

PROJECT EARTH HEALTH AND SAFETY POLICY

Project Earth Registered Charity No. 1214103

Policy Version: 1.0

Date: 10th September 2026

Review Date: 10th September 2027

1. Statement of Intent

Project Earth is committed to providing a safe and healthy environment for all employees, volunteers, trustees, contractors, event participants, visitors and members of the public who may be affected by our activities.

We recognise our responsibilities under the Health and Safety at Work etc. Act 1974 and associated regulations and will take all reasonably practicable steps to:

- Prevent injury and ill health.
- Identify and manage risks arising from our activities.
- Provide safe systems of work.
- Ensure venues used for events are suitable and safe.
- Provide appropriate information, instruction and supervision.
- Encourage a positive health and safety culture.
- Review health and safety arrangements regularly.

Project Earth believes that effective health and safety management is an integral part of delivering high-quality educational and environmental programmes.

2. Responsibilities

Trustees

The Trustees have overall responsibility for health and safety and will:

- Ensure appropriate policies and procedures are in place.

- Review health and safety performance annually.
- Ensure adequate resources are available.
- Consider health and safety when planning activities and events.

Director

The Director is responsible for implementing this policy and will:

- Ensure risk assessments are completed where appropriate.
- Ensure incidents are recorded and investigated.
- Ensure staff and volunteers receive relevant guidance.
- Liaise with venues and external organisations regarding safety arrangements.
- Monitor compliance with this policy.

Staff and Volunteers

Staff and volunteers must:

- Take reasonable care of themselves and others.
- Follow health and safety procedures.
- Report hazards, incidents and near misses.
- Cooperate with any health and safety instructions.
- Use equipment safely.

Participants and Visitors

Participants are expected to:

- Follow instructions provided by event staff.
 - Behave responsibly.
 - Report concerns or hazards to event organisers.
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3. Risk Assessment

Project Earth will undertake risk assessments for:

- Events and showcases.
- Workshops and demonstrations.
- Educational activities.

- Use of specialist equipment.
- Activities involving children and young people.
- Travel organised directly by Project Earth.

Risk assessments will be reviewed when:

- New activities are introduced.
 - Significant changes occur.
 - Following incidents or near misses.
 - At least annually.
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4. Event Safety

For all events, Project Earth will:

- Use venues with appropriate health and safety arrangements.
 - Confirm emergency procedures with venue management.
 - Identify emergency exits and assembly points.
 - Ensure adequate supervision.
 - Maintain clear access and evacuation routes.
 - Monitor occupancy limits.
 - Brief staff and volunteers on emergency procedures.
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5. Safeguarding and Young People

As an organisation working extensively with children and young people, Project Earth will:

- Maintain appropriate safeguarding policies.
- Ensure DBS checks are completed where required.
- Provide appropriate supervision.
- Ensure emergency contact information is available.
- Respond appropriately to safeguarding concerns.

Health and safety arrangements will be considered alongside safeguarding responsibilities.

6. First Aid and Medical Emergencies

Project Earth will:

- Ensure access to first aid provision at events.
- Identify venue first aid facilities.
- Ensure emergency contact details are available where appropriate.
- Record accidents and incidents.
- Contact emergency services when necessary.

Any serious incident will be reported to the relevant authorities where required.

7. Fire Safety

Project Earth will:

- Follow venue fire procedures.
- Ensure staff understand evacuation arrangements.
- Keep escape routes unobstructed.
- Cooperate with venue management during emergencies.

In the event of fire:

1. Raise the alarm.
 2. Follow venue evacuation procedures.
 3. Move to the designated assembly point.
 4. Do not re-enter the building until authorised.
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8. Electrical Safety

Project Earth will:

- Use equipment that is visually inspected before use.
- Avoid damaged cables and equipment.

- Use equipment in accordance with manufacturer guidance.
- Ensure any specialist equipment brought to events is safe and appropriately maintained.

Participants displaying projects involving electrical systems may be required to provide evidence that equipment is safe for demonstration.

9. Manual Handling

Project Earth will minimise manual handling risks by:

- Using suitable equipment where possible.
 - Avoiding unnecessary lifting.
 - Encouraging team lifting for heavy items.
 - Providing guidance to staff and volunteers.
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10. Displays, Demonstrations and Exhibitions

Project Earth will ensure that demonstrations and exhibits:

- Do not create unreasonable risks to participants or visitors.
- Are appropriately supervised.
- Have suitable controls in place where electrical, mechanical or chemical systems are involved.
- Comply with venue requirements.

Additional risk assessments may be requested from exhibitors.

11. Accident Reporting

All accidents, incidents and near misses should be reported to the Director as soon as possible.

Records will include:

- Date and time.
- Persons involved.
- Description of incident.
- Actions taken.
- Recommendations for future prevention.

Serious incidents will be reported in accordance with legal requirements.

12. Welfare

Project Earth will seek to ensure:

- Access to drinking water.
 - Appropriate rest breaks during events.
 - Access to toilet facilities.
 - Inclusive arrangements for participants with additional needs wherever reasonably practicable.
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13. Monitoring and Review

This policy will be reviewed annually or sooner if:

- Legislation changes.
- Significant incidents occur.
- New activities are introduced.