Are escape routes and exit doors never allowed to become obstructed or hidden by chairs, stage props, curtains etc.?
2. Is Fire Equipment properly looked after?

- Are fire extinguishers, hose reels and fire alarm systems (where provided) regularly maintained by specialist fire engineering firms?
 - Are employees/duty officers trained to use this equipment?
 - Is equipment kept in its proper position and always clearly visible and unobstructed?
3. Are thorough close-down checks made of all parts of the premises at the end of an evening or session?
- No smoldering fires or cigarettes left burning.
 - Heaters and cookers turned off?
 - Televisions and other electrical apparatus turned off and unplugged.
 - Lights off?
 - Internal doors closed?
 - Outside doors and windows closed and secured?
4. Are all reasonable steps taken to prevent fires?
- Smoking not allowed in storerooms or backstage?
 - Substantial ashtrays provided in areas where smoking is permitted?
 - Heating appliances fitted with adequate and secure fire guards.
 - If portable heaters have to be used, are they securely fixed and kept away from combustible materials?
 - Precautions to ensure that convector type heaters are not covered with clothes and curtains.
 - Temporary extensions or additions to the electrical installation carried out and checked by a competent electrician?
 - Sufficient socket outlets provided to obviate the need for long trailing flexes?
 - Damaged leads replaced regularly?
 - Cooking operations supervised by a reliable person?
 - Scenery, decorations and costumes for stage performances treated to make them flame retardant?
 - All parts of the premises kept clear of waste and rubbish, particularly staircases, space under stairs, storerooms, attics and boiler rooms?

HEALTH AND SAFETY INSPECTION

1. Inspection
- A Health and Safety inspection of the building should be undertaken **at least** every three months. One of these inspections may be undertaken at the same time as the annual building maintenance check.
 - Appointed members of the Health & Safety Committee should arrange to meet and carry out the inspection
 - This inspection group will need to agree how each question needs to be answered

- When the form is complete and has been signed, matters noted as not satisfactory, together with any other concerns raised by the inspection, should be reported to the Board of Directors.
- **The inspection group should be authorised, where URGENT action is necessary, to make immediate reasonable response**
- The whole form should be made available to members of the Board of Directors.
- The forms should be preserved in a file maintained for this purpose. As required action is taken, the responsible person should initial the form in the appropriate box

2. Risk Assessment

- Risk assessments relate to activities within the premises or grounds
- Risk assessments NEED to be carried out in relation to every activity undertaken, whether by groups or individuals and including the work of paid employees AND volunteers
- Special attention should be paid to the circumstances of workers under the age of eighteen and to expectant mothers, women who have given birth within the past six months or who are breastfeeding
- A risk assessment needs to be carried out whenever a new activity is envisaged
- Assessments need to be repeated whenever circumstances change:
 - Changes in layout of equipment
 - Observing trends on the accident form
 - Changes in employees
 - Introduction of new procedures, processes or materials

DISPLAY SCREEN EQUIPMENT

1. Who is a Display Screen User?

The regulations are for the protections of workers (including self-employed workers and volunteers) who habitually use display screen equipment for a **significant part of their normal work**.

In some cases it will be clear that the use of Display Screen Equipment is more or less continuous on most days and the individual concerned should be regarded as users. Where use is less continuous, 'user' status would apply if most or all of the following criteria are met:

- The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results.
- The individual has no discretion as to the use or non-use of the display screen equipment
- The individual needs significant training and/or particular skills in the use of display screen equipment to do the job
- The individual uses display screen equipment in this way more or less daily

- Fast transfer of information between the user and the screen is an important requirement of the job
- The performance requirements of the system demand high levels of attention and concentration by the user; for example where the consequences of error may be critical.

For further information on Display Screen Equipment and the Company's responsibilities relating to DSE use, please review the IT and Communications Policy.

Mandatory Training

Insight

LMP Group have rolled out a number of mandatory training for employees across the three companies & offices. Below is a breakdown and a continuation plan for mandatory employees training across the group for the next 12-24 months. All training & course certificates are uploaded to secure individual employees' HR accounts. LMP Group runs regular reports to ensure employees are completing training in the require timeframe and have refresher training within valid expiry date.

Training Breakdown

See below a list of courses or training programmes provided to employees

Course/Training	Employees Responsible
Health & Safety	Giulia Scarabaggio, Anita de Villers & Louise Lear
First Aid in the workplace	Learning & Development Team & Anita de Villiers
Prevent Training	Learning & Development Team & Anita de Villiers
Safeguarding & British Values, Equality & Diversity	Learning & Development Team & Anita de Villiers
Mental Health First Aider	Anita de Villiers & Miranda Mardell
Safer Recruitment	SEG People & management teams

Continuation

LMP Group are committed to continuously developing employees, alongside the above training, the Directors and Safeguarding teams use an online training system to implement and monitor employee training.

LMP Group will release ongoing company training, as required, to all employees and new starters. Training will include, but not limited to, more specific safeguarding topics [FGM & Forced Marriage], Mental Health Awareness, British Values, Equality & Diversity and Internet/Cyber Safety.

We request that our Employees and Learners to respect this Policy, a copy of which will be available on demand.