Access Statement.
Howard House

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.

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: peep-guidance-forms-gn.pdf

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/
Name of building: Howard House

**Background**
- The building comprises a core tower of 6 storeys (7 floors) facing North on Queens Avenue with a 4 storey wing facing East along Elmdale Road. The Ground, Fifth and Sixth floors therefore provide considerably less accommodation than the four intermediate floors.
- The building was constructed in 1974 and extensively refurbished in 1998.
- The first floor is occupied by an external tenant and is outside the scope of this access statement.

**Parking**
- Disabled parking spaces are available in the car park at the back of the building (ground floor).
- The Event/Conference Organiser should liaise with the Conference Office/Security Services to arrange a disabled visitor’s space.

**Means of Access into the Building**
- The Main entrance has level access from Queens Avenue (figure 1).
- The front doors are automatic during normal working hours (figure 2).
- The doors are operated using a University U-Card at other times.

**Toilets**
- Accessible toilets are located on the ground floor.
- There is a local audible alarm.

**Reception**
- The Porters’ desk is situated in the entrance hall.
- 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**
- There are two passenger lifts adjacent to the Entrance Hall on the Ground Floor. The lifts serve all floors.
- The safe load is 750 kg or 10 persons
- The lifts are NOT to be used in an emergency evacuation.

**Stairs**
- There are two main staircases in the building.
- The accommodation stairs, adjacent to the lifts, comprise two flights of 9 steps, and a half landing, between each floor (figure 3).
- The steps are carpeted and the tread edges are identified by colour contrast.
- Secondary escape stairs lead from the fifth floor to the ground floor (figure 4).
- From the 6th floor an external concrete spiral staircase, comprising two flights of 9 steps, leads down to a flat roof (over the East Wing). The escape route runs across the roof to a door at the head of the stairs.
- From the 5th floor the escape route runs across the flat roof to the door at the head of the stairs. There are two flights comprising 5 and 13 steps to reach the 4th floor
- From the fourth floor there are two flights of 9 steps to reach the 3rd floor and a further two flights of 9 steps to reach the 2nd floor.
- From the second floor three flights comprising 9, 8 and 3 steps lead to the exit door on the ground floor to leave the building.
- There are a further 4 steps outside the building at the foot of the stairs to reach the access ramp leading to the assembly point on Elmdale Road.
- The main staircases have hand rails on both sides.

**Refuge Points**
- There is a refuge point on the fourth floor
- There is communication between the refuge and university security control
Signage

- There are no tactile signs
- Liaise with the Porter for guidance and directions.

Doors

- Doors from the storey lobbies into the office accommodation are wooden with glass vision panels. Operation is push/pull
- Some doors e.g. on the second and fourth floors are power assisted/operated

- 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/](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 in a lobby 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 in a lobby 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 in a lobby 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 escape should only take place after the main flow of people has left the building; A lobby 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. The escape should only take place after the main flow of people has left the building; A lobby should be used while this is taking place.

Evacuation chairs
There is an Evacuation Chair by the secondary escape stairs on the fourth floor. This is allocated for use by a named individual under a current Personal Emergency Evacuation Plan (PEEP).

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 additional Evacuation Chair 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/assistants 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; A lobby should be used while this is taking place.

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.