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# Accessibility Plan

This access statement report has been prepared by Ann Sawyer, Access Consultant, working with David Morley Architects. The report comments upon the accessibility of Rossington All Saints Academy.

The report contains an explanation of measures incorporated within the scheme to facilitate access and use by all people, including disabled people. The needs of people with mobility, sensory and cognitive impairments are considered. The report identifies the approach taken to inclusive design and indicates how the proposals meet relevant legislation, including Part M of the Building Regulations, and how the scheme follows other good practice guidance such as BS 8300: 2001. The report considers the potential access needs of visitors, employees, academy students and others using the campus. It should be noted that following good practice guidance for accessibility will benefit all users of the environment, including older people and carers of young children, not only those with recognised disabilities.

The report covers the academy building and the associated community sports centre and looks at the approach to the buildings, entrance, horizontal circulation, vertical circulation, internal areas and facilities within the buildings.

Sources of advice and guidance used in developing the statement.

• Requirements of Building Regulations Part M, including guidance in Approved Document M, 2004 edition

• Requirements and implications of the Disability Discrimination Act 1995 (DDA), as amended

• Requirements and implications of the Special Educational Needs and Disability Act 2004 (SENDA)

• British Standard BS 8300: 2001 Design of buildings and their approaches to meet the needs of disabled people – Code of Practice

• Good practice design guidance relating to educational environments: Building Bulletin 94: Inclusive school design, Building Bulletin 77: Designing for Pupils with Special Educational Needs

• Other currently recognised good practice design guidance including the following: Sign Design Guide, Building Site (RNIB), Guidance on the use of Tactile Paving (DETR), Inclusive Mobility (Dept of Transport), Designing for Accessibility (CAE), The Access Manual (Blackwell)

• BS5588 Part 8 Code of practice for means of escape for disabled people

• Planning and Access for Disabled People: A good practice guide (ODPM)

Approach and External Areas

External approach

The buildings are set back from Bond Street with a one-way access road providing vehicle access to both the main academy building and the sports centre. There is a pedestrian footpath to one side of the vehicular route and a separate two-way cycle path. There is a separate access road serving the main car park.

The pedestrian path is between 1.6 and 3.6m wide and the surface finish is block paving.

There is a crossing point in front of the main entrance linking the disabled car parking area with the main academy building. There is also a drop kerb with bollards. There is a table-top crossing to the drop-off loop outside the sports centre linking the kickabout pitch to the sports centre area.


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Dropped kerbs and appropriate tactile paving are provided at all road crossings. The recommendations given in Guidance on the use of Tactile Paving (DETR) are followed.

The footpath is 3m wide and is level along its length. There is a cross fall of 1:60 to allow for drainage. The footpath surface is block paving and is suitable for wheelchair use.

Approach to main academy building

The pedestrian path leads to a large open pedestrian area in front of the main entrance. This area is level and the surface finish is block paving.

There is a canopy at the entrance to provide weather protection.

Approach to Community Sports Centre

There is a row of bollards between the pedestrian area in front of the sports centre entrance and the car park. The height of the bollards is 1000mm, the diameter 100mm and the style is stainless steel with black visibility strips. The distance between bollards is 1.4m to allow easy wheelchair access from the designated car park areas to the entrances. There are bollards in front of the main academy entrance behind the drop kerb 1.4m apart to allow wheelchair users through, but to prevent cars from driving onto the pedestrian area.

There is an open level area in front of the academy entrance. A canopy projecting from the building gives weather protection at the entrance.

Car parking and drop-off

The main car park is located to the north west of the site and has 120 car parking spaces, 6 motorbike spaces, 2 minibus spaces, plus 4 designated accessible car parking spaces. The designated accessible bays in this car park are intended to be used by people visiting the community sports centre. The distance from the accessible bays to the sports centre community entrance is 17m. The route is level and the surface is block paving.

There is also a small car park serving the nursery to the north east of the site. This has 17 spaces plus one designated accessible space. The route from the designated bay to the nursery is level, the surface is block paving and there is a dropped kerb to the pedestrian area.

Additional parking is provided in front of the main entrance to the academy building with 7 parking bays and 4 designated accessible spaces. The distance from the furthest accessible bay to the main entrance is 45m using the pedestrian crossing, less if a direct route is taken. The route is level and the surface is asphalt on the road crossing, and block paving elsewhere.

