

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G020
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Safety Guidance - Personal Emergency Evacuation Plans (PEEPS)

1 Introduction

Owners', occupiers and managers have a legal duty to make sure that all people who use or visit their buildings can reach a "*Place of Total Safety*" in the event of a fire safety emergency. Legislation describes a Total Place of Safety as being "a place, away from the premises, in which people are at no immediate danger from the effects of a fire".

A Personal Emergency Evacuation Plan, or PEEP, is a bespoke "escape plan" for individuals who may have difficulties evacuating a building to a *Total Place of Safety* without support or assistance from others.

2 Who Needs a PEEP?

PEEPs may be required for any member of the University community (staff, students, visitors) that may have one or more of the following:

- Mobility conditions
- Sight conditions
- Hearing conditions
- Neurodiverse or mental health conditions
- Other circumstances that may affect a person's ability to evacuate (this could include people with underlying health conditions, or who are pregnant or who have a short-term injury, such as a broken leg).

The key question that determines whether a PEEP is required is "*Can you evacuate a building unaided in a reasonably prompt manner during an emergency situation?*" If the answer is "NO" then a PEEP is likely to be required.

3 How do I get a PEEP?

Members of Staff: If you need assistance evacuating a building, even if this is only on a temporary basis, then you need to bring this to the attention of your line manager. Your line manager is then responsible for arranging your PEEP. You do not need to reveal any personal medical information, but we do ask that you tell us about anything that affects your ability to evacuate a building.

Prospective and New Students: We encourage prospective students to disclose any disabilities or health conditions as part of the application process. The Student Support Disability Team is responsible for identifying where the University needs to put specific arrangements in place to support new students. As part of this process, Student Support will also identify whether a PEEP is likely to be required. We will share relevant information with your academic department. This will not include any private or personal medical details unless you specifically consent to this information being disclosed.

There is a flowchart at the end of this document to describe the process.

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Accessibility and Inclusion Services will:

- a) identify students or student applicants, who may require a PEEP via the UCAS application (Universities and Colleges Admissions Service) process or other method of application.
- b) act in a monitoring role identifying students who are disabled and alerting the Head of Department, timetable office and accommodation office (where appropriate), or Head of Academic Operations whether additional arrangements are required,
- c) make available and request the disabled person to complete the “Accessibility & Evacuation Questionnaire” (Appendix 1)
- d) if needed, co-ordinate the case conference approach (including arranging meetings) and ensure regular reviews are undertaken,
- e) be available to further advise a department or faculty on disability issues,
- f) ensure appropriate records are maintained on the individual’s personal file,
- g) advise on matters relating to accessibility,
- h) complete the requisite documentation for student PEEPs (template pro forma Appendix 2).
- i) ensure the PEEP is reviewed as necessary (e.g., the disability worsens or a change of location)

Accessibility Services will ensure the Head of Department or Head of Academic Operations is informed of any student who has indicated the need for a PEEP. If the Head of Department believes there is a student who may need to have a PEEP, action should be taken to verify this with the student concerned.

Students Living in University Accommodation: We have a range of accessible accommodation across campus and at our off-site residences. Students applying for university accommodation are encouraged to disclose any health conditions or disabilities as part of the application process so that we can best meet your residential needs whilst you are studying at the University. Student Support will inform Accommodation Office (AO) where students have disclosed a health condition or disability that is likely to require a PEEP. AO is responsible for making sure that all students declaring a health condition or disability are provided with a PEEP covering their residential accommodation.

Existing Students: Existing students can disclose disabilities or health conditions at any time to Student Support or to a member of their academic department, such as their Personal Tutor or Supervisor. They will then work within the agreed departmental arrangements to liaise with you and Student Support to enable the development of a PEEP.

Long-Term Visitors: Long-term visitors, such as visiting academics, disclosing a health condition or disability, may require a PEEP. Their university contact will take on the role of the line manager and will be responsible for working with the visitor to determine whether a PEEP is required. The PEEP process for staff and students should be followed.

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All PEEPs are recorded on a standard form (see appendix 2).

