Access Statement
Arts Woodland Road
Villa’s 3/5 – 21

To be used in conjunction with the University of Bristol

Review January 2015
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: Arts Woodland Road (WR)

Includes villas 36 Tyndall’s Park Road, 3/5, 9,11,13,15,17,19,21WR.

When making a general reference to any of the villas in this Access Statement; the term Woodland Road or WR will be used alongside the individual villa numbers.

The Arts Woodland Road Villas have level access only to the ground floors. The exception to the rule is 19 WR MMC. It is worth noting even with level access moving around the villas from room to room can be difficult due to the narrow corridors and multiple doors to negotiate. Teaching is restricted to the ground and basement levels.

7 WR has an independent Access Statement because it is not internally connected to any other villas.

Background

Woodland Road villas are made from traditional stone. It was built in 1890s.

The villas are used for staff offices, faculty and school offices student teaching space, lecture theaters and communal spaces.

Staff offices occupy the ground, first and second floors.

The building is NOT open to the general public, visitors must report to the porter’s lodge at 3/5 WR or contact the relevant school office.
Parking

To arrange parking please contact Security Services.

http://www.bristol.ac.uk/transportplan/parking/

36 TPR and 3/5 WR

x 5 Category C at the front of 3/5WR
x 7 Category A and x 1 disabled space at the rear of 3/5 WR (Image 19)
8 Category C at the side of 36TPR

9 WR

x 2 Category B spaces (front)

11 WR

x 5 Category B spaces and x 1 disabled space (front)
(Image 9)

13 WR

x 4 Category B spaces and x 2 disabled spaces (front)
(Image 20)

15 WR

x 6 Category B spaces and x 1 disabled space (front)
(Image 21)
x 9 Category B spaces (rear)

17 WR

x 7 Category B spaces (front)
x 5 Category B spaces (rear)

19 WR

x 6 Category B spaces (front)
21 WR

x 5 Category A/B spaces and x 1 disabled space (front)
(Image 22)
x 8 Category A/B spaces (side)
x 2 Category A/B spaces (rear)

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 main entrance is located at 3/5 WR, next to the porters lodge. This entrance is accessible from the 3/5 WR car park. The door is a ‘push to open’ power assisted door, secured by a pin code. (Image.1)

3/5 WR Basement

There is a ramp at the front of the building which will take you in to the basement of 3/5WR (faculty offices). This door is locked and alarmed, to gain access please liaise with the porters based next to 3/5 WR main entrance. (Image 2, 3 and 4)

9, 17, 19 and 21 WR front entrances

These entrances are all accessible from the front car park where you have to negotiate steps before reaching the large push/pull front doors. These are non automatic door and secured by pin code. (Image 5, 6, 7 and 8)

11, 13 and 15 WR front entrances

These entrances are all accessible from the front car parks where you have to negotiate steps or make use of the ramp before reaching the large push/pull front doors. These are non automatic door and secured by pin code. (Image 9, 10 and 11)
3/5 WR Rear entrance

There is disabled access via a semi automatic door located next to LT1. This door is secured by pin code. LT1 is accessible to disabled users via a ‘push to open’ semi automatic door. (Image 12)

There is also a level disabled access via semi automatic door, secured by pin code which is used as an external connection between 7 WR and 3-5 link corridor. Though this is level disabled access, the external walkway is constructed from gravel and uneven to maneuver along. (Image 13)

15 WR Rear entrance

There is disabled access via a semi automatic door located next to G77a. This door is secured by pin code. (Image 14)

19 WR MMC Rear entrance

There is a ramp which leads to a ‘semi –automatic’ door which is secured by the Ucard System. (Image 15 and 16)

21 WR Rear entrance

There is a ramp which leads to a ‘manual’ door which is secured by the Ucard System. (Image 17 and 18)
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Image.4 Internal view of basement entrance to 3/5 WR.

Image.5 9 WR, main entrance. Secured by pin code. 4 steps.

