

Guidance for completing Personal Emergency Evacuation Plans (PEEPs)

What is a PEEP?

The University has a responsibility to ensure that everybody coming on-site can evacuate safely from its buildings in an emergency. A Personal Emergency Evacuation Plan (PEEP) is needed for anyone who regularly uses University buildings and requires additional arrangements in order to evacuate. This may apply to disabled staff and students or someone with a temporary injury/medical condition. PEEPs are only required for a small number of disabled staff and students.

When is a PEEP needed?

The Equality Act (2010) requires 'reasonable adjustments' to be made and the Health and Safety at Work etc. Act (1974) requires the University to ensure the safety of everyone affected by their business. It is good practice to make arrangements that will enable individuals to get into and out of a building easily without additional arrangements. This is not always possible and some disabled staff and students may require additional arrangements in order to evacuate safely. For example, timetable courses in venues with level access, access to a text alert system, assistance from a buddy, or a piece of equipment. In these cases, a PEEP needs to be put in place.

The arrangements agreed in the PEEP should be in place before a person begins studying or working at UAL. If a PEEP is not in place it may be necessary to temporarily restrict a person's access or make other adjustments until PEEP arrangements are in place. The PEEP should be arranged as soon as possible to minimise disruption.

What should be included in a PEEP?

If the student or staff member regularly studies or works at more than one University site, a PEEP is needed for each site. Wherever possible arrangements should be the same or similar for each site. For sites that are occasionally visited there will be general arrangements for assisted evacuation. These arrangements may not be as comprehensive as a PEEP so should be checked out before visiting. The information is available on the H&S pages of the intranet.

All PEEPs should seek to provide arrangements which ensure that the individual is able to evacuate as independently and safely as possible and with dignity.

How is the need for a PEEP identified?

Students may disclose that they are disabled pre-arrival, in which case the Disability Adviser will identify the need for a PEEP and contact the Course Leader. A staff member will be asked to disclose on appointment and the Line Manager would be informed by the Staffing Administrator.

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A PEEP may be required as a result of injury or ill health after admission/appointment and this may be a long term requirement or short term. In this instance the Course Leader/Line Manager should discuss with the person and seek advice from the H&S Adviser, Disability Adviser (student only) and HR Consultant (staff only).

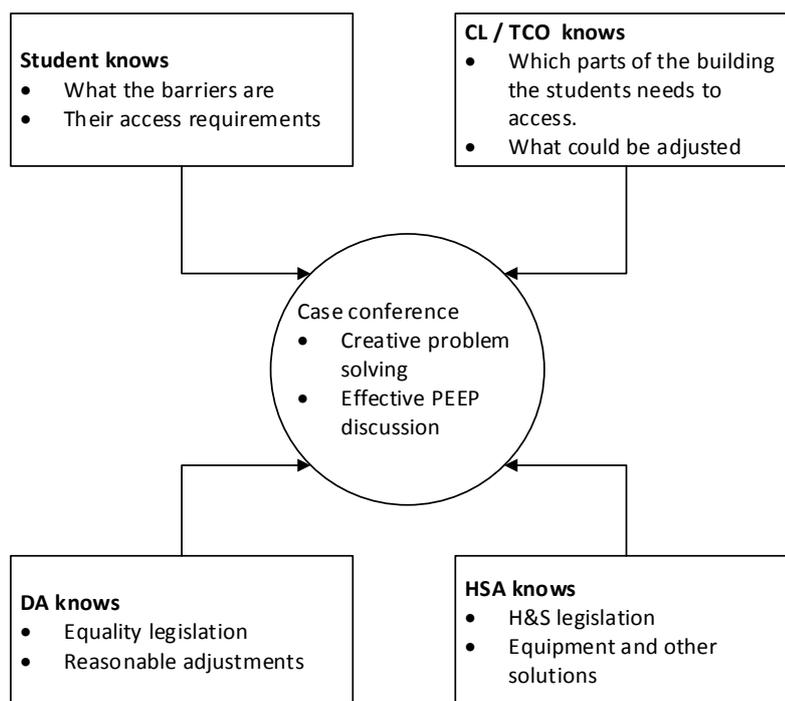
Students and staff members themselves may not realise they need a PEEP. They are unlikely to know what a PEEP is; e.g. a student who is a wheelchair user can access the upper floors of a building using the lifts. The student is not aware that the lifts are not operational during an emergency evacuation. The student did not disclose to the Disability Service, since they didn't have any additional support needs. It is therefore a shared responsibility amongst staff (e.g. Line Managers, Course Leaders, admissions teams) to identify that a PEEP may be needed.

