

PONY PARTNERSHIPS



Fire Management Plan

Name of Organisation: Pony Partnerships
Venue Address for which policy applies: All sites.
Date of last review: 20th May 2026
Date of next review: 31st August 2026
Name of Risk Assessor: Danielle Mills
Responsible Person: Board of Directors/CEO
Health and Safety Officer: Kenton Mills
Fire Marshal/Warden: Lead Practitioner on duty

1. Purpose

This Fire Management Plan sets out Pony Partnerships CIC's arrangements for identifying, preventing, detecting, managing and responding to fire-related risks across all venues and activities.

The purpose of this plan is to:

- reduce the likelihood of fire;
- protect clients, staff, volunteers, visitors, contractors and animals;
- ensure that fire risks are identified, assessed, controlled and reviewed;
- ensure that all people on site can evacuate safely and calmly;
- support children, young people, adults, vulnerable adults and neurodivergent clients through appropriate planning;
- ensure that Personal Emergency Evacuation Plans are in place where required;
- ensure staff understand their responsibilities before, during and after a fire emergency;
- maintain clear records of fire risk assessments, fire drills, training, alarm tests, equipment checks, servicing and incidents;
- support safe recovery and continuity of services following any fire-related incident.

This plan should be read alongside the related policies (including: Health and Safety Policy, Critical Incident Policy, Emergency and Serious Incident Policy, First Aid Policy, COSHH Policy, Risk Assessment, Animal Welfare Policy, Lone Working Policy, Safeguarding Policies and Behaviour Policy).

2. Scope

This plan applies to:

- This plan applies to:
- all Pony Partnerships CIC venues;
- all staff, directors, associates, volunteers, clients, visitors, parents/carers, contractors and commissioners;
- all children, young people, adults and vulnerable adults accessing services;
- all indoor and outdoor spaces used by Pony Partnerships CIC;
- therapy spaces, barns, stables, animal shelters, hub areas, toilets, kitchen, feed storage, therapy shed, yards, fields, tracks, gates and car parking areas;
- all activities delivered by Pony Partnerships CIC.

This plan applies during service delivery hours, out-of-hours work, lone working, weekends, holidays and educational visits where Pony Partnerships CIC is responsible for the activity.

3. Legal and Regulatory Framework

Pony Partnerships CIC will comply, so far as is reasonably practicable, with all relevant fire safety, health and safety, safeguarding and equality duties, including:

- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Regulatory Reform (Fire Safety) Order 2005;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013;
- Control of Substances Hazardous to Health Regulations 2002;
- Equality Act 2010;
- Data Protection Act 2018 and UK GDPR;
- Keeping Children Safe in Education 2025, where relevant to commissioned education or alternative provision;
- Non-school Alternative Provision Voluntary National Standards 2025, where relevant.

4. Fire Safety Principles

Pony Partnerships CIC will:

- prioritise the preservation of life above property, equipment, records or animals;
- take all reasonable steps to prevent fire;
- ensure that suitable fire detection and warning arrangements are in place;
- maintain safe escape routes and assembly arrangements;
- ensure staff and volunteers are trained in fire procedures;
- ensure children, young people and vulnerable adults are supported in a calm, trauma-informed and needs-led manner;
- ensure animals are considered in fire planning without placing people at additional risk;
- ensure fire safety equipment is provided, checked and maintained;
- keep accurate records of fire risk assessment, training, drills, checks, servicing, incidents and remedial actions;
- review procedures after drills, incidents, near misses or significant changes.

5. Responsible Persons and Fire Safety Roles

5.1. Responsible Persons

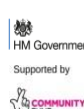
The Responsible Person for fire safety is the Board of Directors/CEO.

The Responsible Person is responsible for ensuring that:

- fire risks are assessed and reviewed;
- suitable fire detection and warning arrangements are in place;
- fire prevention arrangements are implemented;
- fire extinguishers and emergency lighting are maintained;
- staff receive appropriate fire safety instruction and training;
- fire drills are undertaken and recorded;
- evacuation arrangements are suitable for all people using the site;
- Personal Emergency Evacuation Plans (PEEPs) are completed where required;
- records are kept and reviewed;
- any required remedial action is completed.

