Access Statement
6 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/
ACCESS STATEMENT

Name of building: 6 Priory Road

Background
- 6 Priory Road is made from Traditional stone.
- It was built in 1890s.
- The building is used as staff offices on the ground, first and second floor and student space in the basement.

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

Parking
- X6 Category B and one disabled parking spaces at the front of the building.

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

- The disabled access space gives a direct access route to the disabled entrance at the basement of 6 Priory Road

Means of Access into the Building

- The main entrance is at the rear of the building which is accessible from the front walkways to the rear of the villas along priory road. The door is secured by the Ucard system.

- Basement - access via ramp to the front disabled access entrance. (Fig.4) The door is secured by the Ucard system.

- Looking at the front of the building the basement entrance is to the left of the building.

(Note: the building is not wheelchair user friendly)
Toilets
- Male and female toilets available on the basement level to the rear of the building.
- Ladies toilet the first floor near the front of the building on the left hand side. (Staff only)
- Disabled Toilet in the basement. Through the first door at the bottom of the stairs. (Note: not very user friendly. Fig.5)

Reception
- Room G1 has reception area.
- Visit 8 Priory Road main reception for assistance.
- Visitors will be assisted as necessary.

Lift and Stair/Steps Access

Lifts
6 Priory does not have any lifts.

Steps - External
- Access to the main entrance (the rear of the building is via the front entrances of the villas along Priory Road (Fig – 1, 2 & 3). There are no handrails and the paving slabs are uneven.

Stairs – Internal
- There are several staircases in 6 Priory Road. Though the basement has a ‘disabled entrance only’ if used, to access the other floors users will have to negotiate the internal stairs. Basement stairs to the first floor have 14 steps. Fig.6. Ground floor to first floor, 21 steps. Fig.7 & 7.1
- Fig.8 – The stairs from the first to second floor has 19 steps and lead on to an open landing.
Refuge Points

- There are no refuge points in 6 Priory Road. Though the fire doors are designed to protect the area in question for a minimum of thirty minutes.

Signage

- There are no tactile signs.
- Liaise with 8 Priory Road Reception personnel and porters for guidance and directions.

Doors
- Doors are made of large solid wood with large handles.

**First Aid Box**

- There is first aid box located in the kitchen next to the main entrance (rear) and next to the photocopier on the ground floor in the main hallway towards the front of the building.

**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.