Access Statement
Senate House
Tyndall Avenue, Bristol,
BS8 1TL
Including the
Lower Ground Floor
Student Study Centre

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.  
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, the University’s Fire Safety Adviser and the Facilities Manager.

Completing a PEEP for disabled students is a joint effort between the disabled students, Access Unit, the student’s School/Department, the University’s Fire Safety Adviser and the Facilities Manager.

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: Senate House, Tyndall Avenue, Bristol, BS8 1TL

Background

- Senate House was built in the mid-nineteen sixties. In 2009 the fifth floor was added. Refurbishments which have taken place have resulted in open plan space on most floors.
- Senate House is the main administrative building for the University. The space is used for offices and meeting rooms. Its administrative functions include Students Services, Finance, Policy and Planning, Communication and Public and Ceremonial events.
- Up to 600 persons could be in the building at any one time.
- This is the main mail sorting centre for the university.
- The administrative functions of the Faculty of Medicine and Dentistry and the Faculty of Law and Social Sciences are based in Senate House.
- The whole of the lower ground floor was turned into a Student Study Space in the autumn of 2013.

Parking

- There is no parking available at Senate House.
- Event Organiser or Hosts should make appropriate arrangements for person requiring to park close to the building. It is possible to arrange a disabled visitor’s space at the Hawthorns building on Woodland Road/Elton Road.
- Blue badge holders can park for free on the on street parking on Woodland Road, Tyndall Avenue and St Michael’s Park.

Means of Access into the Building

- There is level access from Tyndall Avenue to main front door entrance.
- There are also six steps to the main entrance to the building.
Between 8.30am and 5.00pm the front doors are on “free flow” and on approach open automatically. There is a reception desk in front foyer which is manned during this period.

Out of hours access is by an authorised U Card – the reader is to the right of the main entrance.

An authorised U Card is required to gain access to other areas in the building through the inner doors in the foyer to the lift lobby.

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Means of Access into the Lower Ground Floor Student Study Centre

- There are two external access points leading to the Lower Ground Floor Student Study Centre. There is no internal access to the Student Study Centre within Senate House.
- On Woodland Road there is a gap in the wall in front of the south wing of Senate House, opposite the Elton Road junction. Beyond the gap are four steps and a tarmac path leading around the building to the main double doors in the centre.
- Accessible access to the Student Study Centre is by way of St Michaels Park. There is an uphill slope to this road from the Woodland Road junction. The entrance is through the service yard gates, (beware of traffic movement), turn right and follow the tarmac path down to the
Woodland Road end of the building to join the path leading to the main double doors.

- Access is by U Card between the hours of 08.00 and 22.00hrs. These doors are automated.

Steps from Woodland Road  Service Yard Entrance from St Michael Park

Accessible Path to SHSC
Main Entrance to Student Study Centre

Lower Ground Floor Student Study Centre Final Exit through the Main Entrance

- There is reasonably level access at the Goods In entrance to the rear of the building from St. Michael’s Park across the service yard.
Toilets

- Accessible toilets are available on the **lower ground floor**, ground floor, first, third and fifth floors.
- All the accessible toilets have a **local audible alarm** and accessible doors.

Reception

- The Reception desk is situated in the foyer of the front entrance to the building. The desk has wheelchair-height work surface.
- There is plenty of room in the Reception area for wheelchair visitors.
- Any visitor with impairment will be assisted as necessary.

Main Entrance Reception Desk

- **There is NO** reception facility within the lower ground floor Student Study Centre.

Lift and Stair Access

Lifts

- There are 3 passenger lifts beyond the inner U Card accessible doors which lead from the reception foyer. The lifts travel between the lower ground floor and the fifth floor. The Safe Working Load is 13 persons or 1000kg.
- **There is no access for students between the lower ground floor lift lobby and the Student Study Centre.**
Stairs

- There is a central stairwell accessed from the reception area via the lift lobbies. From the stairwell access is available to the lower ground floor through to the fifth floor.

![Stairwell Image]

Emergency Final Exit on the Half Landing between Ground and Lower Ground Floors; Internal View

![Emergency Exit Image]

Emergency Final Exit on the half Landing between Ground and Lower Ground Floors; External View

- There are two emergency stairwells, one at the end of each wing. These stairwells are narrow. The two stairwells exit onto the tarmac path. The route to the assembly point is either down the four steps onto Woodland Road and then across Tyndall Avenue or along the accessible path out onto St Michaels Park and onto Woodland Road.
There are banisters to all the staircases. The main staircase has a contrasting yellow nosing fitted to the top and bottom stair of each flight.

There are stairs between the ground floor reception and the lower ground floor Student Study Space. There is no student access between the ground floor reception and the lower ground floor Student Study Space.

Emergency Exits from the Student Study Centre Lower Ground Floor

There is an external emergency staircase from the far end of the Woodland Wing
Path in front of South Wing leading to Woodland Road Exit

Refuge Points

- A refuge point is located in each lift lobby which is separated from the staircase by double fire doors. There are further refuge points at the top of both emergency evacuation stairwells. There is communication from the refuge points to the reception area. In an emergency evacuation this is manned by the porters.
- **The lower ground floor Student Study Centre is the lowest occupied level of the building, with level egress; therefore there is no requirement for a Refuge Point within the lower ground floor Student Study Centre.**

Signage

- There are no tactile signs.
- Reception staff and porters will provide guidance and directions.

Doors

- Doors are made of wood with glass viewing panels. Doors have pull handles or push plates and are fitted with door closers. The doors from the fifth floor lift lobby into the fifth floor open automatically—using a U card in and a push button/pad out.

First Aid Room

- There is a room on the fourth floor mezzanine level that is designated as the First Aid Room. A key is available from reception or the porter lodge. The fourth floor mezzanine is situated off the half landing between the fourth and fifth floors.
EMERGENCY EVACUATION OPTIONS:- Ground to Fifth Floor

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 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 handrails on each side of staircases. 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.

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.

**EMERGENCY EVACUATION OPTIONS: - Lower Ground Floor Student Study Space**

**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 if the fire alarm sound.