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Bwrdd Iechyd Prifysgol
Caerdydd a'r Fro
Cardiff and Vale
University Health Board

IMS-06-03-CAV: Fire Safety Personal Emergency Evacuation Plan (PEEP) Policy

Reference Number: IMS-06-03-CAV (UHB 527) Version Number: 2	Date of Next Review: 13.05.2027 Previous UHB Reference Number: N/A
IMS-06-03-CAV: Fire Safety Personal Emergency Evacuation Plan (PEEP) Policy	
<p>Purpose</p> <p>This document is supplementing the Cardiff and Vale University Health Board Fire Safety Policy.</p> <p>At Cardiff and Vale University Health Board, fire safety responsibilities are core values, which means always acting and operating in a way that prevents harm to people, the environment and the communities in which we operate. We expect all our employees, contractors and volunteers to conduct themselves at all times in alignment with the values, commitments and principles in this policy. The policy provides details on how and when to implement procedures to enable persons with a disability and those with other long term or temporary health conditions to be able to work safely.</p>	
<p>Audience</p> <p>The target audience for this document is all employees.</p> <p>The policy is also applicable to our organisational partners (e.g. our contractors, suppliers and joint venture partners etc) when undertaking services for, or on behalf of CAVUHB.</p> <p>Health and Safety Committee</p> <p>The Health and Safety Committee must approve the PEEP Policy and commit to its full implementation.</p> <p>Board of Directors</p> <p>The Board of Directors should agree the PEEP Policy and commit to its full implementation.</p> <p>Policy Review</p> <p>The Policy will be reviewed within three years of implementation or under significant Health Board or legislative change or significant fire incident. This will be determined by the Head of Health and Safety in collaboration with the Chief Executive.</p> <p>Line Managers</p> <p>Line managers must ensure that their employees and contractors understand the requirements of the Fire Safety PEEP Policy. All line managers should demonstrate the importance of the Fire Safety PEEP Policy by ensuring that their own behaviours actively</p>	

promote and serve as a role model for the desired health and safety values and principles.

Communication to organisational partners.

Managers **must** ensure that the PEEP Policy is communicated to stakeholders and other business partners and ensure that they actively cooperate with the Health Board to achieve compliance with the policy.

All employees

All our employees must ensure that they adhere to the policy and understand the implications for them.

Policy Commitment

The Chief Executive’s commitment to this policy is underpinned by the Fire Safety Policy of Intent.

Supporting Documents

- IMS-06-01-CAV: Fire Safety Policy
- IMS-06-02-CAV: Fire Safety Management Arrangements

Equality and Health Impact Assessment

An Equality and Health Impact Assessment (EHIA) has been completed and confirmed there is no adverse impact

Policy Approved by	Board of Directors Health and Safety Committee
Group with authority to approve procedures written to explain how this policy will be implemented	Operational Health and Safety Group
Accountable Executive or Clinical Board Director	Executive Director of People and Culture
<p><u>Disclaimer</u> If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the Governance Directorate.</p>	

Summary of reviews/amendments			
Version Number	Date Review Approved	Date Published	Summary of Amendments
1	09.05.24	04.06.24	
2	09.05.24	15.07.24	Correction made to 4.8

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Fire Safety Personal Emergency Evacuation Plan (PEEP) Procedures

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Fire Safety PEEP Policy of: -

Cardiff and Vale University Health Board
Woodland House
Maesycoed Road
Cardiff
CF14 4HH

Applicable to all Health Board Locations Including: -

- Woodland House
- Barry Hospital
- Cardiff Royal Infirmary
- Children's Hospital for Wales
- Community Premises/Health Centres and Clinics
- Rookwood Hospital
- St David's Hospital
- University Dental Hospital
- University Hospital Llandough
- University Hospital Wales

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1. Purpose

- Cardiff and Vale University Health Board (CAVUHB) want to enable persons with a disability and those with other long term or temporary health conditions to be able to work safely.
- As defined within the Equality Act 2010 the term ‘disability’ refers to a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on a person’s ability to do normal daily activities;
- A Personal Emergency Evacuation Plan (PEEP) is an individual plan developed and enacted in the event of a fire or any other emergency. The purpose of a PEEP is to secure the safety of the named individual in the event of a building evacuation. It provides the person with the necessary information to be able to manage their escape and ensures that the correct level of assistance is available.

