



Health & Safety Personal Emergency Evacuation Plan (PEEP) Policy

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¹ or earlier if change in legislation or on risk assessment

Amendment Control

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1 Introduction

Fire safety is of paramount importance for all Universities including Edinburgh Napier University. They have within them many areas that can be considered and managed effectively.

Under current legislation and guidance, it is the responsibility of Edinburgh Napier University to provide an emergency evacuation plan for all people likely to be in the premises, including any person requiring assistance in evacuation, and how that plan will be implemented. Where any persons requiring assistance are identified, there are a number of considerations to be taken into account before the implementation of a Personal Emergency Evacuation Plan (PEEP).

Implementation of a PEEP policy will enable Edinburgh Napier University to fulfil legal compliance with the Fire Scotland Act, Fire Safety (Scotland) Regulations and Equality Act, whilst also ensuring that all staff, students and visitors can be evacuated safely from all premises as well as any persons requiring additional assistance.

2 Statement of Intent

It is the policy of Edinburgh Napier University to ensure that all staff, students, conference delegates, visiting members of the public and contractors appointed to work within all University premises can be evacuated safely during any emergency evacuation. With this aim in mind, appropriate prevention/precautionary measures shall be provided for the event of any person requiring additional assistance during an emergency evacuation. All relevant persons shall be provided with sufficient and appropriate training/instruction for any evacuation assistance equipment provided in Edinburgh Napier University premises. Appropriate evacuation procedures are in place and periodically tested. All Edinburgh Napier University premises shall comply with the relevant legislation and recognised good practice. The main legislation is the Fire Scotland Act, Fire Safety (Scotland) Regulations and Equality Act.

3 Legislative Framework

Edinburgh Napier University has an absolute duty to achieve compliance with the following legislation (current edition), British Standard (current edition) and guidance:

- The Fire Scotland Act
- The Fire Safety (Scotland) Regulations
- The Management of Health and Safety Regulations
- The Health and Safety at Work Act
- The Building (Scotland) Regulations
- BS 9999 Code of Practice for Fire Safety in the Design, Management and Use of Buildings
- Houses of Multiple Occupancy
- Housing (Scotland) Act
- Practical Fire Safety Guidance for existing non-residential premises

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- Practical Fire Safety Guidance for existing premises with sleeping accommodation
- Practical Fire Safety Guidance for the evacuation of disabled persons from buildings
- The Equality Act
- Any other relevant legislation

This document provides a framework to direct and guide PEEP management for Edinburgh Napier University premises. Its purpose is to:

- Inform the University Leadership Team of their role in facilitating legal compliance
- Inform Deans of School/Directors of Service, Line Managers and all other stakeholders of their duties and responsibilities
- Provide information and guidance enabling all personnel to meet their obligations
- Ensure that all staff/occupants are aware of their duties
- Clarify and document the roles of responsible persons
- Demonstrate best practice
- Ensure consistency in methodology
- Identify the standards and procedures to be implemented and maintained
- Ensure the safety of all at Edinburgh Napier University

4 Summary of Duties

To ensure compliance with all the legal duties imposed upon the University, the list below summarises the requirements:

- a) To provide suitable and sufficient PEEPs, evacuation aids, temporary waiting spaces with communications, evacuation signage and protected escape routes.
- b) Have evacuation and emergency procedures in place for any person who requires additional assistance and provide any relevant training for relevant staff of University premises.
- c) To periodically test, monitor and audit all evacuation procedures.
- d) To carry out suitable and sufficient fire risk assessments of all the University's workplaces and to implement/analyse the adequacy of evacuation procedures.
- e) To identify any weaknesses in any of our premises, with regard to evacuation of persons requiring additional assistance and implementation of any appropriate action identified.
- f) To ensure there are suitably trained personnel in place to implement the University's emergency procedures.

