Access Statement for
The Grange
1 Woodland Road
Bristol BS8 1AU

Multifaith Chaplaincy

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.

www.bris.ac.uk/safety/media/uobonly/po/peep-policy-po.pdf

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 Department, Host, Health and safety Office and 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.

Disabled students are classed as visitors, do not require a PEEP for this area of the building and will be looked after by members of staff.

Please refer to the Health and Safety Office website for detailed information on completing a PEEP:
http://www.bristol.ac.uk/safety/media/uobonly/gn/peep-guidance-and-forms-gn.docx

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.

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 organisers, University Disability adviser, safety Office 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: The Grange, 1 Woodland Road, Bristol, BS8 1AU

Background

The Grange was built in the late 1800s. The Multifaith Chaplaincy occupies the majority of the ground floor in the building. The building is owned by the NHS and the rest of the building is occupied by the NHS day Nursery.

The Chaplaincy is open from Monday to Friday during University term time from 11.00am until 5.00pm. Meetings do take place between 07.00hrs and 22.00hrs and at weekends.

Information can be found on the web-site: http://www.bristol.ac.uk/chaplaincy/

During UoB vacation periods the building is closed, and The Chaplaincy can still be contacted by email.

There are a number of spaces within the building, large and small meeting rooms, a kitchen, offices and store rooms.

Note: there is an induction loop in the reception area and two portable hearing loop units for use around the building.

Parking

- The Multifaith Chaplaincy has five parking spaces including one marked out as a disabled parking space allocated out a total of thirteen marked bays in
the car park. Use of these spaces should be by prior agreement with the Mutifaith Chaplaincy.

- Blue badge holders can park for free in the on street parking on Tyndalls Park Road and Woodland Road.
- Visitors can be dropped off in the building car park.
Means of Access into the Building

- Access from the street to the front entrance is through the car park. The car park slopes upwards towards the entrance through which there is level if slightly uneven access into the building.
- All rooms are on the ground floor with level access into them with the exception of one room at the rear which has a small step into it.
- Access can be facilitated is by U Card or by buzzing the intercom to reception.

Front Entrance

Toilets

- There is an accessible toilet along a corridor which leads out of the entrance hall. This has an alarm which sounds locally.

Reception

- There are two sets of double doors at the entrance to the building leading into a central corridor. During normal opening hours the doors are not locked. The doors are not automated.
- The corridor has sufficient space for wheelchair users.
- The Multifaith Chaplaincy office is located to the right of the entrance.
- The office staff or other persons will provide assistance to visitors.
Stair Access

Stairs

- The Multifaith Chaplaincy is situated on the ground floor. There is a flight of stairs down to the corridor which are an emergency escape route for users of the first floor, not UoB.

Staircase to the first floor. Designated Fire escape route from the first floor.

Doors

- Doors are made of solid wood or wood with glass viewing panels.
EMERGENCY EVACUATION OPTIONS

There are two final exits from the ground floor, the main entrance doors and a door in the corridor at the rear of the building. There is a small step from the rear exit into the car park.
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5 March 2015

Assisted Escape/ Buddy system
A buddy system may be one way of alerting a hearing impaired or deaf person to the operation of a fire alarm. All visitors would be given assistance by the staff member they are visiting, by a group facilitator or by Multifaith Chaplaincy staff. A staff member or a friend of the visitor should be designated with this responsibility and for assisting the individual if necessary should the fire alarm sound.

Make own way out of the building
People who have limited mobility would be able to make their own way out of the building. The front doors open inwards against the flow of people so assistance may be required to hold open the doors. The rear fire exit is a narrow door which also has an external small step down. These persons should wait for the main flow of people to leave the building before exiting.

Move in own chair with support
People who use wheelchairs would be able to, with assistance make their way out of the building. The front doors open inwards against the flow of people so assistance may be required to hold open the doors. The rear fire exit is a narrow door and also has a small external step down. These persons and their assistant should wait for the main flow of people to leave the building before exiting.

Carry-out
There are a number of different carrying techniques that can be employed. However, in order to do this safely a manual handling risk assessment must be carried out and a suitable team assembled and trained. For this reason, it is imperative that the wheelchair user makes contact with the Facilities Manager at least three weeks in advance of the event/conference if this is the preferred method of escape.

Cannot transfer readily
Those who cannot transfer readily should contact the Department, University Fire Safety Adviser and 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.

In all instances members of staff will remain with the person and assist in exiting the building.