

Health & Safety Policy

Project Abundance CIC

Date: [July 2025]

Review Date: [01/07/2025]

Approved by: [Lewis Venum, Jennifer Mason, Jan Peacock]

1. Policy Statement

Project Abundance CIC is committed to providing and maintaining a **safe, healthy, and sustainable environment** for all staff, volunteers, interns, contractors, service users, and visitors.

We aim to protect people, the environment, and the wider community through regenerative and environmentally responsible practices.

Our objectives are to:

- Prevent accidents, work-related ill health, and environmental harm.
 - Manage health, safety, and environmental risks arising from our activities.
 - Provide safe equipment, materials, and working practices that respect natural systems.
 - Ensure staff and volunteers are competent, supported, and trained.
 - Embed sustainability, biodiversity, and regenerative design into all operations.
 - Review and continuously improve our performance.
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2. Scope

This policy applies to:

- All Project Abundance sites and activities, including food growing, composting, food preparation, workshops, events, and educational programmes.
- All people working with or visiting Project Abundance.

3. Environmental Commitment

We recognise that human and environmental wellbeing are interconnected. We commit to:

- Using **regenerative food-growing practices** that restore soil health and biodiversity.
 - Avoiding synthetic chemicals and promoting natural pest management.
 - Reducing waste through **composting, reuse, and recycling**.
 - Minimising carbon footprint and **energy use** through local production and efficient transport.
 - Enhancing **pollinator habitats** and wildlife corridors within our growing spaces.
 - Monitoring our environmental impact and sharing learning openly with the community.
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4. Responsibilities

Board of Directors / Trustees

- Hold overall responsibility for health, safety, and environmental management.
- Ensure adequate resources are available and this policy is reviewed annually.

Health, Safety & Environment Lead

- Implement and monitor the policy day-to-day.
- Conduct and review **risk and environmental assessments**.
- Maintain **accident, incident, and environmental logs**.
- Ensure first aid, fire safety, and emergency procedures are in place.
- Report performance to the Board quarterly.

Staff, Interns, and Volunteers

- Take reasonable care of their own health, safety, and that of others.
 - Follow training and safe working practices.
 - Use PPE and tools appropriately.
 - Report hazards, near-misses, or environmental concerns promptly.
 - Act with respect for living systems — soil, water, plants, and wildlife.
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5. Risk & Environmental Assessment

Risk and environmental impact assessments will be completed for all activities, including:

- Gardening and tool use
- Composting and waste handling
- Workshops and events
- Food preparation and serving
- Work with children and vulnerable adults
- Lone working and manual handling
- Fire, weather, and biodiversity risks

Assessments will be reviewed **annually or when significant changes occur**.

6. Training & Induction

- All new staff and volunteers will receive **Health, Safety & Environmental Induction**.
- Task-specific training (e.g. safe tool use, composting, soil health, food hygiene) will be provided.
- First aiders and fire marshals will be trained and certified.
- Environmental awareness is included in all induction and workshop activities.

7. First Aid & Emergency Procedures

- A **First Aid Kit** is available on site at all times (located in the shop).
- Names of trained First Aiders are displayed on site.
- Emergency contacts and evacuation points are clearly marked.
- Fire extinguishers are available and checked regularly.
- In case of emergency:
 - Contact a First Aider or call 999.
 - Gather at the **main gate assembly point**.
 - Record the incident in the **Accident & Incident Log**.

8. Equipment, Tools & Chemicals

- Tools are inspected regularly and maintained in safe condition.
- Faulty equipment must be reported and removed from use.
- PPE (gloves, eye protection, boots) is provided where required.
- Any substances under **COSHH** (fertilisers, cleaning agents) are clearly labelled and stored safely.
- We avoid the use of synthetic pesticides and herbicides; only natural, low-toxicity alternatives are used when essential.

9. Waste, Water & Energy

- Composting and wormeries are used to divert organic waste from landfill.
- Rainwater harvesting is encouraged wherever possible.

- Energy-efficient tools and transport methods are prioritised.
 - Plastic use is reduced through reuse, refill, and biodegradable alternatives.
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10. Accident, Incident & Environmental Reporting

- All accidents, near misses, or environmental incidents must be reported to the **H&S Lead**.
 - Major incidents will be reported to the **HSE (under RIDDOR)** if required.
 - The organisation will investigate root causes and implement improvements.
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11. Community Wellbeing & Inclusion

- Activities are designed to be inclusive, accessible, and supportive of wellbeing.
 - We provide safe, positive spaces for people to connect with nature and each other.
 - All work and decisions will align with Project Abundance's community values: **regeneration, inclusion, respect, and shared learning**.
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12. Monitoring & Review

- Health, safety, and environmental performance will be reviewed annually.
 - Feedback from staff, volunteers, and community members will inform improvements.
 - Updates will be made following significant incidents, new legislation, or changes in practice.
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Health & Safety Policy – Appendices

Appendix 1: Risk Assessment Template

[Link to PA Site risk assessment \(use as template and adjust accordingly\)](#)

Notes:

- All risk assessments must be signed and dated by the person completing them and approved by the Health & Safety Lead.
 - Reviews should be carried out **annually** or if activities/equipment change.
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Appendix 2: Lone Working Checklist -

[Link to policy](#)

Before lone working is permitted, ensure the following:

- Risk assessment completed and approved.
 - Lone worker has a charged mobile phone.
 - Emergency contact details exchanged.
 - Check-in/out procedure agreed (e.g. text/call at start and end).
 - Worker briefed on first aid and emergency procedures.
 - Worker confident in task (trained, competent, safe equipment).
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Appendix 3: Accident & Incident Report Form

[Link to template](#)

Appendix 4: Emergency Infocard (displayed on site)

Every staff member/volunteer should carry or have access to:

[Link to infocard](#)