Access Statement, 8 Osborne Villas, Bristol BS2 8BP

Staff Counselling Service

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/fire-safety/#dropdown-heading2-1

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/fire-safety/#dropdown-heading2-1

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: 8 Osborne Villas

Background

- 8 Osborne Villas is a small terraced residential property, built in the 1800s, traditionally constructed in brick and wood, converted for use to an office and counselling suite.
- 8 Osborne Villas houses the University Staff Counselling Services and Staff Coaching Service.
- Appointments are available on weekdays, during office hours (9.00am-5.00pm)
- More information can be found on: http://www.bristol.ac.uk/staffcounselling/contact/

Parking

- There is no parking available at 8 Osborne Villas
- Hosts should make appropriate arrangements for person requiring to park close to the building. It is possible to arrange a disabled visitor’s space at the Hawthorns building on Woodland Road/Elton Road
- Blue badge holders can park for free on the on street parking on Osborne Villas, Woodland Road, Tyndall Avenue and St Michael’s Park.
- Osborne Villas has residential parking spaces which are not available for casual visitors. Parking enforcement is carried out by Bristol City Council parking attendants.

Means of Access into the Building

- There is level access from the pavement along a short uneven, slightly uphill path to a small step on the threshold of the building.
Front Entrance

Toilets

- There are no accessible toilets in the building. There is a toilet is behind the kitchen, down 4 steps from the entrance hallway. A second toilet is situated on the first floor.

Reception

- Reception is in a room to the left of the entrance hall.
- The hallway is narrow with very limited room for wheelchair users. It is unlikely that wheelchair user will be invited into the building.
- Any visitor with impairment will be assisted as necessary.

Lift and Stair Access

Lifts

- There are no lifts in this building.

Stairs

- There is no access for wheelchair users or persons with limited mobility to the upper floors of the building.
- Access from the ground to the first floor is via a flight of 10 steps, there is a turn on a small landing and a further flight of 5 steps. The staircase down from the ground floor, at the end of the hallway leads to the kitchen and toilet. This has 4 steps.
• There is a handrail on the right hand side of each staircase.
• There is no contrast colour to identify the steps and the risers.

Stairs from hallway to upper floors  Stairs from kitchen to basement
Stairs from hallway to kitchen
Refuge Points

- There are no refuge points.

Signage

- There are no tactile signs.

Doors

- There is a mix of solid wooden doors and wooden doors with Georgian wired glass windows.

First Aid Room

- There is no first aid room.
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 host should ensure that a steward is designated with this responsibility and for assisting the individual if necessary should the fire alarm sound.

Make own way up or down stairs slowly

No more than 12 persons are expected to be in the building at any one time. Persons of limited mobility may prefer to make their way out of the building in their own time. If this is the preferred they should wait until the majority of persons have moved through. They can then move towards the exit, either by using the handrail for support, holding onto an able bodied person, or shuffling down the stairs on their bottom.

Evacuation chairs

There are no evacuation chairs in the building

Platform or Wheelchair lifts

There are no platform or wheelchair lifts in the building.

Carry-down

Due to the narrow stairs it would be impractical to carry any one down the stairs.

In all instances members of staff will remain with the person and assist in exiting the building.