Access Statement
Queens 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.

https://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 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/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: Queens Building

Background
- It was built in 1958 and the BLADE wings were added in 2004.
- The building is used for Public events, lectures and Laboratories and Workshops.
- The Building is NOT open to the public except during Open Days when guided tours are arranged.

Parking
- 10 disabled staff parking space are available in University Walk along with Cat. C car park.
- 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.

Means of Access into the Building
- There are 3 steps to negotiate at the main entrance to the building along with a DDA access ramp. The West Link entrance has 3 steps and is not available for DDA access. The East Link entrance is ramped for full DDA access. The rear entrance has 3 sets of steps – one of 2 steps, one of 25 steps and one of 7 steps and is NOT available for DDA access
- Level access via Ucard and double doors to is available at the East Link entrance only.

Toilets
- Disabled toilets (Unisex) are available on the Ground floor in the main foyer Entrance hall. A Male DDA toilet is also available in Room 1.43. There is a local audible alarm.
- There are no other DDA facilities above the Ground Floor.
Reception
- The Porters’ Lodge is in the Entrance Hall to the left 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
- There are four lifts in Queens Building. 3 Passenger lifts (1 in the Library) (10 persons – 1500lbs and 8 Persons – 630kg) and one cargo lift (15 persons – 2250lbs). The lift fitted in the BLADE west wing can only be used with a security code. Safe load is 13 persons or 1000kg. The lift is NOT to be used in an emergency evacuation.
- There are several wheelchair platform lifts throughout the building:
  - One platform lift from Ground floor to Mezz Floor in the ACCIS extension-400kg or 1 person.
  - One platform lift in the ACT(W) lab to allow access into the lab from the BLADE lift – 630kg or 5 persons each.
  - One platform lift to outside the EQUALS Lab (LG Floor) to allow access to the Mezz Floor (ACT(E)) - 400kg or 1 person.

Stairs
- Access from main reception to the PLT is via a staircase of two flights of 12 steps to the First floor foyer. There is a handrail on both sides of main staircases. There is a contrast colour to identify the goings and the risers. DDA access to the PLT can then be achieved via the doors at the South end of the PLT.
- There are several staircases in Queens Building, which are over a meter wide and a dark grey colour contrasts steps.
- There are also spiral staircases to the Dynamics and EQUALS Labs.
Refuge Points

- Refuge points has been designated throughout the building. There is communication from the refuge to a panel opposite the porter's lodge in the main entrance.

Signage

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

Doors

- Most doors in the building are large wooden doors fitted with automatic closing facilities in the event of the fire alarm sounding.

First Aid Room

- There is NO First Aid room available in Queens Building. 1st Aiders are available and detailed on signs throughout the Building.

Library

Access to the Queens Building Library is via steps.

- 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/](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
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 is a series of wheelchair lifts to take people up the stairs towards the rear of the building. *The chair lifts have a safe working load of 205kg or 225kg.* Those using powered wheelchairs may be required to transfer into a manual wheelchair in order to access this means of escape; there are two manual wheelchairs available in the building for this purpose. The wheelchair lifts take approximately 20 minutes to travel to their destination point.

**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 eventconference 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 fire-fighting lift and cannot be used for emergency evacuations.