

The Place

Health and Safety Policy

This version	March 2025
Previous version	March 2024
Changes made this update:	Separated policy and detailed procedures – policy section to go to F&GP for approval
Lead contact:	Marco Cifre, Technical Manager Sanjay Dasani, Head of Operations

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1. Health and Safety Policy Statement of Intent

The Place is committed to working in a way that protects the health, safety and welfare of employees, students and all those who may be affected by our activities.

We will give equal regard to the environment, health and safety, operations, quality and cost. We will comply with legislation as a minimum, and we strive to improve performance on a continual basis. We will measure performance improvement annually against our health and safety objectives.

We are committed to:

- Providing a healthy and safe working environment;
- Considering mental health and wellbeing as equal to physical safety hazards;
- Identifying hazards and assessing risks;
- Providing safe systems of work;
- Providing information, training and instruction;
- Consulting with our staff and stakeholders;
- Providing competent supervision;
- Providing personal protective equipment where necessary;
- Providing advice and monitoring;
- Providing adequate welfare and accommodation facilities; and
- Working with competent contractors and other third parties.
- To provide a safe environment for students and customers.

The Place, as the employer, is legally responsible for compliance with all relevant health and safety law and regulations. Our Senior management team are responsible for the day-to-day co-ordination of our health and safety arrangements.

All employees and others working on our premises have a duty to co-operate with our principals and managers, to maintain health and safety provisions, to take care of their own health and safety and that of others, and to report any concerns they may have or unsafe conditions they find.

Our health and safety management system is based on HSE guidance good practice principles:

Plan – Do – Check – Act. [The plan, do, check, act approach: Do - HSE](#)

Our approach to health and safety will be proportionate to the risk and embrace our guiding principles, which include:

- A sensible and proportionate approach to risk management enhances our students' and artists' preparation for the future.
- All incidents and near-misses must be reported and investigated to prevent repeat occurrences.
- We will seek to continually improve our approach to health and safety management through employee engagement.
- We will engage our contractors and suppliers in ways to improve how we manage health and safety.
- Health, wellbeing and safeguarding will be an essential part of our risk management programme.

This policy requires commitment from all parties; directors, managers, employees, students and third parties (where applicable) to ensure its successful implementation.

This policy will be reviewed on an annual basis or before if there are any significant organisational changes or incidents.

2. Version Control

Version / issue date	Nature of change	Person who made change
V1	First draft of the policy for comment	Peter Sinnott (Vita Safety)
V1.1, March 2020	First draft to be reviewed by board	Marco Cifre
V2, March 2021	Annual Review	Marco Cifre
V3, Feb 2023	Annual Review	Corinne Beaver
V4, March 2024	Annual Review	Marco Cifre & Sanjay Dasani
V5, March 2025	Annual Review	

3. Scope of the management system

The Place is home to London Contemporary Dance School (LCDS), the Centre for Advanced Training (CAT), the Robin Howard Dance Theatre, and a variety of public programmes including Creative Learning, Classes and Courses, Artist Development, and Producing and Touring.

The Place building includes 11 dance studios, a 288-seat theatre, backstage facilities with dressing rooms, a public café, a library, a body conditioning and treatment room, a costume and wardrobe department, and laundry facilities.

The Place offers a diverse range of classes, courses, and participatory opportunities for both adults and young people, as well as professional development programmes for artists. These activities are supported by the visitor services, administration, finance, communications, HR and development teams.

This policy extends to activities that happen outside of the premises:

- The Place 2 (The Camden Chinese Community Centre) where The Place will carry out use and LCDS classes as a 2nd site between September 2024 – August 2026 as a minimal.
- Producing and Touring, taking performances to national and international audiences
- External performances and activities taking place in the community.

The Place recognises its obligations for the safety and health of its employees, students and visitors.

4. Responsibilities

The Place recognises that **all employees have a part to play in the successful management of health and safety on site**. A broad outline of responsibilities is listed below.

4.1 The Board of Governors

The Board of Governors represent the employer's responsibilities for the management of health and safety across the organisation's operations.