There is a drop-off lay-by immediately in front of the main academy entrance. There is a section of dropped kerb to allow easy access from the lay-by to the pedestrian path.

Other external areas

Play area surface is block paving/asphalt. There is seating and tables in the western play area and a raised planter with seating in the southern play area.

External lighting

The lighting design around the site has been specifically designed to light the circulation routes and waiting areas to the appropriate lux levels. The lighting scheme has been designed to make these proposed public areas accessible, safe and secure during darkness hours.



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Main Academy Building – Entrances

Main entrance for staff and visitors

The main entrance for visitors and staff is on the north side of the building. The entrance provides level access and has two sets of curved automatic sliding doors with a circular lobby between. The clear opening width of the doors is 1590mm. The circular lobby has an internal diameter of 2.4m. It is intended that any entry control system will be fully accessible.

There is adequate space for wheelchair circulation in the inner lobby area where there is a reception desk. There is a further set of automatic sliding doors giving access into the internal circulation space.

The floor finish within the circular lobby and the inner lobby area is entrance matting. The matting has a firm surface and is suitable for wheelchair use.

Main entrance for students

Students enter on the west side of the building. There is one double leaf automatic sliding door, with level threshold, leading into a large multi-use space. The door is activated remotely. The clear opening width of the door is 2900mm.

There is a 1.5m deep entrance mat across the width of the door, and the surface of the mat is flush with the surrounding Marmoleum floor surface. The entrance mat has a firm surface suitable for wheelchair access.

Southern play area entrance

There are two sets of double doors leading from the central area to the southern play area. The doors have level thresholds and give 800 mm clear opening width through each leaf. These doors are swing doors with automatic opening. The swing area is guarded with safety barriers.

There is entrance matting throughout whole of entrance area. The entrance matting has a firm surface suitable for wheelchair access.

Exits from circulation corridors, hall and classrooms.

All exit doors give a minimum of 800mm clear opening width, through one leaf of double doors. All the doors have level thresholds and where there is a change of level it is maximum 15mm and chamfered to provide easy wheelchair access.

Main Academy Building – Circulation

Horizontal circulation

The plan is designed to be straightforward and easily understood to aid orientation. Glazed sliding doors separate the reception from the central atrium space. The central atrium is designed to be the social hub of the building and is clearly defined by its double height and roof glazing. There are four, two storey, wings leading off this space. The wings accommodate the classrooms and support spaces. Each wing has a central corridor with accommodation along each side.

Travel distances between different parts of the building are minimised by the plan arrangement. Corridor widths are generous to allow free flow of people, particularly at busy times such as lesson changeover time.


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The main entrance for visitors is to the north of the central space. The student entrance leads into this space from the west. The assembly hall is to the east.

Corridors

The width of the main corridors are: 3200mm (ground floor), 2100mm (first floor classroom wings) and 1800mm (first floor atrium balcony). All secondary corridors are a minimum of 1200mm wide.

Floor finishes are carpet which has short, firm pile and is suitable for wheelchair use.

Glazed screens divide corridors, and in some locations are full-height to classrooms. Manifestation will comply with guidance in Approved Document M (ADM).

Doors

Double doors across corridors have vision panels in line with guidance in ADM.

All double doors give a minimum of 800mm clear opening width through one leaf. Double doors onto the stairways and refuge spaces in the wings have a large and a small leaf. Single doors into rooms all give a minimum of 800mm clear opening width. All self-closers meet revised Approved Document M guidance on maximum opening pressures.

All doors are designed to have a minimum of 300mm clear adjacent to the leading edge on the opening side to allow easy approach and use. Door furniture is stainless steel and contrasts visually with the doors. Doors to classrooms and WCs have pull handles and push plates; office doors have lever handles. There are kick plates to all solid doors on push side of door.

All glazed doors have manifestation to comply with ADM.

Finishes

Colour is used throughout the building to provide visual contrast and to aid orientation.

Internal doors contrast in colour with the surrounding wall. Ironmongery contrasts with the door. Floor finish contrasts with the walls. Visual contrast is also used to identify staircases and handrails.

The columns in the central atrium space contrast with the surrounding floor.

Floor surfaces are generally firm, flush, non-glossy and slip-resistant. Any junctions between different flooring materials are carefully detailed to avoid creating an obstacle to wheelchair users or a tripping hazard.

