Access Statement
8 Woodland Road
SSL Complex
D, E and F Block

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/a2z.html/#a-z-P

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

Name of building: SSL Complex

8 Woodland Road, (D, E and F block) BS8 1TN

Background

8 Woodland Road is made from traditional stone and has undergone extensive building works to increase size and access.

The original building was constructed in the 1890s.

The building is used as staff offices, student teaching space, lecture theatres, computer rooms, experimental psychology laboratories and a café.

The Café is open to the general public. For visitors of the schools occupying D, E and F block they must arrange an appointment with the relevant school office.

Parking

x1 disabled parking spaces at the front of 12a Priory Road, Experimental Psychology (D block). (Image 5)

The event/conference organizer should liaise with the Conference Office/Security Services to arrange additional disabled visitor’s space at neighboring buildings.

Means of Access into the Building

Main entrance

The SSL Complex main entrance is located on Priory Road which is accessible from the front steps, ten steps in total, followed by two sets of double doors (Image 1). The main entrance is also wheelchair accessible via the ramp from 8 Woodland Road which brings the user to the main Priory Road entrance (Image 2 & 3). The two sets of double doors are accessible via a ‘push button to open’ system.
Woodland Road entrance

This entrance is for general & disabled access. It brings you in to the ground level of E Block (Image 4). The door is Ucard controlled.

E Block – does not have a lift

Priory Road Experimental Psychology Entrance D Block

From 12a Priory Road users visiting Experimental Psychology (EP) can enter via the automatic sliding glass door, followed by a ‘turn handled’ door. (Image 5 & 6) The individual is now in EP reception area.

The disabled access for D block is also from 12a Priory Road (Image 7). To the left of 12a Priory Road entrance there is a walkway which brings you to a Ucard and a ‘Push button to open’ semi-automatic door system. This entrance brings you in at Level 1 (basement) and there is a ‘disabled users only’ lift on the right hand side which serves the entire block (Image 8).

F Block Basement entrance

The rear basement entrance of F block is accessible via Priory Road, 12a Experimental Psychology. For access go down the wooden steps to the garden and back up the steel step to the rear walkway of F block. Though this is not a disabled access entrance (Image 9, 10 &11).
Readers Note: Due to the size of the building from here on the Access Statement will be divided by Block and level.
D Block – including SSL Café area

Toilets

Level 1

- x 1 Disabled toilet 1D31
- x 1 Male 1D32
- x 1 Ladies 1D30

Level 2

- x 1 Disabled toilet 2D23
- x 1 Male toilet 2D24
- x 1 Female toilet 2D20

Level 3

- x 1 Disabled toilet 4D17
- x 1 Male toilet 4D16
- x 1 Female toilet

Level 4

- x 1 Male toilet
- x 1 Female toilet

Level 5

No toilet facilities

Reception

For Experimental Psychology, the reception is located at 12a Priory Road (Image 5). For further assistance please visit the porter’s lodge in the SSL Café area.

Visitors will be assisted as necessary.
Lift and Stair/Steps Access

Lifts

D Block has one lift which serves levels 1 to 5; the lift is for disabled users only. This is not a fire evacuation compliant lift and should not be used during an evacuation. It requires the users to ‘push’ the call button. There is an emergency phone linked to security.

Steps - External

Direct access to D Block is available from 12a Priory Road via the front path. Either to EP reception or D Block level 1 entrance (Image 5, 6 & 7).

There are no steps to negotiate.

Stairs – Internal

There are three staircases in D Block, Priory Road. These are identifiable by the colours white/cream, blue and pink. The white/cream staircase is closest to the lift.

White/Cream staircase – Image 13

The Level 1 stairs to Level 2 have 22 steps and you are immediately met by a ‘push and pull’ door, which takes you in to the SSL Café, opposite 2D1 the Tress Lecture Room.

Level 2 stairs to Level 3 have 18 steps and you are met by a ‘push and pull’ door.

Level 3 stairs to Level 4 have 14 steps and you are immediately met by a ‘push and pull’ door.

Level 4 stairs to Level 5 have 16 steps and you are immediately met by a ‘push and pull’ door.

