Access Statement
Drama Building

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: Drama Building, 17-21 Park Row

Background
- The Drama Building was constructed in the 1900s
- The building is used for public events, theatre productions and lectures. It incorporates a museum – the Theatre Collection.
- The Theatre Collection is open to the public, the rest of the building is not open to the public. The Theatre Collection is accessed via the Park Row entrance.
- The Wickham Theatre, Theatre Two and Department of Drama are accessed via the main entrance on Cantocks Close.

Parking
- Two disabled staff parking spaces are available at the front of the main entrance on Cantocks Close.
- Blue badge holders can park for free in permit bays on Park Row and Woodland Road.
- 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.
- Should the space in front of the Park Row 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 main entrance on Cantocks Close.

Means of Access into the Building
- There is a DDA compliant slope leading to the main entrance to the building on Cantocks Close. Access is via Ucard and two sets of doors out of hours.
- The Park Row entrance is accessed via a DDA compliant ramp. The door is controlled by Ucard and there is an intercom for visitors’ use.
- Theatre two has direct access from Cantocks Close via 12 steep steps.
Toilets
- Disabled toilets are available on the fourth and second floors and are clearly signposted, both have a local audible alarm.

Reception
- The Porters’ Lodge is in the Cantocks close entrance lobby to the right of the entrance door.
- There is plenty of room in the Entrance and Lobby at both Cantocks Close and Park Row entrances for wheelchair access.
- Visitors will be assisted as necessary.

Lift and Stair Access

Lifts
- There is a passenger lift from the Cantocks Close entrance level to the level of the Wyckham Theatre – level 3. Loading 800kg / 10 people
- There is a passenger lift from level 1 - the Park Row entrance level – to levels 2 and 3. Loading 525kg / 7 people
- Neither lift is to be used in an emergency evacuation.

Stairs
- Access from main reception to the theatre lobby below is via a staircase of two flights of 12 steps. There is a handrail on each side of the staircase and a contrast colour to identify the goings and the risers.
- There are several other staircases in the Drama Building, which do not have colour contrasts steps.
Refuge Points
- Refuge points have been designated on second and third floors.
- On the second floor refuges are situated near the fire exit to the west elevation of the building and at the top of the stairs leading to 1st floor.
- On the third floor refuges are situated near the fire exit to the west elevation of the building and in the main theatre lobby.
- There is communication from the refuges to the porter’s lodge.
- There is level egress from levels one and four and refuge points on levels two and three near final exits, so no evac chairs are provided in this building.

Signage
- There is tactile signage for publicly accessed facilities only.
- Liaise with Porters for guidance and directions.

Doors
- Internal doors are predominantly wooden with steel framed with Georgian wired glass vision panels and pull knobs. Some doors are of solid wooden construction, others have plain glass panels.

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.

There are final exit doors at each level of the building so in the event of a fire it is likely that egress would be via the closest exit on that floor. At levels 1 and 4 this would be via a DDA compliant ramp. At levels 2 and 3 exit would be onto a stepped pathway to the West elevation of the building and refuge points are situated inside the building adjacent to the final exits. Should the closest exit be unavailable or unsuitable there are various ways that other floors could be reached:

Make own way up or down stairs slowly
Some people who use wheelchairs may be able to make their own way up or down the stairs to one of the level entrances on level 1 or 4 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 up or downstairs on bottom after main flow
Some people may prefer to make their own way out by shuffling up or 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 up or 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.

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.

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.

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