Good acoustic design is employed to achieve an acoustic environment that is neither too reverberant nor too absorbent so that verbal communication can take place effectively.

Signage

Signage complies with good practice guidance, it is simple and aids orientation around the building.

Acoustic design

Good acoustic design is employed to achieve an acoustic environment that is neither too reverberant nor too absorbent so that verbal communication can take place effectively.


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Means of escape

Safe, efficient egress depends upon a combination of management procedures and building design. Specific evacuation strategies have been devised for people who need assistance, and these strategies take into account the building design, the known needs of people working in a building, as well as the unknown needs of visitors.

In circumstances where the lift cannot be used means of escape from first floor accommodation will be via the stairs. One wheelchair refuge space is provided at the top of each of the four enclosed stairs in the wings. The refuge spaces meet recommended dimensions of 900mm by 1400mm and are fitted with a means of two-way communication linked to a control point.

The main academy building is divided into five vertical one hour fire compartments. Therefore if there is a fire in one compartment of the building occupants unable to exit via the stairs can either use the refuge space provided or move to a different compartment which will provided one hour protection from the fire. Staff are trained in the use of EVAC chairs and if necessary a wheelchair user will be taken downstairs using the EVAC chair. There is one EVAC chair situated in each stairwell.

Vertical circulation

Stairs

The building has two storeys, and vertical circulation is provided via two staircases in the central atrium.

There are also staircases at the end of the each of the four wings of accommodation. All staircases are designed to follow guidance in Approved Document M. Visual contrast is used to identify the treads and the handrails.

The stairs at end of each wing are 1550mm wide and have 21 risers divided into three flights with landings between.

The stairs in the atrium are 1800mm wide, with 21 risers divided into two flights with a landing between.

All goings are 280mm and all risers are 160-170mm. All handrails have a galvanised steel finish and are 900mm height above pitch line on flights, or 1100mm height at landings. Handrails are continuous to flights and landings and have a 300mm horizontal extension at ends of flights. The handrail profile follows guidance in ADM. The balustrades are galvanised steel grating.

Lift

The building has one lift. The lift is located near to the main reception area and the central atrium.

The lift car size is 1400mm by 2000mm, which meets guidance in Approved Document M for a lift, which will accommodate any type of wheelchair together with several people, and also allows a wheelchair user or a person with a walking frame to turn through 180°.

The controls both inside and outside the lift meet the guidance in ADM. The lift has a 1500mm by 1500mm manoeuvring space outside the doors. The lift car is fitted with handrails to three sides and a mirror to the rear wall, all in line with guidance in Approved Document M. The door opening width is 1100mm. There is audible and visual indication of lift arrival and location in the lift car and the lift lobby.

Main Academy Building – Accommodation

Reception


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The reception area is located immediately inside the main entrance and so is easily visible on arrival. There is adequate circulation space in front of the desk.

The floor finish in this area is entrance matting as before.

The reception desk is designed to be accessible for wheelchair users both as visitors and staff and to comply with guidance in ADM. The desk is at a height of 760mm and 1050mm with an overhang to the visitors' side to allow close approach for wheelchair users. On the staff side there is knee space below the desk 700mm clear.

There is sufficient space in the general administration and reception area behind the desk to accommodate a wheelchair turning circle.

The desk is fitted with an induction loop for the benefit of hearing aid users.

Dining hall and central area

The central atrium space is used for dining. Tables and chairs are set out as required. The layout and type of furniture take account of the needs of students and staff with disabilities.

The floor finish in this area is Marmoleum (matt finish, R9 slip resistance rating).

Assembly hall, including control room

The assembly hall is level throughout. The stage area is not raised. Wheelchair users may sit anywhere in the hall, there are no minimum spaces.

Spaces for wheelchair users are allocated in the floor level seating. 1% of total seating capacity is provided for wheelchair users with a minimum of 6 spaces.

At first floor level there is a light and sound control room. This room will be accessible for wheelchair users.

There is an induction loop in the assembly hall.

Classrooms, laboratories, studios and stores

The accommodation is sized to meet or exceed recommended standards. There is level access into all the rooms. All rooms are designed to accommodate a wheelchair turning circle.

