

**1. Introduction**

Emergencies are never wanted, but they are a possibility and this procedural note familiarises committee members working in Crick Woodlands with the appropriate emergency procedures.

**2. Minor Injuries**

In the case of minor injuries such as cuts, there are first aid boxes inside the equipment containers in the Jubilee Wood and Millennium Wood.

**3. Major Injuries**

The injured person should be made comfortable and the most appropriate course of medical aid determined. There are contact details for use in case of emergency located at key positions, as determined by the committee.

If an ambulance is called to the Jubilee Wood (NN6 7TF) ensure the height bar is not in place over the Sports Field entrance. If the ambulance is called to the Millennium Wood (NN6 7SQ) ensure the gate is open to allow access from the Turner's drive (to be used for emergencies only). Lock codes are kept in the equipment containers in Jubilee and Millennium Wood.

Cease work in the vicinity for the duration of the injured person's presence.

**4. Afterwards**

A nominated Committee Member should complete the Accident Report Log in the First Aid box for any accident.

Record the names and addresses of witnesses or people involved.

Do not discuss legal liability.

At the appropriate time the Crick Woodlands Management Committee should review the accident and consider any outcomes, inform Crick Parish Council (as land owner) together with any additional information or agreed actions.

**5. Communication**

The principles in this Policy will be brought to the attention of all committee members.

**6. Monitoring**

The effectiveness of the Policy will be monitored and reviewed on a regular basis.