Access Statement Helen Wodehouse Building

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-gn.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/](http://www.bristol.ac.uk/estates/contact/)
ACCESS STATEMENT

Name of building: Helen Wodehouse Building, 35 Berkeley Square, Bristol

Background
- 35 Berkeley Square is home to the Graduate School of Education
- The Ground, First and 4th floors have been recently refurbished.
- The building is used for training post graduates to become teachers.
- The building is mostly offices with some small Laboratories on the 4th floor and a common use Lecture Theatre.
- The Building is NOT open to the public.

Parking
- Two disabled staff parking spaces are available at the rear of the building
  - The Event/Conference Organiser should liaise with the Conference Office/Security Services to arrange use of disabled visitor’s spaces.

Means of Access into the Building
- There is level access and an automatic door to the main entrance to the building.
- Level access via automated doors to the Lecture Theatre.

Toilets
- Disabled toilets are available on the ground floor to the right of the Entrance hall. There is a local audible alarm.
- Disabled toilets are also on the 1st and 4th floor.

Reception
- The Porters’ Lodge is in the Entrance Hall.
- There is plenty of room in the Entrance Hall and Lobby for wheelchair access.
- Visitors will be assisted as necessary.

**Lifts**
- From the Entrance Hall, there are two passenger lifts from the basement to the fourth floor. Safe load is 10 persons or 800kg. The lift is NOT to be used in an emergency evacuation.

![Figure 3 Lift Car](image)

**Stairs**
- Access from main reception to the upper floors is via the South Staircase.
- The emergency exit staircase is to the north of the building.

**Refuge Points**
- Refuge points are located in the following locations:
  - 4th Floor – North and South Stairs
  - 3rd Floor – North and South Stairs
  - 2nd Floor – North and South Stairs
  - 1st Floor – South Stairs

![Figure 4 Refuge Point](image)

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

**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

**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 who use wheelchairs may be able to make their own way down the stairs if they have a little mobility. If this is the preferred mode of escape, they should wait at the refuge point for the main flow of people to leave the building.

**Make own way up stairs slowly**
Some people who use wheelchairs may be able to make their own way up the stairs if they have a little mobility. If this is the preferred mode of escape, they should wait at the refuge point for the main flow of people to leave the building.

**Move downstairs on bottom after main flow**
Some people may prefer to make their own way out by shuffling down the stairs on their bottom. If this is the preferred mode of escape, they should wait at the refuge point for the main flow of people to leave the building.

**Move downstairs in own chair with support**
Some wheelchair users may be able to tip their chair on its axis and travel down the stairs this way. Others may be able to do this with assistance. The steps are wide and very shallow and there are two sets. The escape should only take place after the main flow of people has left the building; the refuge point should be used while this is taking place.

**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. There are two sets of wide, shallow steps with handrails. The escape should only take place after the main flow of people has left the building; the refuge point should be used while this is taking place.

**Evacuation chairs**
For University events, it is recommended that some stewards/helpers are trained in the use of the Evacuation Chairs in advance so that they can assist with the emergency evacuation if necessary. The University’s Fire Safety Officer can provide this training. The escape should only take place after the main flow of people has left the building; the refuge point should be used while this is taking place. Evacuation chairs will be installed in 35 Berkeley square in the summer of 2012.
Platform or Wheelchair lifts
There are no platform or wheelchair lifts at 35 Berkeley Square

Carry-down
There are a number of different carry-down techniques that can be employed. However, in order to do this safely a manual handling risk assessment must be carried out and a suitable team assembled and trained.

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.

Evacuation Lift
The passenger lift is NOT a designated evacuation lift and cannot be used for emergency evacuations.