Access Statement.  
69 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 building is not used for conferences or public events.
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.
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. **69 St Michael's Hill is not a suitable venue for wheel chair users or people with impaired mobility.** Reallocation of meetings to another location may be the preferred access solution.

**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: 69 St Michael’s Hill

Background

▪ The building on St Michael’s Hill is a Grade I listed Town House converted into offices and a meeting room.

Parking

▪ The nearest University controlled accessible parking is located in University Walk. The route from here to the building is down a steep and uneven surface.
▪ The meeting organiser should liaise with the Conference Office/Security Services to arrange a disabled visitor’s space but see access information below.

Means of Access into the Building

▪ All approaches to the building from the surrounding area involve the use of steep slopes and steps (example in figure1).
▪ There are 11 steps up to the doorway in two flights plus another 2 at the door threshold (figure 2 and 3)
▪ The door is operated using a PIN keypad or entry phone during normal working hours
▪ There is an alternative entrance from the Medical Sciences Yard which is also an emergency exit route. This route has 9 steps down from the yard, a paving slab path on gravel and one step at the threshold to the door (figure 4)

Toilets

▪ Accessible Toilets are located on the ground floor

▪ Reception

▪ There is no reception area or Porters Lodge in the building
▪ Visitors will be assisted as necessary, by arrangement.
Lift and Stair Access

Lifts
- There are no lifts in the building

Stairs
- There is one central staircase in the building giving access to the first and second floors.
- There are two flights comprising 10 and 7 steps between the ground floor and the first floor to access the meeting room.
- There are two flights comprising 7 and 10 steps between the first floor and the second floor.
- There is a separate stairway to the basement consisting of two flights of 5 and 7 steps.
- No access is permitted to the basement except for Estates Staff.
- The main staircase has a hand rail on one side
- 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 offices are standard wooden construction with glass viewing panels.
- Operation is push or pull with turn handles.

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

If a wheel chair user, or person with impaired mobility, was scheduled to attend a meeting at 69 St Michael's Hill an alternative venue would be the preferred access solution.

**Assisted Escape/ Buddy system**
Flashin gbeacons, which operate on activation of the fire alarm, are present in every room. However, a buddy system is an additional way of alerting a hearing impaired or D/deaf person to the operation of a fire alarm. The Meeting Organiser should designate a Steward with this responsibility and for assisting the individual if necessary should the fire alarm sound.

**Make own way down, or up, stairs slowly**
Some people with restricted mobility may be able to make their own way down the stairs, or up the external back yard steps, 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, or upstairs, 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.