Access Statement
11 Priory Road

To be used in conjunction with the University of Bristol
Personal Emergency Evacuation Plan Process
PURPOSE

The Access statement is to be read in conjunction with the University Personal Emergency Evacuation Plan process. [http://www.bristol.ac.uk/safety/a2z.html/#a-z-P](http://www.bristol.ac.uk/safety/a2z.html/#a-z-P)

RESPONSIBILITIES

**Disabled Building Users**

Building users are strongly encouraged to disclose any disability that could result in additional support being required during an emergency situation prior to accessing the building. For wheelchair users, further discussion with the Facilities Manager may be required in advance of accessing the building to discuss their preferred means of escape.

**Teaching Activities, Research and Administration**

For activities involving disabled members of staff or students a Personal Emergency Evacuation Plan (or ‘PEEP’) should be completed.

Completing a PEEP for disabled members of staff is a joint effort between the disabled member of staff, their line manager and the University’s Fire Safety Adviser.

Completing a PEEP for disabled students is a joint effort between the disabled student, Access Unit, the student’s School/Department and the University’s Fire Safety Adviser.

Please refer to the Health and Safety Office website for detailed information on completing a PEEP: [http://www.bristol.ac.uk/safety/a2z.html/#a-z-P](http://www.bristol.ac.uk/safety/a2z.html/#a-z-P)

**Conferences**

The Conference/Event Organiser is responsible for ensuring the health and safety of those attending their event and accordingly should not book a venue that is not accessible to those participating in the conference or event. The Conference/Event Organiser should liaise between the Facilities Manager and any disabled delegate requiring assistance in an emergency for further discussion on how they might be evacuated in an emergency situation. This may also involve the completion of a PEEP.

Any publicity materials for events/conferences should include an opportunity for disabled people to disclose any disability that may require additional support and encourage people with mobility impairments to make contact to discuss emergency evacuation procedures.

**Meetings**

Any meeting should be scheduled with accessibility in mind. Consideration should be given to how a disabled building user could be evacuated in an emergency situation. Where possible, meetings involving disabled individuals should be held on the ground floor.
A standard statement when arranging meetings should be to ask attendees as far in advance as possible if they have any particular support or accessibility requirements. When informed that an individual will need additional support, steps must be taken to ensure that reasonable adjustments are made to provide this and where appropriate the person organising the meeting should liaise between the disabled person and the Facilities Manager for further discussion on how they might be evacuated in an emergency situation.

Facilities Manager

The Facilities Manager will work directly with the disabled person to find the best solution within the parameters of health and safety/equality requirements. The contact details for the Facilities manager are: http://www.bristol.ac.uk/estates/contact/
ACCESS STATEMENT

Name of building: 11 Priory Road

Background
- 11 Priory Road is made from Traditional stone and had an internal refurbishment during the summer 2011.
- It was built in 1890s.

The building holds the main reception for SPAIS, school admin offices, a meeting room, teaching room in the basement, common room and staff offices on the first and second floor. The Building is NOT open to the general public.

Parking
- X6 Cat B parking spaces at the rear of the building. X1 Disabled space near the disabled basement entrance.
- The event/conference organiser should liaise with the Conference Office/Security Services to arrange a disabled visitor’s space.

Means of Access into the Building
- There are five steps to negotiate at the main entrance of the building. Ucard access, non automatic door.
- Basement level access is available from the front of the building, by walking around the right side perimeter, this takes you behind the building and around to the disabled entrance. This is a power door (semi-automatic) with the use of a Ucard and an intercom to the Ground floor reception.
Toilets
- Toilets are male, female and disabled are available in the basement area.
- A shower room is located in the basement.
- Male and female toilets are available on the first floor

Reception
- There is a designated reception area at the rear of the building on the ground floor.
- Visitors will be assisted as necessary.
- Large hall way access. (NB: x 2 fire doors to negotiate before reaching the reception.

Lift and Stair/Steps Access

Lifts
- 11 Priory does not have any lifts.

Steps - External
- Fig.1 & 2 - Access to the main entrance is via is via a set of 5 external steps.. There is a external light next to the door.

Stairs – Internal
There is one staircase, with hand rails serving the ground floor to the second floor. From the ground floor users must go through one door, negotiate 13 steps before they are met by another door into the basement area. (Fig.4-7)

Refuge Points
- There are no refuge points in 11 Priory Road. Though the fire doors are designed to protect the area in question for a minimum of thirty minutes. For example the landing area on the first floor as seen in Fig.4.
- Assembly point is located in 4PR front car park

Signage
- There are no tactile signs.
- Liaise with Reception personnel and porters for guidance and directions.

Doors
- Doors are made of large solid wood, (glass panels in circulation spaces) with large silver handles.
- There are a total of 3 final exits, two at ground level and one in the basement.

First Aid Box
- There is first aid box on the first floor tea point area.
EMERGENCY EVACUATION OPTIONS

Assisted Escape/ Buddy system
A buddy system may be the only way of alerting a hearing impaired or D/deaf person to the operation of a fire alarm and persons with limited mobility may need assistance negotiating the stairs and opening the fire doors. The Conference/Event Organiser should ensure that a steward is designated with this responsibility and for assisting the individual if necessary should the fire alarm sound.

Cannot transfer readily
Those who cannot transfer readily should contact the Facilities Manager in advance of accessing the building so that full consideration can be given to any potential health and safety issues and to any reasonable adjustments that might be necessary.