

## Health & Safety Policy

**Last Updated:** 01-JANUARY-2026

**Organisation:** Bountiful Bridges (an initiative under RCCG Vineyard Chapel, Newport)

### 1. Policy Statement

Bountiful Bridges is committed to ensuring the health, safety, and wellbeing of all individuals involved in or affected by our activities.

This includes children, young people, volunteers, staff, participants, and members of the wider community.

We recognise our responsibility to take all reasonable steps to prevent accidents, injuries, and ill health during our activities, events, and programmes.

### 2. Purpose of This Policy

The purpose of this Health & Safety Policy is to:

- Provide a safe environment for all participants and volunteers
- Minimise risks during events, activities, and outreach programmes
- Ensure clear responsibilities for safety management
- Establish procedures for identifying and managing risks
- Ensure compliance with relevant UK health and safety legislation

### 3. Scope

This policy applies to all Bountiful Bridges activities, including but not limited to:

- Community outreach events
- Youth and teen programmes
- Food bank and distribution activities
- Training sessions and workshops
- Church or partner venue-based activities
- Outdoor or off-site events

It applies to all volunteers, coordinators, partners, and participants.

## 4. Responsibilities

### 4.1 Overall Responsibility

The overall responsibility for health and safety lies with the leadership of Bountiful Bridges, operating under RCCG Vineyard Chapel, Newport.

### 4.2 Event Coordinators / Leaders

Event coordinators are responsible for:

- Conducting risk assessments before activities
- Ensuring safe setup of venues and equipment
- Briefing volunteers on safety procedures
- Monitoring activities during events
- Responding appropriately to incidents or emergencies

### 4.3 Volunteers

All volunteers are responsible for:

- Following health and safety instructions
- Acting in a way that does not endanger themselves or others
- Reporting hazards or concerns immediately
- Participating in safety briefings when required

### 4.4 Participants

Participants are expected to:

- Follow instructions given by leaders and volunteers
- Act responsibly during activities
- Report any unsafe conditions or concerns

## 5. Risk Assessments

Risk assessments will be carried out before all events and activities where necessary.

This includes identifying:

- Potential hazards
- Likelihood of harm
- Individuals at risk
- Control measures to reduce risk

Risk assessments will be reviewed regularly and updated when activities change.

## 6. Accident and Incident Reporting

In the event of an accident or incident:

- Immediate first aid will be provided where necessary
- Emergency services will be contacted if required
- The incident will be recorded in an incident log
- A review will be carried out to prevent recurrence

All serious incidents will be escalated to RCCG Vineyard Chapel leadership.

## 7. First Aid Provision

Where appropriate, a designated first aider will be present at events.

A basic first aid kit will be available during activities.

For larger events, additional first aid arrangements may be put in place depending on risk level.

## 8. Fire Safety and Emergency Procedures

For events held in venues:

- Fire exits must be clearly identified and accessible
- Emergency evacuation procedures will be communicated
- All participants must follow evacuation instructions immediately if required

Volunteers will be briefed on emergency procedures before events begin.

## 9. Safeguarding and Safety Integration

Health and safety is closely linked with safeguarding responsibilities.

Any concerns involving the safety of children, young people, or vulnerable adults will be treated as safeguarding matters and handled in line with our Safeguarding Policy.

## 10. Equipment and Materials

Any equipment used during activities must:

- Be safe and fit for purpose
- Be checked before use where appropriate
- Be used according to instructions
- Be stored safely after use

Faulty equipment must not be used and should be reported immediately.

## 11. Event Safety (General Principles)

For all events and programmes:

- Adequate supervision ratios will be maintained
- Activities will be planned with safety in mind

- Venues will be assessed for suitability
- Emergency contacts will be available where required

## 12. Reporting Hazards

Anyone involved in Bountiful Bridges activities should report:

- Unsafe conditions
- Faulty equipment
- Accidents or near-misses
- Behaviour that may pose a risk

Reports should be made to an event leader or coordinator immediately.

## 13. Review of Policy

This Health & Safety Policy will be reviewed:

- Annually
- After any serious incident
- When significant changes occur in activities or operations

Updates will be approved by the leadership of Bountiful Bridges under RCCG Vineyard Chapel.

## 14. Contact Information

For health and safety concerns or enquiries, please contact:

### **Bountiful Bridges**

Email: [hello@BountifulBridges.org](mailto:hello@BountifulBridges.org)

Location: RCCG Vineyard Chapel, Newport, UK