



Access Statement. 1-9 Old Park Hill

**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.

[peep-guidance-forms-gn.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 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:

[peep-guidance-forms-gn.pdf](#)

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: 1-9 Old Park Hill

Background

- The Victorian building, a former print works, has recently been extensively refurbished. It provides accommodation for the Estates Office, Safety and Health Services, The Atmospheric Chemistry Research Group and the Bristol Centre for Complexity Sciences.

Parking

- The nearest disabled parking is outside Drama and in the Chemistry car park with vehicle access from Cantocks Close.
- The event/meeting organiser should liaise with the Conference Office/Security Services to arrange a disabled visitor's space.

Means of Access into the Building

- The entrance, which is accessible, is located in Medical Avenue, a short private road between Cantocks Close and Old Park Hill (figure 1).
- The outer doors, giving access to a large lobby and reception area, open automatically during working hours with U-Card access at other times.
- The inner doors, giving access to all departments, are U-Card controlled. An entry phone system is available for visitors who do not have a University card.
- Beyond the inner doors are a large atrium, the main staircase and the passenger lift lobby. The passenger lift lobby is located at the far side of the atrium.

Figure 1 Entrance



Toilets

- Disabled toilets are located on the Ground Floor adjacent to the lift lobby
- Toilets are available on every floor
- There is a local audible alarm in the disabled toilet.

Reception

- There is a reception area in the building which is not permanently staffed. It may be temporarily staffed for particular events.
- There is room in the Entrance Hall and Lobby for wheelchair access.
- Visitors will be assisted as necessary by their host.

▪ Lift and Stair Access

Lifts

- There is a passenger lift in the building serving all floors. The building has been renovated with accessibility in mind. However, there are some constraints on wheelchair access. The doorway of the passenger lift is 780mm wide. The meeting room corridor on the first floor is narrow with a clearance of 880 mm, including a “dog leg” turn, between the passenger lift and the meeting rooms. There are also width restrictions on the Lower Ground Floor between Print Services and the LGF meeting and storage rooms.

The passenger lift is not currently designated as an evacuation lift. Works are scheduled which, when completed, will enable the lift to be used for evacuation.

There is a goods lift serving the ground and lower ground floors.

Stairs and Steps

- There are three internal staircases in the building.
- **Main Accommodation Stairs** (figures 2 and 3):
- Three flights of 9, 6 and 5 steps between the ground floor and the lower ground floor.
- Two flights of 11 and 10 steps between the ground floor and the first floor.
- **West stairs:**
- A narrow and twisting wooden staircase comprising 18 steps between the first and ground floors (figure 4), outside the Capital Projects office.
- **South stairs:**
- A narrow and twisting wooden staircase in the south east corner of the building which serves primarily as a secondary exit from the meeting room suite and the Bursar, FM and Procurement office (figure 5). This leads to the former entrance above Park Row.
- There are 18 steps between the first and ground floors.
- There are two flights comprising 15 and 5 steps from the ground floor to the lower ground floor.
- There are flights of 5, 7 and 6 steps outside the building to reach the footpath at the top of Old Park Hill. This footpath is uneven.
- There is a small flight of 4 steps between the lobby at the Park Row exit and the Lower Ground Floor Meeting Room and offices.
- The main staircases have hand rails provided on at least one side.
- The tread edges are identified by colour contrast.

Figure 2 Main stairs



Figure 3 Main stairs



Figure 4 West stairs



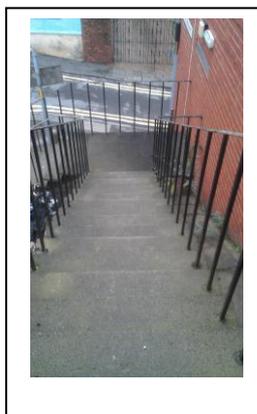
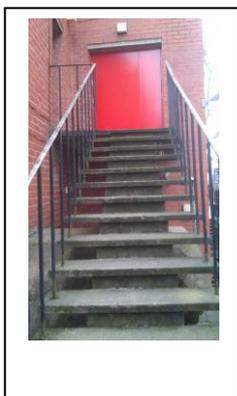
Figure 5 South stairs



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- **There are three external staircases in the building:**
- Emergency escape stairs from the North Building. On the first floor at the back of Safety and Health Services and the ACRG (figures 6 & 7). This is a concrete escape stair in the North East corner comprising 16 and 8 steps. An evacuation chair is situated in this lobby.
- Emergency escape (up) from Lower Ground floor (Adjacent to Stores and Contractors Office). A metal escape stair in the North West corner comprising 18 steps.
- Metal stairs down from the loading bay to the exterior maintenance flammable store, and alongside the west elevation.
- The West final exit door (from west side of Print Services) on the lower ground floor has a short flight of 3 steps outside the door and further steps on the route between the exit and the Assembly Point.
- Many final exit doors from the Lower Ground Floor involve the use of steps either inside the building, outside the building, or en route to the Assembly Point. One final exit on the Lower Ground Floor, adjacent to the passenger lift lobby, has level egress to the assembly point although the path is sloping and uneven. Some areas of the building may therefore be inaccessible for some people, especially those using wheelchairs.

Figure 6 & 7
North exit & external stairs



Refuge Points

- There are 5 Refuge Points in the building:
- #1. 1st floor by North fire exit (Back of Safety and Health Services/ ACRG)
- #2. 1st floor passenger lift lobby
- #3 1st floor at top of West Stairs (outside Capital Projects Office)
- #4 1st floor at top of South Stairs (outside Bursars Office)
- #5 Ground floor South corridor adj WC (outside CMI office)

Signage

- There are no tactile signs

Doors

- Doors are standard wooden construction with glass viewing panels.
- Operation is push or pull.
- Dorgards are installed on the route from the lift lobby to the meeting rooms on the first floor to enable these doors to be held open.

Library

- Further information on the use of the library for disabled users is available via the web link. <http://www.bristol.ac.uk/library/using/disabledusers/>

EMERGENCY EVACUATION OPTIONS

Assisted Escape/ Buddy system

Visual indication of fire alarm activation is provided by many of the smoke detectors/ sounders. However, a buddy system may be the best 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.

This option only applies to the North external escape stairs and potentially the main accommodation stairs. The south stairs and west stairs are not suitable being too narrow and twisting.

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. 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.

Evacuation chairs

There is an evacuation chair at refuge point #1 on the first floor, in the North East corner of the building, at the back of the Safety and Health Services and the Atmospheric Chemistry Research Group's accommodation.

Where this is the preferred method of escape and where the safe working capacity (150kg) is not exceeded, the Event/Conference Organiser should ensure that an Evacuation Chair(s) is brought to the most suitable part of the building for the duration of the event/conference. For University events, it is recommended that some stewards/helpers are trained in the use of the Evacuation Chairs in advance so that they can assist with the emergency evacuation if necessary. The University's Fire Safety Officer can provide this training. 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.

The external escape stairs in the North East corner of the building, accessible from refuge point #1, are suitable for evacuation using an evacuation chair.

Other stairs in the building are not suitable for the use of an evacuation chair. E.g. the main accommodation stairs, the South stairs or the West stairs.

Carry-down

This option only applies to the North external escape stairs and the main accommodation stairs. The south stairs and west stairs are not suitable being too narrow and twisting.

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/meeting 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 passenger lift is not currently designated as an evacuation lift. Works are pending which will allow this lift to be used for emergency evacuations, subject to a management procedure being in place.