Members of the Public Routinely Using University Premises In the case of members of the public who are known to make regular use of university facilities, such as members of the public routinely using sports facilities at the Sports Centre, the relevant department will agree a PEEP with the individual in question using the standard form provided in Appendix 2.

For members of the Public regularly using the Arts centre this building is part of the “Hynt” scheme, Hynt is a new national access scheme that works with theatres and arts centres in Wales to make sure there is a consistent offer available for visitors with an impairment or specific access requirement, and their Carers or Personal Assistants.

Short-Term Visitors: For short-term visitors, such as guest lecturers or attendees at university events, such as open days, or occasional users of the STV, it is not practical to put in place individual PEEPs. The University is developing a series of “General Emergency Evacuation Procedures (GEEPs)” to cover the most frequently visited buildings. General Emergency Evacuation arrangements for university buildings are listed in Appendix 3.

4 The PEEP Process

Once a potential need for a PEEP is identified, then your line manager (employees), Student Support Disability Team (Students) or University Contact (long-term visitors) will work with you to complete the PEEP standard form.

In the first instance, you will be asked to identify if you have any health conditions, disabilities or other concerns that will affect your ability to get to a Total Place of Safety in the event of an emergency. If you answer “YES” to each of these questions, then no further action is required. This will be recorded on your PEEP form, and the record will be placed on file.

If you answer “NO” to one or more categories then you will be asked to complete the relevant sections of the form, as follows. You do not need to provide any private or confidential information to identify any specific medical conditions or disabilities; we are only interested in identifying what support you require.

Which Buildings do You Most Regularly Use?

The PEEP needs to cover those buildings that you will be regularly using whilst on site. For employees and Long-Term visitors, this will include your office accommodation and any buildings that you are regularly required to visit to attend meetings, or to teach or to carry out other substantive parts of your role. Student PEEPs will need to cover all areas regularly accessed for study and/or research. The General Emergency Evacuation arrangements are listed in Appendix 3 will provide information on what is available in our buildings. A generic PEEP has been written for the library (see Appendix 4); this can be incorporated into a specific PEEPs where relevant.

There are a number of “public” buildings, such as Arts Centre, Tamed Da, where there is level access and emergency needs are covered by local fire wardens. A full list of locations is covered in Appendix 5. These do not need to be covered in PEEPs.

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Support for Issues Identified within the PEEP:

5 Supporting people who are unable to hear the fire alarm:

The University campus has a deaf alerter system for informing people who are deaf or have impaired hearing of fire alarms. This system is available for staff, students and visitors who require it.

In the event of a fire alarm being activated, the system will alert you using a vibrating pager. The system relies on transmitters connected to individual fire panels in the campus buildings. When activated, they will send a text message to your pager stating which building the fire alarm is in.

This could be a building that you are occupying or a neighbouring building to ensure people with hearing difficulties are aware of the situation. The pager will only send alerts for buildings if the individual is inside or nearby, not for all buildings on campus.

Pagers are installed and maintained by the department of Estates. Information on this system and how to access it is available at: <https://www.aber.ac.uk/en/hse/proc-prac/fire-safety/deaf-alerter/>

There are additional devices, such as vibrating pillows, that can be used in university residences. Requirements for these devices will be picked up within the AO PEEPs.

6 Supporting people with visual conditions

The amount of support that people with visual conditions might require will depend on the severity of the impairment. Consideration needs to be given as to the best means for providing fire safety information. This could include providing fire safety notices in large print, braille or some other format. The person that the PEEP is being written for will generally know what works best for them and they will be able to guide you.

Where students require information in different formats then contact Student Support Disability Service and they will arrange appropriate support. Where staff require bespoke information then contact the University's Human Resources Department (HR) and they will provide advice on the potential options and availability of funding.

Some people with visual conditions will have sufficient vision to see fire escape signs and to make their way independently to fire exits. People with more severe visual conditions may require support to find their way to evacuation routes. It may be necessary to assign one or more people to provide this support. If a person has a dedicated carer, then they may provide this assistance.

