



Access Statement. Teaching Rooms, Park Place, St Michael's 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: Park Place Teaching Rooms, including Lecture Theatre 1.4

Background

- The building, on the corner of St Michael's Hill and Park Place, comprises a large Lecture Theatre, LT 1.4, and eleven small tutorial rooms.

Parking

- Disabled parking spaces are not available close to building. The nearest University controlled disabled parking is located at the back of Chemistry or in University Walk. Neither of these locations provide level access to the building.
- The Event/Conference Organiser should liaise with the Conference Office/Security Services to arrange a disabled visitor's space.

Means of Access into the Building

- The entrances are in Park Place, off St Michael's Hill. They can also be reached via "Stage 3" of the Medical Sciences building and from Old Park Hill.
- **All approaches to the building from the surrounding area involve the use of steep slopes and steps** (examples in figures 1 and 2).
- The doors are operated using a U-Card during normal working hours
- The lower door gives access to the bottom of LT 1.4 and the tutorial rooms (figure 3).
- Room 1.2 has level access from this door. There are 5 steps down to the other rooms on this floor, 1.1a and 1.1b, and the main staircase.
- The upper door, via the entrance ramp, gives level access to a central gallery at the top of LT 1.4 (figure 4).

Figure 1
Steps from St Michael's Hill Roadway



Figure 2
Steps from St Michael's Hill Pavement



Figure 3
Lower Entrance



Figure 4
Upper Entrance



Toilets

- Disabled toilets are located in the foyer at the back of LT1.4 accessible from the top of the Lecture Theatre or the upper entrance door.
- Further toilets are available on level 1, at the bottom of the back staircase.
- There are local audible alarms in the disabled toilets.

Reception

- There is no reception area or Porters Lodge in the building
- There is room in the Entrance Hall and Lobby for wheelchair access.
- Visitors will be assisted as necessary, by arrangement.

Lift and Stair Access

Lifts

- There are no lifts in the building

Stairs

- There are two staircases in the building.
- Front stairs:
 - Two flights of 10 steps between the ground floor and the first floor, to access rooms 2.2 and 2.3 plus a further 8 steps to reach room 2.1, 2.0 and the bridge to "Stage 3" Medical Sciences.
 - Two flights of 10 steps between the first floor and the second floor to access rooms 3.3 and 3.2 plus a further 5 steps to room 3.1. and 3 more steps to room 3.0.
- Back stairs:
 - There are three flights comprising 8, 3 and 9 steps between levels 1 and 2
 - There are three flights comprising 9, 3 and 8 steps between levels 2 and 3
- The main staircases have hand rails on the internal side (figure 5)
- The steps between levels on each floor do not have hand rails
- The tread edges are identified by colour contrast

Figure 5



Refuge Points

- There are no Refuge Points in the building

Signage

- There are tactile signs on room numbers and on the toilet doors

Doors

- **Doors are standard wooden construction with glass viewing panels.**
- **Operation is push or pull.**

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.

If a wheel chair user, or person with impaired mobility, was scheduled to teach or attend a tutorial at the Teaching Rooms, Park Place, St Michael's Hill an alternative venue would be the preferred access solution.

Going forward; access and escape options for disabled members of staff or students would be assessed on a case by case basis and would be subject to a Personal Emergency Evacuation Plan (PEEP). Options of escape to be considered in a PEEP are described below. **However, many of the options described below are not applicable to the Teaching Rooms, Park Place, St Michael's Hill.** The large lecture Theatre (1.4) and room 1.2 are accessible from the front entrance, as described above. However, all approaches to the building from the surrounding area involve the use of steep slopes or steps. Access to all other rooms in the building involves the use of steps. There are no lifts in the building. This potentially makes the rooms unsuitable for use by wheelchair users or people with impaired mobility.

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 the fire alarm. The tutor of a hearing impaired or D/deaf visitor has responsibility 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 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 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 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 escape should only take place after the main flow of people has left the building.

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.

Evacuation chairs***There are no Evacuation Chairs in the building***

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 meeting. 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.

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 Facilities Manager at least three weeks in advance of the meeting if this is the preferred method of escape. 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.