

# SmartWork.Com Ltd

## **Equality & Disability Policy**

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## POLICY

The purpose of this policy is to set out SmartWork's responsibility and commitment not to discriminate on the ground of disability. This policy covers the aspect of fire evacuation perspective and can be used in conjunction with other Equality Policy that will cover selection recruitment, training to conditions of service and reasons for termination of employment.

The Equality Act 2010 replaces the previous anti-discrimination laws with a single Act, which provides rights for people not to be directly discriminated against or harassed because they have an association with a disable person.

## RELEVANT LEGISLATION

- **The Equality Act 2010** – this Act came in to force on 1st October 2010.
- **Disability Discrimination Act 2005** –The act requires SmartWork to make 'reasonable adjustments' to ensure the services can be/is provided to the disable visitor or member of staff.
- **The Health & Safety at Work Act 1974 Sec 2 & 3;** "It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees" and those who may be affected by its undertaking.  
Sec3.(2) Every self-employed person must conduct his/her undertaking in such a way as to ensure that person not in his/her employment are not exposed to health & safety risks.
- **The Management of Health and Safety at Work Regulations 1999** Risk assessment wherever appropriate includes the need to protect employees from exposure to reasonably foreseeable hazards e.g. fire evacuation.

### Definition of 'disability' under the Equality Act 2010;

*In the Act, a person has a disability if:*

- They have a physical or mental impairment.
- The impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities.

## **RISK ASSESSMENT – PERSONAL EMERGENCY EVACUATION PLAN (PEEP) BUILDING ACCESS & EGRESS**

All staff involved with managing, organising and planning of the office activities must ensure 'reasonable adjustments' are made and a suitable and sufficient risk assessment written'.

Risk assessments for any work related activity must follow the same principles as other risk assessments within SmartWork;

**Step 1 Look for the hazards** – that may result in harm when access and egressing the office and the building travelling distances. Consider the ability of the person concerned and the location of the fire exit; access to the desk, welfare facilities.

**Step 2 Decide who may be harmed** – the individual person and others members of staff and or visitors.

**Step 3 Evaluate the risk and decide whether existing precautions are adequate or are more needed-** It is likely that some risks will still remain once precautions have been taken but are they acceptable risks.

**Step 4 Record your findings**

**Step 5 Review the assessment and revise as necessary** – e.g. new routes, new equipment e.g. evac chair, induction loop etc.

### **SmartWork will check and monitor this by;**

- Through our policies, procedures and systems, employees will be treated in accordance with this policy and other related policies.
- Reasonable adjustments will be made in the workplace to help people with disabilities achieve their full potential.
- On the 1<sup>st</sup> day induction process fire exit awareness to make reasonable adjustments' for employees or where it is required through an operation, pregnancy or illness where it would have an effect evacuating from a building safety.
- Employees will receive training during induction process at the appropriate time during their employment to ensure awareness and understanding of this policy and diversity in general.
- A diverse workplace is promoted and celebrated through our policies and how we operate.
- Monitoring & reviewing completed personal emergency evacuation plans.

### **Further References**

Direct Gov; Equality Act 2010

<https://www.gov.uk/definition-of-disability-under-equality-act-2010>

## PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

These procedures are required to ensure that all staff, visitors and Contractors can safely exit the building in the event of an emergency.

We have to provide a plan for both staff and customers tailored to their needs in which we provide detailed information on their movements during an evacuation.

We should provide these plans called PEEPs for the benefit of that visitors and members staffs that make us aware of any disability.

The requirements of the legislation necessitate that we have to provide adjustments to the evacuation plan to providing safe means of escape.

The following pages represent guidelines in preparation for producing PEEPs. PEEPs

should be considered for the following staff & visitors in each of our offices:

1. Mobility impaired (staff difficulty moving around this could include Pregnancy).
2. Wheelchairs users (who are considered at most risk in terms of escape).
3. Hearing impaired and deaf people.
4. Visually impaired and blind people.
5. People with cognitive disabilities (e.g. Dyslexia or autism).