All non-residential buildings have appointed fire wardens. An integral part of their role is to "sweep" designated parts of their buildings to make sure these are clear before then exiting. They will provide assistance to anyone who may be having difficulty locating escape routes. However, PEEPs should not rely on this as the sole means of assisting people to find escape routes. This is especially important in office and teaching accommodation where fire wardens may only work during "normal office hours".

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7 Supporting people with mobility conditions (horizontal escape)

For many people, the challenges they face when moving around a building in an emergency are exactly the same as they will experience when generally moving about a building. This could include issues with opening doors so that they can move freely around a building. Where this type of issues is identified then the department of Estates should be contacted so that they can look at solutions to improve access (efastaff@aber.ac.uk)

Where people have temporary impairments, such as broken limbs, that impact their ability to move about the campus then temporary arrangements may need to be considered to support their safe movement around a building. This could include identifying one or more people to physically support the person to get promptly to a fire exit. Ideally, mobility-impaired people should evacuate at the same time as all other people. However, it may be acceptable to consider waiting for corridors to clear before the persons makes their way (either with or without physical support) to an exit.

a. Supporting people who have difficulty using stairs.

Many of our buildings have accessible areas in parts of buildings where there is no level means of egress; in these cases, emergency evacuation requires people to either go up or down stairs in order to reach a Place of Total Safety.

The majority of fire escape staircases have associated safe refuges, either on the staircase landings or in lobbies immediately adjacent to the staircase, that provide a “Place of Relative Safety” from which bespoke evacuation strategies can be implemented. A Place of Relative Safety will provide at least 30 minutes protection from fire and smoke.

In some cases, people with mobility conditions may be able to safely use stairs provided these are clear. This could include some wheelchair users who can walk short distances, or who can come down the stairs on their bottom. Other people can walk unaided, or with limited support, but may require longer than other occupants in order to complete the travel distance. In each of these cases, an acceptable strategy may be for the person to wait in a safe place allowing other people to clear the stairways before they make their way down independently or with the support of another person.

Other people will be unable to use stairs. Normally, lifts should not be used for evacuation. However, some of our buildings, the Hugh Owen building has an evacuation lift that can be used to safely evacuate people from the building. This lift is fitted with special override facilities that allow Security to work these in the event of an emergency. The building with this facility is identified in Appendix 2.

Where evacuation lifts are not provided then the PEEP should establish whether the use of an evacuation chair is viable. However, not all wheelchair users or mobility-impaired persons can safely use evacuation chairs; if this is identified as an issue in the PEEP and there are no other identified options, such as evacuation lifts, then advice should be sought from Student support in the first instance.

A number of emergency refuges are fitted with Emergency Voice Communications (EVC's) and there is a programme in place to install more of these around campus. These enable

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communication between the refuges and the fire control point in each building. The fire control point is where each building's fire alarm panel is situated; security staff attend the fire alarm control point when the alarm is actuated and will be able to respond to any requests for assistance. In buildings where EVC's are not fitted then security should be contacted by telephone (01970 622649) so that assistance can be sought. The means of communicating with security (where required) should be identified in the PEEP.

Fire wardens are responsible for checking refuges within their designated area before evacuating a building. Where they identify that someone is awaiting assistance they will report to the Fire Control point and advise security where the person is and what assistance they require. This should not be relied upon as the sole means of alerting security that someone needs assistance.

For general access around site, there is a wheelchair accessible route provided from, Parking spaces to rear of the Hugh Owen Building, this location provides accessible routes to Floors B & C of the Hugh Owen building.

Level 1 of Gwendolen Rees all the way through to level 2 of Edward Llwyd. They can also use this route to move into a different building in the event of a fire alarm actuation from the building they are in. For example, in the event of a fire alarm in Gwendolen Rees, People can evacuate to Cledwyn Bridge or Edward Llwyd. Once in a different building, lifts can be safely used to evacuate to a Total Place of Safety.

