Access Statement
2 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

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: Centre for Market and Public Organisation (CMPO), 2 Priory Road, Clifton, Bristol, BS8 1TX

Background

2 Priory Road is made from traditional stone. It was built in 1890s.

The building is used as Office, academic and social space. Home of Bristol Institute of Public Affairs (BIPA). Three meeting rooms, occasionally used for teaching.

The Building is NOT open to the general public, but for visitors of BIPA, by appointment only.

Parking

x 1 disabled parking spaces at the front of the building next to the wheelchair accessible front entrance. (Image.3 & 4)

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

Means of Access into the Building

Main entrance (Ground level)

The main entrance is at the front of the building which is accessible from the front walkway. There are 8 steps to the ‘push to open’ door, secured by the Ucard System. (Image.1 & 2)

Lower ground floor front entrance

Disabled/wheelchair access is available from the main front car park entrance. This ‘semi-automatic’ door is secured by the Ucard system and brings you in to LG.1 (Image. 4, 5 & 6)
**Rear ground floor entrance**

Accessible from the front walkway there is a ground floor rear entrance, which is controlled by the Ucard system. This will bring the users into a large open plan kitchen/common room. (Image 7, 8 & 9)
Toilets

**Lower Ground Floor** x1 disabled toilet, x 2 ladies, x 1 men’s

**First floor** – x 1 ladies toilet x 1 men’s and x 1 shower

**Second floor** x 1 men’s x 1 female

Reception

For assistance please liaise with department prior to visit. There is a staff directory inside a grey box outside the main entrance to aid visitors as **there is no reception**.

Visitors will be assisted as necessary.

Lift and Stair/Steps Access

Lifts

2 Priory Road has one lift, which services the ground and lower ground floors. **For disabled users only**. This is not a fire evacuation compliant lift and should not be used during an evacuation. It requires the users to ‘push and hold’ the call button to open the door which swings outwards. There is an emergency button linked to security. (Image.13, 14 & 15) **(Note: Not very user friendly as the door swings outwards and you have to hold the button to call the lift)**

Steps – External

Access to the main entrance has 8 steps and a ‘push to open’ door, secured by the Ucard System. (Image.1 & 2)

Stairs – Internal

There is one central staircase in 2 Priory Road which provides access to all floors.

The **Basement stairs to the ground floor** have 17 steps and you are immediately met by a wooden door, which provides access to the ground floor. (Image. 9, 10 &11)
The **Ground floor stairs to first floor** have 17 steps and you are immediately met by a wooden door, which provides access to the first floor. (Image. 9, 10 &11)

The **First floor stairs to the second floor** have 18 steps and you are immediately met by a wooden door, which provides access to the second floor. (Image. 9, 10 &11)

The **Second floor stairs to the third floor** have 12 steps. The staircase is very narrow, steep and has a low ceiling. (Image. Image 12)
Refuge Points
There are no refuge points in 2 Priory Road. Though the fire doors are designed to protect the area in question for a minimum of thirty minutes.

Signage
There are tactile signs throughout.

Liaise with the personnel and porters from SSL Complex for guidance and directions.

Doors
Doors are made of large solid wood with large handles.

First Aid Box

There is first aid box located in the lobby area on the lower ground 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. 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.