

Health and Safety

Personal Emergency Evacuation Plans Instruction

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Introduction

1. NHS Health Scotland takes extremely seriously the health, safety and welfare of its entire staff. It recognises that the organisation has an increased duty of care towards members of staff and visitors who may have a disability, short term illness or injury etc. which may require a Personal Emergency Evacuation Plan for emergency situations. The purpose of this Instruction is to enable NHS Health Scotland to meet its obligation to protect staff as far as is reasonably practicable.

Document Framework

2. This Instruction applies to all staff, including temporary and agency staff, contractors, volunteers and those on work experience.
3. It forms an integral part of NHS Health Scotland's Health and Safety and Fire policy and applies along with specific local guidance for emergency evacuation from Health Scotland premises.

Legislation, Regulations and Guidelines

4. The following items of legislation and regulation apply;
 - a) The Health and Safety at Work etc Act 1974
<http://www.legislation.gov.uk/ukpga/1974/37>
 - b) Management of Health and Safety at Work Regulations
<http://www.hse.gov.uk/pubns/books/l21.htm>
 - c) Fire Scotland) Act (2005)
www.opsi.gov.uk/legislation/scotland/acts2005/20050005.htm
 - d) Scottish Executive Health Department letter NHS CEL (2011) 11 and accompanying Scottish Executive Fire Safety Policy for NHS Scotland:
http://www.sehd.scot.nhs.uk/mels/CEL2011_11.pdf
 - e) Equality Act 2010 <https://www.gov.uk/equality-act-2010-guidance>
 - f) Practical Fire Safety Guidance, the evacuation of disabled persons from buildings: <http://www.scotland.gov.uk/Resource/0040/00402451.pdf>
5. Under fire safety legislation in Scotland, it is the responsibility of those persons who have control of, or safety obligations in respect of non-domestic premises, to ensure that arrangements are in place for an evacuation of the premises, if the situation requires it. This responsibility cannot be delegated to the Fire and Rescue Service. Each building should have an emergency fire action plan specifying the evacuation procedures for everyone, including disabled people, likely to be in the building.

Aims of this instruction

6. The aims of this Personal Emergency Evacuation instruction are as follows:

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- a) To ensure that staff and visitors are aware of the arrangements for PEEPS that NHS Health Scotland have put in place for those with a disability or temporary condition.
- b) To ensure that those who need assistance discuss the most suitable strategies for any emergency evacuation.
- c) To ensure that all staff involved with the member of staff or visitor with a disability or temporary condition are aware of what needs to happen in an emergency evacuation situation.
- d) To ensure that NHSHS fulfils its legal obligation to conduct and document risk assessments of disabled means of escape from our buildings for disabled people.
- e) To ensure that PEEPS are reviewed annually or when an individual's working circumstances change.

7. The People & Workplace team are responsible for:

- a) liaising with line managers before a new member of staff takes up post to discuss the requirement for PEEPs based on their Occupational Health report
- b) advising line managers to discuss arrangements for PEEPS with Health and Safety Adviser and informing them of the PEEP's instruction

8. Senior and line managers are responsible for:

- a) liaising with Human Resources when a new member of staff is due to join the organisation
- b) making sure that all staff are aware of this instruction
- c) making sure that staff are aware that PEEPS are available during their induction session, that they are carried out and reviewed annually

9. The Health, Safety and Facilities Team are responsible for:

- a) Consulting with individuals identified by duty holders as having disclosed a disability to the organisation and work with each person to prepare a PEEP where necessary
- b) The Health, Safety and Facilities Team shall copy the relevant findings of the PEEP to duty holders for action as required
- c) The Health, Safety and Facilities Team shall ensure that systems are in place to act upon the recommendations within the PEEP, where these affect the building or its facilities, in an appropriate and timely fashion.

10. Staff are responsible for:

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- a) Staff with disabilities, including temporary conditions, that could affect their ability to react appropriately to an emergency, shall contact the Health, Safety and Facilities Team to discuss their needs.
- b) Staff shall implement the PEEP and adhere to the arrangements made for their personal safety.

Personal Emergency Evacuation Plans

- 11. The purpose of a PEEP is firstly to ensure the safety of the named individual in a building evacuation situation. The PEEP will also record the safety plan e.g. routes, corridors, stairs or refuges etc, identify those persons who will assist and any training or practice required.
- 12. The PEEP is appropriate for people with various disabilities, including those with temporary health problems such as a broken leg. The PEEP explains the method of evacuation to be used by a disabled person in each building and is a personal plan so it must be drawn up with the active participation of the person concerned.
- 13. All staff who could be expected to aid the evacuation of a disabled person should receive a copy of the relevant PEEP.