5.2 Operational Fire Safety Lead

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The Operational Fire Safety Lead is: Danielle Mills

The Operational Fire Safety Lead will ensure day-to-day implementation of this plan, including staff communication, record keeping, liaison with emergency services and review of procedures.

5.3 Health and Safety Officer

The Health and Safety Officer is: Kenton Mills

The Health and Safety Officer will support:

- fire safety monitoring;
- completion and review of fire safety actions;
- identification of hazards;
- review of escape routes, signage and equipment;
- liaison with competent contractors where required.

5.4 Fire Marshal/Lead Practitioner

All staff are trained as Fire Marshals. The Fire Marshal/Warden during each session is: Lead Practitioner on duty for each session.

The Lead Practitioner on duty is responsible for:

- taking charge in the event of fire or suspected fire;
- ensuring the alarm is raised;
- ensuring 999 is called;
- directing evacuation;
- ensuring staff support clients, visitors and volunteers;
- ensuring PEEPs/GEEPs are followed;
- coordinating the roll call;
- liaising with the Fire and Rescue Service;
- preventing re-entry until authorised by the Fire and Rescue Service.

5.5 Staff and Volunteers

All staff and volunteers must:

- follow this Fire Safety Management Plan;
- understand the alarm, evacuation routes and assembly points;
- keep fire exits, routes, gates and fire equipment unobstructed;
- report hazards, faults or blocked routes immediately;
- support clients calmly during evacuation;
- participate in training and drills;
- never put themselves at unnecessary risk;
- not attempt to fight a fire unless trained, confident, safe to do so and there is a clear escape route.

5.6 Visitors, Contractors and Commissioners

Visitors, contractors and commissioners must:

- sign in and out where required;
- follow staff instructions during an emergency;
- keep vehicles and equipment clear of escape routes, access routes and assembly points;
- report any fire hazard immediately to a member of staff.

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6. Site Details and Occupancy

6.1. Site

- Main Site: off Heage Lane, Etwell, DE65 6LS
- What3Words: ///Tigers.Tweed.Client
- Contact Number: 07505951793
- Emergency Access: Main gate unless otherwise obstructed
- Primary Assembly Point: Main/front car park
- Alternative Assembly Point: Hub car park

6.2. Occupancy

The site may be occupied by:

- children and young people;
- adults and vulnerable adults;
- neurodivergent clients;
- clients with SEND, sensory, communication, mobility, emotional regulation, trauma-related or medical needs;
- staff, directors, associates and volunteers;
- parents, carers and visitors;
- commissioners and professionals;
- contractors;
- animals, including horses, ponies and donkeys.

Occupancy levels will vary according to session type, staffing arrangements, client risk assessments and commissioned activity.

6.3. Activities

Activities may include:

- Equine Facilitated Psychotherapy;
- Equine Facilitated Learning;
- Equine Enrichment;
- group work;
- therapeutic outdoor activities;
- educational and alternative provision sessions;
- animal care activities;
- regulated and supervised use of indoor and outdoor learning spaces.

7. Summary of Fire Risks and Hazards

Fire risks and hazards may include:

- hay, straw, bedding, feed and other combustible materials;
- barns, stables, animal shelters and feed storage areas;
- kitchen activities and cooking equipment;
- electrical equipment, lighting, chargers, extension leads and portable appliances;
- heaters or temporary heating equipment, where used;
- cleaning products, veterinary products, fuel or other hazardous substances;
- vehicles and machinery;

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- waste storage;
- smoking, vaping or unauthorised ignition sources;
- arson, trespass or unauthorised access;
- obstructed exits, gates, tracks or escape routes;
- outdoor hazards such as uneven ground, mud, ice, flooding, poor visibility, smoke movement and wind direction;
- loose or frightened animals during an evacuation;
- clients who may need additional support to understand, process or respond to emergency instructions.

Fire safety controls include no smoking arrangements, fire detection, weekly alarm testing, fire extinguishers, annual servicing, emergency lighting, clear routes, induction, fire training, termly drills, supervision, secure storage and fire risk assessment review.