To ensure the safety of all our staff & visitors in the event of an evacuation we need to consider the persons capabilities of them.

### PEEP FORM

Member of staff with specific requirements should be treated as individuals and therefore a personal plan should with them. All Fire Marshals should be trained to complete a PEEP form.

Discuss with them in the unlikely event of an emergency evacuation taking place during their time within the office and what advice or assistance we could offer to facilitate their safe exit from the building. All these conversations should be recorded on the attached PEEP form which must be brought to the attention of all Fire Marshals & Office Managers.

The following is a brief summary of potential PEEP:

#### **Mobility Impaired may include:**

**Walking Aids** (may have difficulty in walk through a variety of way e.g. operation, illness Rheumatoid arthritis and use walking aids e.g. Crutches or heavy pregnant).

Members of staff may be able to leave the building with little or no assistance it may be advisable to delay their own evacuation (if safe to do so) to let the initial crowd leave then make their own evacuation at their own speed or if the office layout allows them to work from the ground floor instead.

### Wheelchairs

Ask if assistance is required and if so consider the following:

1. Where appropriate the locations of nearest refuge point (initial short term place of safety) if your office is located within managed building check the location of the nearest two refuge points to the office (provide a map or taken them to the area). It may be acceptable to hold them there and a member of staff will go to them to give further instructions.
2. Location of **evacuation aid/chair** – may be necessary to move chair to a different location dependant on room allocated.
3. If there is no **evacuation aid/chair** available discuss the other options which may be available - this may include using their own wheelchair.

### Visually Impaired Guest

Depending on the level of sight loss the visitor or member of staff may need to be guided or simply need to be shown the evacuation routes beforehand.

Guide dog assisted persons may be able to make their own way out of the building.

## PERSONAL EMERGENCY EVACUATION PLAN (PEEP) STAFF/VISITORS

To ensure the safety of all of our staff/visitors in the event of evacuation of the building this page should be completed for all staff/visitors who may experience problems in evacuating this property unaided.

Name - \_\_\_\_\_ Contact telephone number - \_\_\_\_\_

Assessed by - \_\_\_\_\_ Date of assessment - \_\_\_\_\_

**Nature of disability** uses a wheelchair/uses a walking aid e.g. Crutches/Visual impairment/Hearing impairment/Other e.g. (Rheumatoid arthritis which affects mobility/walking). \_\_\_\_\_

**What aids if any do you use to assist you?** (e.g. Walking stick or crutches)

**Do you have a personal assistant accompany you?**

**Yes/No**

If yes please give assistants name & contact details \_\_\_\_\_

**Are you a visitor to this building?**

**Yes/No**

If yes please state who you are meeting \_\_\_\_\_

**Have you been issued with any specialised equipment?**

**Yes/No**

**Have you been physically taken through the evacuation procedure?**

**Yes/No**

**Assessor's comments;**

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## EVACUATION REQUIREMENTS

Discuss with the member of staff/visitor on the evacuation requirements that they might have to complete (this may include locations of refuge points)

**Evacuation plan on hearing the alarm; Example could be:** Proceed to the nearest refuge point; this is a relative place of safety where you are able to allow others to evacuate prior to descending the staircase.

**Evacuation plan of the person concerned; Example could be: #Staff Name#** can self-evacuate (unaided) and has been advised to allow others to evacuate first whilst they wait within a protected stairwell area. This will allow the named person to evacuate and at their own pace to a relative place of safety. If required they may be able to slide down the stairs on their bottom.

**Data Protection Act 2018:** I give consent under the Data Protection Act 2018 to the sharing of this information with the landlord and/or other tenants occupying the same premises for the purposes only of implementing this Personal Emergency Evacuation Plan (PEEP).

Signature \_\_\_\_\_ of the staff/visitor. Date \_\_\_\_\_

Assessor's signature \_\_\_\_\_ Date \_\_\_\_\_