



# Access Statement Hampton House – Student Counselling

**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.

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/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:** Hampton House, 3<sup>rd</sup> floor, St Michael's Hill, Cotham, Bristol, BS6 6AY

### **Background**

- Hampton House is a Grade 2 listed building which is shared by UHB (NHS) and Bristol University.
- Student Counseling occupy the third floor. They have a counselling room and use a seminar room on the lower ground floor.
- They provide services to students which include workshops, therapeutic groups and individual counselling. There are weekly drop-in sessions which enable students to see a counsellor without an appointment.
- Counselling sessions are available from 9.00 am to 8.00 pm Monday to Thursday and 9.00 am to 5.00 pm on Friday in term time.
- Opening hours may reduce in holiday periods and the third floor is closed on University closure days.
- Information can be found on the University web-site - <http://www.bristol.ac.uk/student-counselling/services-offered>

### **Parking**

- One disabled staff parking space can be booked for a short period by asking for a permit issued by Disability Services which is on the LGF.
- Blue badge holders can park for free in permit bays on Tyndalls Park Road and Woodland Road.
- There is a 15 minute drop-off/pick up window at the front of the building.

### **Means of Access into the Building**

#### **Third floor:**

- There is level access to the main entrance to the building.

- The glass front doors open automatically at approach.
- There is a seminar room on the lower ground floor



Front Entrance



Entrance Hall



Stairs

## Lower Ground floor

Parking space and ramp leading to entrance



Parking space



Ramp and front door

- There is a wide ramp leading to the entrance of the counselling room, and a paved area leading to the entrance.
- There are no steps to negotiate.

## Toilets

- There are two toilets on the third floor. These are on the opposite side of the corridor to the lift, to the right. One of these is an accessible toilet with a local audible alarm.
- Disabled toilets are available on the ground floor - at the far end of the main corridor to the right. There is a local audible alarm. There is no "Touch to open" door. Directions will be given.

**Reception is on the third floor**

- The lift opens into a central corridor with an open plan reception to the left which includes a resource library. The area is light, airy and has plenty of room for wheelchair access.
- The area is welcoming and visitors are assisted readily in every way possible by reception staff and by everyone working here.

## Lift and Stair Access

### Lifts

- The lift is directly opposite the entrance and there is plenty of room to manoeuvre a wheelchair.
- The lift for the third floor is on the left, adjacent to the staircase door.
- When the lift reaches the third floor it opens directly into the corridor with a good view of reception to the left of the lift.
- Safe load is 8 persons or 630g. The lift is NOT to be used in an emergency evacuation.



### Stairs

- There is one staircase only leading to the third floor and visitors are advised to use the lift.
- The staircase turns are interspersed with small landings and the stairs wind to a near spiral from the second to the third floor.
- There is a handrail on the right hand side of the staircase and also a rail (not continuous) on the left.
- There is contrast colour to identify the goings and the risers.
- The second staircase serves the first and second floors in the building. The stairs are over one meter wide .

**Refuge Points**

- A refuge point has been designated inside Room 1 on the third floor. If anyone has to evacuate more slowly than others down the stairs, this provides a place to wait until able to join the rear of the escaping group.
- This room is directly opposite the lift.
- There is a phone by the refuge point which can be used for communication during an evacuation and also to dial Security.

**Signage**

- Speak to staff on the third floor for guidance and directions.

**Doors**

- The wooden doors have a viewing panel and chrome lever handles and open into the room, not out onto the lift lobby.

**First Aid Room**

- There is no first aid room but there is a trained first aider on duty whenever the Service is open and a first aid box is situated in Room 10, to the rear of the Reception area

**Library**

- The library is accessible in the open area by reception.  
<http://www.bristol.ac.uk/student-counselling/services-offered/library/>

## **EMERGENCY EVACUATION OPTIONS**

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

A buddy system may be the only way of alerting a hearing impaired or deaf person to the operation of a fire alarm. All visitors would be given assistance either by their counsellor, group facilitator or Reception staff. Student Counselling should ensure that a staff member or a friend of the student 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.

### **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**

The turns in the stairs mean that an Evacuation Chair cannot be used.

### **Evacuation Lift**

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

*Ref:*

<http://www.bristol.gov.uk/page/disabled-parking-bristol#jump-link-0>