Image.6 17 WR, main entrance. Secured by pin code. 6 steps.

Image.7 19 WR main entrance. Secured by pin code. 4 steps.

Image.8 21 WR, main entrance. Secured by pin code. 4 steps.

Image.9 11 WR, main entrance. Accessible via steps or ramp. Secured by pin code. 5 steps.
Image 10 13 WR main entrance. Accessible via steps or ramp. Secured by pin code. 5 steps.

Image 11 15 WR, main entrance. Secured by pin code. 4 steps.


Image 13 3/5 WR link corridor to 7 WR. Secured by pin code. Semi-automatic door.

Image 14 15 WR, rear entrance. Secured by pin code.

Image 15 19 WR MMC, rear entrance. Secured by Ucard system. Semi-automatic door.
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Image.16 19 WR MMC, rear entrance. Secured by Ucard system. Semi-automatic door

Image. 17 21 WR rear entrance accessible via steps or ramp. Secured by Ucard.

Image. 18 21 WR rear entrance accessible via steps or ramp. Secured by Ucard.

Image.19 3/5 WR rear disabled parking space

Image. 20 13 WR front disabled parking space

Image. 21 13 WR front disabled parking space

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Toilets

Due to the nature of the buildings the access statement only acknowledges toilets available on the first floor and basement levels where applicable. For more information on the services available on the other levels please contact the Facilities Manager.

36 TPR

Ground floor
x 1 ladies

3/5 WR

Basement (Faculty Staff only)
x 1 ladies
x 1 men’s

9 WR

Ground floor
x 1 ladies
x 1 men’s
11 WR

Ground
floor  x 1
ladies  x 1
men's

13 WR

Ground floor
x 1 ladies  x 1
disabled toilet

15 WR

Ground
floor  x 1
ladies  x 1
men's
x 1 disabled toilet

17 WR

Ground
floor  x 1
ladies  x 1
men's

19 WR

Ground
floor  x 1
ladies  x 1
men's
x 1 disabled toilet

21 WR
Ground

floor x 1
ladies x 1
men’s Reception

3-5 Woodland Road porters lodge is located just inside the main entrance. (Image 1) This should be the first port of call for all visitors requiring access throughout Arts, Woodland Road.

Visitors will be assisted as necessary.

Lift and Stair/Steps Access

Lifts

19 WR MMC has a lift for disabled users only. This will take users to and from the ground to first floor.

This is a fire evacuation compliant lift and if safe to do so can be used during an evacuation. It requires the users to ‘push’ the call button to open the door. On the first floor there is a refuge point with an emergency phone linked to security. (Image 24, 25)

Steps – External

Access to the main entrance is at 3-5 WR there are no steps to negotiate. There are 4-5 steps to negotiate at the front entrances of the other villas. (Image 5,6,7,8,9,10 & 11)

Visitors entrance is located at 3-5 WR.

Stairs – Internal

There are numerous staircases throughout Arts WR villas in most cases they are the only means to reach the upper or lower floors with the exception of 19 WR MMC.

19 WR MMC

The Ground floor stairs to the first floor have 17 steps with handrails on both sides and a large open space on both levels. (Image 27)

The black carpeted areas throughout the rear of the villas are used as a visual tool to inform users of a change in gradient. (Image 28 - 30)
Refuge Points
19WR MMC has a refuge point on the ground and first floor next to the evacuation lift. The fire doors are designed to protect the area in question for a minimum of thirty minutes.

**Signage**

There are tactile signs in 19WR MMC.

*Visitors should liaise with the porters at 3/5 Porter lodge for guidance and directions.*

**Doors**

Doors are made of large solid wood with large handles.

**First Aid Box**

There is first aid box located behind the porters lodge on the ground floor.
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.

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.

Move downstairs on bottom after main flow
Some people may prefer to make their own way out be 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 steps are wide and very shallow and there are two sets. 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.

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.
Evacuation Lift

The disabled users, passenger lift is a designated fire-fighting lift and can be used for emergency evacuations.