



Wellbeing at Redbridge Lakes

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The organisations Redbridge Lakes Ltd (RLL) and Wellbeing at Redbridge Lakes CIC (the CIC) operate at Salix Lane, IG8 8YL. 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 identifying organisational responsibility for fulfilling the policy are included.

FIRE EVACUATION POLICY

1. POLICY STATEMENT

We are committed to ensuring the health, safety, and welfare of all employees, contractors, and visitors. In the event of a fire, swift and safe evacuation is essential. This policy sets out responsibilities, procedures and training requirements to safeguard life.

2. OBJECTIVES

- To provide clear evacuation procedures in the event of fire
- To comply with applicable fire safety legislation and standards
- To ensure all staff and visitors are accounted for following an evacuation

3. SCOPE

This policy also applies to all volunteers, Member Organisations¹ and their clients working on the site.

4. RESPONSIBILITIES

- **RLL/CIC:** Maintain fire safety equipment, designate assembly points, conduct training and drills.
- **Fire wardens/Marshals:** Oversee evacuation in assigned areas, assist vulnerable persons, report status to the Incident Controller.
- **Employees/volunteers:** Follow evacuation instructions, assist visitors, and comply with training
- **Visitors/contractors:** Must follow the directions of staff and fire wardens
- **Member Organisations:** To familiarise all clients with fire evacuation process, including assembly points

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

- **Member Organisations.** To equip themselves with adequate fire safety equipment, including maintenance.

5. PROCEDURES

- On hearing the alarm, all occupants must evacuate the nature trail via the nearest safe exit.
- Do not re-enter the nature trail until declared safe.
- All persons must assemble at the designated assembly point for roll call.
- The fire service will be contacted immediately via 999 (or local emergency number).

6. TRAINING AND DRILLS

- Fire drill shall be conducted at least annually, preferably once per year.
- All staff will receive induction and refresher training.
- Fire wardens will receive enhanced instruction.

7. MONITORING AND REVIEW

This policy will be reviewed annually and following any fire incident, changes to building structure, or changes in legislation.

FIRE EVACUATION PLAN (PRACTICAL STEP BY STEP GUIDE)

When the fire alarm sounds.

- Stop work immediately.
- Leave the nature trail by the nearest safe exit.
- Do not stop to collect personal belongings.
- Do not use lifts.

During evacuation

- Follow exit signs or your group leader.
- Walk calmly. Do not run or push
- Assist visitors and those who need help

Assembly Point

- Go directly to the main car park gate.
- Stay with your team/department.
- Wait for roll call and further instructions

Fire wardens

- check rooms, restrooms and common areas
- Help anyone who needs assistance
- Report missing persons to the Incident Controller

Fire discovery.

If you discover a fire

- Raise the alarm using the nearest call point. Shout FIRE!
- Only attempt to extinguish the fire if trained and safe to do so
- Otherwise evacuate immediately.

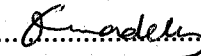
After evacuation

- remain at the assembly point
- Do not re-enter Until the fire service or incident controller confirms it is safe.

SCHEDULES

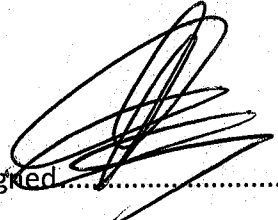
APPROVED FOR WELLBEING AT REDBRIDGE LAKES CIC

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

CIC Director 2 Emma MADELEY 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