Access Statement
Medical Sciences Building

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/fire-safety/#evacuation

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/fire-safety/#evacuation

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: Medical Sciences Building

Background
- The Medical Sciences Building is arranged over 12 levels on a sloping site. It was purpose built as an academic building in the late 1950s with additions in 1960s and formerly known as School of Medical Sciences.
- The building is used for teaching and research and there is a Medical Library which opens on evenings and term time weekends. There is a catering outlet near the front entrance. Out of hours work and evening lectures, including public lectures take place in the building.
- The building is occupied by the Schools of Biochemistry, Cellular and Molecular Medicine and Physiology and Pharmacology which are part of the Faculty of Medical and Veterinary Sciences. Research facilities, such as the Wolfson Bioimaging Facility are provided within the Medical Sciences Building.
- The main building is linked to Medical Sciences Teaching Laboratories and the AIMS Centre by an internal bridge at C level. This area has secure card access only.
- The Building is NOT open to the public.

Parking
- Accessible parking is available at the front of the building, opposite the Main Entrance in University Walk. Event organisers will need to pre book an accessible parking space for a visitor with Parking Services well in advance to ensure a suitable space can be reserved.
- Approach from St Michaels Hill into Royal Fort Road turning left into University Walk or from Woodland Road into University Walk.
- Accessible parking to the Teaching Laboratories/AIMS Centre is available near the main entrance to Chemistry adjacent to the access ramp.
- Parking must be organised in advance with the Security Office by whoever is organising the event/conference/visit. The Senior Porter for the building and the Facilities Manager must also be informed.

Means of Access into the Building
- **MAIN ENTRANCE - in University Walk.**
  a) There are 7 steps to ascend at the main entrance to the building (Fig 1).
  b) There is a graded accessible access ramp from street level to the building entrance and Porter reception desk.
There is a ramp in the rear services yard which can be used to access the Library ONLY and limited emergency access at B level stairwell 4 to the main passenger lift both by advance arrangement with Library staff / Facilities Manager. The yard is a busy working delivery and services area and is not suitable for open access. There are currently added Health & Safety issues in this area due to a major ongoing building project in this area.

- **31 – 37 ST. MICHAEL’S HILL- FRONT AND REAR ENTRANCE TO THEATRE A1.4 and teaching rooms Nos. 1.1-3.3.**
  a) The public approaches to the entrances to the lecture theatre and the small teaching rooms incorporate steps in every direction. There is a ramp at the rear entrance.
  b) There is no suitable internal access to this area from the Main Medical Sciences building.

**FOR FULL DETAILS SEE SEPARATE ACCESS STATEMENT FOR ST MICHAELS HILL LECTURE THEATRE A1.4 & TEACHING ROOMS**

- **MEDICAL SCIENCES TEACHING LABORATORIES AND AIMS CENTRE.**
  a) There is no public access via the bridge link and secure research area.
  b) The entrances to each of these areas is located on the upper patio above Chemistry. They are reached in each direction by a flight of steps.
  c) Access into each of these areas is by arrangement only and by using the Chemistry main entrance.

**FOR FULL DETAILS SEE SEPARATE ACCESS STATEMENT FOR THE SCHOOL OF CHEMISTRY BUILDING**

**Toilets**
- Accessible toilets are available on the entrance floor (D floor) and also on other floor levels in the building including adjacent to the Medical Library entrance. There is signage and a plan on each floor in the Main building indicating their location.

**Reception**
- There is a high level of security because of the nature of some of the processes within the building. Visitors are met and escorted. They sign in and out and there is an induction process in some instances e.g. for contractors and staff working in certain areas.
- There is a porter manned desk at the front entrance of the Medical Sciences Building.
- There is adequate room for manoeuvre of wheelchairs and part of the reception desk is at wheelchair height.
- There are U card enabled barriers which span the front entrance – a section of two gates by the porters desk can be opened by the porters so that wheelchairs entering the building from the accessible entrance ramp can pass through into the building at level D.
- On open days, for public access lectures or on other occasions when the U card security access is deactivated then the wider barriers can be left open.
- A loop system is in place for hearing impaired visitors or staff.
- Any visitor with a visual impairment will be assisted as necessary.

