



# PONY PARTNERSHIPS



## Fire evacuation plan

Name of Organisation: Pony Partnerships  
Venue Address for which RA applies: All sites  
Date of last review: 1<sup>st</sup> May 2023  
Date of next review: 1st September 2023  
Name of Risk Assessor: Danielle Mills

<b>General Emergency Evacuation Plan for:</b>	Pony Partnerships
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<b>Premises address and contact number:</b>	///tinsel.sofas.shameless Heage Lane, Etwall, DE65 6LS, 07505951793
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<b>Sound of the alarm will be:</b>	Intermittent smoke alarm ringing A whistle blowing
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<b>Raising the alarm:</b>	In the event of a fire:  If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by: commencing manual warning (whistle, shout etc.)  If smoke is detected by automatic detectors, this will trigger the smoke alarm.
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<b>Action Staff should take on hearing the alarm:</b>	
The following actions will be taken upon the fire alarm being sounded/raised:	
<ul style="list-style-type: none"><li>• Lead practitioner will take charge and lead in the fire evacuation.</li><li>• Dial 999 and request attendance by the Fire Service. Staff member gives their name, name of building, building address (as detailed above), contact number and details of fire.</li><li>• Staff will commence evacuation of the building – ensuring this is done in a calm and orderly manner, providing assistance to those needing additional help in evacuating.</li><li>• Separate 'Personal emergency evacuation plans (PEEPs)' are in place for staff and known visitors with additional needs as well as 'General emergency evacuation plans (GEEPs)' for members of public who may visit the building. Both these will be implemented as appropriate.</li><li>• Lead practitioner to sweep building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out.</li><li>• If safe to do, electrical mains should be switched off before leaving the building. The location of these are detailed below *</li><li>• Lead practitioner to ensure nobody re-enters the building until confirmed safe to do so by the Fire Service.</li><li>• Meet at assembly point and check all clients and staff members are accounted for.</li><li>• Lead practitioner to liaise with Fire Service upon their arrival.</li></ul>	

<b>Location of key safety hazards or other fire related equipment</b>	Mains fuse box: in back entrance *
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	Mains water inlet: in back entrance
<b>Escape Routes:</b>	Front barn doors
	Back barn doors
<b>Fire assembly point:</b>	In front car park
<b>Fighting fires – Extinguisher use</b>	
Fire extinguishers will only be used where:	Staff have received training and feel confident in their use
	Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small
<b>Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire.</b>	
<b>Number of staff needed to carry out evacuation plan:</b>	In group situations, one member of staff will take the role of lead practitioner and on duty fire marshal.
	When lone working, staff will need to be on duty as fire marshal during their working hours
<b>Equipment needed:</b>	Mobile phone, torches, hi-visibility tabards, whistle
<b>Responsibilities</b>	
For ensuring plan is up to date	Premises manager
For ensuring adequate staff are on duty to carry out the evacuation plan	As above
For training staff on the evacuation plan and in their roles and responsibilities	As above

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