Access Statement
Communal 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: Communal Building

Background
- The building is used for dining, study, administration, lectures and houses the bar and a snooker room.
- The building comprises of a ground floor and a 1st floor.
- The Building is open to the public.

Parking
- There are no dedicated disabled parking spaces available.
- There is parking to the front of the building for staff, students and visitors.

Means of Access into the Building
- There is level access to the front of the building.
- There is level access to the rear of the building.

Toilets
- A disabled toilet is available on the ground floor, located by the male and female toilets.
- The toilet is fitted with a local audible alarm but no door assist.

Reception
- There is no reception for this building

Lift and Stair Access

Lifts
- There are no lifts in this building.
Stairs
- There is one main staircase located at the rear of the building.
- There is an emergency exit staircase from the bar area to the kitchens.
- Access from main reception to the great hall is via a two staircases of three flights of 12 steps. There is a handrail on the internal side of main staircases. There is no contrast colour to identify the goings and the risers.
- There are several staircases in Wills Memorial Building, which are over a meter wide and do not have colour contrasts steps. Above the fifth floor can only be accessed by stairs.

Refuge Points
- There are no designated refuge points
- There are no evacuation chairs

Signage
- There are tactile signs outside the disabled toilet.
- Liaise with catering staff for guidance and directions.

Doors
- Doors are steel framed with Georgian wired glass with large pull knobs.

First Aid Room
- There is no first aid room.
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.