Blue staircase – Image 14

The Level 1 stairs to Level 2 have 21 steps and you are immediately met by a ‘push and pull’ door with a pin code, which takes you in to the SSL Café. The code is available from EP reception.
**Level 2 stairs to Level 3** have 18 steps and you are met by a ‘push and pull’ door.

**Level 3 stairs to Level 4** have 17 steps and you are immediately met by a ‘push and pull’ door.

**Level 4 stairs to Level 5** have 18 steps and you are immediately met by a ‘push and pull’ door.

**Pink staircase** — Image 14

The **Level 1 stairs to Level 2** have 22 steps and you are immediately met by a ‘push and pull’ door, which takes you in to the SSL Café.

**Level 2 stairs to Level 3** have 17 steps and you are met by a ‘push and pull’ door.

**Level 3 stairs to Level 4** have 18 steps and you are immediately met by a ‘push and pull’ door.

**Level 4 stairs to Level 5** have 18 steps and you are immediately met by a ‘push and pull’ door.
Refuge Points

Signage

There are tactile signs.
Liaise with the SSL Complex porters for guidance and directions.

Doors

Doors are made of large solid wood with large handles.

First Aid Box

Located in the Porter’s lodge and at the Source Café.
E Block – including SSL Café area

Toilets

Level 1

x 1 Male 1D32

Level 2

x 1 Disabled toilet

Level 3

x 1 Male toilet (sub-landing)

Level 4

x 1 Female toilet

Reception

E Block does not have a reception. For further assistance please visit the porter’s lodge in the SSL Café area.

Visitors will be assisted as necessary.

Lift and Stair/Steps Access

Lifts

N/A

Steps - External

Direct level access to E Block is available from 8 Woodland Road via the front path which leads to the ground floor of E Block. **There are no steps to negotiate a power assisted door is in situ.**
Stairs – Internal

There is a staircase in E Block, Priory Road which runs from level 1 (basement) to Level 4 with additional staircase which runs from level 1 to level 2 which follows on to grand central staircase from level 2 to level 3.

**The Level 1 stairs to Level 2** have 12 steps.

No access in to D or F Block. E block is in silo during the Lecture Theatre Project.

**The Level 1 stairs to Level 2** next to the disabled toilet and near disabled access entrance (Image 4) have 16 steps. (Image 21)

**Level 2 stairs to Level 3** have 12 steps followed by a sub-landing and a further 7 steps (Image 22 & 23)

**Level 2 grand central staircase to Level 3** has 21 steps and you arrive on to a large landing space.

Refuge Points

There are no refuge points in E Block. Though the fire doors are designed to protect the area in question for a minimum of thirty minutes.

Signage

There are tactile signs.

Liaise with the SSL Complex porters for guidance and directions.

Doors

Doors are made of large solid wood with large handles.
First Aid Box

Located in the Porter’s Lodge and at the Source Café.

F Block

Level 1-2

Are now a construction site.

Level 4

x 1 Male toilet
x 1 Ladies (sub – landing between Level 4 and 5. Image 27)

Level 5

No toilet facilities

Reception

For further assistance please visit the porter lodge in the SSL Café area. Visitors will be assisted as necessary.

Lift and Stair/Steps Access

Lifts

F Block lift has been decommissioned during the Lecture Theatre construction.

Steps - External

F block is now accessible via Priory Road, 12a Experimental Psychology walkway towards D block entrance, down the wooden step into the garden and up the steel steps to the rear of F block walkway along to the Ucard controlled entrance.
Stairs – Internal  Image 23

There are two staircases in F Block, Priory Road. Only one is used as a means to move around the building. The other is a Fire Evacuation staircase.

Refuge Points
There are two refuge points on Level 4. Rooms 4F5 & 4F6. Master station at the porters lodge in D Block (Image 26). Decommissioned during refurbishment works

Signage
There are tactile signs.
Liaise with the SSL Complex porters for guidance and directions.

Doors
Doors are made of large solid wood with large handles.

First Aid Box

Review November 2014
Located in the Porter’s Lodge and at the Source Café.

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.

**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.