The floor finish is carpet in general teaching classrooms and offices, non-slip vinyl in practical classrooms, concrete in technology workshops. The carpet has short firm pile. Finishes incorporate contrast to aid people with visual impairments.

Where there are sinks in classrooms the taps are lever type.

Kitchen and servery

The kitchen is accessed from the dining hall area. There is associated storage, office and WC accommodation. The WC is not wheelchair accessible however there is an accessible WC adjacent to the reception area on the other side of the dining hall area.

Office space and tea point

There is office space at both ground and first floor level, though the majority of the administrative offices are located in the northwest wing at ground floor level. There is a central 1200mm wide corridor in this area.



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The offices vary in size. All accommodate a wheelchair turning circle – however in practice it is assumed that one of the larger offices would be used if wheelchair access were required. Management should ensure that fittings and furniture do not impede access.

The site systems room (room 0093) is fitted with an induction loop for the benefit of hearing aid users.

The tea point in the office area is designed to be able to be used by a wheelchair user. The worktop height is 850mm and there is knee space below to allow a wheelchair user to pull up to the counter and reach the facilities. There is space for a 1500mm diameter turning circle in front of the counter.

Library

The library is located at first floor level. The layout of the fittings takes account of wheelchair access. The desk is at a height of 760mm and 1050mm and has adequate clear space in front and behind to allow for wheelchair access.

The door into the area behind the desk gives 800mm clear opening width.

This desk is also fitted with an induction loop for the benefit of hearing aid users.

Sanitary accommodation

All the sanitary accommodation is located near to the central hub of the building, minimising travel distances.

In the northwest wing at ground floor level there are staff WCs and showers, a unisex accessible compartment and a hygiene room with a peninsular layout accessible WC. All rooms are within 40m of an accessible WC.

In the southeast wing at ground floor level there are staff WCs and a unisex accessible WC and shower room.

There is a single WC/changing room adjacent to the kitchen.

Boys and girls toilets are located at both ground and first floor level.

At first floor level there is a unisex accessible WC compartment.

There is a medical room at ground floor level. The room is wheelchair accessible and will accommodate a turning circle.

The finishes in all the sanitary accommodation allow for contrast between the floor and walls and between fittings and walls. The finishes are non-shiny and the floors are slip-resistant. Taps in the standard sanitary accommodation are push button type and taps in accessible accommodation are lever type.

Student sanitary accommodation – general provision

At ground floor level there are girls and boys toilets in the southeast wing. The girls' toilets have 11 cubicles, one of which is 800mm wide, has an outward opening door, 750mm activity space in front of the WC and grab rails fitted for ambulant disabled use.

The boys' toilets have toilet cubicles. One of the cubicles has an outward opening door, 750mm activity space in front of the WC and grab rails fitted for ambulant disabled use.

At first floor level there are girls and boys toilets in the southeast wing. The girls' toilets have 12 cubicles, one of which is 800mm wide, has an outward opening door, 750mm activity space in front of the WC and grab rails fitted for ambulant disabled use.


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The boys' toilets have 4 toilet cubicles and 9 urinals. One of the cubicles has an outward opening door, 750mm activity space in front of the WC and grab rails fitted for ambulant disabled use.

Staff and visitors sanitary accommodation – general provision

Male and female staff toilets are located in the northwest corridor at ground floor level, where there are two male and two female WC cubicles and one male and one female shower cubicles, and in the southeast corridor where there are three female and one male cubicle and three urinals.

One cubicle in each of the four areas is designed for ambulant disabled use and is 800mm wide, has an outward opening door, 750mm activity space in front of the WC and appropriate grab rails.

There is a single WC/changing room adjacent to the kitchen.

Wheelchair accessible sanitary accommodation

There is a unisex wheelchair accessible toilet adjacent to the reception area for staff, visitor and student use. The compartment is 1500mm wide and 2200mm long with an outward opening door. The layout and fittings follow guidance in Approved Document M, including the provision an emergency alarm.

One unisex accessible WC compartment is also provided at first floor level, next to the boys WCs. The compartment is 2200mm wide and 2200mm long with an outward opening door. The layout and fittings follow guidance in Approved Document M, including the provision of an emergency alarm. This WC is the opposite handing to the accessible WC on the ground floor. There is sufficient space for a wheelchair turning circle inside the room.

Community Sports Village– Entrance

Community entrance

The Sports Centre is located to the northwest of the main academy building and is adjacent to the car park. The community entrance is near to the car park to minimise travel distances.

