



Access Statement - Cotham House

**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: Cotham House, Cotham Hill, Bristol, BS6 6LJ

Background

- Cotham House is 200 years old.
- It is a Grade II listed building.
- The building is occupied by the Department of Philosophy and includes seminar and common room facilities, which are all on the ground floor.

Parking

- It is possible to drop off visitors at the front of the building
- Blue badge holders can park for free in permit bays on Tyndalls Park Road and Woodland Road.

Means of Access into the Building

- There is a step to negotiate at the main entrance to the building and a mobile ramp available for this purpose.
- There is level access via the secondary entrance at the front of the building.
- Entrance is by U card.



Main entrance to Cotham House



Mobile Ramp to be used for entry – stored in lobby

Toilets

- Disabled toilets are not available.

Reception

- There is no reception within the building
- There is plenty of room in the Entrance Hall and Lobby for wheelchair access.
- Visitors will be assisted as necessary.

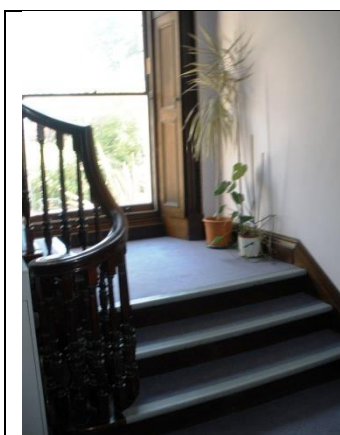
Lift and Stair Access

Lifts

- There are no lifts

Stairs

- Access from main entrance hall is by a wide staircase of three steps to first landing and then 16 steps to the first floor landing. From the first floor landing there are other short flights of stairs to negotiate to reach the different offices.
- There is a handrail on the external side of main staircase.
- There is no contrast colour to identify the goings and the risers.
- Access is only by means of the staircases.



Bottom of main staircase



First floor landing



Staircase from second floor to first

Refuge Points

- There are no refuge points

Signage

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

Doors

- Doors are solid wood.

First Aid Room

- There is no First Aid room but a first-aider is available.

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 staff member 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 on the landing or inside a room 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 on a landing or inside a room 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. The main staircase is wide and the handrail is not firm so this is not advisable.