Access Statement
Canynge Hall

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: Canynge Hall, Whatley Road
Background
- Canynge Hall was constructed in the 1880s and the extension was completed in 2008
- The building is used for lectures, seminars and training for healthcare professionals. All rooms used for this purpose are on ground or lower ground floors.
- The building is NOT open to the public.

Parking
- Three disabled staff parking spaces are available in the car park to the rear of the building.
- There are disabled bays in the paid car park above Clifton Down Shopping Centre nearby.
- Should the space in front of the Whatley Road entrance be needed for dropping off disabled staff, contact Security or the Drama Building Porters.
- There is adequate space to drop off disabled visitors at the rear entrance in the car park.

Means of Access into the Building
- There is level access in through the front door on the main, portered entrance on Whatley Road. The doors are power assisted. This entrance gives access to the ground floor.
- There is sloped access via the car park and through the rear courtyard to the rear door, giving access to the lower ground floor. Doors are operated via Ucard and are not power assisted.
- There is plenty of space in the rear courtyard for wheelchair access but the slope may be a little steep for some manual wheelchair users.

Toilets
- Disabled toilets are available on the ground and lower ground floors. There is a local audible alarm in the lower ground floor facility.
Reception
- The Porters’ Lodge is in the Whatley Road entrance lobby to the right of the entrance door.
- There is plenty of room in the entrance and lobby at Whatley Road. Space is more limited at the rear entrance but is adequate for wheelchairs.
- Visitors will be assisted as necessary.

Lift and Stair Access

Lifts
- There is a passenger lift from the lower ground to the fourth floor. The safe load is 450kg / 6 people
- There is limited space inside the lift and powered wheelchair users may find it too small.
- The lift is not to be used in an emergency evacuation.

Stairs
- Access from main reception to the lower ground and upper floors in the new building is via three flights totalling 20+ steps per floor. There is a handrail on each side of the staircase and a contrast colour to identify the goings and the risers.
- There is another main staircase and a rear fire escape staircase in the old building.

Refuge Points
- Refuge points have been designated on first, second and third floors in the new staircase.
• There is communication from the refuges to the porter’s lodge.
• One exitmaster Vesa evacuation chair is situated in the third floor refuge point.
• There is level egress from ground and lower ground floors so no refuges have been provided on these levels.

Signage
• There is tactile signage throughout the building.
• Liaise with Porters for guidance and directions.

Doors
• Cross corridor doors are wooden with glass vision panels and pull handles.
• Doors to rooms in the new building are wooden with glass vision panels and stainless steel handles.
• Doors to rooms in the old building are predominantly of solid wooden construction with large pull knobs.

First Aid Room
• There is no designated First Aid room in 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.

Make own way down stairs slowly
Some people who use wheelchairs may be able to make their own way down the stairs to one of the level entrances on ground or lower ground floors 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 using handrails
Some people will be able to make their own escape but will require the support of a handrail to negotiate the stairs to the main entrance or one of the fire escapes. The escape should only take place after the main flow of people has left the building.
Evacuation chairs
Where this is the preferred method of escape and where the safe working capacity (150kg) is not exceeded, the Event/Conference Organiser should ensure that an Evacuation Chair(s) is brought to the most suitable part of the building for the duration of the event/conference. For University events, it is recommended that some stewards/helpers are trained in the use of the Evacuation Chairs in advance so that they can assist with the emergency evacuation if necessary. The University’s Fire Safety Officer can provide this training. 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 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 lift is NOT a designated fire-fighting lift and cannot be used for emergency evacuations.