The main entrance for visitors provides level access and has automatic sliding doors. The clear opening width of the doors is 1597mm. The circular lobby is 2.4m in diameter.

There is a firm entrance mat within the circle lobby, and this is level with the studded rubber floor finish to the main reception lobby area.

Reception and café

There is a reception desk in the entrance foyer. The desk is visible on entry.

The desk is at a height suitable for use by wheelchair users. The height is 760mm and 1050mm. There is an overhang for wheelchair knee space on both sides of the desk. There is adequate space behind the desk for a wheelchair turning circle. Behind this area there is an office/first aid area. This area is also wheelchair accessible.

The reception desk is fitted with an induction loop for the benefit of hearing aid users.

The cafe area has loose seating and tables and adequate circulation space for wheelchair access.



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Academy entrance

Students enter at the south of the building. The entrance swing doors have automatic opening and a level threshold, leading into a lobby space.

The clear opening width of the doors is 1445mm (double doors with unequal leafs).

The floor finish by the door is firm entrance matting. This is flush with the surrounding surface, which is studded rubber.

Community Sports Centre – Circulation

Horizontal circulation

The building is two storeys and has a simple layout with one main corridor at each floor level.

At ground floor level glazed swing doors lead from the academy entrance foyer to the central corridor. At the other end of this corridor there are glazed swing doors accessing the community entrance foyer/café area.

The changing facilities and toilets are accessed off one side of this corridor; on the other side is the main sports hall. To one end of the building there is a dance studio with associated storage space.

At first floor level a similar corridor gives access to plant, office and classroom space and a lounge and bar area.

There is a fitness studio with changing facilities and storage space above the dance studio, at raised first floor level.

Travel distances within the building are short and circulation is straightforward. Corridor widths are generous to allow free flow of people.

Corridors

All main corridors are 2000mm wide. The secondary corridor at first floor level is 1600mm wide.

Floor finishes are as follows:

• studded rubber to corridors and reception lobbies on ground floor, first floor bar area.

• non-slip vinyl to WCs and changing areas

• non-slip tiles to shower areas

• Granwood timber floor to sports hall and dance studio

• carpet to first floor corridors, classroom, lounge, and fitness suite.

Glazed screens have manifestation to comply with ADM.

Doors

Double doors across corridors are glazed and have manifestation in line with guidance in Approved Document M (ADM). Where practicable doors on circulation routes are held open on devices linked to the fire alarm system.

All double doors give a minimum of 800mm clear opening width through one leaf. Single doors into rooms all give a minimum of 800mm clear opening width.


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All self-closers meet revised Approved Document M guidance on maximum opening pressures. All doors are designed to have a minimum of 300mm clear adjacent to the leading edge on the opening side to allow easy approach and use. Single doors have push plates/pull handles with visual contrast with door finish.

Push side of all solid doors have kick plates. Glazed doors have manifestation to comply with ADM.

Finishes

Colour is used throughout the building to provide visual contrast and to aid orientation. Internal doors contrast in colour with the surrounding wall. Ironmongery contrasts with the door. Floor finish contrasts with the walls. Visual contrast is also used to identify staircases and handrails.

Floor surfaces are generally firm, flush, non-glossy and slip-resistant. Any junctions between different flooring materials have been carefully detailed to avoid creating an obstacle to wheelchair users or a tripping hazard.

Signage

Signage is clear, simple and aids orientation around the building.

Acoustic design

Good acoustic design is employed to achieve an acoustic environment that is neither too reverberant nor too absorbent so that verbal communication can take place effectively.

Means of escape

Safe, efficient egress depends upon a combination of management procedures and building design. Specific evacuation strategies have been devised for people who need assistance, and these strategies take into account the building design, the known needs of people working in a building, as well as the unknown needs of visitors.

In circumstances where the lift cannot be used means of escape from first floor accommodation will be via the stairs. One wheelchair refuge space is provided at the top of each of the two main stairs in the wings, and one is provided at raised first floor level. The refuge spaces meet recommended dimensions of 900mm by 1400mm and are fitted with a means of two-way communication linked to a control point.

In addition one room at lower first floor level (the main office) and one at upper first floor level (the changing room) are designated as refuges and have appropriate levels of fire protection. It is intended that these refuges be used if there is a large number of wheelchair users, for example a sports team, in the first floor of the building. The office has a telephone, but no other means of communication is provided in these rooms.