8. Fire Risk Assessment

An external fire risk assessment will be completed every three years, or sooner where required due to:

- changes in legislation or guidance;
- significant changes to the site, buildings, layout or use of areas;
- changes to fire detection, alarm, heating, electrical systems or storage arrangements;
- significant changes to client risk levels or occupancy;
- introduction of a person with specific evacuation needs;
- a fire, false alarm, near miss or concern;
- advice from the Fire and Rescue Service, insurer, landlord, local authority or competent person.

The fire risk assessment will consider:

- ignition sources;
- fuel sources;
- oxygen sources;
- people at risk;
- fire detection and warning arrangements;
- emergency routes and exits;
- firefighting equipment;
- emergency lighting;
- signage;
- hazardous substances;
- animal areas and animal evacuation;
- emergency service access;
- staff training and drills;
- records and maintenance;
- additional needs and PEEPs.

Actions arising from the fire risk assessment will be recorded, assigned to a responsible person and reviewed until complete.

9. Fire Detection and Warning

9.1. Fire Detection and Alarm Systems

The site has the following fire detection and warning arrangements:

- linked smoke alarms;

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- individual smoke alarms;
- manual call points;
- whistle as a secondary alerting method;
- verbal instruction as a supplementary method where required.

Verbal warnings alone must not be relied upon as the primary fire warning method.

9.2. Alarm Testing

Smoke detection systems will be tested **weekly**.

Weekly test records will include:

- date of test;
- time of test;
- area/device tested;
- result;
- faults identified;
- action taken;
- name/signature of person completing the check.

Any fault must be reported immediately to the Responsible Person or Health and Safety Officer. Faults must be recorded and remedied as soon as reasonably practicable. Where alarm coverage is affected, a temporary risk assessment and additional control measures must be put in place.

9.3. Raising the Alarm

If a fire or suspected fire is discovered, the person discovering it must:

1. Activate the nearest manual call point, where safe to do so.
2. Raise the alarm using whistle/verbal alert if needed.
3. Notify the Lead Practitioner on duty.
4. Move away from immediate danger.
5. Begin evacuation if safe.
6. Ensure 999 is called.

10. Fire Prevention Arrangements

10.1. Housekeeping

- Escape routes, exits, gates and doorways must be kept clear.
- Combustible materials must be stored away from ignition sources.
- Hay, straw, bedding and feed must be stored safely and tidily.
- Waste must be removed regularly.
- Storage areas must be kept organised and accessible only to authorised persons where appropriate.
- Fire points must remain visible and accessible.

10.2. Electrical Safety

- Electrical equipment must be visually checked before use.
- Faulty or damaged equipment must be taken out of use immediately.
- Extension leads must not be overloaded.
- Electrical equipment must be used only for its intended purpose.

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- Portable appliances and electrical installations will be inspected in line with organisational arrangements and risk assessment.

10.3. Smoking and Vaping

Pony Partnerships CIC is a no smoking site.

Smoking and vaping are not permitted in buildings, barns, stables, animal areas, therapy areas, storage areas, near hay/straw/feed, or near any flammable substances.

10.4. Hazardous Substances

- Cleaning products, veterinary products, fuel and other hazardous substances must be stored securely.
- Flammable substances must be kept locked away and away from client-accessible areas.
- COSHH procedures must be followed.
- Hazardous substances must not be accessible to clients or visitors.

10.5. Heating and Cooking

- Cooking equipment must not be left unattended while in use.
- Heaters or camping stoves, where used, must be subject to risk assessment.
- Clients must remain at a safe distance from heating or cooking equipment.
- Combustible materials, clothing and footwear must not be placed near heaters, stoves or cooking equipment.

10.6. Arson and Unauthorised Access

- Gates, stores and buildings must be secured when not in use.
- Visitors must be supervised as required.
- Staff must report trespass, vandalism, tampering or suspicious behaviour.
- Combustible waste must not be stored where it increases the risk of deliberate ignition.

10.7. Animal Areas

- Stables, shelters and animal areas must be kept as clear as practicable of unnecessary combustible material.
- Hay, straw and bedding must be stored safely.
- Equipment used around animals must not obstruct evacuation routes.
- Animal evacuation must only be attempted where it is safe and does not delay human evacuation.

