Access Statement
Arts and Social Sciences Library
Tyndall Avenue
Bristol
BS8 1TJ

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.

www.bris.ac.uk/safety/media/uobonly/po/peep-policy-po.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 Library Disability Coordinator is advised to discuss alternative ways of accessing resources available on the upper floors of the building.

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, Disability Services, 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/media/uobonly/gn/peep-guidance-and-forms-gn.docx

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:
Arts and Social Sciences Library, Tyndall Avenue, Bristol, BS8 1TJ

Background
- The Arts and Social Sciences Library was built in 1975 and is arranged over four floors. The lower ground floor houses the Special Collections department, (visits by prior arrangement) and the library building support services. On the ground floor is the main entrance into the building from Tyndall Avenue. The ground floor houses the Welcome Desk, an enquiry desk, the access control and library security gates, the library staff offices, book returns desk and self service issue machines, a computer study room, the special needs study space and the cafe and breakout space. The first and second floors house the library’s collection of books, the quiet open study spaces and small rooms for individual study needs.

Parking
- Two off street disabled parking spaces are available on Tyndall Avenue. The spaces are situated at the right hand side of 5 Tyndall Avenue near the Computer Centre entrance and the left hand side of the Arts and Social Sciences Library. The spaces can be booked by contacting the University Security Services.
- Blue badge holders can park for free in the on street parking bays on Tyndall Avenue and St Michaels Park at the rear of the building.
- Event/Conference Organisers should liaise with the Conference Office/Security Services to arrange a disabled visitor’s space at the Hawthorns building on Woodland road/Elton road.
- Before using the off street disabled parking space in front of the colonnade level access to drop off staff or visitors, permission should be sought from the Porters in the Computer Centre or University Security.
Means of Access into the Building: - Front

- There are five steps to the left and six steps to the right of the centre handrail to the front of the building with additional handrails on either side.
- There is level access to the front of the building from the pavement on Tyndall Avenue from the left hand end of the building.
- There are three automatic doors; a large central circular space with two sets of doors and two small doors, one on each side of the main entrance.
Welcome Desk

- The Welcome Desk is to the right of the front entrance. Staff are available at all times to offer help and information.
- There is plenty of room in the foyer for wheelchair access.
- Visitors will be assisted as necessary.
- Access into the ground floor is via swipe card gates; there is a wide gate for wheelchair access.
Swipe Card Access Gates at Entry Point into the Library

Internal View of Swipe Card Access Gates with Front Doors in the Background
Means of Access into the Building: - Rear

- There is level access to the rear of the building from the pavement on St Michaels Park.
- There is an outer door which is held open during office hours and a U Card controlled inner door which allows access to the lower ground floor.
- These doors are not automated.

There is a side emergency exit which is accessed from the bottom of the student staircase. These doors are not automated.
- There is an emergency exit through the staff rest room from the office area on the ground floor. This door is not automated. There are two steps from the door to the path.

![Emergency Exit through the Staff Rest Room](image)

**Toilets**
- There are toilets on the ground, first and second floors of the building. On the ground floor there are separate toilet areas for students and for staff.
- An accessible toilet is available on the Ground Floor to the left of the café. It is fitted with a local audible alarm and a ‘Touch to open’ door.

**Lift and Stair Access**

**Lifts**
- There is a lift in within the staff area behind the enquiry desk. The safe load is 8 persons or 600kg. The lift travels between the lower ground floor and the second floor.
- The lift is NOT to be used in an emergency evacuation.
Lift at Ground Floor Level. Used by Staff and Persons with Mobility Issues

Stairs

- There are two staircases in the building termed the staff staircase and the student staircase.
- The student staircase situated on the left hand side of the building when viewed from Tyndall Avenue, is accessible from the ground floor onwards into the building from the access gates into the library. Students and users of the library can access the two upper levels for study and visitors can descend the stairs to the lower ground floor to visit special collections. This staircase is an emergency evacuation route and at the lower ground floor level leads to the side emergency exit.

Student Staircase

- The staff staircase is situated on the right hand side of the building when viewed from Tyndall Avenue. The staircase serves all floors in the building from the lower ground floor through to the plant rooms on the roof level. On the first and second floor the doors are controlled by local digi locks to which only university staff have access. These locks release in the event of a fire activation. The plant rooms are on U Card access control. This staircase is an emergency evacuation route and at the lower ground floor level leads to the rear exit.
Staff Staircase

- There is a handrail to both sides of the staircases.

Refuge Points

- There are refuge points situated on the first and second floor landings in each of the stairwells. The control panel is situated to the right hand front area of the reception area.

Signage

- Library staff will provide guidance and directions.

Doors

- External doors are metal and glass. Internal doors are wood and where fitted, have glass viewing panels.
EMERGENCY EVACUATION OPTIONS:- Ground to Fifth Floor

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.

Make own way down stairs slowly

Some people who use wheelchairs may be able to make their own way down the stairs if they have a little mobility. If this is the preferred mode of escape, they should wait at the refuge point for the main flow of people to leave the building.

Move downstairs on bottom after main flow

Some people may prefer to make their own way out by shuffling down the stairs on their bottom. If this is the preferred mode of escape, they should wait at the refuge point for the main flow of people to leave the building.

Move downstairs in own chair with support

Some wheelchair users may be able to tip their chair on its axis and travel down the stairs this way. Others may be able to do this with assistance. The escape should only take place after the main flow of people has left the building; the refuge point should be used while this is taking place.

Move downstairs using handrails

Some people will be able to make their own escape but will require the support of a handrail to negotiate the stairs. There are handrails on each side of staircases. The escape should only take place after the main flow of people has left the building; the refuge point should be used while this is taking place.

Carry-down

There are a number of different carry-down techniques that can be employed. However, in order to do this safely a manual handling risk assessment must be carried out and a suitable team assembled and trained. For this reason, it is imperative that the wheelchair user makes contact with the Building and Learning Facilities Manager at least three weeks in advance of the event/conference if this is the preferred method of escape. Event/Conference Organisers have the option of providing their own staff to provide this service or buying-in an external company identified.
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.

Orientation information

Where a person requires additional orientation information it may be sufficient to provide a guided tour of the escape routes to allow for independent evacuation. Please see contact details below to arrange.

Vibrating pagers/flashing beacons

Hearing impaired or D/deaf people need to be made aware that an evacuation is taking place. Visitors can borrow a vibrating pager from Welcome Desk staff. There are flashing beacons located across the library providing a visual signal—please ask library staff for further information on the whereabouts.

Contact details:

Mary Lockwood: Library Disability Co-ordinator
Contact by email: lib-disability@bristol.ac.uk
Contact by telephone/textphone: 0117 928 8502
Contact in person/postal address: Disability Coordinator, Ground Floor, Arts & Social Sciences, Tyndall Avenue, Bristol, BS8 1TJ
More information is available on our webpages: http://www.bristol.ac.uk/is/info/disabledusers