Stairs

The building has two storeys, and vertical circulation is provided via two staircases - one for community use and one for academy use. There is also a short stair to accommodate the 1000mm change of level from the first floor level to the raised first floor area.

All staircases are designed to follow guidance in Approved Document M. Visual contrast is used to identify the treads and the handrails.

Details of each stair type are as follows:

- community stair - width, 1400mm, 26 risers in 4 flights.
- academy stair - width 1100mm, 19 risers in 3 flights.



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• all goings 280mm, all risers 160-170mm.

• all handrails have galvanised steel finish and are 900mm height above pitch line on flights, or 1100mm height at landings. Handrails are continuous to flights and landings and have a 300mm horizontal extension at ends of flights.

• balustrades are galvanised steel grating.

Lift

The building has a vertical rise platform lift and is controlled. The lift is enclosed and meets guidance in Approved Document M.

The lift serves ground, first and raised first floor level and has 1500mm by 1500mm manoeuvring space outside the doors.

The platform size is1500 x 1000mm.

Community Sports Village – Accommodation

Sports areas

At ground floor level there is a double height sports hall, a dance suite and storage rooms. At first floor level there is a plant room, office, classroom and lounge with a bar. At raised first floor level there is a fitness suite.

All these areas are level and there is no fixed seating.

There are induction loops in the sports hall, the dance studio, classroom (room 1121) and lounge (room 1116).

Changing facilities and sanitary accommodation

Ground floor changing facilities

There are four large communal changing rooms, two male and two female. Each has lockers, showers and associated toilet facilities. These areas are not designed for wheelchair use, as there is a separate accessible changing room, WC and shower. However, there is level access into all the communal changing rooms and adequate space for wheelchair access if required. Wheelchair access into the shower area is possible though circulation space is restricted.

There are two individual changing rooms for officials, with showers included, and one room with an accessible WC and shower. The accessible room is 2400mmm wide by 2750mm deep; the size, layout and fittings all follow guidance in Approved Document M.

Taps in the standard sanitary accommodation are push button type and taps in accessible accommodation are lever type.

Ground floor toilet accommodation

Toilet accommodation is accessed from the changing room lobbies. There are two female toilet areas, each with three WC cubicles. There are two male toilet areas each with one WC cubicle and two urinals.

There is one ambulant disabled WC in each of the toilet areas.


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Adjacent to the above areas there is a separate staff WC and a separate unisex accessible WC. The accessible WC is 1500mm by 2200mm with an outward opening door; layout and fittings follow guidance in Approved Document M, including the provision of an emergency alarm.

There is also a combined accessible WC/ shower/ changing room.

Taps in the standard sanitary accommodation are push button type and taps in accessible accommodation are lever type.

First floor changing facilities

At raised first floor level there are two sets of communal changing rooms with showers, adjacent to the fitness suite. These areas are not designed to be fully wheelchair accessible as there is a separate accessible facility. However, there is level access into all the communal changing rooms and adequate space for wheelchair access if required. Wheelchair access into the showers in these areas is not possible.

At main first floor level there is a changing room with an accessible shower and WC. This room is 2400mmm wide by 2500mm deep; the size, layout and fittings all follow guidance in Approved Document M.

Taps in the standard sanitary accommodation are push button type and taps in accessible accommodation are lever type.

First floor toilet accommodation

There are two individual WC compartments accessed off the main corridor at first floor level. The accessible WC/ shower/ changing room is adjacent. There are no specific ambulant disabled WCs at first floor level as there are only two WCs with an accessible compartment adjacent.

Taps in the standard sanitary accommodation are push button type and taps in accessible accommodation are lever type.

Office, classroom, assessment room and stores

All rooms are adequately sized for wheelchair access. There is an induction loop in one classroom (room 1121).

Lounge and bar

The lounge area is adequately sized to allow for wheelchair access. The bar has a low section at a height of 850mm to allow wheelchair access. The area behind the bar is of sufficient size to allow a wheelchair turning circle

The kitchenette is for use by bar staff and is not designed for use by a wheelchair user, however there is sufficient size to allow a wheelchair turning circle and fittings could be provided to allow wheelchair access if required.

There is an induction lop in the lounge.