8 Supporting people with neurodiverse / mental health conditions / Epilepsy/Seizures

Some people requiring PEEPs may have one or more conditions that will affect their ability to process evacuation cues or to react appropriately to those cues. Where an individual identifies that this is likely to be an issue then HR (for employees and visitors) or the Student Support Disability Service (for students) should be contacted for advice.

Aberystwyth University is registered as epilepsy friendly institution. You can find additional information and training at the following link;

[Home | Epilepsy Training](#)

9 Rehearsal

It is important that the PEEP arrangements are physically checked to ensure that they are appropriate and meet the needs of the individual covered by the PEEP. It is recommended that the individual familiarise themselves with the escape routes and if needed can be accompanied by an appropriate member of staff from Student Services, HR or Health & Safety. Things that should be checked include location of refuges; availability of EVC's; mobile phone signal when this will be relied upon to contact security; physical features of the building do not pose unforeseen barriers to egress and the location of any evacuation lift.

10 Review

PEEPs should be reviewed annually. More frequent reviews will be required if a person's conditions change. Where this results in a significant change to a PEEP then a fresh rehearsal should be carried out. Reviews should also be carried out if there is reason to believe that changes are required, for example because of a fire drill.

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Who Should be Provided with a Copy of the PEEP?

Student (non - residential PEEP)	Student Residential PEEP	Employee / Long-Term Visitor
Individual		
Appointed Person/s		
Security		
Head of Academic Operations , Department staff* (Tutor, academic supervisor, Departmental Safety coordinator)	Accommodation Office Residential manager	Line Manager /University Contact, Departmental Safety Coordinator.
Student Support Disability Service		HR

11 Support to carry out PEEPs

For advice and guidance on general fire safety matters, contact University Fire Safety Advisors HSE Office (hasstaff@aber.ac.uk)

For advice on general employee disability support contact your Human Resources lead -

For advice on Student accessibility issues, contact the Accessibility Service - (accessibility@aber.ac.uk)

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Appendix 1

ABERYSTWYTH UNIVERSITY Accessibility Questionnaire Part A

STUDENT:

VISITOR: SEMESTER: 1 ☐ 2 ☐ Non-term ☐

1. INDIVIDUAL INFORMATION					
First Name:			Surname:		Middle Name(s):
Email:			Mobile Phone Number:		
Degree Scheme:			Department:		
Accessibility issue: (e.g. mobility issue)					
Start Date of Course:		End Date of Course:		Questionnaire Review Date:	
If you are staying in University residences, please complete the following, if known:					
Residential Site:		Block:		Flat No. /House No.:	Room:

2. EQUIPMENT					
Please tick any equipment in regular use:					
Wheelchair	☐	Walking Frame	☐	Other (please specify):	
Walking Stick	☐	White Stick	☐	Please indicate the regularity of use of indicated equipment:	
Crutches	☐	Hearing Aids	☐		
Mobility Scooter	☐	Deaf Alerter	☐		

3. REQUIREMENT ANALYSIS			
Able to quickly self-evacuate on level access:	☐	Notes:	
Able to quickly self-evacuate via a few individual steps:	☐	Notes:	
Able to quickly self-evacuate via one full set of stairs:	☐	Notes:	
Able to quickly self-evacuate via several sets of stairs:	☐	Notes:	
Able to hear the fire alarm when awake:	☐	Notes:	
Able to hear the fire alarm when asleep:	☐	Notes:	

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4. ADDITIONAL EVACUATION ARRANGEMENTS

Please give details of any further evacuation arrangements you may require.

N/B:

If you have concerns regarding your evacuation from an academic building at any point, please speak to your departmental administrator or an Accessibility Advisor (01970 621761)

If you have concerns regarding your evacuation from your accommodation, please contact Campus Reception (01970 622900) or an Accessibility Adviser (01970 621761)

5. DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge, and I will adhere to all evacuation procedures allocated to me. I will contact an Accessibility Advisor if my circumstances change.

I consent to the processing of this information (including sensitive information) by Aberystwyth University and acknowledge that it will be shared internally with staff on a 'need to know' basis, this being taken to include staff in Students Support Services, the HSE department and other sections where staff may need to be aware of this information for the purposes of personal emergency evacuation.

