Access Statement
Biological Sciences

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: Biological Sciences

Background
- Biological Sciences is located in one of the oldest buildings in the University. It is a Grade II listed building, designed in circa 1880. The later North wing was added in the 1930’s.
- The building houses a mix of Labs and teaching space.
- The North geography building is linked to Biological Sciences, see separate Access statement for Geography.

Parking
- Three disabled parking spaces are available via a UoB permit at the Woodland road/University road car park.
- One disabled space is available via a UoB in the University road car park.
- Blue badge holders can park for free in permit bays on University road.

Means of Access into the Building
- The main entrance is via Woodland road accessible from four stone steps.
- Level access via card access on University road to BC North Wing.
- Wheel Chair access from University road, notify Porter’s lodge on intercom. Access is via corridor to B level Lecture theatres and AB level lift to the upper floors of North Wing. Lift is not suitable for a wheel chair.
- Access via steps and card access door to B level corridor from University road car park via 5 stone steps.
Toilets
- Disabled toilets are available on the B floor corridor, next to B24.
- The disabled toilets are alarmed locally.

Reception
- The Porters’ Lodge is in the main reception of Woodland road entrance, it also serves as Reception.
- Lift and platform lifts are monitored from the Porter’s lodge.
- Any visitor with a visual impairment will be assisted as necessary.

Lift and Stair Access

Lifts
- The main lift from Woodland road entrance serves Basement to level 3 (Tower level) It is rated for 450kg or 6 persons.
- The lift in the North wing serves Basement to 2 level and is rated for 300kg to 4 persons.
- There is a platform lift serving 2nd floor lift landing to D level east/west corridor. Safe working load is 1 person or 225kg.
- There is a platform lift serving C level east/west corridor to C51 staff common room. Safe working load is 1 person or 225kg.
Stairs
- Main stair case from Woodland road entrance serving East block A level to D level East block.
- The Stair case on the East/West corridor serves the North Block to DE level.
- Stairs at the far end of the North block serve all floors from DE to AB floor.
- D53 can only be accessed by stairs from Geography North or spiral stairs from C50.

Refuge Points
- There are no designated refuge points in Biological sciences.

Signage
- Wheelchair access signage is in Braille.
- Lecture theatre signage is in Braille
- The main Entrance to Woodland road has a power assisted door and a wheelchair sign, but can only be accessed via four steps.
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.

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.

Make own way up stairs slowly
Some people who use wheelchairs may be able to make their own way up 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 be 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 steps are wide and very shallow and there are two sets. 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 two sets of wide, shallow steps with handrails. 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.

Evacuation chairs
There are no Evacuation chairs in Biological sciences

Platform or Wheelchair lifts
The main lift from Woodland road entrance serves Basement to level 3 (Tower level) It is rated for 450kg or 6 persons. The lift in the North wing serves Basement to 2 level and is rated for 300kg to 4 persons. There is a platform lift serving 2nd floor lift landing to D level east/west corridor. Safe working load is 1 person or 225kg.
There is a platform lift serving C level east/west corridor to C51 staff common room. Safe working load is 1 person or 225kg.

** 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.

** Evacuation Lift  
The passenger lifts are NOT designated fire-fighting lifts and cannot be used for emergency evacuations.