11. Means of Escape

11.1. Escape Routes

Escape routes are identified for all areas used by Pony Partnerships CIC, including:

- front barn doors;
- back barn doors;
- barn access routes;
- Hub access routes;
- Hub barn access routes;
- therapy shed exit;
- kitchen exit route;

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- animal area routes;
- field and yard gates;
- car park access.

At least one alternative evacuation route should be available wherever reasonably practicable.

11.2. Emergency Exits

Emergency exits, gates, doors and escape routes must be kept unobstructed at all times.

Staff will check that:

- exits are not blocked by equipment, furniture, feed, bedding, vehicles or waste;
- doors and gates can be opened easily;
- outside routes remain safe and usable;
- alternative routes are available where possible;
- routes remain suitable for people with additional needs.

11.3. Signage

Appropriate signage will be displayed where required, including:

- fire exits;
- fire action notices;
- assembly point signs;
- extinguisher locations;
- no smoking/no vaping signs;
- restricted access or storage warnings where needed.

11.4. Assembly Points

Primary Assembly Point: Main/front car park

Alternative Assembly Point: Hub car park

The assembly point used will depend on:

- location of the fire;
- smoke direction;
- wind direction;
- animal movement;
- road and vehicle safety;
- emergency service access;
- instructions from the Fire and Rescue Service.

11.5. Places of Safety

Where it is not possible to remain on site, clients and staff may be relocated to:

- **Primary Place of Safety: The Hub**
- **Secondary Place of Safety: Seven Wells Pub**
- **Key Holder/Contact: Mark Jacob – 07775815303**

12. Firefighting Equipment

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12.1. Firefighting Equipment Location

Location	Equipment Provided
Barn Kitchen	Fire blanket
Barn	Foam extinguisher and CO ₂ extinguisher
Outside barn	Foam extinguisher and CO ₂ extinguisher
Outside feed shed in donkey field	Foam extinguisher and CO ₂ extinguisher
Therapy shed	CO ₂ extinguisher
Hub	Powder extinguisher
Hub Kitchen	Powder extinguisher and Fire blanket
Hub barn	Powder extinguisher

12.2. Servicing and Maintenance

Firefighting equipment will be:

- visually checked regularly;
- kept accessible and unobstructed;
- serviced annually by a competent person;
- replaced or repaired if damaged, discharged, missing, inaccessible or out of date;

12.3. Use of Fire Extinguishers

Evacuation is the priority.

Fire extinguishers must only be used where:

- the person has been trained and feels confident;
- the fire is small and contained;
- the alarm has already been raised;
- there is a clear and safe escape route;
- emergency services have been called where required;
- use of the extinguisher does not place anyone at risk.

Clients, visitors and untrained volunteers must not be asked to fight a fire.

13. Emergency Lighting

Emergency lighting is installed in:

- barn;
- Hub;
- Hub barn.

Emergency lighting will be:

- visually/functionally checked monthly;
- serviced annually by a competent person where required;
- recorded in the Fire Safety Log;
- repaired promptly where faults are identified.

Where emergency lighting is unavailable or faulty, temporary controls must be considered, including

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restricting use of affected areas during low light conditions.

14. Fire Evacuation Procedure

14.1. On Discovering a Fire

Any person discovering a fire must:

1. Raise the alarm immediately using the nearest manual call point, alarm, whistle and/or verbal alert.
2. Move away from immediate danger.
3. Notify the Lead Practitioner on duty.
4. Call 999 or ensure another staff member calls 999.
5. Begin evacuation if safe to do so.

14.2. On Hearing the Fire Alarm

On hearing the alarm:

1. The Lead Practitioner on duty takes charge as Fire Marshal.
2. All activities stop immediately.
3. Staff calmly guide clients, volunteers and visitors to the nearest safe exit.
4. PEEPs and GEEPs are followed.
5. Staff support individuals with additional needs.
6. Staff close doors behind them if safe to do so.
7. No one stops to collect belongings.
8. Registers, visitor logs and staff rota are taken if safe and readily accessible.
9. A final sweep is completed only if safe.
10. People move to the assembly point.
11. Roll call is completed.
12. Missing persons are reported immediately to the Fire Marshal and Fire and Rescue Service.
13. No one may re-enter until authorised by the Fire and Rescue Service.

