Access Statement. Mathematics

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. peep-guidance-forms-gn.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: 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: School of Mathematics

Background
- The building was purpose built for the School of Mathematics in the mid-1960's.
- In 2009 the lower Ground floor, and Car Park, were converted as accommodation for the Physics Workshop. The Workshop is not included in this Access Statement.

Parking
- Disabled parking spaces are available in University Walk and Tankards close.
- 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 is accessed from University Walk up a wide flight of 14 steps (figure 1).
- Hand rails are available on both sides and in the middle.
- The front doors are power assisted. They are operated using a touch pad during normal working hours or a University U-Card at other times.
- A level access route is available at the rear of the building via Royal Fort Gardens (figures 2 & 3). This gives level access to the first floor teaching rooms including Lecture Theatres SM1, SM2, SM3 and SM4.
- Offices for long term visitors are also located on the first floor

Figure 1 Figure 2 Figure 3

Toilets
- Accessible toilets are located on the first floor.
- There is a local audible alarm.
- The door is a power door operated by a push pad.

Reception
- The Porters' Lodge is situated to the right of 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 do not serve the Lower Ground Floor.
- The safe load is 8 persons or 1200 lb (545 kg).
- The lifts are NOT to be used in an emergency evacuation.

Stairs
- There are four staircases in the building.
- Two flights, comprising 8 and 10 steps, between the ground floor and the first floor.
- Two flights of 8 steps, at every level, between the first and fourth floors (figure 4)
- External escape stairs, inside a glass tower, leading from the fourth floor to the ground floor with 14 steps between each level and a further 3 steps at the foot of the stairs.
- 13 steps, in three flights, from the first floor to the lower ground floor workshops and plant rooms.
- All staircases (above) have hand rails on both sides
- The tread edges are identified by colour contrast
- The final exit doors from the foyer at the back of Lecture Theatres SM1 and SM2, and directly from the back of SM2, lead to a raised patio outside the building. From here four steps lead down to the garden path and on to the assembly point.
- A secondary escape route, near the front of Lecture Theatre SM1, leads to an external escape stair with 15 concrete steps down to street level. There is a hand rail on one side of the stairs.
- There is a short bridge linking Lecture Theatres SM2 and SM1. This gives access to the escape stairs (above) from SM2. Its use involves a steep step up from SM2 and then down into SM1. It is therefore not suitable for use by persons with impaired mobility.

Refuge Points
- Seven refuge points have been designated
- Outside of the lifts on floors 2, 3 and 4
- In the storey exits to the external escape stairs on floors 2, 3 and 4
- By the emergency exit door inside room 1.2 (Taught Course Centre) on the First Floor
- There is communication between the refuges and the entrance lobby. Close to the fire alarm panel and adjacent to the Porters Lodge.

**Signage**

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

**Doors**

- Cross corridor fire doors are held open and release automatically in the event of a fire alarm activation.
- The doors to Lecture theatre's 1 and 2 are automatic power doors operated by touch pad.
- All communicating doors are power doors operated by touch pad or push pad.
- 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**

There are two level egress routes from the ground floor lecture theatres. The accessible entrance, outside SM4, is the primary route. The door at the foot of the stairs (leading to the Portacabins from the corridor opposite room 1.9) is the secondary route. If these routes are not available persons with impaired mobility could evacuate the building using the options below.

**Assisted Escape/ Buddy system**

Some fire alarm detectors give a visual indication of the alarm. However, 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 be 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. 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.

An evacuation chair is situated in the lobby outside Lecture Theatres SM1 and SM2. This is available for assisted escape down the four steps from the external patio to the garden. It should be used, subject to the provisos above, in the event that the two level access routes, normally used to exit the building, are not available.

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.