Access Statement
12 Woodland 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

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

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/

This building is not DDA compliant. For persons visiting SPS, 8 Priory Road offers greater disabled access.
ACCESS STATEMENT

Name of building: 12 Woodland Road

Background
- 12 Woodland Road is made from Traditional stone and had an internal refurbishment during the summer 2012.
- It was built in 1890s.
The building holds academic staff and research students (basement), teaching rooms (1G5/1G6). The Building is NOT open to the general public.

Parking
- X2 Cat B and X2 Disabled parking spaces at the front of the building.
- 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 3 steps to negotiate at the main entrance of the building. Ucard access, non-automatic door. Followed by a step to the first internal door.

Fig 1. 12 Woodland Road
Fig.2 -3 Main entrance to 12WR and ground floor staircase.

Toilets
- Male and Female toilets in the basement.
• Ladies toilet on the ground floor. 2nd Floor Gents

Reception
• 12WR does not have a reception area. Please visit SPS reception at 8 Priory Road.
• Visitors will be assisted as necessary.

Lift and Stair/Steps Access

Lifts
12 Woodland Road does not have any lifts.

Steps - External
• Fig.1 & 2 - Access to the main entrance is via via a set of 3 external steps.. There is a external light next to the door.

Stairs – Internal
• There is a staircase, with a hand rail serving the ground floor to the first floor. (21 steps) From the first floor floor users must go through a door way, then negotiate 17 steps. The basement is accessible from by going through a Ucard controlled door. You are then immediately met by a steep set of stairs.

Refuge Points
• There are no refuge points in 12 Woodland Road. Though the fire doors are designed to protect the area in question for a minimum of thirty minutes.
• Assembly point is located at the front cark park of the Hawthorns.

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

Doors
• Doors are made of large solid wood with large circular twist turn door knobs.
• There are a total of 3 final exits, two at ground leve* and one in the basement.

3 of the two are fire exits. The exit next to the basement ground floor entrance is locked by two slide bolts.
First Aid Box

- There is first aid box in the kitchen on the first floor.
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.