



PONY PARTNERSHIPS



Fire evacuation plan

Name of Organisation: Pony Partnerships

Venue Address for which policy applies: All sites.

Date of last review: 1st September 2025

Date of next review: 31st August 2026

Name of Risk Assessor: Danielle Mills

General Emergency Evacuation Plan for:	Pony Partnerships
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Premises address and contact number:	///Tigers.Tweed.Client Heage Lane, Etwall, DE65 6LS, 07505951793
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Sound of the alarm will be:	Intermittent smoke alarm ringing A whistle blowing
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Raising the alarm:	If a fire is discovered, raise the alarm by whistle/shout and notify all staff immediately. Automatic smoke detectors will also trigger the alarm.
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Action Staff should take on hearing the alarm:	
The following actions will be taken upon the fire alarm being sounded/raised:	
<ul style="list-style-type: none">Lead Practitioner / Fire Marshal: takes charge of the evacuation.	
<ul style="list-style-type: none">Staff member to dial 999 and request attendance by the Fire Service. Staff member gives:<ul style="list-style-type: none">NameOrganisation: Pony Partnerships CICAddress and What3Words location: ///Tigers.Tweed.ClientNature and location of fireContact number	
<ul style="list-style-type: none">All staff calmly guide clients, volunteers, and visitors to the nearest safe exit. Support is provided for individuals with additional needs. Staff close doors behind them if safe to do so.	
<ul style="list-style-type: none">Personal Emergency Evacuation Plans (PEEPs) and General Emergency Evacuation Plans (GEEPs) are followed.	
<ul style="list-style-type: none">Final Sweep: Lead practitioner checks all areas (barns, therapy rooms, toilets, storage spaces) if safe.	
<ul style="list-style-type: none">If safe to do, electrical mains should be switched off before leaving the building.<ul style="list-style-type: none">Mains fuse box: Horse barnMain breaker: Back entranceMains water inlet: Back entrance	
<ul style="list-style-type: none">Assembly Point: All staff, clients, and visitors gather at the front car park.	
<ul style="list-style-type: none">Roll Call: Staff check names against registers, visitor log, and staff rota.	
<ul style="list-style-type: none">Lead practitioner to liaise with Fire Service upon their arrival. Re-entry: Nobody may re-enter the building until authorised by the Fire Service.	

Escape Routes:	Front barn doors
	Back barn doors

Fire assembly point:	In front car park. Clearly signposted and kept clear at all times.
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Fighting fires – Extinguisher use	
Fire extinguishers are available on site. Fire extinguishers will only be used where:	<ul style="list-style-type: none"> • Staff are trained and feel confident. • The fire is small and contained. • There is a safe escape route available.
Personal safety is the priority – if in doubt, evacuate immediately.	

Staffing and roles	
Lead Practitioner / Fire Marshal (on duty):	Takes charge of evacuation, sweep, and liaison with Fire Service.
Staff Members:	Guide clients, assist with PEEPs/GEEPs, maintain calm, and complete roll call.
Lone Working:	When working alone, the staff member acts as Fire Marshal.

Equipment needed:	<ul style="list-style-type: none"> • Mobile phone (to call 999) • Torches • Hi-visibility tabards • Whistle
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Responsibilities	
For ensuring plan is up to date	Premises manager
For ensuring adequate staff are on duty to conduct the evacuation plan	Premises manager
Ensures staff are trained	Premises manager
Conducts Fire Drills	Premises manager and staff

- Fire drills will be carried out at least once per term and recorded.
- Staff will complete annual fire safety training (including extinguisher use and evacuation roles).
- Any issues raised during evacuations or drills will be reviewed and the plan updated as needed.

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