Who is responsible for PEEPs and how should they be drawn up? Student

If the PEEP is for a student it should be completed by the Course Leader, with the person to whom it refers. This is because the Course Leader is best placed to know which parts of the building the student needs to access and what could be adjusted e.g. timetabling. Course Leaders should always seek support from the Health and Safety Adviser and the Disability Adviser for the student's programme. It is usually most helpful if the student meets with these staff members to agree the arrangements.

This approach ensures that:

- the student is fully involved in the PEEP process from the outset;
- all relevant knowledge is brought together to assist the decision-making process; and
- decisions are made on the basis of real information, rather than assumptions about the health and safety implications of the student's impairment



Staff

If the PEEP is for a staff member, it should be completed by the Line Manager and the person to whom it refers, with the assistance of the Health and Safety Adviser and the HR Consultant.

It is very important to explain carefully and sensitively the purpose of PEEPs and why they are needed. It is also important to emphasise that PEEPs seek to facilitate evacuation in a way that maintains the individual's independence as much as possible.

Storing, sharing and reviewing a PEEP

The Course Leader or Line Manager is responsible for formalising the documentation, and ensuring the PEEP is implemented, regularly reviewed, stored securely and shared appropriately:

- The full version of the PEEP should be stored securely by the Line Manager or Course Leader and a copy sent to the HR Consultant to be kept on an employee's personal file (staff only).
- The PEEP should be shared with the Health and Safety Adviser and (for students) the Disability Service.
- The final part of the PEEP form (which provides summary information) should be made available to the Incident Manager or person co-ordinating an emergency evacuation. It details the evacuation arrangements that may be shared with emergency services if necessary. If the PEEP covers more than one site there must be a summary sheet for each site.

Accountabilities

It is important PEEPs are agreed swiftly. If any party has a concern about delays in arranging or amending a PEEP the following escalation should be followed:

For a student

Referral to the relevant academic Dean or the Dean of Students (who oversees the Disability Service).

