

PERSONAL EMERGENCY EVACUATION POLICY & PROCEDURES (PEEP)

1. **General Statement:**

As a minimum the Let's Play Project arrangements and facilities will comply with the requirements of relevant legislation and Building Standards, including the Public Sector Equality Duty Act.

The Project will not permit individuals with additional needs to be put at risk by permitting access to areas, where insurmountable difficulties associated with exit in the event of an emergency, would present an unacceptable risk to the health and safety of that individual or of other users of the building.

The Let's Play Project will not seek to obtain personal information relating to an individual with additional needs beyond that which may be reasonably required to make arrangements for their health and safety.

2. **Risk Assessment**

2.1. Assessment of the emergency exit from a building will be an integral part of the routine assessment of access, that is made in respect of Staff, Young People and Visitors to the Project. This will ensure that access provision is complimented by exit provision. This assessment may also be required, prior to any formal offer of employment, to prospective employees – as well as in respect of the placement at the project of a Young Person.

2.2. The assessment process will be informed by data from a range of sources which may include:

2.2.1. The nature and extent of the individual's additional needs.

2.2.2. The building fire risk assessment.

2.2.3. Assessment of risk to the individual with an additional need and other building users.

2.2.4. Suitability and availability of alternative arrangements in other buildings.

2.3. Existing areas of refuge (as defined in BS 5588-8:1999) will be identified and clearly marked as part of the building fire risk assessment.

3. Planning an Evacuation Procedure

3.1. The following issues need to be considered when planning an evacuation for people with additional needs:

- 3.1.1. Identify the number of Staff, Young People and Visitors with additional needs and where they will be in the building.
 - a. Implement Personal Emergency Evacuation Plans (PEEPS)
 - b. Consider the characteristics of the building
 - c. Assess the evacuation equipment people will need
 - d. Train staff to deal with emergency situations and evacuations
 - e. Determine what needs to happen when the alarm is activated
 - f. Identify what needs to be done when it is not possible to evacuate people with additional needs

4. Personal Emergency Evacuation Plans (PEEPS)

4.1. 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/exits, as well as those persons who will assist and any training or practice needs.

- 4.1.1. The Let's Play Project must produce a PEEP when it becomes aware that Staff, Young People or visitors may experience difficulties in responding to a building emergency evacuation alarm.
- 4.1.2. The Let's Play Project, through the Activities Manager, in conjunction with the Health & Safety Trustee, will prepare the plan in consultation with the individual member of staff or Young Person.
- 4.1.3. The Let's Play Project should ensure that the effectiveness of PEEPs and additional evacuation procedures are tested during routine or planned fire drills.
- 4.1.4. The arrangements that are in place should be reviewed in the light of feedback following the completion of the drills and the relevant PEEPs updated to reflect this.

- 4.1.5. Updated versions of PEEPs are to be retained with the original version. During such review particular attention should be paid to any alteration of the fabric or layout of the building or the changing needs of the individual.
- 4.1.6. Where there is no route by which a person with additional needs can immediately exit a building unaided, the PEEP will identify suitable areas of refuge.
- 4.1.7. In the event of the need to evacuate the building, Young People with additional needs should, if necessary, be assisted to reach these areas. It is permitted for a member of staff, friend or carer to remain at the refuge area with them but, it is critical that the details of these persons are relayed to the relevant Assembly Point as soon as possible in order to maintain correct records of the whereabouts of individuals.
- 4.1.8. In some cases, the process of evacuation for a Person with additional needs may impede the evacuation of other building users. In these circumstances the individual, and any carer or friend, should remain within the refuge area until the evacuation process has allowed other building users to clear the escape route. The PEEP should identify the preferred mechanism of evacuation from the refuge area. This may include the use of an evacuation chair (Evac+Chair).
- 4.1.9. All staff who could be expected to aid the evacuation of a person with additional needs should receive a copy of the relevant PEEP. A PEEP should be activated immediately the alarm is sounded.

5. Visitors with Additional Needs

- 5.1. When a visitor with additional needs attends the Let's Play Project they must report to the office. The Let's Play Project, via the Activities Manager, will have developed a generic evacuation plan and this should be handed to the visitor. It will be the responsibility of the Let's Play Project to ensure that, in the event of an emergency, the individual is escorted to the refuge area and communication made with the member of staff supervising the evacuation.

6. Techniques for the Evacuation of People with Additional Needs

- 6.1. Staff, Young People and Visitors with a visual impairment may be guided on level surfaces by taking someone's arm and following.
- 6.2. If a member of Staff or Visitor is a guide dog user they should be asked about how/if they can be assisted.
- 6.3. If it is safe to do so, wheelchairs, guide dogs and other mobility equipment (crutches etc) must be evacuated at the same time as the person.

7. Conclusions

- 7.1. The safe evacuation of Staff, Young People and Visitors with additional needs, is the responsibility of the Let's Play Project. Safe evacuation procedures and measures must be pre-planned to identify the needs of the person and to make proper arrangements for their assistance. A PEEP must be produced with the active participation of the affected person.
- 7.2. Written instructions and where necessary, training, should be provided in ensuring that a PEEP is followed and that all relevant members of staff are aware of its existence.
- 7.3. There are minor modifications that can aid evacuation, e.g. ramps, visual or vibration alarms. Any modification to the building must be discussed with the Trustees
- 7.4. It should be borne in mind that it is the responsibility of the Let's Play Project to ensure the evacuation of persons with additional needs. Upon arrival of the Fire Brigade, they will make their own 'dynamic risk assessment' and dependant on their priorities *may* assist with evacuations.