Access Statement H.H. Wills Physics Laboratory

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/policies/

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: Wills Memorial Building

Background

- The H. H. Wills Physics Laboratory is a grade II* listed building.
- The original building was built in 1927 and the extension block facing Tyndall Avenue was completed in 1965.
- The building is used for Public events, lectures and Laboratories.
- The Building is NOT open to the general public except on Open Days.

Parking

- 3 Disabled Parking bays near to the front entrance (Tyndall Avenue) side of the building, (The other category A and disabled spaces are related to NSQI), at the rear of the building there are 5 disabled bays and 7 category A parking spaces)
- The Event/Conference Organiser should liaise with the Conference Office/Security Services to arrange a disabled visitor’s spaces at the front/rear of the building.

Means of Access into the Building

- The main entrance has recently been refurbished and re-opened in November 2012. There are 9 steps to negotiate at this entrance to the building with level access via a ramp to the side of the steps.
- Level access via Ucard and heavy double doors via the disabled access ramp at the rear of the building (Royal Fort Drive)
Toilets

- Disabled toilets are available on the ground floor to the rear of the building. There are also disabled toilets on the basement level (opposite the Enderby room). There is no local audible alarm in the toilets by Enderby.

Reception

- The Porters' Lodge is located inside the main entrance of the building.
- Visitors will be assisted as necessary.

Lift and Stair Access

Lifts

- From the main foyer, there is a passenger lift from the basement to the fifth floor. Safe load is 23 persons or 1600kg. Currently the lift is NOT to be used in an emergency evacuation.
- In the 1920’s wing near to the rear of the building (Royal Fort Drive), there is a passenger lift from the ground to the fourth floor. Safe load is 10 people.
- There are two wheelchair platform lifts throughout the building:
  - Two platform lifts on the link to NSQI on the First and Mezzanine – 225kg or 1 person each*. THESE HOWEVER CAN ONLY BE ACCESSED BY STAIRS OR VIA THE LIFT IN PHYSICS

Stairs

- Access to the Enderby Room, Tyndall LT and room 3.21 require the use of stairs or the lift. Ground floor theatres Powell LT (two flights of 4 steps) and Frank LT (12 Steps) have stair access for general use but are level on the lecturers entrance. Mott LT has a level entrance to the back of the theatre but no disabled escape routes to the front.
- There are two accessible staircases in the H.H. Wills Physics Laboratory, which are over a meter wide, the main staircase at the front has colour contrasts steps, the staircase at the rear does not. Above the fifth floor can only be accessed by stairs.
Refuge Points

- Refuge points have been designated on all landings of all stairwells other than ground floor of the rear stairwell. There is working communication from the refuge to the porter’s lodge via an intercom.

Signage

- There are tactile signs in the lifts.
- Liaise with Hall Porters for guidance and directions.

Doors

- Doors are large double wooden framed on hold open devices with large push/pull plates/handles.

First Aid Room

- There is no First Aid room.

Library

- 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 by 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**
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.

**Platform or Wheelchair lifts**
There are no wheelchair lifts at the front of the building during the summer 2012 refurbishment works.

**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 1920’s wing passenger lift has been commissioned as an evacuation lift. The 1960’s lift is waiting to be commissioned.