



# Access Statement for Hampton House (LGF) – Disability Services St Michaels Hill Bristol BS6 6AU

**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.

[www.bris.ac.uk/safety/media/uobonly/po/peep-policy-po.pdf](http://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 Department, Host, Health and safety Office and 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.

Disabled students are classed as visitors, do not require a PEEP for this area of the building and will be looked after by members of staff.

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: Hampton House,  
Lower Ground Floor,  
Cotham Hill,  
Bristol,  
BS6 6JS**

### Background

- Hampton House is a grade 2 listed building which was built in the 1920s.
- It is shared by UBHT (NHS) and Bristol University.
- Disability Services is located on the Lower Ground floor to the rear of the building when approached from Cotham Hill.
- Disability Services provides a range of services to students and staff within the University as well as liaising with the wider academic community and other external agencies.
- Further information can be found on the University web-site:  
<http://www.bristol.ac.uk/disability-services/>
- Student Counselling Services occupy the third floor and occasionally use rooms on the Lower Ground Floor.

### Parking

- One disabled staff parking space can be booked for a short period by asking for a permit issued by Disability Services.
- Blue badge holders can park for free in the on street parking on Tyndalls Park Road and Woodland Road.
- Visitors can be dropped off near to the Disability Services entrance.
- There is also a drop-off/pick up point at the front of the building with a maximum of 15 minute wait. Access from this point is to the right of the building when facing the front door and down the slope. Disability Services are sign posted on the left.

### Parking space and ramp leading to entrance



Parking space



Ramp and front door

## Means of Access into the Building

- There is a wide ramp leading to the entrance of Disability Services.
- There are no steps to negotiate.
- All rooms are on the ground floor level.
- Access is by U Card or by buzzing an intercom to reception.
- Opening hours are Monday to Friday between of 9.30am and 4.00pm.
- A map and directions can be found on <http://www.bristol.ac.uk/disability-services/map.html>



**Emergency exit 1**



**Emergency exit 2**

## Toilets

- Accessible toilets are available on the ground floor - at the far end of the main corridor to the right. There is a local audible and visual alarm. There is no “Touch to open” door.

## Reception

- The reception desk is on the left after entering the building.
- This is near to the waiting area in the entrance foyer or main corridor.
- There is sufficient space for wheelchair access within these areas.
- Reception and other staff will assist any visitors.

## Signage

- The area is not large and staff will give guidance and directions.

## Doors

- Doors are wooden and comply with Building Regulations for office areas.

## First Aid

- There is usually a trained first aider on duty during opening hours. A first aid box is situated in the kitchen.

## **EMERGENCY EVACUATION OPTIONS**

*Two of the final exits are on one level, the main door and a meeting room. Two exits have one small half step leading into a small quadrangle from which there are then 4 steps leading up to the road which leads down to the assembly point.*

### **Assisted Escape/ Buddy system**

A buddy system may be one way of alerting a hearing impaired or deaf person to the operation of a fire alarm and deaf alerter can be provided. All visitors would be given assistance by the staff member they are visiting, by a group facilitator or by reception staff. The Service would ensure that a staff member or a friend of the visitor is designated with this responsibility and for assisting the individual if necessary should the fire alarm sound.

### **Make own way out of the building**

People who use wheelchairs will be able to make their own way out of the building except if evacuating from the two rear fire exits identified above.

These two final exits have 1 step down to a small courtyard and 4 steps leading up to the slope which in turn goes down to the assembly point. They may be able to negotiate these steps if they have a little mobility. If this is the preferred mode of escape, they should wait for the main flow of people to leave the building.

### **Move in own chair with support**

Some wheelchair users may be able to get up the steps with assistance. The steps are wide enough for one person and an assistant. The escape should only take place after the main flow of people has left the building.

### **Move up the steps using handrails**

Some people will be able to make their own escape but will require the support of a handrail to negotiate the steps. There are no handrails for support at present.

### **Carry-down**

There are a number of different carrying 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.

### **Cannot transfer readily**

Those who cannot transfer readily should contact the Department, University Fire Safety Adviser and 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.