



Access Statement The Richmond Building

**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. <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.

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: The Richmond Building

Background

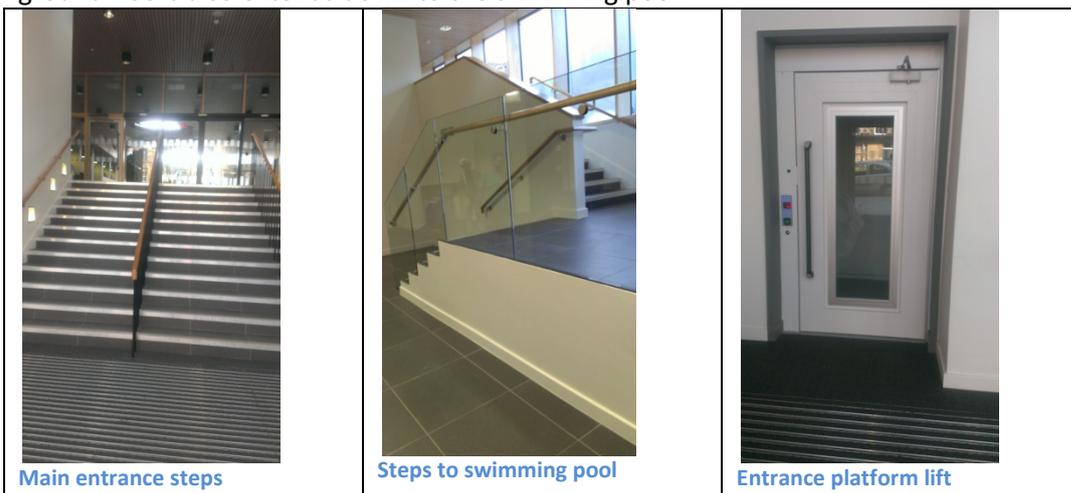
- The Richmond Building was built in the 1960s.
- The building is used for Public events such as gigs and theatre productions and includes two bars.
- The building is NOT otherwise open to the public.
- The Richmond Building is undergoing a complete refurbishment and for the period which this access statement covers (November 2013 – October 2014) only the ground floor foyer, first floor of the Link and entirety of the North Building are accessible.

Parking

- There is no parking allocation available at the building.
- Blue badge holders can park for free in permit bays on Elton Road, Elmdale Road and Park Place.
- There is a multi storey car park at Berkeley Place, which is approximately a ten minute walk from the building.

Means of Access into the Building

- The main entrance on Queen's Road is accessed through a lower ground floor lobby and then up a staircase of 12 steps or via a platform lift into the ground floor foyer.
- Alternatively, there is level access to the ground floor foyer running along the front of the building from a path just inside Gordon Road.
- From here, access to upper levels of the North Building is via the stairs or the lift in the North Building lobby, off the ground floor foyer.
- There is a helical staircase between ground and first floors of the Link
- The swimming pool is accessed via the lower ground floor entrance lobby on Queen's Road and then two flights of stairs (7 & 5 steps). The platform lift that runs between the lower and upper ground floors also extends down to the swimming pool.



Main entrance steps

Steps to swimming pool

Entrance platform lift

W/Cs and Showers

- There is a changing room designated for use by disabled persons in the swimming pool changing village. The room includes a shower, w/c, and local audible alarm.
- There are shower facilities for disabled people within the male and female pool changing rooms.
- There are accessible w/cs and showers with local alarms on all floors of the North building.

