Access Statement
Oakfield and Barley Houses

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: Oakfield and Barley Houses

Background
- Barley House is a three storey stone building dating back to 1932.
- Oakfield House consists of four storeys and a basement and was constructed in the 1960s.
- The buildings are joined at ground, first and second floors and effectively function as one building.
- The building is used for clinics for the Children of the ‘90s project, offices, lectures and laboratories.
- The building is NOT open to the public.

Parking
- One disabled staff parking space is available in the car park at Barley House
- Two disabled staff parking spaces are available in the car park at Oakfield House.
- Visitors attending clinics with the Children of the ‘90s can book parking directly with the clinic.
- The Event/Conference Organiser should liaise with the Conference Office/Security Services to arrange a disabled visitor’s space at the Hawthorns building on Woodland Road / Elton Road.
- There is a multi storey car park nearby at Clifton Down Shopping Centre, within ten minutes walk.
- Further information about parking at the University is available at http://www.bristol.ac.uk/transportplan/parking/

Means of Access into the Building
- Visitors to both Oakfield and Barley Houses should enter via the door to Oakfield House.
- The building can be accessed via three steps or a ramp.
- The entrance door is power assisted.
- Barley House is accessed via a ramp and power assisted door from the entrance lobby of Oakfield House.
- The Children of the ‘90s Clinics can be accessed via the courtyard using power assisted doors.

![Entrance to Oakfield House](image1)
![Entrance to Barley House](image2)
![Entrance to Courtyard](image3)
Toilets
- Disabled toilets are available on the ground floor of both Oakfield and Barley Houses.
- Each facility has a local audible alarm.

Reception
- The Porters’ Lodge is in the Oakfield House Entrance Hall to the right of the entrance door.
- 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
- From the Entrance Hall, there is a passenger lift from the basement to the third floor. The lift can only be used with a Ucard. Safe load is 8 persons or 545kg.
- The lift is NOT to be used in an emergency evacuation.
- The fourth floor of Oakfield House is not accessible by lift.

Stairs
- Access between levels of Oakfield House is typically via a staircase of two flights of 10 steps. There is a handrail each side of the staircase. There is minimal contrast colour to identify the goings.
- The stairs in Barley House are typically a flight of four steps followed by a flight of 14 steps. There is a handrail each side of the staircase and contrast colour to identify the goings and the risers.
Refuge Points

- There are refuge points at the top of the main staircase in Oakfield House and also adjacent to the rear escape staircase at 1st, 2nd, and 3rd floors.
- There are refuge points near the stairs at 1st and 2nd floors in Barley House.
- Exitmaster Vesa evacuation chairs are stored for use in the designated refuge areas.

Signage

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

Doors

- Entrance doors are automated
- Internal doors are either wooden with Georgian wired or plain glass and handles or of solid wood construction, also with handles.

First Aid Room

- There is no First Aid room in either Oakfield or Barley Houses.
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.

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 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.

Evacuation Lift
The passenger lift is NOT a designated fire-fighting lift and cannot be used for emergency evacuations.