Access Statement Churchill Building, Langford

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: Churchill Building

Background
- The building is used for administration, research, lectures and houses the library.
- The Building is not open to the public.

Parking
- One disabled staff parking space is available at the front and to the left of the building.
- Blue badge holders can park for free in permit bays on University road.
- There is an access road to the front of the building which is suitable for dropping off disabled staff, students or visitors.

Means of Access into the Building
1. There are two steps to negotiate at the main entrance to the building.
2. There is an access ramp leading to automatic double doors to the left of the main entrance.
3. There is also an access ramp from the left of the building adjacent to the Children’s Nursery. At the top of this ramp there is a single door that opens outwards followed by double doors that also open outwards.
4. There is level access at the rear of the building onto the ground floor.
5. There is stair access to the rear of the building that leads to the stairwell giving access to all floor levels.
6. There is also access to the ground floor via the entrance to the end of the building’s South Corridor, located beyond the main entrance. This has two steps.
Toilets
- There is one disabled toilet available on the ground floor along the corridor to the left of the entrance at the far end of the building. All doors leading to these are Touch to Open (T2O). There is a local audible alarm but no door assist.

Reception
- Reception is to the left of the main entrance.
- 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
- Along the corridor to the left of reception is the Churchill Building’s only lift.
- Safe load is 23 persons or 1585kg. The lift is NOT to be used in an emergency evacuation.

Stairs
- There are 4 Staircases which access all floors, 1 leading from reception, 1 at each end of the long corridors and 1 centrally.
Refuge Points
- There are two refuge points in the building.
- 1 on the central stairwell at first floor level.
- 1 at the end of the South corridor - by the exit shown in fig 6.

Signage
- There are no tactile signs.
- Liaise with Porters/Reception for guidance and directions.

Doors
- Doors are constructed of wood.

First Aid Room
- The First Aid room is to along the corridor to the right of reception, past the lecture theatre.

Library
- Library users who are unable to use the stairs are required contact reception first who will contact the librarians on their behalf. The librarians will then open the automatic doors as these are generally for emergency exit only and can only be operated from within. The user then goes via the lift to the 1st floor and into the library via the automatic doors.
- 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 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 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 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. There are two sets of wide, shallow steps with handrails. 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
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 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.