The Board of Governors shall ensure that:

- Board reports include monitoring and management review of health and safety compliance and performance.
- Lead on health and safety and consider health, safety and wellbeing in any business change decisions which may impact health and safety risk management.
- Competent health and safety advice is provided, at all management levels.
- All employees are trained and competent in their health and safety responsibilities.

- Employees and management are consulted on health and safety matters and that any concerns can be escalated to the top management team and if necessary, the board.
- Ensure that systems are in place to assess the risks to the organisation and that sensible control measures are established and maintained.
- Sufficient monitoring programmes are in place, including inspections and audits and that any significant findings are communicated back to the Board of Governors.
- Targets are set and monitored at board level to improve health and safety performance.

4.2 Chief Executive

The CE's responsibilities include:

- The health and safety policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required;
- A health and safety plan of continuous improvement is created and the directorship monitor progress against agreed targets.
- Suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements.
- Senior management designated with health and safety responsibilities are supported to enable health and safety objectives to be met.
- A positive health and safety culture is promoted and that senior management develop a pro-active safety culture which will permeate into all activities undertaken and reach all personnel.
- A system of communication and consultation with employees is established.
- Effective training programmes have been put into place.
- An annual report on the safety performance is presented to the Board.

4.3 Directors

The responsibilities include:

- Actively lead the implementation of the health and safety policy;
- Supervise their staff to ensure that health and safety measures are implemented and monitored.
- Safe systems of work are developed and implemented.
- Communicate and consult with staff on health and safety issues.
- Encourage staff to report hazards and raise health and safety concerns.
- Safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner.
- Issues raised by anyone concerning safety are thoroughly investigated and, when necessary, further effective controls implemented.

- Personal protective equipment is provided and worn by staff and students where required, and that staff and students are instructed in its use.
- Any safety issues that cannot be dealt with are referred to the REP (Resources, Environment, Projects) Group for action.
- All relevant safety documents are maintained and made available to all employees.
- Adequate resources are allocated to implement the safety policy and meet all safety requirements.
- Health and safety rules are followed by staff, students and artists.

4.4 REP Group

The responsibilities include:

- Adequate resources are allocated to implement the health and safety policy and meet all its requirements.
- The health and safety plan of continuous improvement is progressed and scheduled actions are completed on time and validated.
- Any safety issues that cannot be dealt with are referred to Directors for action.
- Ensure that the Directors, Chief Executive and Board of Governors are made aware of all factors affecting health and safety in the organisation.
- Accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported.
- Communicate and consult with employees on health and safety issues.
- Encourage employees to report hazards and raise health and safety concerns.
- Safety training for employees is identified, undertaken and recorded to ensure employees are competent to carry out their work in a safe manner.
- Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to employees.
- Welfare facilities are provided and maintained in a satisfactory state.
- Premises, plant and work equipment are maintained in a safe condition.
- Any safety issues that cannot be dealt with are referred to Directors for action.
- Health and Safety rules are followed by all.

4.5 Head of Operations and Health and Safety Officer

The responsibilities include:

- The health and safety policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required;
- Safe systems of work are developed and implemented.
- Risk assessments are completed, recorded and regularly reviewed covering all processes and activities and where a risk to health and safety exists the significant findings of these

assessments are brought to the attention of employees who may be affected.

- Accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported.
- Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated.

4.6 Facilities Manager

The responsibilities include:

- Buildings and plant are maintained in accordance with the health and safety policy;
- Records of servicing and maintenance are retained and kept up to date.
- Contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures.
- Safe systems of work are developed and implemented.
- Risk assessments are completed, recorded and regularly reviewed.
- Communicate with staff on health and safety issues relating to building maintenance and the work of contractors.
- Encourage staff to report hazards and raise health and safety concerns.
- Statutory examinations are planned, completed and recorded.
- Any safety issues that cannot be dealt with are referred to the Health and Safety Officer and the REP Group for action.
- Welfare facilities provided are maintained in a satisfactory state.
- Agreed safety standards are maintained particularly those relating to housekeeping.

