Access Statement
Pearson 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: Pearson Building

Background
- The Pearson building is used for student administration, teaching, offices for academic staff and houses the photographic and computer department.
- The Building is not open to the public.

Parking
- There are two disabled parking spaces available at the side of the building.
- Blue badge holders can park for free in permit bays.
- There is an access road to the side of the building suitable for dropping off disabled staff, students or visitors.

Means of Access into the Building
- There is level access to the side of the building, leading to the lecture theatre, seminar rooms, the teaching laboratory and computer rooms.
- There is level access to the entrance that leads to the computer department and photographic department.
- There are two steps into the Student Administration office area and stairs to the first floor.

Parking
- There are two marked disabled parking bays to beside the main side entrance to the Pearson Building.
Toilets
- A disabled toilet is available on the ground floor along close to the Hodgkin Lecture Theatre, the computer rooms and the Teaching Laboratory. There is a local audible alarm but no door assist.

Reception
- There is no building reception.

Lift and Stair Access

Lifts
- There are no lifts in the Pearson Building

Stairs
- Access to the first floor of the Pearson Building is via the staircase by the front entrance. This is not suitable for wheelchair access.
- Students requiring meetings with academics can book a seminar room on the ground floor.
Refuge Points
- There are no refuge points.

Signage
- There are no tactile signs.

Doors
- Doors are of wooden construction wired glass vision panes set into them.

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.