Access Statement
23 Park Row (The Shed)

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/
ACCESS STATEMENT

Name of building: 23 Park Row (The Shed)

Background
- The Shed was formerly a workshop used by the Institute of Grinding Technology
- It was converted to Departmental use in 2006
- The building is used by postgraduate students of the Department of Drama
- The Building is NOT open to the public.

Parking
- Two disabled staff parking spaces are available at the front of the main entrance to Drama on Cantocks Close.
- Blue badge holders can park for free in permit bays on Park Row and Woodland Road.
- The Event/Conference Organiser should liaise with the Conference Office/Security Services to arrange a disabled visitor’s space at the Hawthorns building on Woodland road/Elton road.
- There is adequate space to drop off disabled visitors at the main entrance on Cantocks Close.

Means of Access into the Building
- There are two doors into the building, both of which are usually accessed via a steep and stepped path that runs between Cantocks Close and Park Row.
- Access to the rear door for non-ambulant disabled people who don’t use a wheelchair could be managed by entering the Drama building at 21 Park Row, going up one level in the lift and out onto a level section of the path at the rear entrance. The path is too narrow for a wheelchair. There would then be one small step to negotiate.
- Doors are controlled by digital keypad.
Toilets
- A disabled toilet is available on the ground floor to the left of the entrance door. There is a local audible alarm.

Reception
- There is no reception in the building, it is portered by staff based in the adjacent Drama building

Lift and Stair Access

Lifts
- There are no lifts in the building

Stairs
- Access from the ground floor to the basement is via a steep spiral stone staircase. There is no handrail or contrast colour to identify the goings and the risers.

Refuge Points
- There are no refuge points in the building

Signage
- There are no tactile signs.
- Liaise with Hall Porters for guidance and directions.

Doors
- Doors are of solid wooden construction with handles.

First Aid Room
- There is no first aid room in the building

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. 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.