Access Statement. Pre-Clinical Veterinary School, Southwell Street

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/
ACCESS STATEMENT

Name of building: The Pre Clinical Veterinary School.

Background
- The building was opened in 1910 as the Kingsdown Council School
- In 1963 the building became an annexe of the Bristol Technical College
- The University acquired the building in 1993 and was it was extensively refurbished and extended to accommodate the School of Veterinary Science. The building now houses The Centre for Comparative and Clinical Anatomy (CCCA), The Microvascular Research Laboratories in the School of Physiology and Pharmacology (MVRL), The Neonatal Neuroscience Group in the School of Clinical Sciences and a group from the School of Veterinary Sciences (at Langford).
- The building is also used by the Kingsdown Conference Centre to host meetings, functions and conferences attracting delegates from outside of the university.

Parking
- Two accessible parking spaces are available in the Southwell Street car park.
- 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 building is accessed up three flights of three steps (figure 1).
- Hand rails are available on both sides.
- A ramp, suitable for wheel chairs, gives access to the main entrance to the building (figure 2).
- Entry is controlled from the Porters Lodge during normal working hours.

Toilets
- Accessible toilets are located on every floor.
  There is a local audible alarm.
R	Reception

- The Porters’ Lodge is in the 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.
- There is level access to the Veterinary Museum from reception.
- There is level access to the Veterinary Animal Barn along a corridor and across a service yard.
- Access to the Veterinary Dissecting Rooms involves a short crossing of a service yard. The entrance to the dissection rooms has a small step at the threshold (figure 3).

Figure 3

Lift and Stair Access

Lifts

- There is a passenger lift, serving all floors in the old building, just along the corridor from the Entrance Hall.
- The safe load is 8 persons or 630kg.
- The car dimensions are 1400mm deep by 1100mm wide.
- The doorway is 800mm wide.
- Wheelchair access to the main Lecture Theatre, LT1, is on level 1; the mezzanine floor.
- There is another lift serving the undergraduate dissecting rooms between the basement and ground floors.
- The safe load is 1000kg.
- The lifts are NOT to be used in an emergency evacuation.

Stairs

- There are seven staircases in the building.
- Access from reception to Lecture Theatre 1 (LT1) is via two flights of 7 steps to reach the mezzanine floor giving access to the bottom of LT1. A further two flights of 7 steps go to the first floor giving access to the top of LT1 and Lecture Theatre 2 (figure 4).
- An alternative (back) staircase leads from reception to the Lecture Theatres. This comprises two flights of 8 steps to the mezzanine floor and a further two flights of 8 and 9 steps to reach the first floor (figure 5).
- There is a staircase comprising two flights of 7 and 14 steps serving the undergraduate dissecting rooms between the basement and ground floors (figure 6). There are handrails on both sides of the staircases.
There is contrast colour on all stairs to identify the tread edges.

Refuge Points

- Two refuge points have been designated
- There is communication between the refuges and the Porters Lodge
- Refuge 1. In the main stairwell at mezzanine level. Accessible from the bottom of Lecture Theatre 1
- Refuge 2. In the back staircase at first floor level. Accessible from the top of Lecture Theatre 1 and from Lecture Theatre 2

Signage

- There are some tactile signs. e.g. outside accessible toilets, common rooms and lecture theatres.
- Liaise with Porters for guidance and directions.

Doors

- Cross corridor doors are wooden construction with viewing panels.
- Manual operation is push or pull.
- Some cross corridor fire doors are held open with automatic release on activation of the fire alarm.
- The doors to Lecture theatres 1 and 2 are automatic power doors.

- 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 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.