I understand that information regarding my disability / individual support needs will be kept confidentially in paper and electronic records in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act and other related legislation and best practice.

(For electronic signatures, please print name and tick appropriate box)

Name and Signature (Individual)		Date	
---------------------------------	--	------	--

Name and Signature (Accessibility Adviser)		Date	
--	--	------	--

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Appendix 2

PERSONAL EMERGENCY EVACUATION PLAN

(to be agreed with person with disability)

Name
Location
Floor
Room Number

AWARENESS OF PROCEDURE

I have received the emergency evacuation procedure:

Written
Procedure

British Sign
Interpretation

In Braille

Audio Format

In Large Print

ALARM SYSTEM

Method of giving warning in the event of fire:

Existing fire alarm
system

Pager device

Visual fire alarm
device

Other (please specify)

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TIMETABLED ROOMS

Do you have any concerns about the timetabled rooms you have been allocated ? Yes/No

If yes, please provide details below.

NOTE: RESTRICTED AREAS		
NON-ACCESSIBLE COMMUNAL AREAS (PENGLAIS):	AREAS WITH DEAF ALERTER SYSTEMS:	
If you have been allocated accessible academic and residential rooms, please do not attempt to enter the following communal areas:	If you rely upon a deaf-alerter pager for times when you are awake, please only attempt to enter areas listed below. <i>If you wish to enter anywhere not listed below, please speak to an Accessibility Advisor in Student Support Services in advance.</i>	
	Arts Centre	Pantycelyn
• Level F, Hugh Owen Library	Carwyn James	Parry Williams
• Physical Sciences Library	Cledwyn	Penbryn 1, 2 & 3
	Cwrt Mawr Residential	Physical Sciences
If you require access to any of the areas listed, please contact an Accessibility Advisor to enable arrangements to be made. If you have been allocated fully accessible rooms for academic or residential settings, please do not attempt to enter areas where additional evacuation arrangements may be required (e.g. upstairs), without speaking to an Accessibility Advisor in Student Support Services. This is necessary due to the inability to utilise lifts in the event of a fire.	Edward Davies	PJM Amenity Block
	Edward Llwyd	Rosser Block D
	Hugh Owen	Sports Cage
	International Politics	Sports Centre
	Joseph Parry (Number 10, Laura Place)	Sports Dome
	Llandinam	Student Union
	Gwendolen Rees	Thomas Parry Library
	Old College	Visualisation Centre
	P5	Welcome Centre/Cledwyn Spur
	Health Education Centre	Veterinary Education Centre

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DESIGNATED ASSISTANCE: (The following people have been designated to give assistance when I need to get out of the building in an emergency).

1	
2	
3	

METHODS OF ASSISTANCE: (eg: buddy system, transfer procedures, methods of guidance etc.)

EQUIPMENT PROVIDED

EGRESS PROCEDURE: (a step-by-step account beginning from the first alarm).

SAFE ROUTE(S): (Please provide a diagram where necessary).

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The Individual has agreed to familiarise themselves with the escape routes. as identified in the PEEP.

YES

NO

Does the individual require assistance with this?

YES

NO

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge and I will adhere to all evacuation procedures allocated to me. I will contact an Accessibility Advisor if my circumstances change.

I consent to the processing of this information (including sensitive information) by Aberystwyth University and acknowledge that it will be shared internally with staff on a 'need to know' basis, this being taken to include staff in Students Support Services, the HSE department and other sections where staff may need to be aware of this information for the purposes of personal emergency evacuation.

I understand that information regarding my disability / individual support needs will be kept confidentially in paper and electronic records in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act and other related legislation and best practice.

I have read and fully understand the intentions of this form.