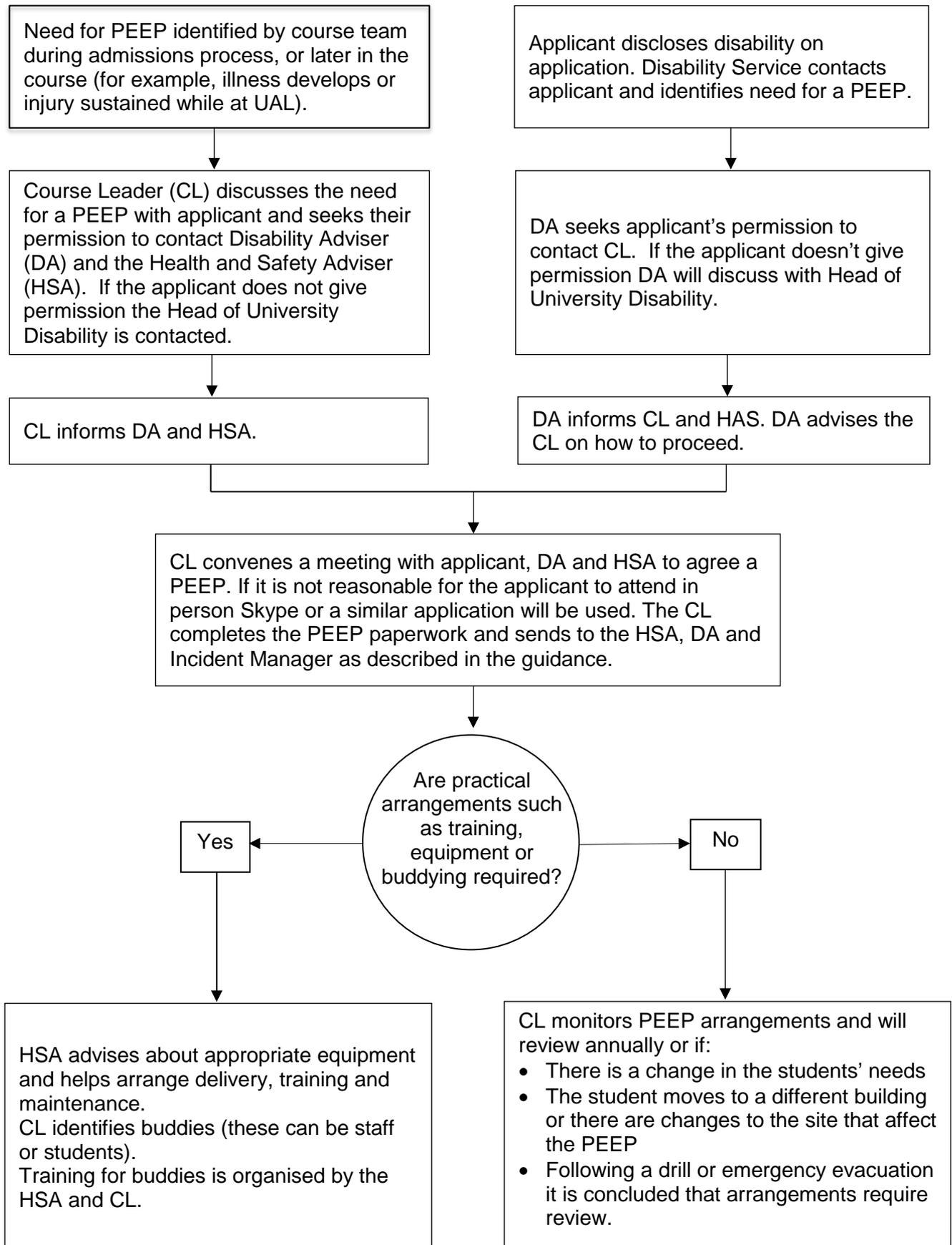
For an employee

The university has a process to resolve delayed or disputed workplace adjustments, the PEEP process is covered by this process. The process will involve a case conference convened by the line manager or a second tier manager. Details of this process can be found on the Diversity web pages.

Appendices

1. Flow-chart: PEEPs for Students
2. Table: Roles and Responsibilities in respect of PEEPs for Students
3. Flow-chart: PEEPs for Staff Members
4. Table: Roles and Responsibilities in respect of PEEPs for Staff Members

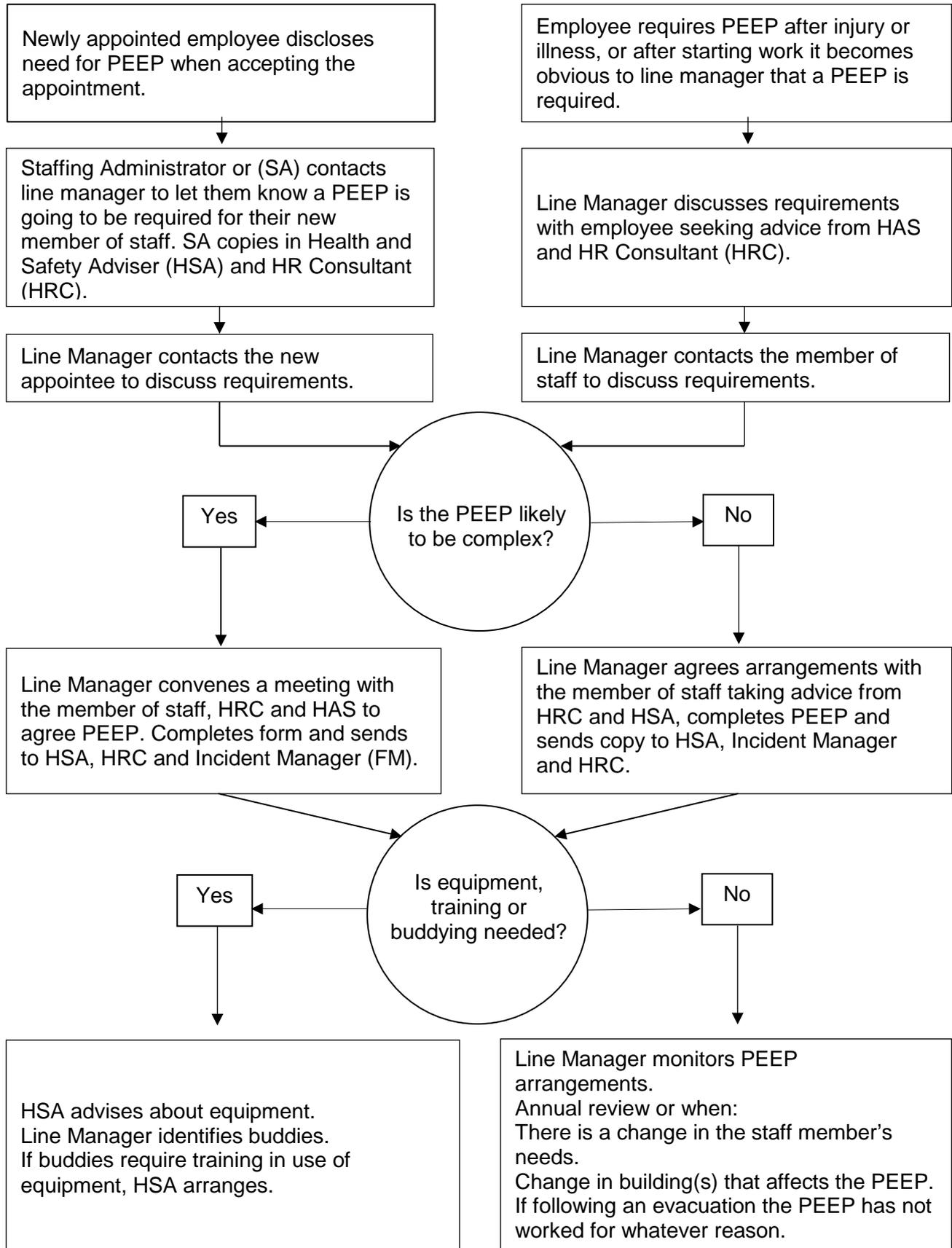
Appendix 1: PEEP Flowchart – for Students



