Access Statement, Centre for Sport, Exercise and Health

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/](http://www.bristol.ac.uk/estates/contact/)
ACCESS STATEMENT

Name of building: Centre for Sport, Exercise and Health

Background
- The Centre for Sport, Exercise and Health was built in 2002.
- The Centre consists of a multi-purpose gym, two studios, sports hall, a free weights area, jogging track and a Sports Medicine Clinic. Also available within the Centre, two meeting rooms and a lecture room.
- The building is used for sporting events for both staff, students, sports clubs and members of the public.

Parking
- Two disabled staff parking spaces are available at the back of the Sports Centre and is accessible via St Michaels Park and can be booked directly through the Security Lodge.
- The Event/Conference Organiser should liaise with the Conference Office/Security Services to arrange a disabled visitor’s space at the Hawthorns building on Woodland road/Elton road for additional car spaces if required.

Means of Access into the Building
- There is level access to the main entrance to the Sports Centre and consists of two double glass doors.

Main entrance
Toilets
- Disabled toilets are available on the ground floor hall and are situated along the corridor opposite the main entrance. There is a local audible alarm which can be used when assistance is required.
- The disabled staff toilet/shower room on the 1st floor which also has a local audible alarm.

Reception
- There is plenty of room in the Entrance Hall and Lobby for wheelchair access.
- Visitors will be assisted as necessary.

Lift and Stair Access

Lifts
- From the reception foyer, there is a passenger lift to the left hand side. Safe load is 8 persons or 630kg. The lift is NOT to be used in an emergency evacuation.

Stairs
- Access from main reception to all floors is via a main stairwell and consists of two flights of 10 steps to the ladies changing room, gym and studios. There are eight flights of eight steps to the sports hall and 10 flights of 10 steps to the male changing rooms and jogging track.
- There is a handrail on both sides of main stairwell. There is no contrast colour to identify the goings and the risers.
Refuge Points
- Refuge points have been designated between the two sets of double fire doors situated on all floors in the lift lobby area. There is NO communication from the refuge points to the main reception desk.

Signage
- There are no tactile signs.

Doors
- Doors are all double doors except access to the sports hall.

First Aid Room
- There is no first Aid room within the Centre for Sport, Exercise and Health, but first aid boxes are available from the main reception desk on the ground floor and the gym reception desk on the first floor. There are trained first aiders on duty each day.
- A defibrillator can also be allocated on the main reception desk. There are qualified trained staff to use the defibrillator on most days during opening hours.
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 member of staff 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 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 handrails on the main stairwell and on the additional three stairwells which are used when an evacuation takes place (however the refuge points are only allocated on the main stairwell) and therefore may not be a suitable means of evacuation. 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 within the Centre for Sport, Exercise and Health.

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 lift is NOT a designated fire-fighting lift and cannot be used for emergency evacuations.