Access Statement
43 Woodland Road

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: 43 Woodland Road

Background
- 43 Woodland Road is a grade II listed building.
- It was built in 1911.
- To the rear of the building are some flats managed by the Institute for Advanced Studies. They are accessed via a separate entrance and are not covered by this Access Statement
- The building is used for Public events, University Ceremonies and lectures
- The Building is NOT open to the public

Parking
- Four disabled staff parking spaces are available at the front of the building.
- Blue badge holders can park for free in permit bays on Woodland Road.
- The Event/Conference Organiser should liaise with the Conference Office/Security Services to arrange a disabled visitor’s space at the Hawthorns building on Woodland Road/Elton road.
- There is adequate space at the front of the building to drop off disabled visitors.

Means of Access into the Building
- There is level access into the main entrance and to all ground floor rooms.
Reception
- The Porters’ Lodge is in the Entrance Hall to the left of the entrance door.
- There is plenty of room in the Entrance Hall and Lobby for wheelchair access.
- Visitors will be assisted as necessary.

Lift and Stair Access

Lifts
- There are no passenger lifts in the building

Stairs
- Most areas used for public events and teaching are on the ground floor, with the exception of one seminar room on the second floor and the first floor Reception Room.
- Access to the first floor Reception Room and offices is via a wide wooden staircase of 26 steps from the main entrance lobby. There is a handrail on the internal side of the main staircase. There is no contrast colour to identify the goings and the risers.
- There is an additional secondary staircase to the rear of the building that is used by staff and students.
- Access to the second floor offices and seminar room is via a wooden staircase of 18 steps from near the top of the main front stairs or one of two staircases to the rear. There is no contrast colour to identify the goings and the risers.
- The postgraduate student resource centre on the third floor is accessed via a wooden spiral staircase of 18 steps. There is no contrast colour to identify the goings and the risers.

Refuge Points
- All ground floor spaces allow level access / egress and upper levels are inaccessible so there are no refuge points.
Signage
- There are no tactile signs.
- Liaise with Porters for guidance and directions.

Doors
- Doors are steel framed with Georgian wired glass with brass handles or solid wood with pull knobs.

First Aid Room
- There is no First Aid room in the building but there are first aid trained staff who are able to assist if required.

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.