



5. Fire - Risk Assessments & Planning - Personal Emergency Evacuation Plan (PEEP) Review

Category:	Fire
Subcategory:	Risk Assessments & Planning
Frequency:	Yearly
Status:	Statutory
Type:	Competent Person
Priority:	Core
Commonality:	Common

Note: This document provides guidance to support compliance but is not a substitute for professional advice.

Why This Task Matters

Your compassionate approach to reviewing Personal Emergency Evacuation Plans ensures that every pupil and staff member with mobility challenges can safely evacuate during an emergency. By keeping these vital plans current with the changing needs of individuals in educational settings, you demonstrate your essential role in inclusive safety practices and protecting vulnerable members of the school community. Your dedication to this personal aspect of fire safety builds confidence and reassurance for all.

Task Summary

Statutory: PEEPs must be reviewed annually to ensure that staff and pupils with disabilities have safe and effective evacuation arrangements. This comprehensive review involves meeting with each person who has a PEEP to discuss their current mobility needs, medical conditions, and preferred evacuation methods. The process includes updating contact details, reviewing refuge points and equipment, confirming staff roles and responsibilities, and ensuring all arrangements remain practical and effective. In education where mobility-impaired students or staff may change each academic year, reviews are critical to maintain compliance with equality legislation. The review includes updating the PEEP form with current information, confirming equipment availability, and ensuring all staff involved

understand their roles. Evidence produced includes updated PEEP forms signed by the individual and responsible manager, documentation of the review meeting, and any updated equipment or procedure requirements.

Relevant Legislation & Guidance

- **Regulatory Reform (Fire Safety) Order 2005:** Requires adequate arrangements for safe evacuation of disabled persons
- **Equality Act 2010:** Requires reasonable adjustments for disabled persons including emergency evacuation arrangements
- **Fire Safety: Approved Document B (Buildings other than dwellinghouses):** Provides guidance on evacuation procedures for disabled people
- **British Standard BS 9999: Fire safety in the design, management and use of buildings - Code of practice:** Includes detailed guidance on PEEPs and evacuation of disabled people
- **The Education (Independent School Standards) Regulations 2014** (for independent schools): Requires adequate provision for pupils with disabilities

Typical Frequency

PEEPs must be reviewed annually, or sooner if there are changes in the individual's circumstances, medical conditions, or building layout. In educational settings, annual reviews typically occur at the start of the academic year when staff and student populations change. However, more frequent reviews may be needed following medical changes, building modifications affecting evacuation routes, or changes in the individual's support needs. Any significant changes in mobility, medical conditions, or evacuation equipment should trigger an immediate review regardless of the annual schedule.

Applicability

This task applies to all educational establishments where individuals with disabilities or mobility impairments require specific evacuation arrangements. It is a core statutory task that is common in schools and colleges serving diverse populations. The task is particularly important in special educational needs schools, mainstream schools with disabled pupils or staff, and colleges with mature students. While applicable to all sites with relevant individuals, the number of PEEPs will vary based on the school's population and inclusion policies.

Responsible Persons

- **Task Type:** Competent Person
- **In-House Requirements:** This task can be completed by facilities staff, fire safety officers, or designated PEEP coordinators who have received appropriate training in disability

evacuation procedures and equality legislation. Staff should be familiar with the building's evacuation routes and refuge points.

- **Permit to Work:** No permit to work is typically required for this review task.
- **Delivery Model:** Normally completed in-house by trained staff, with support from occupational health or disability advisors as needed.

Key Considerations

- **Timing considerations:** Schedule reviews at the start of the academic year when populations change
- **Cost implications:** Minimal cost if completed in-house, though may require occasional equipment updates
- **Resource requirements:** Access to current medical information and evacuation equipment
- **Potential disruption:** May require brief meetings with individuals during working hours
- **Risk assessment requirements:** PEEP reviews should inform the overall fire risk assessment

Task Instructions

Prerequisites & Safety

- Ensure access to current PEEP forms and individual medical information
- Confirm availability of individuals and their support staff for review meetings
- Gather information about any building changes affecting evacuation routes
- Ensure privacy and confidentiality arrangements for review meetings

