



Reconnect and Create Ltd *Health and Safety Policy*

Last updated: 02/02/26

Reconnect and Create is committed to providing safe, supportive, and well-managed environments for all participants, facilitators, and visitors. We recognise our responsibility to protect the health, safety, and wellbeing of everyone involved in our activities.

This policy outlines how we identify, manage, and reduce risks across our events, retreats, and workshops.

1. Our Commitment

We are committed to:

- Providing safe venues and working environments
- Maintaining high standards of food hygiene
- Delivering activities using safe equipment and procedures
- Carrying out thorough risk assessments
- Responding promptly to hazards or incidents
- Promoting shared responsibility for safety

Health and safety is central to the planning and delivery of all Reconnect and Create activities.

2. Roles and Responsibilities

Event Leads and Facilitators

Hannah, Rodger, and Marie are responsible for:

- Implementing this policy
- Conducting risk assessments
- Ensuring safe working practices
- Monitoring safety during events
- Responding to incidents
- Maintaining relevant training

All facilitators are expected to act responsibly and report any concerns immediately.

Participants

Participants are expected to:

- Follow safety instructions
 - Use equipment responsibly
 - Respect venue guidelines
 - Work within their own physical limits
 - Report hazards or injuries
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3. Training and Qualifications

To ensure high standards of safety:

- All food preparation is carried out by trained staff
- Hannah, Rodger, and Marie hold Level 2 Food Safety qualifications
- Marie holds a Level 3 Food Safety qualification
- Hannah has completed First Aid at Work training

Facilitators regularly review safety guidance and good practice.

4. Risk Assessments and Venue Safety

Venue Selection

Before booking any venue, we:

- Conduct a Health & Safety inspection
- Complete a formal risk assessment
- Review accessibility and emergency procedures
- Assess fire safety and evacuation routes

Only venues that meet our safety standards are used.

Pre-Event Checks

On the day of each event, facilitators carry out a full walk-round safety check, including:

- Entry and exit routes
- Flooring and walkways
- Toilets and washing facilities
- Fire exits
- Lighting and heating
- Equipment placement

Any identified risks are addressed before activities begin.

5. Food Preparation and Hygiene

Where food is provided:

- All food is prepared in line with Food Standards Agency guidance
- Good hygiene practices are followed at all times
- Food preparation areas are kept clean and organised
- Cross-contamination risks are minimised
- Allergen information is managed carefully. A recipe/ingredients list is available upon request at each event.

Food safety training ensures high standards of cleanliness and care.

6. Outdoor Activities and Nature-Based Sessions

For outdoor and nature-based activities, we consider:

- Weather conditions
- Ground conditions and terrain
- Seasonal risks (ice, heat, mud, wind)
- Appropriate footwear and clothing
- Safe walking routes
- Proximity to roads or water

Participants are advised in advance where specialist clothing or footwear is required.

Activities may be adapted, relocated, or postponed if conditions are unsafe.

7. Craft Activities and Equipment Safety

All craft activities are designed to be safe, supported, and accessible.

General Craft Safety

We ensure:

- Clear instructions are given
- Demonstrations are provided
- Workspaces are well organised
- Tools are appropriate for group use
- Supervision is maintained

Scissors and Sharp Tools

Where scissors or similar tools are used:

- Safe handling is explained
- Tools are checked regularly
- Support is provided where needed

Hot Glue Guns

When hot glue guns are used:

- Safety guidance is provided
- Heat-resistant mats are used where appropriate
- Supervision is maintained
- Burns procedures are explained

Resin Workshops (Where Applicable)

For resin-based activities:

- Protective gloves, aprons, and masks are provided
- Work areas are well ventilated
- Safety instructions are given in advance
- Contact with skin and fumes is minimised

Additional risk assessments are completed for resin activities.

8. First Aid and Incident Management

- A trained first aider is present at all events
- First aid kits are available on site
- All accidents and near-misses are recorded
- Emergency procedures are explained where necessary

In the event of serious injury or illness, emergency services will be contacted immediately.

9. Fire Safety and Emergency Procedures

We ensure:

- Fire exits are clearly marked
- Evacuation routes are known
- Assembly points are identified
- Staff are familiar with procedures

Emergency information is shared with participants where appropriate.

10. Managing Illness and Infection Control

We promote good hygiene and wellbeing, including:

- Handwashing facilities
- Cleaning of shared equipment
- Encouraging guests to stay home if unwell
- Safe handling of food and materials

This helps protect all participants and staff.

11. Insurance

Reconnect and Create holds appropriate public liability and employee liability insurance to cover its activities. Details are available on request.

12. Monitoring and Review

This policy is reviewed regularly to ensure it remains up to date and effective.

Reviews may take place following:

- Incidents
 - Changes in legislation
 - New activities
 - Feedback from guests
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