14.3. Final sweep

The Lead Practitioner on duty, or nominated competent staff member, may check the following areas if safe:

- barns;
- therapy rooms;
- toilets;
- kitchen;
- hub;
- hub barn;
- therapy shed;
- storage spaces;
- animal areas in active use.

Staff must not enter smoke-filled, burning or unsafe areas.

14.4. Utilities

If safe to do so, utilities may be isolated by a competent person.

Known utility points:

BARN

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- **Mains fuse box:** Horse barn
- **Main breaker:** Back entrance
- **Mains water inlet:** On wall midway through back of the barn

HUB

- **Mains fuse box:** Horse barn
- **Main breaker:** Back entrance
- **Mains water inlet:** On wall midway through back of the barn

HUB BARN

- **Mains fuse box:** Horse barn
- **Main breaker:** Back entrance
- **Mains water inlet:** On wall midway through back of the barn

Utility isolation must not delay evacuation or place staff at risk.

15. Calling Emergency Services

A nominated staff member must call **999** and request the Fire and Rescue Service. The caller should provide:

- name of caller;
- organisation: Pony Partnerships CIC;
- address: Heage Lane, Etwall, DE65 6LS;
- What3Words: ///Tigers.Tweed.Client;
- contact number: 07505951793;
- nature and location of fire;
- whether anyone is injured, missing or trapped;
- number of people on site;
- known hazards, including hay, straw, animals, fuel, chemicals, electrical systems or vehicles;
- best access route;
- whether evacuation is complete.

Staff should use the ETHANE format:

- **E**xact location;
- **T**ype of incident;
- **H**azards;
- **A**ccess;
- **N**umber of casualties;
- **E**mergency services required or already present.

16. Liaison with Fire and Rescue Services

The Lead Practitioner on duty or Responsible Person will meet the Fire and Rescue Service where safe and provide:

- exact location of the fire;
- access route;
- whether evacuation is complete;
- details of any missing, injured or trapped person;
- number of people on site;

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- known hazards;
- location of animals;
- location of firefighting equipment;
- location of utilities;
- any access restrictions;
- site plan if available.

Staff must follow instructions from the Fire and Rescue Service.

17. Roll Call and Accountability

At the assembly point, staff will account for all people using:

- client registers;
- visitor sign-in records;
- staff rota;
- session records.

The Lead Practitioner on duty will confirm:

- who is present;
- who is missing;
- who may have left site;
- who is injured or distressed;
- whether anyone has additional needs requiring support.

Missing persons must be reported immediately to the Fire and Rescue Service.

18. Personal Emergency Evacuation Plans (PEEPs)

PEEPs will be completed for any person who may need additional support to evacuate safely. This may include people with:

- SEND;
- mobility needs;
- sensory processing differences;
- neurodivergence;
- communication needs;
- medical needs;
- trauma-related needs;
- emotional regulation needs;
- anxiety or panic responses;
- temporary injury or illness.

PEEPs will identify:

- the support required;
- preferred communication methods;
- safe evacuation routes;
- named staff support where appropriate;
- equipment required;
- known triggers;
- calming or regulation strategies;
- collection or handover arrangements if required.

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PEEPs will be reviewed:

- annually;
- when a person's needs change;
- after a drill or incident;
- where staff identify that the current arrangements are not effective.

19. Supporting Children, Young People, and Vulnerable Adults

Pony Partnerships CIC recognises that some clients may experience distress, panic, shutdown, sensory overload, confusion, impulsivity or trauma responses during a fire or drill.

Staff will:

- use calm, clear and simple instructions;
- provide reassurance without delaying evacuation;
- use known communication methods where safe;
- support regulation and emotional safety;
- avoid unnecessary shouting except where needed to raise the alarm;
- maintain supervision and safe ratios as far as possible;
- follow individual risk assessments and PEEPs;
- report safeguarding concerns to the Safeguarding Lead.

Where a client becomes distressed or refuses to move, staff should use de-escalation and trauma-informed support. Physical intervention should only be used where immediate action is necessary to prevent serious harm and must be recorded in line with organisational policy.

20. Animal Evacuation and Welfare

The safety of people will always take priority.