4.7 Heads of Department

The responsibilities include:

- Actively lead the implementation of the health and safety policy;
- Supervise their staff to ensure that they work safely.
- Safe systems of work are developed and implemented.
- Risk assessments are completed, recorded and regularly reviewed.
- Accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported to the Health and Safety Officer and the REP Group
- Encourage staff to report hazards and raise health and safety concerns.
- Equipment is maintained in a safe condition.
- Hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures.
- Agreed safety standards are maintained, particularly those relating to housekeeping.

- Statutory examinations are planned, completed and recorded.

4.8 Employees – General Health and Safety Rules

The protection of health and safety and compliance with any policies and practices relating to health and safety is a condition of employment for all employees at The Place. Non-conformance with health and safety rules, safe operating procedures and / or instructions may lead to disciplinary action being taken. Carrying out unsafe working practices or condoning unsafe practices that have the potential to seriously injure another employee, student, visitor, contractor or customer may be considered as gross misconduct and could lead to immediate dismissal.

All employees must ensure that they:

- Follow safe working procedures, instructions and site rules.
- Report any unsafe condition or unsafe working practice that may lead to harm or property damage.
- Use all materials and equipment correctly that are put in place to reduce risk, such as personal protective equipment (hi-vis and safety footwear), vehicles and work equipment.
- Report all incidents, injuries and dangerous occurrences immediately to a manager. Ensuring that injuries are recorded in writing in the accident book.
- Do not smoke on any company site or vehicle or premises including immediately outside any company site or premises.
- Do not attend work under the influence of alcohol or drugs.
- Inform their manager if they are prescribed any drugs which may impact their performance or the health and safety of their colleagues.
- Co-operate with the employer on health and safety matters.
- Do not interfere with safety controls e.g. remove guards etc., stand on chairs instead of using suitable steps etc.
- Obey all site warning signs and keep to designated safe walking routes, as applicable; and
- Attend training and inductions related to health and safety.

4.9 Contractors and Suppliers – Health and Safety Rules

All contractors and visitors are subject Health & Safety at The Place and must report to the reception upon arrival. No visitor or contractor is to enter any site area unless they have confirmed who will be their host or site contact for the visit or work and have access approved.

The following rules apply to all suppliers and contractors:

- All contractors undertaking physical works on site shall have a risk assessment and safety

method statement for the work. This will be available for inspection by the manager responsible for the work.

- Only approved contractors are to undertake physical works at The Place sites or premises.
- No visitor or contractor is to attend site under the influence of alcohol or drugs.
- All visitors and contractors must abide by the traffic management system (including the speed limits).
- Contractors, unless told otherwise, shall be escorted whilst on The Place premises as far as is reasonably practicable and indeed until such time as such contractor has read and agreed to all applicable health and safety rules for that site / premises.
- Any incident, injury, dangerous occurrence or property damage whilst on The Place property must be reported immediately to the management representative. Any injury, regardless of severity, must be recorded in the accident book;
- No chemicals or hazardous substances shall be brought onto The Place premises without approval and the appropriate risk assessment;
- No storage of any goods or materials except as agreed with a The Place representative; and
- Any contractor undertaking high hazard potential work must have a signed and dated permit to work, which will be in the site live permit file located at Reception with a copy which must be in the possession of the contractor for any work including:
 - Hot work – work involving open flames, heating components, welding, grinding and the application of heat.
 - Work at height – this does not include short duration work on step ladders.
 - Work on or near potential live conductors / electrical systems.
 - Work in confined spaces.
 - Work on or near buried services, including any excavation.
 - Work on lifting equipment (as defined in the Lifting Operations and Lifting Equipment Regulations) and any work involving the use of lifting equipment, such as cranes, scissor lifts, mobile elevating work platforms (cherry pickers), forklift trucks and powered access equipment.

Where physical, structural and any building work or refurbishment is to take place, **the Facilities Manager, head of operations, the health and safety officer and the REP Group must be consulted** and have reviewed any plans for work.