5 Management Plan

Personal Emergency Evacuation Plan (PEEPs) Procedure

<p>STUDENTS (Campus)</p> <p>Disability & Inclusion complete PEEP form and assess if generic PEEP is suitable.</p> <p>If suitable, issue generic PEEP, signed by student and Disability & Inclusion. Data Protection form to be completed and signed.</p> <p>PEEP held by Disability & Inclusion and copy issued to student and Health & Safety Office.</p>	<p>STUDENTS (Residences)</p> <p>Accommodation Officer completes PEEP form and assesses if generic PEEP is suitable.</p> <p>If suitable, issue generic PEEP, signed by student and Accommodation Officer. Data Protection form to be completed and signed.</p> <p>PEEP held by Accommodation Office and copy issued to student and Health & Safety Office.</p>	<p>STAFF</p> <p>People Team (new staff) or line manager (existing staff) refers individual to Health & Safety Office.</p> <p>Health & Safety meet individual and produce generic or specialist PEEP.</p> <p>PEEP and data protection form signed by individual staff member and returned to the Health & Safety Office.</p> <p>Copy of PEEP to be held by staff member and People Team.</p>	<p>VISITORS</p> <p>Responsibility of staff hosting visitor - all visitors to declare disabilities in advance.</p> <p>Fire procedures leaflet available at all campus receptions.</p>
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If specialist PEEP required:

If specialist PEEP required, contact Health & Safety Office.

Further face to face discussion held.

Additional measures identified as appropriate (and record managed).

FAQs

What is a PEEP?

A PEEP is a Personal Emergency Evacuation Plan. PEEPs are designed to plan in advance for those who may need assistance or special arrangements during an emergency evacuation of the building they are occupying.

Who must have a PEEP?

Anyone who may require assistance in an emergency evacuation. For example:

- mobility impaired people
- sensory impaired people
- those with difficulty reading signage
- people with medical conditions

A temporary PEEP may be required for:

- those on crutches
- those with a temporary medical condition
- those in the later stages of pregnancy

FURTHER INFORMATION AND HELP

Further information on PEEPs and guidance is available on the Health & Safety website <http://staff.napier.ac.uk/has>
Health & Safety Team, Sighthill Campus | health&safetyoffice@napier.ac.uk

6 Personal Emergency Evacuation Plans

A Personal Emergency Evacuation Plan (PEEP) must be completed whenever an individual has either a long or short-term condition that may affect their safe evacuation in the event of an emergency. This also includes minor injuries that could affect a person's ability to self-evacuate. Its purpose is to provide a detailed, step-by-step and comprehensive plan that documents the procedure and equipment that is in place for ensuring that the person is able to safely evacuate a building if required. The PEEP must consider all buildings/areas the individual commonly works, visits or uses and therefore it may be necessary to complete a separate PEEP for each area.

The PEEP form provides the main headings needing to be considered. However, additional questions requiring further consideration include, for example:

- Whether the means of raising the alarm is consistent with individual needs, e.g. can they hear the alarm?
- Is the individual aware how to, and are they able to, raise the alarm?
- Is any personal assistant physically able to provide the support, e.g. to assist transfer from wheelchair to evacuation chair?
- Have they received any necessary/required training?
- Is additional signage needed, e.g. of temporary waiting spaces?
- Is signage adequate when considering the individual's needs?
- Can escape route doors be easily opened?

As well as the need to provide information and instruction on escape routes and procedures etc. further practical training may also be required, such as in the use of any equipment provided e.g. evacuation chairs, temporary waiting space communications etc.

The PEEP must be signed by and distributed to all involved parties following completion, to show that it has been received and that individual responsibilities are understood. The PEEP must form part of the overall Fire Evacuation Plan and must therefore be incorporated into any fire drills that are undertaken. Any issues identified following a fire a drill must be fed back to the relevant parties e.g. Health & Safety team.

The PEEP must be reviewed regularly :

- At any time when other aspects of fire evacuation arrangements are reviewed.
- When believed to be no longer valid e.g. following a poorly executed fire drill.
- If there are any concerns identified e.g. by the individual, the assistant, the fire warden(s), the fire officer, etc.
- There are changes in the individual's circumstances.

7 Responsibilities

Person requiring a PEEP

Students, staff or visitors requiring a PEEP have the responsibility to inform the School or Service of their requirements for assistance in an evacuation. Schools/Services are responsible for ensuring any persons within their area who require assistance to evacuate a building in an emergency have a PEEP drawn up.