Animal evacuation must not delay human evacuation.

Where safe and practicable, animal-competent staff may:

- move animals away from fire, smoke or emergency vehicle routes;
- open or close gates to contain animals safely;
- move animals to a pre-identified safe area;
- contact the animal owner or vet if required.

Staff must not:

- enter a burning, smoke-filled or unsafe building to rescue an animal;
- allow clients, visitors or untrained volunteers to handle animals during a fire emergency;
- place themselves at risk from frightened or distressed animals.

Emergency animal contact:

Scarsdale Equine Vets: 01332 294929

21. Fire Safety Training

All staff and volunteers will receive fire safety information at induction and through refresher training.

Training will include:

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- fire prevention;
- fire risks in equine and outdoor settings;
- alarm system and manual call points;
- raising the alarm;
- calling 999;
- evacuation routes;
- assembly points;
- roles and responsibilities;
- PEEPs and GEEPs;
- supporting clients with additional needs;
- use of firefighting equipment where appropriate;
- animal considerations;
- roll call procedure;
- incident recording;
- post-incident support and safeguarding.

Staff fire safety training will be completed annually, or sooner where required following changes, incidents or identified learning.

Training records will be retained.

22. Fire Drills

Fire drills will be carried out at least **once per academic term** and recorded.

Additional drills may be completed where:

- there are significant changes to the site;
- new staff or volunteers join;
- client risk levels change;
- a new client requires a PEEP;
- there has been a fire, false alarm or near miss;
- the Responsible Person considers it necessary.

Fire drills should test:

- alarm activation;
- staff response;
- evacuation routes;
- support for clients;
- PEEP arrangements;
- roll call;
- assembly point arrangements;
- communication between staff;
- emergency service access considerations;
- animal-related considerations where appropriate.

Drills should be managed sensitively for clients who may find sudden alarms or emergency practice distressing. Preparation may be used where appropriate, while still ensuring clients understand how to respond in a real emergency.

23. Fire Drill Records

Fire drill records will include:

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- date and time;
- alarm method used;
- areas involved;
- staff present;
- clients and visitors present;
- evacuation route used;
- assembly point used;
- time taken to evacuate;
- whether roll call was completed successfully;
- any issues or delays;
- any PEEP-related learning;
- actions required;
- responsible person;
- completion date.

Records will be reviewed by the Responsible Person and used to update this plan, risk assessments, training or PEEPs where required.

24. Maintenance, Testing, and Checks

24.1. Weekly Checks

Weekly checks will include:

- linked smoke alarms;
- smoke alarms;
- manual call points;
- fire alarm audibility;
- fire routes and exits;
- obvious obstruction of firefighting equipment;
- obvious damage or faults.

24.2. Monthly Checks

Monthly checks will include:

- emergency lighting in barn, hub and hub barn;
- signage;
- escape routes;
- assembly point accessibility;
- visual condition of extinguishers and fire blanket;
- manual call points and alarm points where applicable.

24.3. Annual Checks and Servicing

Annual checks will include:

- fire extinguisher servicing by a competent person;
- emergency lighting servicing where applicable;
- review of staff training;
- review of fire drill records;
- review of Fire Safety Log;
- review of this Fire Safety Management Plan;

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- review of fire-related incidents, near misses and actions.

24.4. External Fire Risk Assessment

An external fire risk assessment will be completed every three years, or sooner following changes in legislation, site arrangements or client risk levels.

25. Fire Safety Records

Pony Partnerships CIC will maintain a Fire Safety File or Fire Safety Log containing:

- Fire Safety Management Plan;
- current Fire Risk Assessment;
- fire evacuation procedure;
- site plan;
- alarm test records;
- manual call point test records;
- smoke alarm test records;
- emergency lighting check records;
- extinguisher and fire blanket inspection records;
- annual servicing records;
- fire drill records;
- staff training records;
- PEEP/GEEP records;
- incident and near miss records;
- maintenance and remedial action records;
- annual review records;
- local authority or Fire and Rescue Service correspondence where applicable.

Records must be kept securely and in accordance with data protection requirements where they contain personal information.