Switches, Outlets and Controls

Location and type of switches, sockets and controls.


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The location and type of these items will be in line with guidance in Approved Document M.

Visual contrast of switches, sockets and controls.

Visual contrast is used to aid identification of switches, sockets and controls where appropriate.

Appendix A

Relevant Legislation and Guidance

Disability Discrimination Act 1995 (DDA)

The Disability Discrimination Act 1995, as amended, gives disabled people rights in the areas of recruitment, employment and in the provision of goods and services, including education. Service providers and employers must ensure that they are not discriminating against disabled people either in the way they provide services or in their buildings and facilities. However, it is important to be aware that the DDA relates to access to 'services' and 'employment' rather than specifically to buildings.

The Act does not override other legislation relating to buildings such as planning legislation, Building Regulations, listed building legislation and fire regulations. The Act itself does not include building design guidance and where other regulations do not apply it is advisable to follow current best practice design guidance to be able to justify design decisions taken.

An access appraisal of a proposed scheme and the preparation of an Access Statement is a useful first step towards meeting the requirements of the Act, though the DDA is an ongoing duty so it is recommended that accessibility is monitored and maintained throughout the life of the building. Any features or elements that have been carefully designed to be accessible should be retained during ongoing maintenance programmes (replacing 'like for like' for example) and management procedures should take due care not to compromise the achievement of the design.

The DDA defines disability as a 'physical or mental impairment which has a substantial or long term adverse affect on their ability to carry out day to day activities', which is far broader than the definition provided in Building Regulation Part M. The Government currently estimates that 11.7 million people fall under this definition and will be covered by the Act.

Parts of the DDA have been phased in over a number of years and the Act was extended and amended in April 2005.

Employment

Part 2 of the DDA relates to recruitment and employment and came into force in 1996. From this date, employers have had a duty to make reasonable adjustments to buildings and provide equipment which enables access to the workplace for disabled employees whether existing or prospective. The employment provisions include job advertisement and interview, workplace, allocation of duties, training and promotion opportunities. Funding is available for improvement once the employee is in place.

While there are no duties under Part 2 to anticipate the needs of all employees, it is advised that a general level of accessibility is achieved where possible so that future costly, inconvenient and unsightly building improvements are avoided


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Failure to respond to the needs of disabled employees may result in a case being taken against the employer through an Industrial Tribunal. This may result in a sizeable award of compensation and an injunction to prevent future discrimination by making reasonable adjustments that may well have cost and disruption implications.

Service provision

Part 3 of the DDA relating to the provision of goods and services is being phased in over a number of years.

Since 1996 it has been unlawful for a service provider to refuse a service on the grounds of a person's disability, or to provide it at a lower standard or on worse terms.

Since October 1999, service providers have had a duty to make reasonable adjustment to policies, procedures and practices, to provide auxiliary aids or provide the service by a reasonable alternative means where physical features make it impossible or unreasonably difficult to access the service. Auxiliary aids may include temporary ramps, portable induction loop systems, vibrating alarm systems, note pad and pen or information provided in alternative formats.

Since 1 October 2004, should a physical feature of a building make it impossible or unreasonably difficult to use the service, then that person may take a case against the service provider where reasonable steps have not been taken to remove, alter or avoid the feature or again, to provide it by a reasonable alternative means.

Part IV: Education

New duties for education providers came into effect in September 2002 under Part IV of the DDA, amended by the Special Educational Needs and Disability Act 2001 (SENDA). These require academys, colleges, universities, and providers of adult education and youth services to ensure that they do not discriminate against disabled people. The Part IV duties cover both academy and post-16 education.

The Act requires schools and LEAs:

• not to treat disabled pupils less favourably for a reason related to disability, unless the treatment is justified;

• to take "reasonable steps" to ensure that disabled pupils, or prospective pupils, are not placed at a substantial disadvantage compared to their non-disabled peers;

• to plan to increase over time access to school premises and to the curriculum and to improve the provision of information in a range of formats for disabled pupils.

The Act does not require schools to remove or alter physical features of the school as a matter of course in order to comply with the Act, but to make reasonable adjustments in order to ensure that pupils with disabilities are not disadvantaged. The need to carry out changes to the physical features of the school is covered by the planning duties whereby LEAs and schools should plan to make the necessary changes.

