Access Statement
26/27SMP

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.

Review May 2015
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: SPAIS, 4 Priory Road

Background
26/27SMP is made from traditional stone there is also a basement which is not accessible from within the main building. This has its own access statement.

The villa was built in 1890s.

The building is used for staff offices, student pc labs.

PC labs occupy the ground floor.
Staff offices occupy the first and second floor.

The building is NOT open to the general public, but for visitors by appointment through the relevant school office. The building is not suitable for users with mobility issues.

Parking

There is no parking.

The event/conference organizer should liaise with the Conference Office/Security Services to arrange a disabled visitor’s space at neighboring buildings.

Means of Access into the Building

Main entrance (Front)

The main entrance is at the front of the building which is accessible from St. Michaels Park. There are two external steps leading up to the main front door; the door is ‘push to open’, secured by a key. (Image.1)
Rear entrance

This is for emergency evacuation only.

Toilets

**Ground floor** – No toilet facilities

**First floor** – x 1 toilet  

**Second floor** – x 1 toilet

Reception

Visit the relevant school office for assistance or use the intercom at 26/27SMP to contact the relevant occupier.

Visitors will be assisted as necessary.

Lift and Stair/Steps Access
Lifts

26/27 SMP does not have a lift.

Steps – External

The main entrance is at the front of the building which is accessible from St. Michaels Park. There are two external steps leading up to the main front door; the door is ‘push to open’, secured by a key. (Image.1)

Stairs – Internal

There is one flight of stairs in each villa which serves access between all floors (ground, first and second).

The Ground floor stairs to first floor have 13 steps and a sub-landing followed by a further 4 steps. (Image. 2)

The First floor stairs to the second floor have 12 steps. The staircase is very narrow and steep. (Image. 3)

Refuge Points

There are no refuge points in 26/27SMP. Though the fire doors are designed to protect the area in question for a minimum of thirty minutes.

Signage

There are some tactile signs.

Liaise with the relevant school office and porters from Senate House for guidance and directions.

Doors

Doors are made of large solid wood with large handles.

First Aid Box

There is first aid box located on the ground floor in the kitchen.
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.

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.