Access Statement
5 Priory 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: 5 Priory Road

Background

- 5 Priory Road is made from Traditional stone and had an internal refurbishment during the summer 2011 (excluding the basement).
- It was built in 1890s.
The building is used as staff and postgraduate student offices. There are Nutrition, smoking and behaviour laboratories including children’s research centre in the basement. (Bristol Cognitive Development Centre)
- The Building is NOT open to the general public, but for experiments involving the public by appointment only.

Parking

- x5 Category A parking spaces at the rear of the building. Two of the five are reserved for Parents in BCDC
- The event/conference organiser should liaise with the Conference Office/Security Services to arrange a disabled visitor’s space at neighbouring buildings.
- There is space for dropping off disabled staff/visitors that require access to the basement level only (BCDC). Contact the SSL Complex porters.

Means of Access into the Building

- There are nine steps to negotiate at the main entrance of the building. Ucard access, non automatic door.
- BCDC via ramp to front entrance, basement level and Ucard system.
Looking at the front of the building the basement entrance is to the left of the building.

Fig. 1 Main entrance
Fig. 2 Basement entrance via ramp. No steps.
Toilets
- Toilets are male and female toilets available on the ground floor to the left of the entrance hall.
- Men’s toilet on sub-landing on the first floor
- Toilet's in the basement. (BCDC)

No disabled toilets on-site

Reception
- There is no designated reception area in the building.
- Visit 12a Priory Road Experimental Psychology main reception for assistance.
- Visitors will be assisted as necessary.
- Large hallway access.

Lift and Stair/Steps Access

Lifts
- 5 Priory does not have any lifts.

Steps - External
- Fig.3 - Access to the main entrance is via a set of 9 external steps. There is a handrail on the right hand side. There is a light at the beginning and at the top of the steps next to the door.

Stairs – Internal
- There are several staircases in 5 Priory Road. Though the basement has its own entrance and is independent of the upper floors there is a staircase with 14 steps and handrails either side, linking the basement to the ground floor (Fig.4).
- Fig.5 – Access to smoking lab is via 14 steps and the second flight of stairs with take you to the first floor where you are met by a push to open fire exit door. (Fig.5)
- There is one step either side of a short corridor to the kitchen at the rear of the ground floor. (fig.6)

Refuge Points
- There are no refuge points in 5 Priory Road. Though the fire doors are designed to protect the area in question for a minimum of thirty minutes. For example the landing area on the first floor as seen in fig.6.

Signage
- There are no tactile signs.
- Liaise with 12a Priory Road Reception personnel and porters for guidance and directions.

Doors
- Doors are made of large solid wood with large pull knobs.

First Aid Box
- There is first aid box located in the kitchen.
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.