

Pony Partnerships CIC



Fire Safety Management Policy 2026-2027

Name of Organisation: Pony Partnerships CIC

Venue/Address: All venues

Date of Review: 1 September 2026

Date of Next Review: 31 August 2027

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1. Policy Statement

Pony Partnerships CIC is committed to managing fire safety effectively to protect participants, staff, associates, volunteers, visitors, contractors, and animals from the risks associated with fire.

We recognise that effective fire safety management is an essential part of our wider health, safety, and safeguarding responsibilities. Through suitable planning, risk assessment, training, and emergency arrangements, we aim to prevent fire, minimise risk and ensure an effective response should an incident occur.

Fire safety management at Pony Partnerships CIC is based on a proactive approach to prevention, preparedness, and continuous improvement, helping to protect people, animals, property, and the continuity of our services.

2. Purpose

This policy aims to:

- establish a framework for the effective management of fire safety;
- reduce the risk of fire through appropriate prevention and control measures;
- protect the safety and wellbeing of participants, staff, volunteers, visitors, and animals;
- ensure suitable arrangements are in place for emergency response and evacuation;
- support compliance with relevant legislation and recognised good practice;
- support business continuity following a fire-related incident.

3. Scope

This policy applies to all Pony Partnerships CIC premises, venues, services, and activities. It applies to staff, associates, volunteers, contractors, visitors, participants, parents/carers, and commissioners while involved in Pony Partnerships CIC activities.

4. Legal and Regulatory Context

This policy has been developed with regard to relevant UK fire safety legislation, statutory guidance and recognised good practice.

This includes the Regulatory Reform (Fire Safety) Order 2005, together with relevant health and safety

legislation and fire safety guidance.

Pony Partnerships CIC will take reasonable and proportionate steps to prevent fire, reduce fire risks, and ensure suitable emergency arrangements are in place.

This policy will be reviewed to reflect changes in legislation, guidance, premises, or organisational practice.

5. Fire Prevention

Pony Partnerships CIC will take reasonable steps to reduce the likelihood of fire by:

- maintaining good housekeeping standards;
- ensuring escape routes remain clear;
- storing combustible materials safely;
- managing electrical equipment safely;
- controlling hazardous substances in accordance with COSHH arrangements;
- monitoring fire risks through regular risk assessments;
- maintaining appropriate fire detection and firefighting equipment where required.

Particular attention will be given to managing fire risks associated with stables, hay and bedding storage, machinery, electrical equipment, fuels, and other combustible materials used as part of equine and outdoor activities.

6. Fire Risk Assessment

Suitable and sufficient fire risk assessments will be completed for premises and activities where required.

Fire risk assessments will be reviewed internally at least annually and sooner following significant change, a fire or near miss, or a change in risk. A competent-person external fire risk assessment will be obtained at the interval set out in the Fire Management Plan, or sooner where required.

7. Emergency Procedures

In the event of a fire or suspected fire, Pony Partnerships CIC will:

- prioritise the safety of people;
- activate emergency procedures;
- contact the Fire and Rescue Service where required;
- evacuate safely to the designated assembly point;
- account for participants, staff, volunteers, and visitors where reasonably practicable;
- Individual evacuation needs, including mobility, communication, sensory, medical, allergy, asthma or emergency medication needs, will be considered through risk assessment and Personal Emergency Evacuation Plans where required.
- consider the welfare of animals where this can be achieved without placing people at risk.

No person should place themselves at unnecessary risk in an attempt to recover property or animals.

Detailed emergency arrangements are set out within the Fire Safety Management Plan and Emergency Response Procedures.

8. Fire Safety Equipment

Pony Partnerships CIC will ensure that appropriate fire safety equipment is provided, inspected, and maintained in accordance with legal requirements and manufacturer guidance.

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This may include:

- fire extinguishers;
- fire alarms;
- emergency lighting;
- fire signage;
- escape route signage.

9. Training and Information

Staff, associates, and volunteers will receive appropriate fire safety information, instruction, and training relevant to their role.

This may include:

- fire prevention;
- evacuation procedures;
- raising the alarm;
- assembly arrangements;
- use of fire extinguishers, where appropriate;
- reporting fire hazards;
- supporting people with SEND, sensory, medical, allergy, or asthma-related needs during evacuation where relevant.

Fire drills will be undertaken where appropriate to the venue and nature of activities.

10. Responsibilities

- Board of Directors: Responsible for ensuring appropriate fire safety arrangements are in place and reviewed regularly.
- CEO: Responsible for overseeing implementation of this policy, ensuring fire risk assessments are completed where required, and maintaining appropriate fire safety arrangements.
- Staff, Associates and Volunteers: Responsible for following fire safety procedures, reporting fire hazards or concerns promptly, participating in fire safety training, maintaining good housekeeping, and cooperating during emergency evacuations.

11. Monitoring and Review

Pony Partnerships CIC will monitor:

- fire risk assessments;
- fire safety equipment inspections;
- fire drills where undertaken;
- incidents and near misses;
- staff training requirements.

Learning from incidents and exercises will be used to improve fire safety arrangements.

12. Review

This policy will be reviewed annually, or sooner if:

- legislation or guidance changes;
- premises or activities change significantly;

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- a fire or significant incident occurs;
- improvements are identified through review or inspection.

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