Access Statement. 31-37, St Michael’s Hill

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.
peep-guidance-forms-qn.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 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: peep-guidance-forms-gn.pdf

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: 31-37 St Michael’s Hill, including Lecture Theatre 1.4

Background
- The building, on the corner of St Michael’s Hill and Park Place, comprises a large Lecture Theatre, LT 1.4, and eleven small tutorial rooms.

Parking
- Disabled parking spaces are not available close to building. The nearest University controlled disabled parking is located at the back of Chemistry or in University Walk. Neither of these locations provide level access to the building.
- The Event/Conference Organiser should liaise with the Conference Office/Security Services to arrange a disabled visitor’s space.

Means of Access into the Building
- The entrances are in Park Place, off St Michael’s Hill. They can also be reached via “Stage 3” of the Medical Sciences building and from Old Park Hill.
- All approaches to the building from the surrounding area involve steep slopes and steps (examples in figures 1 and 2).
- The doors are operated using U-Card during normal working hours.
- The lower door gives access to the bottom of LT 1.4 and the tutorial rooms (figure 3).
- Room 1.2 has level access from this door. There are 5 steps down to the other rooms on this floor, 1.1a and 1.1b, and the main staircase.
- The upper door, via the entrance ramp, gives level access to a central gallery at the top of LT 1.4 (figure 4).

Toilets
- Accessible toilets are located in the foyer at the back of LT1.4. Accessible from the top of the Lecture Theatre or the upper entrance door.
- Further toilets are available on level 1, at the bottom of the back staircase.
- There are local audible alarms in the disabled toilets.
Reception
- There is no reception area or Porters Lodge in the building
- There is room in the Entrance Hall and Lobby for wheelchair access.
- Visitors will be assisted as necessary, by arrangement.

Lift and Stair Access

Lifts
- There are no lifts in the building

Stairs
- There are two staircases in the building.
- Front stairs:
  - Two flights of 10 steps between the ground floor and the first floor, to access rooms 2.2 and 2.3 plus a further 8 steps to reach room 2.1, 2.0 and the bridge to "Stage 3" Medical Sciences.
  - Two flights of 10 steps between the first floor and the second floor to access rooms 3.3 and 3.2 plus a further 5 steps to room 3.1. and 3 more steps to room 3.0.

  - Back stairs:
    - There are three flights comprising 8, 3 and 9 steps between levels 1 and 2
    - There are three flights comprising 9, 3 and 8 steps between levels 2 and 3

  - The main staircases have hand rails on the internal side (figure 5)
  - The steps between levels on each floor do not have hand rails
  - The tread edges are identified by colour contrast

Refuge Points
- There are no Refuge Points in the building

Signage
- There are tactile signs on room numbers and on the toilet doors
Doors

- Doors are standard wooden construction with glass viewing panels.
- Operation is push or pull.

Library

- Further information on the use of the library for disabled users is available via the web link. [http://www.bristol.ac.uk/library/using/disabledusers/](http://www.bristol.ac.uk/library/using/disabledusers/)

EMERGENCY EVACUATION OPTIONS

Egress from the back of Lecture Theatre 1.4, and from room 1.2, is level to leave the building. However, all departures from outside the building into the surrounding area involves steep slopes and steps (examples in figures 1 and 2).

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.

Make own way down stairs slowly

Some people with restricted mobility may be able to make their own way down the stairs in an emergency. If this is the preferred mode of escape, they should wait until after the main flow of people leave the building.

Make own way up stairs slowly.

Some people with restricted mobility may be able to make their own way up the stairs in an emergency. If this is the preferred mode of escape, they should wait until after the main flow of people leave the building.

Move downstairs on bottom after main flow

Some people may prefer to make their own way out be shuffling down the stairs on their bottom. If this is the preferred mode of escape, they should wait until after the main flow of people leave the building.

Move downstairs using handrails

Some people will be able to make their own escape but will require the support of a handrail to negotiate the stairs. The escape should only take place after the main flow of people has left the building.