(For electronic signatures, please print name and tick appropriate box)

Name and Signature (Individual)		Date	
---------------------------------	--	------	--

Name and Signature (Accessibility Adviser)		Date	
--	--	------	--

For data protection purposes this information should have only very limited circulation. Once complete please send a copy of the completed questionnaire and plan to the following people only:

Student (non - residential PEEP)	Student Residential PEEP	Employee / Long-Term Visitor
Individual		
Buddy where appointed		
Security		
Head of Academic Operations Department staff* (Tutor, academic supervisor, Departmental Safety coordinator)	Accommodation Office Residential manager	Line Manager /University Contact, Departmental Safety Coordinator.
Student Support Disability Service		HR

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Example of evacuation procedure

This is a step-by-step account of what will happen during the escape.

- John and Gale will meet me at my desk.
- Reserve volunteers are Maria and Mike
- They will help me by taking hold of one arm each side.
- We will walk to the nearest escape route and wait in the space at the head of the stairs for other people to escape.
- When it is safe to do so, we will move slowly down the stairs.
- The fire warden will advise the Fire and Rescue Service which route we took.

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Appendix 3

General Emergency Evacuation Arrangements

Building	Refuges	Emergency Voice Communications in Refuges	Evacuation Chairs	Horizontal Evacuation to different building	Vibrating Pager connectivity	Lift Operation (where provided)	Lift Comments
Carwyn James	Y	Y	N	N	Y	Normal Lift	
Cledwyn	Y	Y	N	Y - on level 3	Y	Normal Lift	
Edward Llwyd	Y	N	Y	Y - on level 3	Y	Normal Lift	
Edward Llwyd 3.34	Y	N	N	Y- on Level 3	Y	Normal Lift	
Gwendolen Rees	Y	Y	N	Y – on Level 1	Y		Lifts available in adjoining buildings
Health Education Centre		N	N		Y	Normal Lift	
Hugh Owen	Y	Y	N	Available on Level D	Y	Evacuation Lift Serves floors C, D & E	Controlled via Aber card
Hugh Owen B21b	Y	N	N		Y	Normal Lift	
Hugh Owen							
Hugh Owen							
International Politics	N – Level access from Floor 0 and parts of floor 1	N	N	N	Y	Normal Lift	
Llandinam						Normal Lift	
Parry Williams	Y	Y	N	Level access from Floor 0 and parts of floor 1	Y	Normal Lift	
Penbryn 5	Y	Y	N	N	Y	Normal Lift	
Physical Sciences	Y	Y	N	N	Y	Normal Lift	
Sports Centre	Y	Y	Y	N	Y	Normal Lift	
Students Union	Y	Y	N		Y	Platform Lift	
Theatre Y Castell	N	N	N		Y	Platform Lift	
Visualisation	N	N	N	N	Y	Normal Lift	
William Davies Laboratories	N	N	N	N	Y	No Lift	

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Appendix 4 – General Emergency Evacuation Plan – Library

GENERAL EMERGENCY EVACUATION PLAN (GEEP)

Why do I need to do this?

The University has a legal responsibility to provide a safe place of work for employees, students and visitors. A similar legal duty is placed on the users of those premises to co-operate with the employer and to look after their own health and safety. This duty includes not doing anything which may put others at risk and not to interfere with control measures introduced for user's health and safety.

PART A – Supervised Visitors (invited guests staying in the company of an employee at all times)

All visitors for business meetings in the library should be hosted by a named individual who is then responsible for ensuring that the visitor can be safely evacuated in an emergency.

Regular visitors to the library could be considered as members of staff for the purpose of evacuation and have their own PEEP

LOCATION

1. Meetings involving visitors with impaired mobility should ideally take place where there is easy level access to a paved area outside the library to enable emergency egress if necessary.

If this is not feasible then the Host must ensure there are suitable horizontal evacuation options available.

AWARENESS OF EMERGENCY EGRESS PROCEDURES

2. Prior to the start of all meetings involving external visitors, there should be a brief explanation of where the fire exits are located and the procedure which will be adopted in the event of an emergency i.e. the visitor will be escorted off the premises by the Host or their representative (Buddy Scheme).

EMERGENCY ALARM

3. Visitors with hearing impairment may need additional help to recognise when the evacuation alarm has been activated. You should communicate this to them by any means possible and then escort them to a safe place of assembly.