Tools & Materials

- Current PEEP forms for each individual
- Building plans showing evacuation routes and refuge points
- Contact details and medical information forms
- Equipment inventory (evacuation chairs, communication devices)
- Privacy arrangements for confidential discussions

Method (Step-by-Step)

Phase A: Preparation and Individual Contact

1. Identify all individuals requiring PEEPs and their current contact details
2. Review existing PEEP forms and any changes since last review

3. Arrange private meetings with each individual and their support staff
4. Gather information about current medical conditions and mobility needs

Phase B: Individual Review Meetings

1. Discuss current mobility capabilities and any changes
2. Review preferred evacuation methods and equipment requirements
3. Confirm understanding of alarm signals and assembly procedures
4. Identify personal refuge points and waiting areas
5. Discuss communication needs during evacuation
6. Review staff roles and responsibilities for assistance

Phase C: Documentation and Updates

1. Update PEEP form with current information and preferences
2. Confirm availability and condition of required equipment
3. Document any changes to procedures or equipment needs
4. Ensure individual signs off on updated plan
5. File updated PEEP and inform relevant staff

Measurements & Acceptance Criteria

- PEEP must include individual's current contact and medical information
- Evacuation method must be practical and acceptable to the individual
- Equipment specified must be available and in working condition
- Staff assistance arrangements must be clearly documented

If Results Fail

Follow instructions on the Compliance Pod task completion form to record remedial/follow up actions and generate Reactive Task Tickets as required. Immediately arrange alternative evacuation arrangements if current plans are inadequate. Escalate concerns to senior management and disability coordinators. Arrange urgent equipment procurement or building modifications as needed.

Reinstatement & Housekeeping

No reinstatement required as this is a documentation task. Ensure all documentation is securely filed with appropriate confidentiality.

Completion Checks

Verify that all PEEPs have been reviewed and updated within the required timeframe. Confirm that individuals have signed off on their updated plans. Ensure all relevant staff have been informed of

their responsibilities.

Record-Keeping & Evidence

- **Upload Process:** Upload any required statutory or supporting evidence to the corresponding task form in Compliance Pod.
- **Statutory Evidence:** Updated PEEP forms signed by the individual and responsible manager must be retained for at least 3 years.
- **Supporting/Good Practice Evidence:** Review meeting notes and equipment condition records support audit readiness.

Common Pitfalls & Best Practice Tips

- **Common mistakes to avoid:** Failing to involve individuals in their own evacuation planning, not updating plans after medical changes, or not training staff in PEEP procedures
- **Best practices for efficient completion:** Maintain confidential filing systems, conduct reviews at the start of academic year, and involve disability support staff
- **Pro tips for educational settings:** Link PEEP reviews to individual education plans, coordinate with medical staff for confidential information, and conduct regular staff training on disability evacuation
- **Warning signs that indicate problems:** Individuals expressing concerns about evacuation procedures, missing or outdated equipment, or staff unfamiliar with their assistance roles

Quick Reference Checklist

- All individuals requiring PEEPs identified
- Review meetings arranged with individuals
- Current medical and mobility information collected
- Evacuation preferences and equipment needs confirmed
- PEEP forms updated and signed
- Relevant staff informed of responsibilities
- Evidence uploaded to Compliance Pod

Grouped Tasks

Grouping is feasible; align with related tasks of the same frequency and contractor visit.

Related Tasks

- Fire - Risk Assessments & Planning - Risk Assessment Review & Renew
- Fire - Risk Assessments & Planning - Compartmentation Survey
- Fire - Risk Assessments & Planning - Stopping & Service Penetration Inspection
- Fire - Risk Assessments & Planning - Fire Alarm Zone Plan Update & Verification
- Fire - Risk Assessments & Planning - Generic Emergency Evacuation Plan (GEEP) Review
- Fire - Risk Assessments & Planning - Fire Logbook Review & Update
- Fire - Risk Assessments & Planning - Arson Risk Assessment & Perimeter Security Review
- Fire - Risk Assessments & Planning - Fire Safety Management Policy Review

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Users must ensure that all tasks are carried out in line with current legislation, manufacturer instructions, site-specific risk assessments, and organisational policies. Where necessary, professional advice should be sought from competent and accredited specialists — for example, fire risk assessors, water hygiene consultants, electrical engineers, gas safety contractors, or health and safety advisors.