5 Tyndall Avenue
UBU Lettings Office
Bristol, BS8 1UD

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. www.bris.ac.uk/safety/media/uobonly/po/peep-policy-po.pdf

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/media/uobonly/gn/peep-guidance-and-forms-gn.docx

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: 5 Tyndall Avenue, BS8 1UD – UBU Lettings Office

Background

5 Tyndall Avenue is separated into three sections:

- The UoB Students’ Union UBU Lettings Office is situated on the left hand side of the building when viewed from Tyndall Avenue. The UBU Lettings Office has its own separate entrance from Tyndall Avenue.

Parking

- Two off street disabled parking spaces are available on Tyndall Avenue. The spaces are situated at the right hand side of 5 Tyndall Avenue near the Computer Centre entrance and the left hand side of the Arts and Social Sciences Library. The spaces can be booked by contacting the University Security Services.
- Blue badge holders can park for free in the on street parking bays on Tyndall Avenue.
- Event/Conference Organisers should if required liaise with the Conference Office/Security Services to arrange a disabled visitor’s space at the
- Before using the off street disabled parking space in front of the colonnade level access to drop off staff or visitors, permission should be sought from the Porters in the Computer Centre or University Security.

Means of Access into the Building

- There are 4 steps from pavement level to the colonnade level across the whole of the front of the building.
- There are 2 ramps, located at either end of the steps.
- There is level access from the walkway into the Students Union outlet.
- The door is NOT automated.
UBU Students’ Union Entrance

Ramp South West Corner of 5 Tyndall Avenue
Toilets

- An “accessible” toilet is situated at the rear of the unit.
- There is no public toilet in the Student Union Outlet, although staff may allow use in an emergency.

Reception

- The open plan office is inviting and can accommodate wheelchair users.

Visitors will be assisted as necessary.

Signage

- Staff will be able to provide guidance and assistance.

Doors

- External: - metal and glass; internal: - wood with glass viewing panels.
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 the steps slowly

Some people who use wheelchairs may be able to make their own way down the stairs if they have a little mobility

Move down the steps on bottom after main flow

Some people may prefer to make their own way out be shuffling down the stairs on their bottom. If this is the preferred mode of escape, they should wait at the rear of the main escape group. They can be transferred into a transit wheelchair on reaching the ground floor.

Move down the steps 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.

Move down the steps 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.

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 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.