



# Access Statement – Geographical Sciences

**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.

<https://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 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/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: Geographical Sciences

#### Background

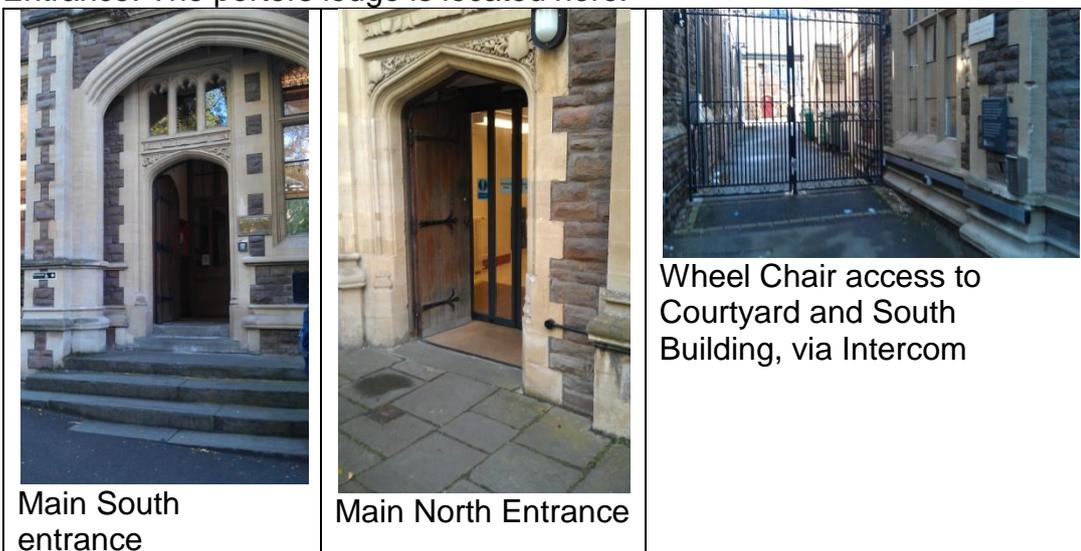
- Geographical Sciences is located in one of the oldest buildings in the University. It is a Grade II listed building, constructed in 1892.
- The school occupies two buildings around a courtyard, linked by two bridges.
- The North geography building is linked to the Fry Building which is currently closed to access due to major refurbishment.

#### Parking

- One disabled parking space is available at the University road car park. Blue badge holders can park for free in permit bays on University road.

#### Means of Access into the Building

- The main entrance to the South building is via University road and is accessible via five stone steps. A braille sign points to the gate and North Entrance. The porters lodge is located here.



- Level access via automatic doors to North building and Geography Library
- Wheel Chair access via CCTV monitored gate, notify Porter's lodge on intercom. Access then via Ucard door to lift lobby of Geography South.

#### Toilets

- Disabled toilets are available on the ground floor to the right of the South Building entrance outside the Hepple Lecture Theatre.
- Disabled toilets are available on the 1<sup>st</sup> floor next to the lift in the North Building.
- The disabled toilets are alarmed locally.

#### Reception

- The Porters' Lodge is in the South building, it also serves as Reception.
- The refuge communication panel is located in the Porter's lodge
- Any visitor with a visual impairment will be assisted as necessary.

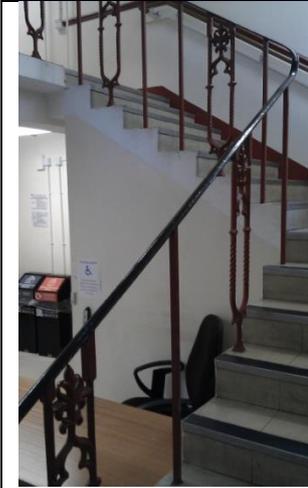
## Lift and Stair Access

### Lifts

- The lift from Ground floor South serves upper floor level 1 and lower level floor 1
- There is an enclosed cabin platform lift serving ground floor south to lower level ground floor south, Lowtex labs. Safe working load is 2 people + a wheelchair or 400kg
- There is an enclosed cabin platform lift serving first floor upper level 1 to the Peel Theatre. Safe working load is 2 people + a wheelchair or 400kg

### Stairs

- South Building access is from main reception to the level 1.
- North building access is via a staircase with very wide balustrades



Geography North staircase

- The Main staircase in the North Building is a wide stone staircase, with low lighting levels and steps from landings to lobbies. The Lobbies are compartmentalized by fire doors.

### Refuge Points

- There are nine designated refuge points for people to communicate with the porters lodge in the event of an evacuation.

### Signage

- Wheelchair access signage in South and North buildings is in Braille.

## 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.

### **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 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. There are two sets of wide, shallow steps with handrails. 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**

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. The Building and Learning Facilities Manager can assist with this. 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.

**Platform or Wheelchair lifts**

There is an enclosed cabin platform lift serving ground floor south to lower level ground floor south, Lowtex labs. Safe working load is 2 people + a wheelchair or 400kg

There is an enclosed cabin platform lift serving first floor upper level 1 to the Peel Theatre. Safe working load is 2 people + a wheelchair or 400kg

**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 passenger lift is NOT a designated fire-fighting lift and cannot be used for emergency evacuations.