**Personal Emergency Evacuation Plan (PEEP) Policy**

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| v1 | 14/05/2021 | Sultan Mohamed | Nine Swift |  |
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# Introduction

## Policy statement

At Sheerwater Health Centre, the partners, directors and management have a responsibility to ensure that everyone on the premises can evacuate by either leaving the building or moving to a designated place of safety within the building in an emergency without the direct intervention of the fire service. This is a requirement of the [Regulatory Reform (Fire Safety) Order 2005](https://www.legislation.gov.uk/uksi/2005/1541/contents/made).

The regulation further states that everyone, including those at additional risk such as the disabled, vulnerable and the mobility impaired, must be able to evacuate safely in the event of a fire or emergency evacuation.

This policy is written in accordance with the:

* [Health and Safety at Work etc. Act 1974](https://www.legislation.gov.uk/ukpga/1974/37/contents)
* [Regulatory Reform (Fire Safety) Order 2005](https://www.legislation.gov.uk/uksi/2005/1541/contents/made)

## Status

The organisation aims to design and implement policies and procedures that meet the diverse needs of our service and workforce, ensuring that none are placed at a disadvantage over others, in accordance with the [Equality Act 2010](https://www.legislation.gov.uk/ukpga/2010/15/contents). Consideration has been given to the impact this policy might have with regard to the individual protected characteristics of those to whom it applies.

This document and any procedures contained within it are non-contractual and may be modified or withdrawn at any time. For the avoidance of doubt, it does not form part of a contract of employment.

## Training and support

The organisation will provide guidance and support to help those to whom it applies to understand their rights and responsibilities under this policy. Additional support will be provided to managers and supervisors to enable them to deal more effectively with matters arising from this policy.

# Scope

## Who it applies to

This document applies to all employees of the organisation, visitors and other individuals performing functions in relation to the organisation such as agency workers, locums and contractors.

Furthermore, it applies to clinicians who may or may not be employed by the organisation but who are working under the Additional Roles Reimbursement Scheme (ARRS).[[1]](#footnote-1)

## Why and how it applies to them

For those employees who require assistance in the event of an evacuation, a personal emergency evacuation plan (PEEP) will be prepared which is tailor-made and details the safest method of evacuation for that individual. The PEEP will detail the escape routes and identify the people who will assist them in the event of an evacuation.

For others visiting the organisation, such as patients and members of the public, a general emergency evacuation plan (GEEP) will be available and detail the building layout, evacuation procedures and equipment available for those who may require assistance. This information will help to ensure everyone in the building can evacuate quickly and safely.

# Definition of terms

## PEEP

A PEEP is a personal emergency evacuation plan. It is a bespoke escape plan for employees who may not be able to reach a place of safety unaided or within a satisfactory period of time, as determined by the fire risk assessment, in the event of an emergency.

## GEEP

A GEEP is a general emergency evacuation plan used in premises that members of the public visit. It is also used in places of work with a transient workforce. It focuses on visitors to the building who have a disability or mobility impairment and may not be able to evacuate unaided.

The GEEP will help the individual to become familiar with the building layout and evacuation arrangements. The GEEP will also cover the same points that are outlined in a PEEP with practical evacuation solutions to accommodate different health conditions.

# Policy

## Who requires a PEEP?

The employee is responsible for informing the organisation of any health condition that may impact their safe evacuation in an emergency. If the employee confirms that they will be unable to evacuate the building unaided during an emergency, then a PEEP will be prepared.

A PEEP may be required for employees who have a:

* Mobility impairment
* Sight impairment
* Hearing impairment
* Breathing or heart condition

A temporary PEEP may be required for employees who:

* Have a short-term injury (e.g., a broken leg)
* Have a temporary medical condition
* Are in the latter stages of pregnancy

## Preparing a PEEP

The organisation will ensure that:

* All employees who may require assistance in evacuating will be identified including those who have temporary health conditions
* Evacuation procedures are displayed around the premises with notices for those who may require assistance
* Each PEEP is prepared with the employee requiring assistance together with those who will be assisting them e.g., fire-warden/marshal
* All PEEPs are tested and reviewed on a regular basis to ensure they are still current and suitable (consideration will be given to both the employee’s condition which may have changed and the building layout and emergency arrangements)
* All PEEPs are recorded and held by the organisation (see section 4.3)

## Documenting a PEEP

Should any PEEPs be required at the organisation, the documentation is to be recorded to support any activity coupled with the actions detailed within a risk assessment and risk register and an additional copy is also to be detailed within the [fire log-book](https://practiceindex.co.uk/gp/forum/resources/fire-log-book.654/).

## Preparing a GEEP

The organisation will also ensure an up-to-date GEEP is available and in place for all visitors to the premises. This will include:

* Ensuring evacuation procedures are displayed with information for those who may require assistance
* Ensuring everyone involved in providing assistance receives adequate training and is given the relevant information regarding the building layout and equipment. Training will also include equality and disability awareness
* Ensuring organisation evacuations are held on a regular basis
* Reviewing GEEPs regularly to ensure they are still current and suitable

## Additional reading

* [www.hse.gov.uk](https://www.hse.gov.uk/disability/) – Covers health and safety for disabled people
* [What is a PEEP](https://uk.video.search.yahoo.com/search/video;_ylt=AwrJS9U2WxBgAzcAtRIM34lQ;_ylu=Y29sbwNpcjIEcG9zAzMEdnRpZAMEc2VjA3Nj?p=what+is+a+PEEP+fire+plan&fr=mcafee#id=1&vid=55bfbd863e88e64344c8b86156e7cdf0&action=view) – Lists YouTube videos on the subject
* [Dorsetfireprotection.co.uk](https://dorsetfireprotection.co.uk/peep-fire-safety-what-is-it/) – PEEP fire safety – what is it and why you should care

## Supporting policies

The following polices directly support PEEP and/or GEEP requirements

* [Accessible information standard policy](https://practiceindex.co.uk/gp/forum/resources/accessible-information-standard-policy.1361/)
* [Assistance dog policy](https://practiceindex.co.uk/gp/forum/resources/assistance-dog-policy.1341/)
* [Bomb threats and suspect packages policy](https://practiceindex.co.uk/gp/forum/resources/bomb-threats-and-suspect-packages-policy.808/?fromcat=106)
* [Dynamic lock-down procedure](https://practiceindex.co.uk/gp/forum/resources/dynamic-lock-down-procedure.1333/?fromcat=106)
* [Fire log book](https://practiceindex.co.uk/gp/forum/resources/fire-log-book.654/)
* [Fire safety policy](https://practiceindex.co.uk/gp/forum/resources/fire-safety-policy.802/)
* [Risk and issues guidance document](https://practiceindex.co.uk/gp/forum/resources/risk-and-issues-guidance-document.1568/?fromcat=106)
* [Risk assessment guidance document](https://practiceindex.co.uk/gp/forum/resources/risk-assessment-guidance-document.1519/?fromcat=106)
* [Risk assessment toolkit](https://practiceindex.co.uk/gp/forum/resources/risk-assessment-toolkit.1464/?fromcat=106)

# Summary

Both PEEP and GEEP are mandatory requirements as directed by the [Regulatory Reform (Fire Safety) Order 2005](https://www.legislation.gov.uk/uksi/2005/1541/contents/made) and all actions are to be documented to confirm compliance with the order.

1. [Network DES Contract specification 2021/22](https://www.england.nhs.uk/publication/network-contract-des-specification-2021-22/) [↑](#footnote-ref-1)