26. Fire Incident, False Alarm and Near Miss Reporting

All fire incidents, false alarms and near misses must be recorded.

Records should include:

- date and time;
- location;
- person reporting;
- description of incident;
- alarm activation method;
- evacuation details;
- people involved;
- injuries or distress;
- emergency services contacted;
- actions taken;
- follow-up required;
- safeguarding concerns;
- parent/carer or commissioner communication;
- lessons learned;
- changes made to procedures or risk assessments.

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Where required, incidents will be reported under RIDDOR and to relevant external agencies.

27. Communication During a Fire Incident

The Responsible Person, Clinical Lead or nominated senior staff member will coordinate communication.

Staff must:

- share only confirmed information;
- avoid speculation;
- not post about the incident on social media;
- refer media enquiries to the nominated spokesperson;
- maintain confidentiality;
- protect client information;
- keep accurate logs of decisions, actions and communications.

Parents/carers, commissioners and referrers will be informed as soon as practicable once immediate safety has been secured and facts are confirmed.

28. Critical Incident Activation

The Critical Incident Policy will be activated where:

- there is serious injury or death;
- a person is missing, trapped or significantly harmed;
- the Fire and Rescue Service attends a significant fire;
- the site is unsafe or unusable;
- animals are harmed or displaced;
- there is major disruption to service delivery;
- safeguarding, regulatory, media, reputational or insurance issues arise.

The Critical Incident Management Team may include:

- Safeguarding Lead;
- Deputy Safeguarding Lead;
- Chair of Board;
- Health and Safety Officer;
- Admin Support;
- IT Support Provider where systems or data are affected.

29. Post- Incident Support and Recovery

Following a fire or fire-related incident, Pony Partnerships CIC will:

- ensure the site is not reoccupied until safe;
- liaise with the Fire and Rescue Service, insurer, landlord/site owner and relevant agencies;
- complete incident, accident and first aid records;
- consider RIDDOR reporting where required;
- assess damage to buildings, equipment, records, IT systems and animal areas;
- review the welfare of clients, staff, volunteers and animals;
- inform parents/carers, commissioners and referrers as appropriate;
- provide emotional support and debriefing;
- review safeguarding concerns;

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- update risk assessments, PEEPs and this plan where required;
- implement lessons learned.

Support may include:

- reassurance and emotional containment;
- therapeutic debriefing;
- staff supervision;
- adjustments to future sessions;
- monitoring for delayed distress;
- referral to external support where needed.

30. Business Continuity

Where fire affects the site or service delivery, Pony Partnerships CIC will consider:

- temporary closure;
- relocation to another safe area;
- communication with commissioners and parents/carers;
- continuation of unaffected services;
- recovery of essential records and IT systems;
- animal welfare arrangements;
- insurance and repair arrangements;
- staff wellbeing and supervision.

Essential records and emergency information should be stored securely and backed up where possible.

31. Monitoring and Review

This Fire Safety Management Plan will be reviewed:

- annually;
- after any fire, false alarm, drill or near miss where learning is identified;
- after any significant change to the site, building use, staffing, client risk levels or activities;
- following updated legislation, guidance, commissioner requirements or Fire and Rescue Service advice;
- following the external fire risk assessment.

The review will be led by the Responsible Person, supported by the Health and Safety Officer and Board of Directors.

Appendix 1: Fire Action Notice

If You Discover a Fire

- Raise the alarm using the nearest manual call point.
- Use whistle/verbal alert if needed.
- Leave by the nearest safe exit.
- Tell the Lead Practitioner on duty.
- Call 999.
- Go to the assembly point.
- Do not collect belongings.
- Do not re-enter until authorised by the Fire and Rescue Service.

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- On Hearing the Alarm
- Stop activity immediately.
- Follow staff instructions.
- Leave calmly by the nearest safe exit.
- Go to the assembly point.
- Remain with staff.
- Do not return to the building.

