Access Statement
4 Priory Road

To be used in conjunction with the University of Bristol
Personal Emergency Evacuation Plan Process

Review August 2015
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/
ACCESS STATEMENT

Name of building: SPAIS, 4 Priory Road

Background
4 Priory Road is made from traditional stone, there is also a Portacabin in the rear car park.

The villa was built in 1890s.

The building is used for staff offices, student teaching space and a meeting room.

Teaching space occupies the basement and first floor.
Staff offices occupy the ground, first and second floor.

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

Parking

Front
x 1 Category A and B, x 1 disabled parking spaces at the front of the building.
(Image.5)

The event/conference organizer should liaise with the Conference Office/Security Services to arrange additional disabled visitor’s space at neighboring buildings.

Rear

X 4 Category B spaces

Means of Access into the Building

Main entrance (Front)

The main entrance is at the front of the building which is accessible from the front car park of 4 Priory Road. There are 8 external steps leading up to the main front door; the door is ‘push to open’, secured by a pin code. (Image.1 & 2)

Rear entrance
This entrance provides disabled access to the ground floor. There is a wheelchair useable ramp leading up to a wooden door which is secured by pin code. (Image 4,5 & 6)

*The ground floor is the only floor accessible for wheelchair users, but there are no toilet facilities on the ground floor and the other floors maybe difficult for other disable users to access due to the steep staircase and multiple doors to negotiate.

**Basement - does not have an external entrance. But a fire exit at the rear of the building.**

**Portacabin**

There is a DDA compliant ramp which takes you up to a large steel door with a twist handle. (Image 5)
Access Statement  
4 Priory Road  
August 2014

Image.4 4 Priory Road rear wheelchair access. Secured by pin code.  
Image.5 4 Priory Road rear wheelchair access and Portacabin. Secured by pin code.  
Image.6 4 Priory Road rear disabled entrance.

Toilets
- **Basement** – X 1 Male and Female
- **Ground floor** – No toilet facilities
- **First floor** – x 1 ladies toilet  x 1 men's and x 1 shower
- **Second floor** x No toilet facilities

Reception
Visit 4 Priory Road reception on the ground floor for assistance. Visitors will be assisted as necessary.

Lift and Stair/Steps Access

Lifts

4 Priory Road does not have a lift.

Steps – External

Access to the main entrance is at the front of the building. There are 8 external steps leading up to the main front door; the door is 'push to open', secured by a pin code. (Image.1 & 2)
There is also an emergency exit only staircase on the opposite side to the main entrance. This serves as a means of escape for persons on the first floor. (Image 7)

Stairs – Internal

There is one flight of stairs to each floor in 4 Priory Road.

The Basement stairs to the ground floor are steep, have 16 steps and you are immediately met by a door with a turn handle. (Image. 8 & 9)

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. 9-10)

The First floor stairs to the second floor have 7 steps and a sub landing followed by another 9 steps. The staircase is very narrow and steep. (Image. 11-12)
Refuge Points
There are no refuge points in 4 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.
Liaise with 4 Priory Road reception personnel and porters from SSL Complex for guidance and directions.

Doors
Doors are made of large solid wood with large handles.
First Aid Box

There is first aid box located on the ground floor in the main hallway.

EMERGENCY EVACUATION OPTIONS

Assisted Escape/ Buddy system
A buddy system may be the only way of alerting a hearing impaired or 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.