Access Statement.
47/ 49 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**
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: 47/49 St Michael’s Hill

Background
- The building on St Michael’s Hill is two, Grade II listed, Town Houses amalgamated together and converted into small tutorial rooms.

Parking
- Accessible 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).
- 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 entrance is at 49 St Michael’s Hill. All approaches to the building from the surrounding area involve the use of steep slopes or steps (examples in figures 1 and 2).
- There are two steps up to the doorway (figure 3).
- The door is operated using a PIN keypad during normal working hours.

Toilets
- There are no accessible toilets in the building.
- Toilets are located on the first floor.

Reception
- There is no reception area or Porters Lodge in the building.
- The Entrance Hall is narrow.
- Visitors will be assisted as necessary, by arrangement.

Figure 1  Down slope on St Michael’s Hill  Figure 2  Up steps on St Michael’s Hill  Figure 3  Entrance to 49
Lift and Stair Access

Lifts
- There are no lifts in the building

Stairs
- There are two main staircases in the building.
  Number 49:
  - A flight of 12 steps between the ground floor and the first floor, to access rooms F, E, D and the toilets.
  - A flight of 13 steps between the first floor and the second floor to access rooms G, H, I and J
  
  Number 47:
  - A flight of 13 steps between the ground floor and the first floor.
  - A flight of 14 steps between the first floor and the second floor.
  
  There are two steps on the upper floors to cross the boundary between houses 47 and 49
  
  There are additional separate staircases to the basement of each house. No access is permitted to the basement except for Estates Staff.
  
  The staircases are narrow and winding at the top (figures 4 and 5)
  - The main staircases have hand rails on both sides
  - The steps between levels on each 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 tutorial rooms are standard wooden construction.
- Operation is push or pull with turn handles.
- Cross corridor doors are Georgian Glass and wooden construction.
- 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/

EMERGENCY EVACUATION OPTIONS.

The location on St Michael's Hill, and the age and layout of the building as described above, make 47/49 St Michael's Hill unsuitable for use by wheelchair users or people with impaired mobility.

If a wheelchair user, or person with impaired mobility, was scheduled to teach or attend a tutorial at 47/49 St Michael's Hill an alternative venue would be the preferred access solution.

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 tutor 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.