Access Statement
Oldbury House
Tyndall Avenue, Bristol,
BS2 8BS

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, the University’s Fire Safety Adviser and the Facilities Manager.

Completing a PEEP for disabled students is a joint effort between the disabled students, Access Unit, the student’s School/Department, the University’s Fire Safety Adviser and the Facilities Manager.

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: Oldbury House, 121 St Michaels Hill, Bristol, BS2 8BS

Background

- Oldbury House was originally built during the 16th century. Later in the early 20th century the large extension to the rear was added and finally the rear lobby was built in the late 20th century. It is grade II listed building.
- The building was subject to an extensive renovation in 2014, which included a grant funded project to install cutting edge technology for temperature control.
- The building houses three university administrative departments; Centre for Public Engagement, Public and Ceremonial Events Office and the Careers staff. There are 47 desks in the building.

Parking

- There is no parking available at Oldbury House.
- Event Organiser or Hosts should make appropriate arrangements for person requiring to park close to the building. It is possible to arrange a disabled visitor’s space at the Hawthorns building on Woodland Road/Elton Road
- Blue badge holders can park for free on the on street parking on St Michael’s Park and Osborne Villas.

Means of Access into the Building

- At the front of Oldbury House there is a step from street level through a wrought iron gate along a path and a further step at the threshold into the building.
- There is level access at the rear from Osborne Villas to the back door entrance.
▪ Both doors are secured and access is by authorised U Card.
▪ Visitors are able to call the relevant department using the entry phone situated at the front door, and on positive identification the visitor will be allowed into the building by use of the remote door lock release.
Rear Level Access from the Pavement

Rear Entrance

Final Exit Rear Door
Toilets

- There is an accessible toilet on the ground floor.
- The accessible toilet has a **local audible alarm** and accessible doors.

Reception

- There is no reception desk in Oldbury House. Visitors will be seen by appointment.
- There is plenty of room in the Reception area for wheelchair visitors.
- Any visitor with impairment will be assisted as necessary.

Main Entrance Hallway
Stair Access

Stairs

- There is a central wooden staircase accessed from the reception area.

- There are two emergency exit external steel staircases, one at the front and one at the rear of the building.
- There are banisters to all the staircases.
Final Exits Ground Floor

- On the ground floor there are two final exits in addition to the two main entry doors into the building.

Final Exit Front of Building Room G18 Meeting Room

Final Exit Rear of Building Room G6 Office
Final Exits First Floor

Final Exit Rear of Building Room 1.7 Office

Final Exit Front of Building Corridor First Floor
Final Exit Second Floor

Final Exit Front of Building Corridor Second Floor

Signage

- There are no tactile signs.
- Staff will provide guidance and directions.

Doors

- Doors are made of wood with some having glass viewing panels. Doors have pull handles or push plates and are fitted with door closers.

First Aid Room

- There is no first aid room in Oldbury House.
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 may be able to make their own way down the stairs. They should wait for the main flow of people to pass before descending down the stairs.

Move downstairs on bottom after main flow

Some people may prefer to make their own way out by shuffling down the stairs on their bottom. If this is the preferred mode of escape, they should wait for the main flow of people to pass before descending down the stairs.

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 handrails on each side of staircases. The escape should only take place after the main flow of people has passed.

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 person makes contact with the 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.