Access Statement
30/32 Tyndall’s Park Road

To be used in conjunction with the University of Bristol
Personal Emergency Evacuation Plan Process

Review March 2013
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: Arts Language Centre, 30/32 Tyndall's Park Road

Background

30/32 Tyndalls Park Road is made from traditional stone there is also a large garden at the rear of the building which provide direct access to Woodland (non DDA compliant).

The villa was built in 1890s.

The building is used for staff offices, student teaching space and a meeting room.

Teaching takes place on the basement and ground floor levels.

Staff offices are on all 4 levels.

The Building is NOT open to the general public, but for visitors Centre for Language Studies, by appointment only.

Parking

Front

x 8 Category A and C, x 1 disabled parking spaces at the front of the building.

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 (Front)

The main entrance is at the front of the building which is accessible from the front car park of 30/32 TPR. There are no steps leading up to the main front door. The door is ‘push to open’, secured by a pin code; once through the main door you are immediately met by a step and the first internal door. (Image.1 & 2)

Rear entrance

There are no rear entrances to this building. (Image 3)

Only two basement level fire exits and one at ground floor level.
*The building does not have any disabled access or provisions inside.

**Basement - does not have an external entrance.**

Toilets

- **Basement** – X 1 Male and Female
- **Ground floor** – X 1 Male and Female
- **First floor** – X 1 Female
- **Second floor** - x 1 Male and Female
Reception

Visit 30/32 Tyndall’s Park Road enquiries office, on the ground floor for assistance.

Visitors will be assisted as necessary.

Lift and Stair/Steps Access

Lifts

30/32 TPR does not have a lift.

Steps – External

There are no steps leading up to the main front door from the main entrance. Though if you are coming from Woodland Road and walk through 30/32 TPR rear garden you must negotiate 7 steps (Image 4)

Stairs – Internal

This building was originally two independent villas. Meaning each villa has their original staircase, which provides access from the ground to the first and second floors. From the second floor each villa has a staircase in front of the main staircase which takes you up to the third floor.

The basement is only accessible from the main entrance side of the building (Villa no. 32).

The Basement stairs to the ground floor are steep, have 15 steps. (Image. 5 & 6)

The staircase in 30 and 32 TPR are very similar and have the same amount of steps to negotiate.

The Ground floor stairs to first floor have 24 steps to negotiate. (Image. 7,8 & 9)

The First floor stairs to the second floor have 20 steps to negotiate. (Image. 7,8 & 9)

The Second floor stairs to the third floor have a fire door before you negotiate 13 steep steps. (Image 10 & 11)
Refuge Points

There are no refuge points in 30/32 TPR. Though the fire doors are designed to protect the area in question for a minimum of thirty minutes.

Signage

There are no tactile signs.

Liaise with 30/32 enquiries office or personnel and porters from Arts, 3/5 Woodland Road 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 on the ground floor in the enquiries office.

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.