Who Requires a PEEP

- 14. Anyone who may need assistance in an emergency evacuation should complete a PEEP. This would include the following:
 - a) Mobility impaired people – including wheelchair users and those who may be unable to access the stairs, steps or narrow corridors.
 - b) Sensory impaired people – who may not be able to hear audible or see visual alarm signals.
 - c) Those who may have difficulty reading signage.
 - d) Those with medical conditions (e.g. asthma) which may affect their ability to use the stairs.
- 15. There are also some circumstances where an individual may need a temporary PEEP for a short period of time. For instance, this would include:
 - a) Those with broken limbs or on crutches due to a temporary medical problem.
 - b) Women in the later stages of pregnancy.
- 16. Visitors to NHS Health Scotland may also require to make temporary arrangements for their visit to our office premises. Staff who are expecting a visitor with a disability or temporary condition should make suitable arrangements either with the The Health, Safety and Facilities Team or NSS facilities staff at reception. Both will be able to advise on arrangements for visitors.

Staff Support

17. NHS Health Scotland relies on all members of staff and their assistance in the event of emergency evacuation. Staff who are involved in individual Personal Emergency Evacuation Plans will be aware of this well in advance, discussions will take place, they will receive a copy of the plan and training will also be available on equipment such as Evac Chairs should these be included in an individual's PEEP.

Reporting and Recording

18. All evacuations, trial and real evacuations, from Health Scotland premises are reported on and recorded. This includes the evacuation of members of staff, visitors etc. who have completed a PEEP and for whom special arrangements are in place. This will enable the organisation to review the arrangements and ensure that these plans are suitable and sufficient.

Monitoring and Reviewing

19. We will monitor and review this Instruction in partnership to make sure that we are achieving the aims of the policy. We will do this with Trade Unions/Professional Organisations and safety representatives. The review processes will include
- a) Collecting and monitoring all reported incidents by our The Health, Safety and Facilities Team.
 - b) Every year, reporting to the Health, Safety and Facilities Group and the Partnership Forum on how we are following the Instruction, the outcomes of risk

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Appendix A: NHS Health Scotland Personal Evacuation Plan Procedure:

NHSHS staff who have a disability or temporary condition will each have an individual Personal Emergency Action Plan (PEEP) developed which will aid in their evacuation from NHSHS premises in the event of an emergency.

Local fire wardens and named colleagues will be made aware that the member of staff have their own personal evacuation plan and be able to assist in the event of an evacuation.

PEEPs are designed to plan for those who may need assistance or special arrangements during an emergency evacuation of the building they are occupying.

If the person is a visitor to NHSHS premises the member of staff who the person is visiting is responsible for making suitable arrangements to accommodate the visitor and make sure that they make their way safely from the building in the event of a fire.

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Appendix B: NHS Health Scotland Personal Emergency Evacuation Plan Form:

PEEP Part 1: General Information

Formation of Personal Emergency Evacuation Plan for disabled people

	(Please complete)	
Name of person		
Job Title		
Office		
Room no/location of desk		

Buildings being used	1.
	2.
	3.
	4.
	5.
Location and floor levels in respective buildings	1.
	2.
	3.
	4.
	5.

Daily timetable	Day	Time from	Time to
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
	Saturday		

Areas in use out of normal working hours	
Use and location of catering facilities	
Location of toilet facilities	

Signature: _____ **Date:** _____

Print name: _____

Position: _____ Contact no.: _____

PEEP Part 2: Personal Information

 To be completed by person requiring the PEEP

	(please delete as appropriate)	
Do you have a full time personal assistant?	YES	NO
Can you hear audible alarm signals?	YES	NO
Can you use stairs safely in an emergency?	YES	NO
Would you use the stairs without assistance?	YES	NO
Can you follow exit signage without assistance?	YES	NO

Do you use a wheelchair and/or any other device to aid your mobility?	YES	NO	
If yes to above, please describe:			
If you use a wheelchair, it is a manual or electric chair?	Manual	Electric	N/A
Will you use your wheelchair at all times while you are at work?	YES	NO	

Are you content to use the NHSHS evacuation procedures for disabled people? (tick as appropriate)	Immediate Evacuation	
	Disabled Refuge Points	

Are there any other measures that could be introduced that would further aid your evacuation in an emergency?	YES	NO
If yes to above, please state:		

Signature: _____

Date: _____

Print name: _____

Contact No: _____

PEEP Part 3:

Personal Emergency Evacuation Plan

Name	
Address of Employment	
Location of Workstation	
Hours of Employment	

Means of Escape:

Conclusions/Recommendations:

Agreed Means of Escape:

Signed:

Individual: _____ **Date:** _____

The Health, Safety and Facilities Team: _____ **Date:** _____