- **Students** requiring assistance in an emergency evacuation must arrange a PEEP through their **disability contact/Disability & Inclusion Team (Campus)**
- **Students** requiring assistance in an emergency evacuation must notify and arrange a PEEP through **the Student Accommodation Team (Residences)**
- **Staff** requiring assistance in an emergency evacuation must arrange a PEEP through the **Health & Safety Office**

Wellbeing & Inclusion

Wellbeing & Inclusion are responsible for drawing up PEEPs for students who require assistance to evacuate a campus building.

- Disability & Inclusion complete PEEP form and assess if generic PEEP is suitable.
- If suitable, issue generic PEEP, signed by student and Disability & Inclusion. Data Protection form to be completed and signed.
- PEEP held by Disability & Inclusion and copy issued to student and Health & Safety Office.
- Further advice should be sought from the Health & Safety Team for complex cases.

Student Accommodation Team

Student Accommodation are responsible for drawing up PEEPs for students who require assistance to evacuate a student accommodation building.

- Accommodation Officer completes PEEP form and assesses if generic PEEP is suitable.
- If suitable, issue generic PEEP, signed by student and Accommodation Officer. Data Protection form to be completed and signed.
- PEEP held by Accommodation Office and copy issued to student and Health & Safety Office.
- Further advice should be sought from the Health & Safety Team for complex cases.

People Team/Health & Safety Team

People Team (new staff) or line manager (existing staff) refers individual to Health & Safety Office.

- Health & Safety meet individual and produce generic or specialist PEEP.
- PEEP and data protection form signed by individual staff member and returned to the Health & Safety Office.
- Copy of PEEP to be held by staff member and People Team.

Deans and Directors

All Deans and Directors are responsible for the implementation of PEEPS within their areas of control.

8 Visitors

It will be the responsibility of any hosting school, service or member of staff to ensure the appropriate safeguards have been put in place (e.g. PEEP, site evacuation procedure) for any visitor attending Edinburgh Napier University premises.

In public access buildings it is, for the most part, impossible to know how many visitors requiring additional assistance in evacuation are present at any one time, or the level of assistance required. It will therefore, not be possible to provide a bespoke plan for each visitor unless notification of being on-site has been given in advance. Fire action notices are located throughout all premises. It is important therefore, that staff members fully understand the evacuation plan and fire safety strategy for the building so that they can render maximum assistance irrespective of assistance required.

If prior notification has been given of any pre-arranged visitors who require additional assistance for an evacuation, a PEEP should be relayed to the visitor and put in place prior to the visit.

9 Temporary Waiting Spaces

Temporary waiting spaces have been provided at Craiglockhart, Merchiston and Sighthill to assist anyone who may need assistance in an emergency evacuation and cannot immediately exit the building. These areas are contained within parts of the building that will provide comparative safety for a period of not less than 30 minutes and are easily recognisable by specific signs.

Temporary waiting spaces at Craiglockhart, Merchiston and Sighthill Campuses have been fitted with a two-way communication system.

No evacuation will be undertaken until agreed by the Senior Fire Co-ordinator, security staff or the Scottish Fire and Rescue Service.

10 Evacuation Chairs

Evacuation chairs are available at all campus, accommodation sites and mobile Security Staff vehicles for persons who require additional assistance in evacuation. The evacuation teams are required to rehearse training at regular intervals so that they are competent in the use of evacuation chairs in an emergency. Security staff have all been trained in their use and will respond by forming the evacuation team if and when required. Training is provided to all new security staff on the use of the evacuation chairs, two-way communications and moving/handling procedures. Evac-chair servicing is arranged by Property & Facilities in compliance with manufacturer's guidelines and timescales.

11 Other Specialist Aids

Vibrating pillows at accommodation sites and pagers at each campus are available for use for persons who have any hearing impediment in order that a response can be made to an alarm evacuation. Procedures for their use will be issued as and when required.

Smart watches are also available from Student Accommodation team for any persons who suffer from any type of seizure. More information on operation and limitations will be provided by the Student Accommodation team on request.

12 Events

All events taking place in any University properties must take into account all University fire safety measures and where appropriate further permission, information and advice must be sought from senior management, Property & Facilities, the Health & Safety Team and any other relevant specialists.