ASSISTANCE

4. On hearing the alarm all visitors should be escorted from the premises to a safe place of assembly. This could include horizontal evacuation where appropriate.

Serious consideration should be given in respect to the location of the meeting especially if the visitor is severely disabled in respect of mobility. The Main Library lift will not be in service in the event of an emergency evacuation and visitors requiring evacuation from the library will be guided by Fire Wardens to the horizontal means of escape exits from Level D & E or the Evacuation lift off the Iris de Freitas room

Visitors should not be left unaccompanied at any time unless they choose to leave the site once they have vacated the library.

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PART B

EMERGENCY EVACUATION PLAN FOR VISITORS: The Library DETAILS OF EVACUATION:

In the event of an emergency being discovered the alarm is sounded throughout the library.

Fire Wardens based in the library will then conduct a sweep of their allocated areas and advise all Library visitors to quickly and calmly leave the building. Fire Wardens will inform visitors of the nearest safe exit route and assist them if needed. The library is evacuated via a series of emergency exits and routes. If a visitor declares that they need assistance and cannot exit the library due to disability or impairment the Fire Warden will direct them to the nearest safe Refuge Point and instruct them on what to do. A Refuge Point is a place of relative safety where visitors can communicate (by the assistance call EVC) with Security who will come to their assistance.

Visitors able to safely exit the library are directed by Fire Wardens down to the Library Fire Assembly Points located on the Piazza in front of the Arts centre or to the rear of the Hugh Owen Building. Visitors are instructed to keep away from the library and to never re-enter until the all clear is given.

Once a Level of the Library has been checked by a Fire Warden, they will inform the warden Coordinator or Security Officer located at Library Reception that their designated area is clear and if any visitor has refused to evacuate or if they know of any person in a Refuge Point in need of assistance. Fire Wardens then shepherd visitors away from the library building, typically from outside the main entrance to the fire assembly point (FAP).

Security Officers take control of the library building during and following evacuation.

Security or the fire and rescue service are responsible for giving the all clear to return to the library.

In the case of an emergency evacuation the visitors lift will go to Level D, open its doors, and cease to function.

EQUIPMENT PROVIDED OR REQUIRED

Disabled Refuge Points are provided on Level E of the Iris De Freitas room of the library. A Refuge Call system has been installed and is available on all levels of the Hugh Owen Building.

Emergency evacuation chairs are available to assist visitors needing evacuation from Level F – this process is controlled and run by Security Officers.

EGRESS PROCEDURE:

On hearing the emergency alarm visitors able to safely exit the library should make their way out of the library using one of the signed fire exit routes. They should be directed by their host or a Fire Warden towards the nearest safe emergency exit. They should make their way out of the Library to the Fire Assembly Point – on the Piazza in front of the Arts centre or to the rear of the Hugh Owen Building.

When an alarm is sounded visitors in need of assistance should make themselves known to a Fire Warden. The Fire Warden will direct them to the nearest horizontal emergency exits on Level E.

It is preferable that access is restricted to Level F of the library as the Refuge Point at the Level F stairwell is not used as there is no Refuge Call system.

SAFE ROUTE(S):

Visitors in need of assistance (cannot leave building by themselves) when the fire alarm sounds will be directed by a Fire Warden to the nearest horizontal emergency exits on Level E.

It is the responsibility of the Fire Warden responsible for Level D & E to ensure that visitors needing assistance are helped to evacuate the building.

There are too many exit routes from the library over five levels for any one diagram to be useful. Instead, visitors should familiarise themselves with their immediate area and the closest emergency evacuation

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route upon taking a seat in the library. If unsure visitors should ask, Reception or Library staff to point out the nearest emergency exit to them.

PLAN COMPLETED BY:

Name

Department

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Appendix 5

List of frequently used buildings with level access/egress:

- Tamed Da
- Arts centre
- Sports Dome
- Veterinary Education Centre
- Y Sgubor

The above buildings generally have level access out, the means of escape for mobility impaired persons and other disabled persons will therefore be easier. Arrangements in these areas are such that these will not generally need to be included in PEEPs rehearsals.

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