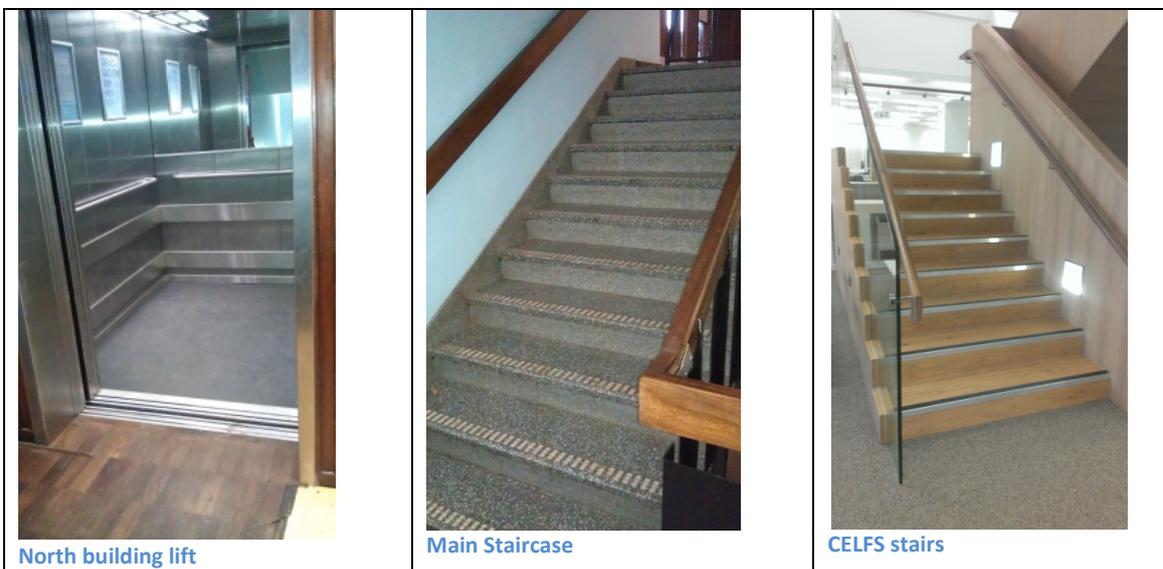
Reception

- The porters' lodge is situated on the right just inside the foyer at upper ground floor level.
- The swimming pool reception is near the bottom of the entry stairs and lift.
- Visitors will be assisted as necessary.

Lift and Stair Access

Lifts

- A passenger lift runs from the lower ground floor entrance lobby up to the ground floor entrance and down to the swimming pool. Safe load is 400kg.
- There is a lift in the North Building that currently runs from ground floor to levels 3, 4 and 5. It can only be used to evacuate in the event of an emergency using a managed procedure, the University is in the process of devising this procedure. Safe load is 1,000kg or 13 people.



Stairs

- Access at the main entrance is via a flight of twelve steps, with handrails at either side and running up the centre of the staircase. There is good colour contrast to the goings and risers. Alternatively the platform lift can be used.
- The pool is reached via two flights of stairs (7 and 5 steps), with handrails at either side. There is good colour contrast to the goings and risers. Again, the platform lift can be used to access the pool.
- Access from the ground floor to upper floors of the North Building is via a staircase typically consisting of up to three flights of 11 steps each floor. There is a handrail on the each side of the staircases. There is minimal contrast colour to identify the goings and the risers.
- There is a wooden staircase consisting of 3 flights of 9 steps between floors 4 & 5 in the North Building in the space occupied by the Centre for English Language and Foundation Studies (CELFS). Alternatively the lift between these floors can be used.
- There is a large, wide helical staircase connecting ground and first floors of the Link, with good colour contrast to the goings and risers and handrails either side.
- Activity rooms on the first floor are access via a flight of 6 stairs or platform lift.
- Music rooms in the lower ground floor are accessed via a flight of 12 steps or (with prior arrangement) using level access from the rear of the building.

Refuge Points

- A refuge point has been designated in the lift lobby on each occupied floor above ground floor in the North Building. There are also refuge points at the far North of the North building on levels 1, 3, 4 & 5 and at either end of the swimming pool facility. There is communication from each refuge to the porter's lodge.
- Exitmaster Vesa evacuation chairs are stored for use in each designated refuge area.

Signage

- There are no tactile signs.
- Liaise with reception and porters for guidance and directions.

Doors

- Doors within the pool area and newly refurbished floors 3, 4 & 5 of the North Building are of solid wooden construction with pull handles.

First Aid Room

- There is currently no First Aid room.

EMERGENCY EVACUATION OPTIONS

Assisted Escape/ Buddy system

Newly refurbished areas have beacons that will activate in the event of a fire. 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 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. 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 a wheelchair lift to take people up the stairs from the lift lobby to the side entrance of the building. [The chair lift has a safe working load of 225kg.](#) There is a platform lift running between the ground floor lobby, entrance and pool, with a safe working load of 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 platform lifts and North Building passenger lifts are currently NOT designated fire-fighting lifts and cannot be used for emergency evacuations. The North Building lift will have the capacity to be used to evacuate using a management procedure that is under development