THE UNIVERSITY of EDINBURGH
Health & Safety Department

Staff PEEP Process

Newly appointed member of staff discloses disability/health condition when accepting the role or during the induction process

Existing member of staff discloses disability/health condition to Line Manager

Line Manager contacts member of staff to discuss their functionality: the staff member should provide information on their ability to safely evacuate in an emergency (they are not required to disclose any medical information)

Requirement for PEEP determined by Line Manager:

- Can the individual safely evacuate in a timely manner, without assistance?
- Can reasonable adjustments to the individual's work surroundings be implemented so as to allow the individual to be able to self-evacuate?

YES → If the answer is 'yes' to either of these questions, a PEEP is not required but other reasonable adjustments may be necessary - line managers should complete a risk assessment if required/ liaise with appropriate staff in School/department to implement these

NO → If the answer is 'No' to either of these questions, the Line Manager should complete PEEP form Part 1 and 2 in conjunction with individual, email form to peeps@ed.ac.uk

Fire Safety Unit review information provided on PEEP form and recommend evacuation arrangements (Part 3 of form)

PEEP Co-ordinator sends form to staff member and Line Manager for agreement

PEEP Co-ordinator circulates final copy of PEEP to: staff member, Line Manager and Security

PEEP review

- An annual review of the PEEP will take place, initiated by the PEEP Co-ordinator
- Additionally, a review of the PEEP should be undertaken whenever there is any significant change to member of staff's condition / the location(s) of work – the member of staff and Line Manager are both responsible to monitoring this information and notifying the PEEP Co-coordinator when a review is required