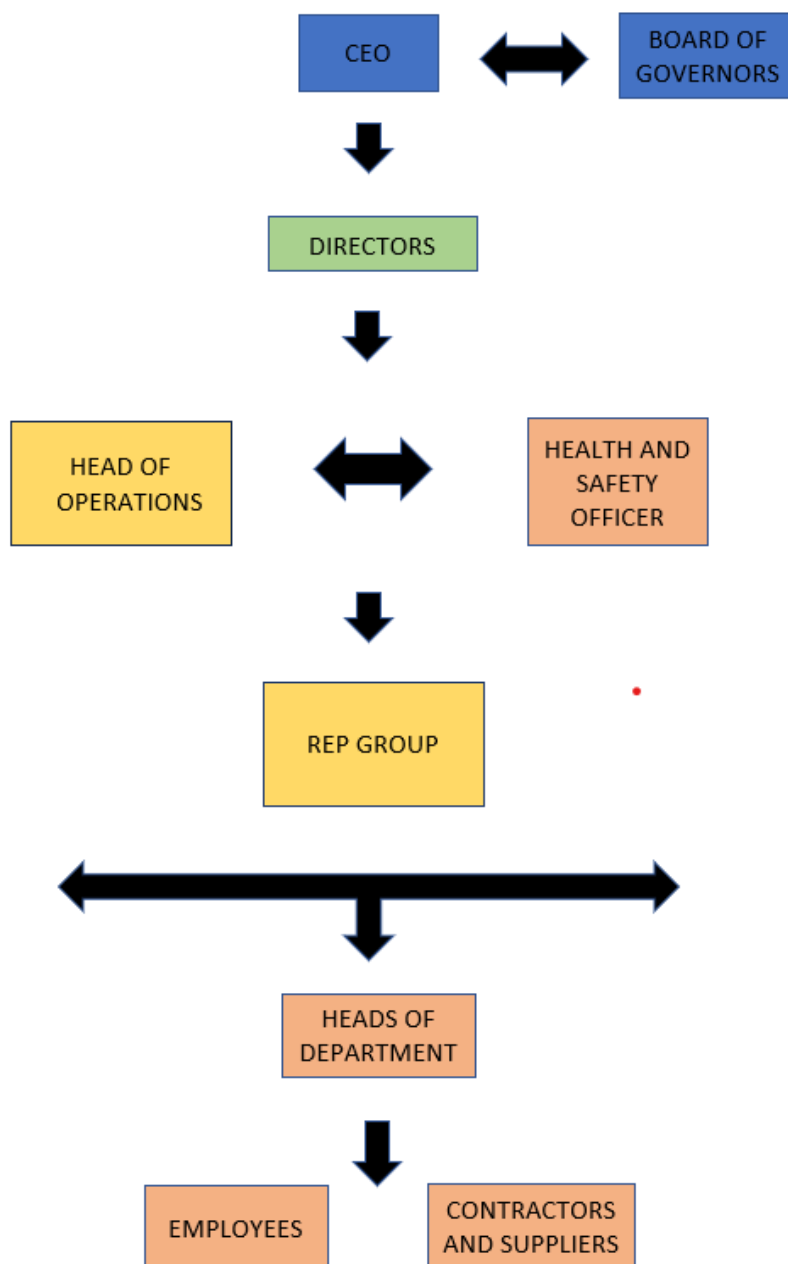
4.10 Competent Health and Safety Advice

The Place appointed **Vita Safety Ltd** to act as its health and safety consultant as per the requirement of Reg.7 of the Management of Health and Safety at Work Regulations 1999 (a duty for companies to appoint one or more competent persons to assist with compliance). Upon

completing a report and updating the health and safety policy, the Theatre Technical Manager took on the role of Health and Safety Officer to coordinate the implementation of the Health and Safety Policy and create and monitor new procedures and risk assessments. The Place will contact Vita Safety for specialist advice as it is needed.

See the flowchart below for a summary of the above responsibilities.

