Access Statement Royal Fort Gatehouse

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/](http://www.bristol.ac.uk/estates/contact/)
ACCESS STATEMENT

Name of building: Royal Fort Gatehouse

Background
- The building is used by the School of Mathematics solely for the teaching of students in small groups, generally in one hour sessions. It is not used for conferences, meetings or public events.

Parking
- The nearest accessible parking is in University Walk. This is arranged through the Access Unit and Security Services.

Means of Access into the Building
- The entrance to the building is via Royal Fort Gardens through the black metal gates at the side of Stuart House. Alternative access is from the Mathematics building adjacent to the temporary classrooms (Portacabins).
- There is one step to negotiate at this entrance to the building (figure 1).
- There are 11 steps, in four stages, to negotiate to access the original main entrance from Royal Fort Road (figure 2). This is also an emergency exit route.
- There is no completely level access into the building.

Figure 1

Figure 2

Toilets
- There are no toilets in the building.
- The nearest toilets and accessible toilet are in the Maths building next door.

Reception
- There is no reception area in the building.
Lift and Stair Access

Lifts
- There are no lifts in the building

Stairs
- Access to the first floor is via 13 steps. There is a handrail on the internal side of the stairway apart from the bottom four steps (figure 3).
- There are an additional 4 steps to access room 2.2 from the first floor corridor. There is a handrail on the right hand side of the stairs.
- All the steps are carpeted. There is no contrast colour to identify the tread edges.

Figure 3

Refuge Points
- There are no refuge points in the building

Signage
- There are no tactile signs.

Doors
- Doors are wooden with lever handles.

Library
- Further information on the use of the library (not in this building) for disabled users is available via the web link. http://www.bristol.ac.uk/library/using/disabledusers/
EMERGENCY EVACUATION OPTIONS.

The narrow winding staircase and the external steps on the secondary escape route make the building unsuitable for use by wheelchair users or people with impaired mobility.

If a wheelchair user, or person with impaired mobility, was scheduled to teach or attend a class in the Royal Fort Gatehouse an alternative venue would be the preferred access solution.

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 the fire alarm. The tutor of a hearing impaired or D/deaf visitor has responsibility for assisting the individual if necessary should the fire alarm sound.

Make own way down stairs slowly
Some people with restricted mobility may be able to make their own way down the stairs in an emergency. If this is the preferred mode of escape, they should wait until after the main flow of people 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. The escape should only take place after the main flow of people has left the building.