Schools also have a duty under Part III of the Act to overcome barriers to access to the school for parents and other members of the public attending school or community activities.

The duties on post-16 education providers are being introduced in three stages:

• from 1 September 2002 it has been unlawful to discriminate against disabled people or students by treating them less favourably than others, and there has been a duty to provide certain types of reasonable adjustments to provision where disabled students or other disabled people might otherwise be substantially disadvantaged



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• the duty to make adjustments involving the provision of auxiliary aids and services came into force on 1 September 2003

• the duty to make adjustments to physical features of premises where these put disabled people or students at a substantial disadvantage will come into force on 1 September 2005.

Wholly privately funded education providers and providers of work-based training are covered by Part III of the Act.

Disability Discrimination Act 2005

The Disability Discrimination Act 2005 amended the original Act in a number of ways, including the introduction of a new positive duty on public bodies, including schools and Local Education Authorities, to promote equality of opportunity for disabled people.

Human Rights Act 1998

The Human Rights Act 1998 came fully into force in October 2000. It incorporates into UK law rights and freedoms guaranteed by the European Convention on Human Rights. Some of these rights may have significant implications for disabled people and be relevant to building design, such as the right to education and the protection from inhuman and degrading treatment.

The Building Regulations

Part M – Access and facilities for disabled people

Part M of the Building Regulations requires reasonable provision to be made for people to gain access to and use buildings. It includes requirements covering sanitary provision, audience and spectator seating and dwellings. Part M was revised in 2004 and the new regulations and Approved Document took effect from May of that year. The new edition covers alteration to existing buildings where Building Regulation approval is required and the guidance provided has been substantially expanded using the BS8300: 2001 as a benchmark standard.

Building Regulations and the DDA

It should be noted that the duty under Part III the DDA to make reasonable adjustments to physical features of buildings can be affected by Building Regulation compliance. Where the physical features of a building met the requirements of Part M (or its equivalent in Northern Ireland or Scotland) at the time of its construction, and continues to meet them, a service provider may not have to make any further adjustment to those features. This might apply, for example, to the width of a doorway. However, the service provider might still need to alter other aspects of the door, such as the handle.

The service provider may still however be required to provide:

• a reasonable means of avoiding that feature; or

• a reasonable alternative method of making services available.

This exemption to the duties under Part III of the Act is only available for a period of ten years from the date when a feature was constructed.

It should be noted that the partial exemption from the duty to remove or alter physical features, which applies to service providers under Part III of the Act, does not apply to employers under Part II.



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Part B – Fire safety

Part B of the Building Regulations applies to all construction, including new-build, refurbishment, extensions and alterations and sets out the requirements for fire safety. Approved Document B gives guidance on meeting these requirements and makes reference to BS 5588, which gives detailed information on the design, construction and use of buildings.

BS 5588 - Fire precautions in the design, construction and use of buildings

BS 5588 covers different building types and elements of buildings. BS 5588-8 covers means of escape for disabled people.

It is proposed that BS 9999, will replace BS 5588. It is intended that this new Code will offer the most practical, relevant and up to date guidance to assist designers and managers of buildings in providing and managing reasonable means of escape for all building users.

BS 8300:2001 Design of buildings and their approaches to meet the needs of disabled people – Code of practice

BS 8300:2001 is an amalgamation and updating of BS 5619:1978 and BS 5810:1979, and gives detailed guidance on good practice in the design of domestic and non-domestic buildings. Importantly, the guidance also draws on research, commissioned by the Department of the Environment, Transport and the Regions in 1997 and 2001, into the access needs of people with disabilities. The research looked into issues such as reach ranges and space requirements in order to assess the capabilities and needs of people in relation to the use of buildings. The guidance incorporates the research findings and gives detailed design recommendations set in context by a commentary explaining user needs.

BS 8300:2001 contains sections covering building elements as well as particular building types and the guidance given takes account of a wide range of needs.

Recommendations are included on car parking, access routes to and around buildings, entrances and interiors, horizontal and vertical circulation, surfaces and communication aids, facilities in buildings, assembly areas, individual rooms and building types.

The new revision of Part M of the Building Regulations incorporates some of the guidance and standards given in BS 8300:2001. It is likely that the guidance given in the British Standard and new Approved Document M will be taken into account when considering ‘reasonable provision’ in relation to the Disability Discrimination Act.


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