**Lift and Stair Access**
- The Main Building is served by eight staircases and 5 lifts (dual use - passengers and goods).
- The Main building entrance is on Level D.
Lifts

Passenger lifts:

a. Main lift on D floor central corridor – use to get to Lecture theatres E29, C42, C44 and F40 (UOB 013 Safe Load 16 person 1200kg). Also can use UOB 012 Safe Load 23 person 1600kg, 016 safe Load 16 person 1136kg – all go from Level B – G (Fig 2).

b. DDA lift to get to Library from C floor (UOB 014) – needs keycode; passengers are escorted. Also used for Library goods.

c. Wheelchair lift only outside Library on one level (by staircase) (UOB 073 Safe load 225kg /35.0 stone) – gives access to/from back services yard and accessible toilet. This lift is included in those not suitable for use in a fire evacuation (fig 3).

d. Back of Medical Sciences Teaching Labs – Level 0 to Level 5 – (UOB 062 Safe Load 9 persons 748kg). Only used for public access from Level 2-4. Level 5 is not accessible for wheelchair users.

Other lifts are used for goods and to give access to research areas only i.e. UOB 015 – Goods lift to H – passenger operated and UOB 017 – Stage 3 – C floor inc. M down to Level B

Lifts must NOT be used in a fire evacuation.

Stairs

Main staircases

- Staircase 4 – from main corridor (first double-doors on right) leads to Lecture Theatres E29 (up one level), to F40 (up two levels) and to C42 and C44 (down one level). 26 steps between each level (Fig 7).

- Staircase 5 – from far end of main corridor (second double-doors on right) leads to the rear of Lecture Theatre E29 (up one level) and down (2 or 3 levels) to the Medical Library on Levels B and A. 26 steps between each level (Fig 4).

- The Library out of hours entrance at the rear of the building is accessed by descending the 27 wide steps to right of main entrance, left at patio and through undercroft turning right via gate to rear entrance (Fig 9). Access also available from St Michaels Hill or Old Park Hill area, via steps up to undercroft entrance.
Refuge Points

- There are 37 refuge points strategically placed around the building to serve areas where it is not possible to evacuate via a level route. I.e. if not able to use stairs and no fire evacuation lift is available. The Refuge point is provided as a waiting and contact point when the fire incident coordinator will provide further instructions / information. If building evacuation is required, the refuge point acts as a protected waiting area for the main evacuation flow to pass thus enabling unhindered evacuation using one of the options listed below (example refuge point Fig 8).
  All refuge points have telephone connection to the main control panel adjacent to the reception desk. Push button for service.

Signage

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

Doors

- Doors are mainly oak veneered composite wooden doors with vision panels. Pull handles and /or push plates are fitted. Some doors are power operated with push plate activation.

First Aid Room

- The First Aid room is located at E34 – key available from Porters at Lodge.

Library

- The Library is open at certain times when the main building is closed, after 1800hrs Mon- Fri and on Saturday / Sunday during term time. Out of hours, there is no route from the main building entrance to the library - it is accessed via 20 steps up or down and level pathways at the rear of the building. There is currently no access from the rear delivery yard unless there is a requirement to use the wheelchair lift which can be arranged by prior arrangement with library staff. Access to the Computer Rooms from main library area by 8 steps up or by accessible access lift 019 (Safe Load 2 persons with Wheelchairs OR 400kg) from Quiet Study area to computer area with library staff assistance.

- 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/
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 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. 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
There are no evacuation chairs permanently located in the building. 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 have 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.

**Evacuation Lift**
The passenger lifts are NOT a designated as fire-fighting lifts and cannot be used for emergency evacuations. There is no dedicated evacuation lift.