



Access Statement Wills Memorial 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.

<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: Wills Memorial Building

Background

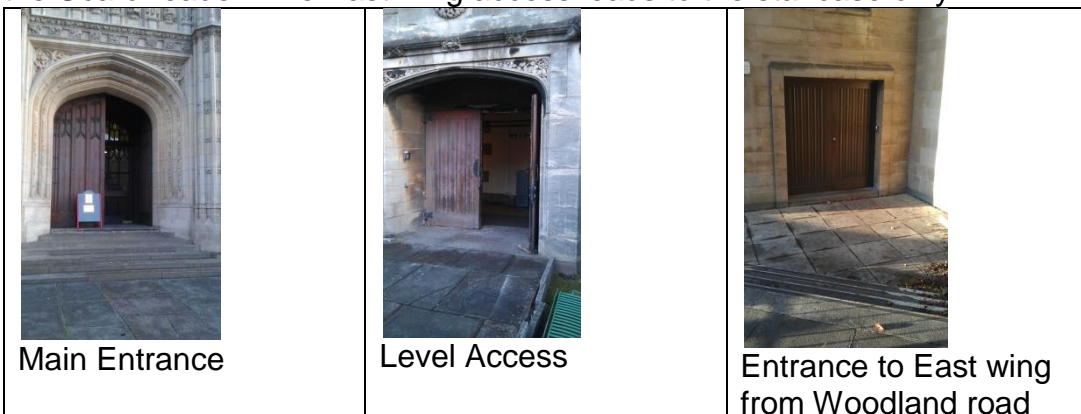
- The Wills Memorial Buildings is a grade II* listed buildings.
- It was built in 1925 and the Lewis wing was added in 1950.
- The building is used for Public events, University Ceremonies, lectures and Laboratories.
- The Building is NOT open to the public other than events and bookable public tours organised by the University.

Parking

- One disabled staff parking space is available at the University road car park.
- Blue badge holders can park for free in permit bays on University road.
- The Event/Conference Organiser should liaise with the Conference Office/Security Services to arrange a disabled visitor's space at the Hawthorns building on Woodland road/Elton road.
- Should the space in front of the level access be needed for dropping off disabled staff, contact Security or the Wills Memorial Building Porters.

Means of Access into the Building

- There are seven steps to negotiate at the main entrance to the building.
- Level access via Ucard and double doors to the left of the main entrance.
- There are four steps to the access from Woodland road to the east wing via the Ucard reader. The East wing access leads to the staircase only.



Toilets

- Disabled toilets are available on the ground floor to the left of the Entrance hall. There is a local audible alarm and a "Touch to open" door.
- Disabled staff toilet on the 2nd floor has no local alarm.

Reception

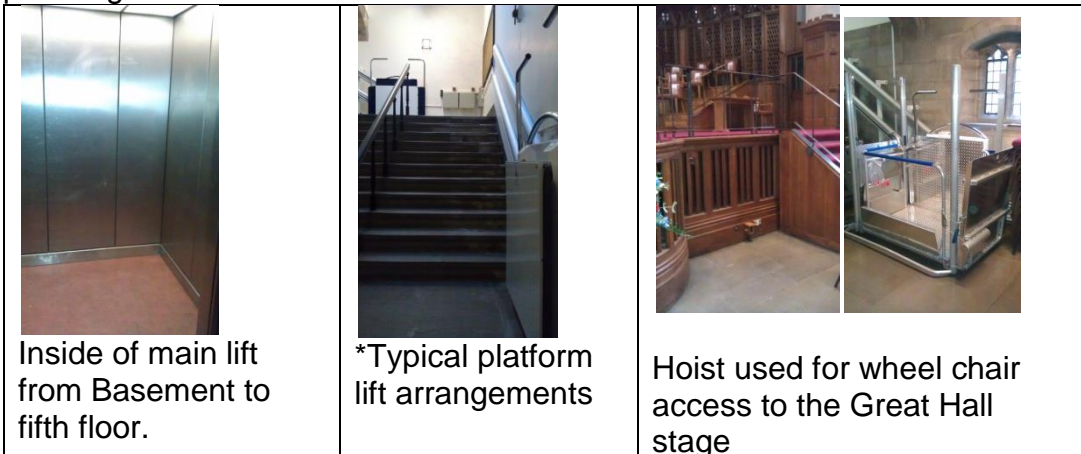
- The Porters' Lodge is in the Entrance Hall to the left of the entrance door

- There is plenty of room in the Entrance Hall and Lobby for wheelchair access.
- Visitors will be assisted as necessary.
- Two spare manual wheel chairs are stored on the ground floor.

Lift and Stair Access

Lifts

- From the Entrance Hall, there is a passenger lift from the basement to the fifth floor. The lift can only be used with a security code. Safe load is 13 persons or 1000kg. The lift is NOT to be used in an emergency evacuation.
- There are several wheelchair platform lifts throughout the building;
 - One platform lift from Grd floor to Lewis Wing-205kg or 1 person.
 - Four platform lifts to the right of the Great Hall to the emergency exit – 225kg or 1 person each*.
 - One platform lift to the left of the Great Hall leading up one flight of stairs- 205kg or 1 person.
 - Two platform lifts on the 3rd floor corridor-205kg or 1 person each.
 - Two platform lifts on the 2nd floor corridor-205kg or 1 person each.
- The Goods lifts and the Library lift on the Lewis Wings are not to be used for passengers.



Stairs

- Access from main reception to the great hall is via a two staircases of three flights of 12 steps. There is a handrail on the internal side of main staircases. There is no contrast colour to identify the goings and the risers on the stairs.
- There are several staircases in Wills Memorial Building, which are over a metre wide and do not have colour contrasts steps. Above the fifth floor can only be accessed by stairs.



Left hand staircase from Entrance hall to Great Hall Lobby.

Refuge Points

- A refuge point has been designated to the right-hand side of the Great Hall for this purpose. There is NO communication from the refuge to the porter's lodge.
- Two exitmaster Vesa evacuation chairs are stored for use in the designated refuge area.

Signage

- There are no tactile signs.
- Liaise with Hall Porters for guidance and directions.

Doors

- Doors are steel framed with Georgian wired glass with large pull knobs.

First Aid Room

- The First Aid room is to the Lobby opposite the Great Hall.

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

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. 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 series of wheelchair lifts to take people up the stairs towards the rear of the building. [The chair lifts have a safe working load of 205kg or 225kg.](#) Those using powered wheelchairs may be required to transfer into a manual wheelchair in order to access this means of escape; there are two manual wheelchairs available in the building for this purpose. The wheelchair lifts take approximately 20 minutes to travel to their destination point.

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.