5. Flowchart



6. Risk Assessment

Under the Management of Health and Safety at Work Regulations 1999 (et al) The Place has a duty to:

- Undertake an assessment of the health and safety risks to which employees and any third parties might be exposed;
- Minimise the identified risks;
- Provide health surveillance where appropriate to the risk;
- Appoint competent persons;
- Establish procedures to deal with serious danger;
- Provide information regarding risks and preventative measures to all employees;
- Co-operate with other employers whilst sharing a workplace;
- Establish procedures to protect visitors and sub-contractors; and
- Provide appropriate health and safety training, information and instruction to employees.

Employees have a duty to comply with any system of work devised by The Place specifically to minimise health and safety risks.

6.1 Risk Assessment Procedure

- The Place will ensure that all persons charged with carrying out risk assessments are competent to do so;
- The format for all risk assessments is the [Risk Assessment Template](#). Located in the Master Health and Safety Folder/Risk Assessments.
- The Place will involve specialist assistance where necessary;
- The leadership team will identify and list all the significant hazards associated with the site and with company activities and hold them on the risk register/risk profile. A suitable and sufficient assessment will be made regarding the site and all activities. Risk assessments will be documented and stored in a suitable format;
- The leadership team (with specialist assistance where necessary) will carry out risk assessments of work equipment (i.e. machinery/PUWER assessments);
- All high-risk activities and non-routine work will be assessed before work commences. An additional method statement may be appropriate; and
- All employees will assist in the risk assessment procedure when required to do so.

6.2 Findings of Risk Assessments

Completed risk assessments will be reviewed by the H&S Officer. Any actions required to eliminate / control risk may be approved by the REP Group.

6.3 Implementing Controls

All employees will be responsible for implementing any further necessary controls agreed by the H&S Officer and Staff and REP Group.

6.4 Review of Risk Assessments

Risk assessments will be reviewed every 12 months or when the work activity changes, whichever is sooner. Where necessary, risk assessments will also be reviewed following any accidents or incidents.

6.5 Recording of Assessments (Copies)

Original copies of documented assessments will be stored in The Place master health and safety folder on Sharepoint, backup copies stored in a hard drive kept by the Health and Safety Officer. Other copies will be circulated to all applicable persons and used for training purposes.

The Place will develop a programme to produce and communicate safe systems of work guidance for managers and employees. These will highlight the significant risks from the risk assessment and the actions necessary to control those risks.

6.6 Assessing and managing risks specific to student visits, touring, external trips and special events

The Place is to ensure that the safety of students, employees and others is managed to minimise risk as far as practicable and in developing its procedures is guided by the guidance and procedures issued by the local authority.

To achieve its objective to ensure safety The Place will ensure that:

- All visits are approved by the relevant Director or Head of Department.
- All visits are planned;
- Venue and company information is exchanged. Including touring pack and risk assessments.
- All visits are conducted in line with the risk assessment for visits;
- All employees are briefed prior to each visit;
- Emergency arrangements are established for all visits;
- The ratio of adults to students is appropriate (where applicable);
- Adequate insurance is in place;
- Adequate child protection measures are in place (where applicable);
- Parents have signed consent forms on enrolment and are notified of all visits (where applicable);
- Arrangements are made for students with medical or special needs;
- Adequate first aid is available;
- Contingency plans are made;
- Safety during visits is monitored and reviewed

Please see the Visit section of the **Detailed Procedures** document for further information

7. Monitoring of Health and Safety Performance

The health and safety performance of The Place will be monitored using a combination of reactive and proactive systems.

Proactive systems – ‘before the event,’ includes analysing and acting upon data from:

- Policy and management system health and safety audits.
- Property risk management audits.
- Workplace inspections.

Reactive systems – ‘after the event,’ includes analysing and acting upon data from:

- Accident injuries;
- First aid accident injuries;
- Specified injuries (RIDDOR);
- Dangerous occurrences (RIDDOR);
- Diseases (RIDDOR);
- Near-miss incidents;
- Lost time accidents; and
- Sickness absences.

Managers will be responsible for ensuring that **all accidents are reported** and thoroughly investigated.

Managers will be responsible for ensuring that **all work-related causes of sickness** absence are thoroughly investigated.