Primary Assembly Point: Main/front car park **What3Words:** ///Tigers.Tweed.Client

Alternative Assembly Point: Hub car park **What3Words:** ///magpie.shredder.amended

Emergency Contact: 999

Site: Heage Lane, Etwall, DE65 6LS

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Appendix 2: Site Maps

Main site: Whole site:



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Green Care Quality Mark



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COMMUNITY FUND | Social Enterprise Support Fund | UnLtd



Main site: Barn



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The Hub:



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The Hub Barn:

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Whole site map:



- - - Road Access
- Pony Partnerships Boundaries
- Stables
- ⊗ Muck Heaps
- ⊗ Assembly Points
- ⊗ Fire Extinguishers & First Aid Kits

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Appendix 3: Firefighting Equipment Register

Location	Equipment	Visual Check Frequency	Service Frequency	Notes
Kitchen	Fire blanket	Monthly	Annually	
Barn	Foam and CO ₂ extinguishers	Monthly	Annually	
Outside barn	Foam and CO ₂ extinguishers	Monthly	Annually	
Outside feed shed in donkey field	Foam and CO ₂ extinguishers	Monthly	Annually	
Therapy shed	CO ₂ extinguisher	Monthly	Annually	
Hub	Powder extinguisher and fire blanket	Monthly	Annually	
Hub barn	Powder extinguisher	Monthly	Annually	

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Appendix 4: Fire Drill Record

Detail	Record
Date of drill	
Time of drill	
Area/session involved	
Alarm method used	
Staff present	
Clients present	
Visitors/contractors present	
Evacuation route used	
Assembly point used	
Time taken to evacuate	
Roll call completed?	
PEEPs followed?	
Issues identified	
Actions required	
Responsible person	
Date actions completed	
Signed	

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Assembly point clear		
Signage visible		
Fire extinguishers visible and accessible		
Fire blanket visible and accessible		
Manual call points accessible		
Emergency lighting checked		
Barn emergency lighting operational		
Hub emergency lighting operational		
Hub barn emergency lighting operational		
Combustible storage controlled		
Flammable substances secured		
No smoking controls maintained		
Animal areas checked for fire hazards		
Action required		
Completed by		
Date		

Appendix 7: PEEP Template

Name:											
Date of Plan:											
Relevant needs	<table border="1"> <tr><td>Mobility</td><td></td></tr> <tr><td>Sensory</td><td></td></tr> <tr><td>Communication</td><td></td></tr> <tr><td>SEND</td><td></td></tr> <tr><td>Neurodivergence</td><td></td></tr> </table>	Mobility		Sensory		Communication		SEND		Neurodivergence	
Mobility											
Sensory											
Communication											
SEND											
Neurodivergence											

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	Medical	
	Emotional regulation	
	Trauma-related need	
	Temporary injury/illness	
	Other	
Preferred communication method:		
Likely response to alarm/emergency:		
Support required to evacuate:		
Named staff support, where appropriate:		
Preferred evacuation route:		
Alternative route:		
Equipment required:		
Regulation/calming strategies:		
Parent/carer/commissioner information required:		
Plan shared with relevant staff:		
	Yes	No
Signed:		
Date:		

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Appendix 8: Emergency Lighting Monthly Test Record

“Flick” Testing Should Be Completed Once Every Month.

“Full Drain” Testing Should Be Completed Once Annually. – Annual testing should be done in quiet hours, ideally when site is closed, or when no one is present on site for 24 hours after testing to allow batteries to fully recharge.

Flick testing should be done by turning the emergency Lights off for 30 seconds and recording the results below for each month; This is to ensure the lights operate in the event of a loss of power.

Drain down testing should be done by switching off the emergency lights and recoding the results below after 180 minutes (3Hours); This is to ensure the emergency lights remain operational for a sustained period to allow safe exit of the building in the event of a loss of power.

Testing:

Lights can be turned off by way of the following methods:

- **Pony Partnerships Area:** Turn down (off) the circuit breaker from Pony Partnerships DB – Circuit 5
- **Main Barn Area:** Turn right (off) the circuit breaker from the Large DB at the back end of the stable – Circuit 3L1

Please refer to the Emergency lighting plan drawing to indicate location of all emergency lighting and isolation points for testing.

Indicate Results by either: Pass ✓ or Fail ✗													
									Date of Annual Test:				
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
EM 1													
EM 2													
EM 3													
EM 4													
EM 5													
EM 6													
EM 7													
EM 8													
EM 9													
EM 10													
EM 11													
EM 12													

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