2. Aims and Objectives

- Outline the requirements for securing the safety of specific individuals in the event of an emergency situation within a building
- To ensure risks are identified and that control measures provided as necessary to enable safe evacuation from the building in the event of an emergency.

3. Scope

This policy applies to all staff working at CAVUHB

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4. Implementation

4.1 A PEEP will be developed when:

- A new starter informs their Line Manager or People team of an existing disability.
- An existing member of staff informs their Line Manager or People team of a new issue.
- It is identified by the Line Manager or HR that the staff member has mobility or other issues which may hinder evacuation in the event of a fire/emergency.

The PEEP will:

- Record evacuation routes, corridors, stairs or refuges etc.
- Identify any specialist equipment required e.g. tremor alarms for people hard of hearing.
- Identify persons who will assist in carrying out the evacuation
- Identify training or practice required to implement the plan successfully.

4.2 The plan will be tailored to meet individual requirements and, where applicable, highlight the person/s that may be required to assist with the evacuation of the identified person.

4.3 The PEEP is a personal plan and will be drawn up in consultation with the person identified within the document, the Line Manager and a member of the Fire Safety Team. The evacuation plan should not rely upon the intervention of the Fire and Rescue Services.

4.4 If assistance with escape is required, the extent of such assistance should be identified in the PEEP i.e. the number of assistants and the method to be used.

4.5 Staff working in other locations should consider multiple personal emergency evacuation plans due to the unique characteristics of most buildings.

4.6 Staff who develop temporary mobility difficulties for example following an accident or surgical intervention, should also produce a PEEP to ensure safe evacuation in the event of an emergency.

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4.7 The PEEP process will use a checklist to aid its development which includes items relating to the individual's requirements, location, and activities.

4.8 Once a person has identified their need for a PEEP, a Fire Safety Advisor (FSA) will meet with the employee and Line Manager to develop the PEEP, which should be implemented, as soon as reasonably practicable. This is accepting that in the interim period the line manager should make any necessary reasonable adjustments such as moving location or providing additional support staff.

4.9 It is a requirement that the employee is briefed on the contents of the PEEP and that they sign to acknowledge that they have received this information.

4.10 In addition, the Line Manager should:

- Inform fire wardens and other relevant persons of the PEEP form and advise what to do in the event of evacuation;
- Set up a 'Buddy' system where required by the PEEP;
- Provide a copy of the PEEP to the Line Manager.

NB. Arrangements for visitors with disabilities will be assessed as the need arises.

4.11 To be effective, the PEEP depends on the ability of helpers to respond quickly and effectively. Helpers should be given sufficient instruction, practical demonstration, and training as appropriate. The plan should be tested when completed and used during regular fire drills to ensure that the person with mobility challenges and helpers are fully aware of the procedures to be undertaken and have confidence in those procedures.

4.12 All employees have a duty of care to inform their Line Manager or People Team of any temporary or long-term health problem, which could increase potential health and safety risks and should:

- Assist in risk assessment and the creation of a Personal Emergency Evacuation Plan (PEEP).
- Comply with the PEEP
- Advise of any changes which may affect ability to comply with the PEEP or health and safety in general.

5. Training

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5.1 If the PEEP identifies any specialist training (evacuation chair, emergency exit routes etc.) it is the responsibility of management to ensure that this training is provided.

5.2 A practice evacuation drill should be carried out at least once a year to monitor the effectiveness of any active PEEP and training and practice dates must be recorded.

6. Monitoring

6.1 The individual nature of a PEEP ensures it will require regular monitoring, as things change and at least once on an annual basis.

Document Information

Version	Authors	Reviewers	Reason for review	Date	Approved
1	R Paxford	R Warren	New document	09.05.2024	09.05.2024
2	R Paxford	R Warren	Correction	15.07.2024	09.05.2024

Change History

Version	Description of Change
2	Correction made to 4.8