Access Statement
3 Priory Road including Basement

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

Name of building: Policy Studies and School of Sociology, Politics and International Studies, 3 (&3a) Priory Road, Clifton, Bristol

Background

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

The building is used as staff offices, research rooms, teaching space, PGR workstations.

The Building is NOT open to the general public, but for visitors of Policy Studies and SPAIS, by appointment only.

Parking
Front - x 2 Category A and B, x 1 disabled. (Image.5)
Rear – x 4 Category B, x 1 disabled (Image. 13)

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

The main entrance is at the front of 3 Priory Road which is accessible from Priory Road. This door is ‘fully manual’, and secured by the Ucard System. The entrance brings you into the building at ground level (Image.1, 2 and 3)

3PR Basement

This entrance is accessible from 3 Priory Road walkway via a disabled access ramp down to the basement Ucard entrance (Image. 11 & 12, 14)

3 PR Rear (Ground level disabled access entrance)
There is a disabled ramped entrance where you are met by a soiled wooden manual door. There is an intercom/buzzer to gain access. (Image 4,5 &13)

**Note** though a disabled entrance in most case would require assistance.

**Toilets**

**Basement** – x 1 unisex.
3a Basement – x1 disabled toilet (image 15)
Ground floor - x1 disabled toilet (rear of the building)
First floor (sub landing) – x 1 unisex toilet
Second floor x 1 unisex toilet

Reception

There is no reception at 3 Priory Road; visitors must arrange their visit with the school prior to arrival.

Visitors will be assisted as necessary.

Lift and Stair/Steps Access

Lifts

3 Priory Road does not have lift access.

Steps – External

Access to the main entrance is at the front of the building via 9 steps with a handrail either side (Image.1 & 2).

There is an emergency evacuation staircase at the side of 3PR, serving the first and second floor. This is not a means of entry to the building. (Image 10)

Stairs – Internal

The Basement stairs to the ground floor have 16 steps and you are met by a small hallway and a fire door in to 3a Priory Road (Image. 6)

The Ground floor stairs to first floor have 14 steps and a sub-landing followed by a further 7 steps to a large open landing. (Image. 7 & 8)

The First floor stairs to the second floor have 17 steps. The staircase is accessible through a fire door on the first floor landing; the steps are very narrow and steep. (Image. 9)
Image.7 GF to a sub-landing/FF

Image.8 GF/sub-landing stairs to the FF. 21 Steps.

Image.9 FF stairs to the 2nd F. 17 Steps.

Image.10 GF stairs to the FF

Image.11 FF stairs to the 2nd Floor

Image.12 FF stairs to the 2nd Floor
Refuge Points
There are no refuge points in 3 Priory Road. Though the fire doors are designed to protect the area in question for a minimum of thirty minutes.

Signage

There are some tactile signs.

Please liaise with the schools for guidance and direction.

Doors

Doors are made of large solid wood with large handles.

First Aid Box

There is first aid box located in the kitchen on the 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.