Access Statement
Nursery
34/35SMP

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/
Cover Note – Due to the use of the premise limited and non descriptive images will be used if any.

ACCESS STATEMENT

Name of building: 34/35SMP

Background

34/35SMP is made from traditional stone
The villa was built in 1890s.

The building is used as the University’s children’s nursery. Bristol University Day Nursery is a small establishment with 64 children on its roll. The nursery accommodates children of students and staff between 3 months and 5 years. It is not staffed by university personnel and is run by an association containing some university staff.

The nursery is open Monday to Friday from 8.30am to 5.30pm, except for bank holidays, University closure days and two days per year for staff training.

The building is NOT open to the general public. Visitors by appointment only agreed by the Nursery Manager.

The building is not suitable for users with mobility issues.

Parking

There is no parking.

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

Means of Access into the Building

Main entrance (Front)

The entrance is at the front of the building one at 34SMP one at the 35SMP which is accessible from St. Michaels Park. At each entrance there are two gates to negotiate before reach the front door, with a step up into the building. This entrances are intercom controled with a signing in/out book.
**Rear entrance**

This is for emergency evacuation only.

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**Reception**

Appointment only - Visitors will be assisted as necessary. Visitors must hand in their mobile phones / camera when they sign in at 34SMP.

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**Lift and Stair/Steps Access**

**Lifts**

34/35 SMP does not have a lift.

**Steps – External**

The main entrance is at the front of the building which is accessible from St. Michaels Park. There external steps leading up to the main front door; the door remains locked and controlled by an intercom. There are a flight of emergency exit stairs which take you from the upper level to the playground at the rear of the premises.

**Stairs – Internal**

Each building has a single wooden staircase and each has at least two final exits at ground floor. There is a first floor final exit to a metal escape staircase (mentioned above). Also there are 3-4 steps between some rooms/areas – For example down to the kitchen on the ground floor.

**Refuge Points**

There are no refuge points in 34/35SMP. Though the fire doors are designed to protect the area in question for a minimum of thirty minutes.

**Signage**

N/A as visitors should be escorted

**Doors**

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

There is first aid box located on the ground floor in the kitchen.

EMERGENCY EVACUATION OPTIONS

Assisted Escape/ Buddy system
A buddy system may be the only way of alerting a hearing impaired or 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. NB: This building is not DDA compliant and not suitable for most types of mobility disability issues.