The management team will be responsible for ensuring that **any necessary inspections and audits are carried out** at regular intervals, including:

Inspection / Audit	By	Interval
Policy/management system health and safety audit.	Health and Safety Officer.	Annual
Workplace Inspections	Internal (Managers / Facilities Manager)	Periodically (no less than 3 months) using the relevant department checklist.
Property risk management audits	External	Annual
Daily site safety check	Managers	Daily prior use (visual)

Equipment / Vehicle	Operators	Daily prior use (visual) and as statutory requirements
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7.1 Health and Safety Performance information

Information from any monitoring exercise will be filed in the The Place health and safety folder. The health and safety officer will also be consulted and, where applicable, the information will be circulated or attached to company notice boards.

As a minimum, a health and safety performance report will be prepared, including:

- The results and any outstanding actions from risk assessments and audits.
- Progress against the health and safety training programme.
- Sharing of good practice and active recognition of continual improvement.
- Planned health and safety activities.

8. Investigating Accidents and Incidents

The Head of Department will complete an appropriate company report form and carry out an initial investigation with the Health and Safety Officer in the event of an accident or incident. This will be recorded and saved centrally in the Health and Safety Master Folder/Accident Reporting. The health and safety officer will then report their findings to the leadership team where appropriate.

See below for a detailed table.

8.1 Reporting of Injuries, Diseases, Dangerous Occurrences Regulations (RIDDOR)

The Place recognises the mandatory requirement for all prescribed incidents of specific injury, disease or dangerous occurrence to be reported to the Enforcing Authority (HSE / Local Authority).

The Health and Safety Officer will be responsible for establishing if any incidents of ill health, dangerous occurrences, or injuries are reportable under RIDDOR. Advice should be sought from Vita Safety on the precise reporting method. See Detailed Procedures document for further information on RIDDOR reporting.

8.2 Reporting and investigating accidents - Key Responsibilities

All accidents and incidents must be reported no matter how minor. The timescales for reporting are as follows:

Incident	Must be reported to:	Reporting timescale
First aid treatment where the injured person (IP*) can immediately go back to their normal job.	First aider/ Duty Manager to complete CloudApps Accident report .	Day of the treatment incident report completed.
Injury or ill health where the IP has to leave work and does not complete the shift or does not return immediately to their normal job. Property damage or near-miss which could have resulted in a lost time injury.	First aider or manager completes CloudApps Accident report . Must be reported to the Health and Safety Officer and Head of Department.	The same working day as the incident. Maximum reporting time limit is within 12 hours.
Injury or ill health requiring attendance by an ambulance or the IP needing to go to a hospital for treatment. Any Incident involving emergency services or regulatory attendance at site (HSE, local authority, environment agency, etc). Incident that may have resulted in serious injury, harm or occupational disease.	First aider or manager completes CloudApps Accident report . Must be reported to the Health and Safety Officer and Head of Department; also contact Deputy Director.	Immediately
Near miss with potential for significant harm or property damage.	Complete incident report and CloudApps Accident report . Must be reported to the Health and Safety Officer and Head of Department.	The same working day as the incident. Maximum reporting time limit is within 12 hours
Dangerous Occurrence (RIDDOR)	Manager or First Aider to completes CloudApps Accident report . Contact Deputy Director immediately	Immediately. See RIDDOR timescale to report to HSE

**Injured person (IP) may refer to an employee, student, contractor, visitor, customer or anyone else on The Place premises or attending an organised event.*

For further information on the following procedures please see the separate **Health and Safety – Detailed Procedures** document:

- Visit Procedure including working abroad
- H&S Training and supervision
- Fire Arrangements and risk assessments
- Maintenance of equipment
- Lifting operations and equipment (LOLER)
- Pressure systems
- Manual handling
- Pregnant workers
- Display Screen Equipment (DSE)
- Control of Substances Hazardous to Health (COSHH)
- Occupational Health and First Aid
- Accidents and Incident prevention and reporting
- Safeguarding
- Work at Height
- Lone Working
- Employee consultation
- Management of contractors and suppliers
- Personal Protective Equipment (PPE)
- Asbestos
- Health and Safety manual holders

Approved by Finance and General Purposes Committee

Date: 19 March 2025

Date of next review: March 2026