Appendix 2: PEEPs for Students: Summary of Roles and Responsibilities

Course Leader (CL)	Health and Safety Adviser (HSA)	Disability Adviser (DA)
Identifies that an individual needs a PEEP – ideally at the Admissions stage but it could be later in the student journey depending on student's circumstances.		(If an applicant / student has disclosed that they are disabled): Contacts them (for applicants this is after they have accepted an offer) and establishes whether a PEEP is needed.
Explains to the student that a PEEP will be needed and seeks their permission to consult the University Disability Service and Health and Safety Adviser.		Explains the process to the student and seeks their permission to contact the Course Leader to arrange a PEEP.
Consults the Disability Adviser for the student's programme and the Health and Safety Adviser about what arrangements should be made.	Discusses with the DA, provides advice and carries out preliminary research into possible equipment if necessary, in preparation for the case conference.	Provides advice to the Course Leader about appropriate PEEP arrangements.
Convenes a case conference to discuss the PEEP arrangements, with the individual concerned.	Attends the PEEP case conference.	Attends the PEEP case conference.
Records agreements made at the meeting in the PEEP form.	Arranges access to any equipment that is required and advises on equipment maintenance/servicing.	
Sends copies of the PEEP form to the HSA and DA.	Stores form securely	Stores form securely and notes review date.
Identifies evacuation buddies if needed.	Arranges training for evacuation buddies if needed.	
Monitors PEEP and reviews whether it is working effectively following evacuations or drills.	Monitors PEEP arrangements.	Monitors PEEP and reminds CL and HAS when a review is needed.

Appendix 3: PEEP Flowchart – for Staff



Appendix 4: PEEPs for Staff Members: Summary of Roles and Responsibilities

Staffing Administrator (SA)	Line Manager (LM)	Health and Safety Adviser (HSA)	HR Consultant
Induction process includes request to inform UAL of any reasonable adjustments that will be required, including those for a PEEP. Informs Line Manager.	Becomes aware an employee will require reasonable adjustment because: Informed a new starter will require reasonable adjustments by the SA. Person returning from work after injury or illness. Becomes aware through observation or employee request.	May be contacted by employee to discuss reasonable adjustment.	May be contacted by employee to discuss reasonable adjustment.
	Discusses with employee their requirements. Seeks advice from the HSA and HR Consultant.	Provides advice about arrangements and possible equipment requirements (if necessary).	Provides advice.
	Agrees arrangements and completes the PEEP form, circulating to all parties.	Reviews form and provides feedback. Signs when agreed.	Reviews form, provides feedback and when agreed ensures copy inserted into personal record.
	If arrangements are complex or difficult to progress it may be necessary to convene a case conference attended by the individual, line manager, HRC. The HSA may be asked to attend and the member of staff may invite a representative.	May be asked to attend the PEEP case conference or provide information	Attends the PEEP case conference.
	Records agreements made at the meeting in the PEEP form.	Reviews form and provides feedback. Signs when agreed	Reviews form, provides feedback and when agreed ensures copy inserted into personal record.
	Identifies evacuation buddies if needed.	Arranges training for evacuation buddies if needed.	
	Monitors PEEP and reviews whether it is working effectively following evacuations or drills.	Monitors PEEP arrangements.	

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