Access Statement.
39/ 41 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-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.

39/41 St Michael's Hill is NOT a suitable venue for conferences.

Meetings and events.

39/41 St Michael's Hill may not be accessible for many people with disabilities. An alternative venue would be the preferred access solution.

A standard statement when arranging meetings/events 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: 39/41 St Michael’s Hill

Background
The building on St Michael's Hill is two, Grade II listed Town Houses amalgamated together and converted into offices and ancillary accommodation.

Parking
Disabled parking spaces are not available close to building. The nearest University controlled disabled parking is located in University Walk. The route from here to the building is down a steep and uneven surface (figure 1).

Means of Access into the Building
The entrance is at 39 St Michael's Hill. All approaches to the building from the surrounding area involve the use of steep slopes or steps. The pavement outside the building comprises flag stones and cobble stones and is very uneven (examples in figures 1 and 2). There is a step up to the doorway (figure 3). The door is operated using a University U Card during normal working hours.

Toilets
There are no accessible toilets in the building. A small single cubicle, gender neutral, toilet is located on the ground floor of number 41. Small, single cubicle, male and female toilets are located on the first floor of number 41.

Reception
There is an unstaffed reception area just inside the main entrance (39). The Entrance Hall is wide. Visitors will be assisted as necessary, by arrangement.
Lift and Stair Access

Lifts
There are no lifts in the building

Stairs
There are two main staircases in the building.

Number 39:
A flight of 17 steps between the ground floor and the first floor.
A flight of 18 steps between the first floor and the second floor.

Number 41:
A flight of 18 steps between the ground floor and the first floor.
A flight of 18 steps between the first floor and the second floor.

There are 4 steps down and 5 steps up at the boundary between houses
39 and 41 on the ground floor.
There are additional separate staircases to the basement of each house.
8 steps in 41 and 7 steps in 39.
The main staircases are winding
The main staircases have Bannister rails on one side
The steps between the houses on the ground floor do not have hand
rails
The stairs are carpeted and tread edges are identified by colour contrast

Refuge Points
There are no Refuge Points in the building

Signage
There are no tactile signs in the building

Doors
Doors to the rooms are standard wooden construction, some have vision
panels. Operation is push or pull with turn handles.
Cross corridor doors are Georgian wired Glass. Operation is push or pull.
The doors at either end of the short corridor on the 1st floor, outside the kitchen
and toilets, are half panel semi opaque wired glass.

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/
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 the fire alarm. The host of a hearing impaired or D/deaf visitor has responsibility 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.

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.