Access Statement
School of Chemistry Main Buildings & Synthetic Chemistry

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 (PEEP).
https://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 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/#evacuation

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: School of Chemistry – Main Buildings and Synthetic Chemistry

Background
- The Main Building comprises three wings (North, South & East) linked to the Synthetic Chemistry building
- The Main Building was built circa 1965 with the addition of the Synthetic Building in 2000.
- The building is used for teaching and research and comprises laboratories, offices, lecture theatres and plant.
- There are four lecture theatres frequently used for Public Lectures in addition to teaching use from across the University.

Parking
- Two disabled parking spaces adjacent disabled access ramp.
- Approach from Woodland Road, turning into Cantocks Close taking left fork to Chemistry main entrance.
- Parking must be organised in advance with the Security Office by whoever is organising the event/conference/visit.
  The Senior Porter for the building and the Facilities Manager must also be informed.

Means of Access into the Building
- Wheelchair-friendly access ramp up (fig 1), turning right on to level main entrance approach (fig 2).
- Free access during open hours through automatic power operated double doors to the Porters Reception Desk. Out of hours - doors Ucard controlled.
- **Level Access to Lecture Theatre 1 balcony only.** Balcony not suitable for wheelchairs due to insufficient space on account of access to balcony seating.
- **Level Access to Lecture Theatre 2 & 3 off main lecture theatre lobby on right.** Level access through auto doors to theatre with viewing gallery on left or right (fig 9).
- **Level Access to Lecture Theatre 4**
  From main entrance, turn right through doors to far side of café area, enter into lift lobby LT 4 entrance straight ahead. Level access but no dedicated area for Wheelchairs. Limited space for 1 Wheelchair may be possible if arranged in advance.

See below for other areas accessible by lifts and/or stairs.
Toilets
M & F toilets readily available throughout building
Accessible toilet facilities:

Main Lecture Theatre Lobby
- Accessible toilets are available on the ground floor Lecture Theatre Foyer to the left of the Porters Reception at the far end of the corridor adjacent to Lecture Theatre 2. There is a local audible alarm with connection to Porters Lodge.

East Wing & Medical Sciences Teaching Labs
- Accessible Toilets on level 0, level 1 and level 2 off teaching lab.

West Wing
- Level 5 & 6 Teaching Labs in lift lobby

Synthetic Chemistry
- On Clean Corridor adjacent lift on levels 2, 3, 4 & 5 all with alarm and wet room shower.

Reception
- The Porters’ Lodge is in the Entrance Hall directly in front of the entrance door.
- There is plenty of room in the Entrance Hall, Lecture Theatre Lobby and Café area for wheelchair access.
- Visitors will be assisted as necessary.

Lift and Stair Access

Lifts
There are seven lifts across the building, 2 exclusively for service use.

Access to Lecture Theatre 1 without using steps only possible via ‘Black Lift’ 059 serving level 0 – 5 (fig 5). Wheelchairs can be accommodated at the front of auditorium using this route – porter assistance is required.
Dimensions 1.0 x 1.45m safe load 8 persons 630kg accessed from LT foyer through power doors to level 2 corridor. Take lift down to level1 along corridor to LT front entrance via auto door.
The lift is NOT to be used in an emergency evacuation.

To access corridors leading to Aims seminar and tutorial rooms on levels 3 & 4 without using stairs.
From the main entrance on level 2, pass through open plan Café area to West Wing lift lobby. There are 2 passenger lifts (fig 5) serving levels 1 – 6 each with internal dimensions
1.4 x 1.6m safe load is 13 persons or 1000kg. Take lift to floor 3 or 4, exit lift turning right then immediately right through door to AIMS wing. These lifts must NOT be used in an emergency evacuation.

### Access to Medical Sciences Teaching Labs.

**Without** using stairs only possible via East Wing passenger lift 062 serving levels 0 – 5 dimensions 1.4 x 1.2m safe load 9 persons 748kg accessed through Ucard door adjacent LT2.

From Main entrance take auto door from lecture Theatre lobby turning left along corridor, through auto door, forward through Ucard auto door to lift 062 on left to all teaching lab floors.

Extremely limited access on level 5 CMM Labs due to small lobby with side access door to lab (lobby dimensions 0.88 x 1.6m). Unsuitable for Wheelchair access. The lift is NOT to be used in an emergency evacuation.

### Stairs

There are seven staircases in total - 5 staircases in the Main Building and 2 in Synthetic. 22 steps between levels all with handrails.

- **Lecture Theatre 1**
  Main entrance level access to Lecture Theatre Foyer, 14 steps down to LT1 entrance (fig 8)

- **Lecture Theatre 2,3 & 4**
  Ramp to main entrance, NO stairs, level access to Theatres.

- **External Access to Aims seminar and tutorial rooms and Medical Sciences teaching Labs from paved patio area (fig 3 / 4)**
  22 steps up from Rodway Cloister (fig 6) or 33 steps down from University Walk via Cantock Steps (fig 7).
  Level access to Medical Sciences Teaching Labs level 3 and ramp up to AIMS centre door. Internal stairwell to all floors, 22 steps between each floor level.

### Refuge Points

- There are four designated Refuge points serving the Chemistry teaching Labs in the main building west wing.
- West Level 5 teaching labs in lift lobby and another adjacent to fire escape staircase.
- West Level 6 teaching labs in lift lobby and another adjacent to fire escape staircase.
- All have communication with the Porters Lodge at reception.
Refuge points serve areas where it is not possible to evacuate via a level route, i.e., if not able to use stairs and no fire evacuation lift is available. The Refuge point is provided as a waiting point for the main evacuation flow to pass thus enabling unhindered evacuation using one of the options listed below.

Signage

- There are no tactile signs.
- Liaise with Porters at lodge for guidance and directions.

Doors

- Doors are mainly oak veneered composite wooden doors with vision panels. Pull handles and/or push plates are fitted. Some doors are power operated with push plate activation.

First Aid Room

- West Level 2 turn right from main entrance, through café area adjacent to Male toilets and service lift. Key available from Porters Lodge.

Library

From main entrance turn left along corridor, library entrance on the right via auto door.
- Further information on the use of the library for disabled users is available via the web link.
  http://www.bristol.ac.uk/library/using/disabledusers/
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. All stairs have handrails.

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. There is no evacuation lift in the Chemistry buildings.