Access Statement
Victoria Rooms

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/
ACCESS STATEMENT

Name of building: Victoria Rooms

Background
- The Victoria Rooms is a grade II* listed building.
- It was built in the 1800s, with extensions added later and a full refurbishment in the 1930s, following a fire
- The building is used for Public events, University Ceremonies and lectures, all of which are held on the ground floor
- The Building is NOT open to the public

Parking
- One disabled staff parking space is situated at the left side of the building.
- Blue badge holders can park for free in permit bays on Elton Road, Elmdale Road and Park Place.
- 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.
- There is a multi storey car park nearby at Berkeley Place.
- There is adequate space at the front of the building to drop off disabled staff / students / visitors.

Means of Access into the Building
- There is level access into the main entrance to the building.
- There are four steps to negotiate at the side entrance to the building, which is secured and used by staff and students of the Department of Music only.

Toilets
- A disabled toilet is available on the ground floor through the door to the left of the Porters’ Lodge in the entrance. There is a local audible alarm.

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 no passenger lifts in the building

Stairs
- All areas used for public events and teaching are on the ground floor, with the exception of the music teaching studio on the second floor.
- There are five steps down to the Theatre Bar, though level access can be arranged via the adjacent room G12.
- There are three steps up to the forestage. Access using a platform lift can be arranged with prior notice.
- Access to the basement practice rooms, green rooms and dressing rooms is via a staircase of 16 steps. There is a handrail on the internal side of the staircases and contrast colour to identify the goings and the risers.
- Access to the music studios in the sub-basement is via staircases totalling 28 steps, with colour contrast to the nosings of the top and bottom steps of each flight and handrails.
- The student resource centre, administrative offices, auditorium balcony and some staff offices are accessed via staircases totalling 17 steps, with colour contrast to the nosings of the top and bottom steps of each flight and handrails.
- The second floor teaching music studio is accessed via a further 13 steps, with a handrail but no colour contrast to steps.

Refuge Points
- All ground floor spaces allow level access / egress (two level escape routes) and upper levels are inaccessible so there are no refuge points

Signage
- There are very few tactile signs.
- Liaise with Porters for guidance and directions.
Doors
- Most cross corridor doors are steel framed with Georgian wired glass with large handles, some have standard glass and some are solid wood. Many are on magnetic hold backs

First Aid Room
- One of the ground floor teaching rooms is used as a First Aid room when large events are held in the building.

EMERGENCY EVACUATION OPTIONS

Non-ambulant disabled
There is no access to upper or lower level floors for non-ambulant disabled people so there are no refuge points on these levels or emergency egress plans from them.

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.