



Wellbeing at Redbridge Lakes

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A: 1 Salix Lane IG88LY

The organisations Redbridge Lakes Ltd (RLL) and Wellbeing at Redbridge Lakes CIC (the CIC) operate at Salix Lane, IG8 8LY. The organisations share a common policy framework, but remain separate legal entities, independently responsible for the adoption, implementation, monitoring and review of this policy as it applies to their own activities.

Schedules at the end of this policy identify responsibility for fulfilling the policy.

FIRST AID POLICY

1. POLICY STATEMENT

The organisations are committed to providing adequate and appropriate first aid arrangements to ensure employees/volunteers receive immediate attention if they are injured or taken ill on site.

Member Organisations¹ are responsible for providing adequate and appropriate first aid arrangements to ensure their clients receive immediate attention if they are injured or taken ill on site.

2. OBJECTIVES

To provide sufficient numbers of trained first aiders.

To maintain well-stocked and accessible first aid equipment.

To ensure first aid arrangements are communicated to all staff and visitors.

To comply with all applicable workplace health and safety legislation.

3. SCOPE

This policy applies to all employees, contractors, and visitors at all organisational sites and during work-related activities.

4. RESPONSIBILITIES

Management

Appoint trained first aiders.

Ensure first aid kits and equipment are maintained.

¹ Member Organisations are local groups, charities and businesses that use our site to offer a wellbeing service to the community.

Display clear signage for first aid facilities.
Record and investigate incidents requiring first aid.

First Aiders

Provide immediate and appropriate first aid.
Call emergency services when required.
Record all treatment in the First Aid Log/Accident Book.
Keep certifications up to date.

Employees:

Report all injuries or illnesses immediately.
Follow guidance provided by first aiders.

Member organisations

Appoint trained first aiders.
Ensure first aid kits and equipment are maintained.
Display clear signage for first aid facilities.
Record and investigate incidents requiring first aid.
Notify wellbeing at Redbridge lakes cic of any incidents.
Provide immediate and appropriate first aid.
Call emergency services when required.
Keep certifications up to date.

5. PROCEDURES

In case of injury or sudden illness:

Contact the nearest First Aider or call for help.
The First Aider will assess and provide care until emergency services arrive (if required).

Accident/Incident records must be completed after every first aid intervention.
Serious incidents must be reported to management and regulatory authorities if required.

6. TRAINING

Appointed First Aiders will undergo certified training (e.g., Red Cross, St. John Ambulance).
Refresher training every 3 years or as recommended.

7. REVIEW

This policy will be reviewed annually or after any significant incident.

First Aid Procedure (Practical Step-by-Step)

If Someone Is Injured or Becomes Ill

- Stay calm and assess the situation.
- Call for a First Aider immediately.
- If serious, dial 999 (or local emergency number).
- Do not move the casualty unless they are in immediate danger.

First Aider Actions

- Provide care within the scope of their training.
- Use the nearest first aid kit or equipment.
- Call emergency services if necessary.
- Record the incident in the Accident Book/First Aid Log.

First Aid Kits

Located at: Tackle shop, behind counter.

Must be checked monthly and restocked as needed.

Emergency Contacts

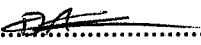
Nearest First Aider(s): Drew Follon (Outdoor first aid, Emergency first aid at work + forestry)

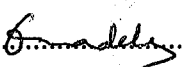
Emergency Services: Dial 999

Assembly Point (for major incidents): Main car park gate

SCHEDULES

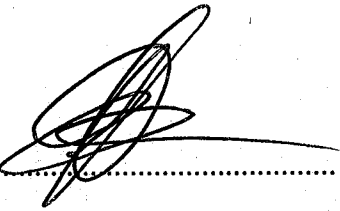
APPROVED FOR WELLBEING AT REDBRIDGE LAKES CIC

CIC Director 1 DREW FOLLON signed  date 24/5/26

CIC Director 2 Gnadelly signed  date 24/5/26

Policy Review Date

APPROVED FOR REDBRIDGE LAKES LTD

RLL Director 1 GORDON Bullock signed  date 24-05-2026

RLL Director 2 signed date

Policy Review Date