

ACCESS AUDIT  
LEICESTER CITY HALL  
115 CHARLES STREET, LEICESTER, LE1 1FZ



SURVEY CARRIED OUT BY

*the*  
**OAKLEAF GROUP**  
MARKET LEADING SURVEYS

MAY 2020  
ISSUE 2

Assessment carried out by Oakleaf Surveying Ltd  
7 Brookfield  
Moulton Park  
Northampton  
NN3 6WL

Telephone: 0845 293 7571  
Fax: 0845 293 7572  
Email: [info@theoakleafgroup.co.uk](mailto:info@theoakleafgroup.co.uk)  
Website: [www.theoakleafgroup.co.uk](http://www.theoakleafgroup.co.uk)

<b>ISO 9001 - Quality Control</b>	
Date checked	Office Manager – Signed A. Gibson
09/07/2020	Surveyor – Signed T. Downing

<b>1</b>	<b>CONTENTS</b>	
<b>1</b>	<b>Contents .....</b>	<b>3</b>
<b>2</b>	<b>Executive Summary .....</b>	<b>4</b>
2.1	Regulations Referred to in the Audit .....	4
2.2	Summary of Remedial Costs .....	4
<b>3</b>	<b>Part 1 – About the Equality Act .....</b>	<b>5</b>
3.1	Background .....	5
3.2	Legal Context.....	5
3.3	Scope of the Report .....	5
3.4	Recommendations must be considered in Context .....	5
3.5	About the Report .....	6
3.6	Costings .....	6
<b>4</b>	<b>Part 2 – Background to the Report .....</b>	<b>7</b>
4.1	Introduction .....	7
4.2	The Brief .....	7
4.3	Sequence of Remedial Works .....	7
4.4	Remedial Costs.....	7
4.5	Assessing the Risk.....	8
<b>5</b>	<b>Summary of Major Works.....</b>	<b>9</b>
<b>6</b>	<b>Part 3 – Individual Report .....</b>	<b>10</b>

## 2 EXECUTIVE SUMMARY

### 2.1 Regulations Referred to in the Audit

The Audit of premises was undertaken using Oakleaf Audit Checklist pro-formas, these have been based on:

- BS 8300:2009 Code of Practice for the Design of Buildings and their approaches to meet the needs of Disabled people.
- The Building Regulations Approved Document Part M 2006.
- BS 5588 Part 8 9999 Fire Precautions in the Design and Construction of Buildings: Means of Escape for Disabled People.
- National Disability Code of Practice.
- Easy Access to Historic Properties - English Heritage.
- Disability Rights Commission - Code of Practice.

This is to determine the suitability of the accommodation in respect of Disabled Access.

Each premises has been assessed for:

- Degree of Risk
- Budget Cost
- Year of Remedial Work

### 2.2 Summary of Remedial Costs

- The total BASIC budget cost of remedial work for Leicester City Hall has been identified at **£113,100**. *This is exclusive of Temporary works, Contractors Prelims, Profit, On-costs, Contingency, Professional Fees, Expenses or VAT.*

## 3 PART 1 – ABOUT THE EQUALITY ACT

### 3.1 Background

From the 1st October 2010 the Disability Discrimination Act 2005 has been replaced by the Equality Act 2010. This still requires that where a physical feature made it impossible or unreasonably difficult for disabled persons to make use of a service, then reasonable steps should have been taken to:

- Improve the feature,
- Alter it so that it no longer has that effect,
- Provide a reasonable means of avoiding the feature or
- Provide a reasonable alternative way of making the service available to disabled people.

The Act requires that any physical barriers should now already have been removed from premises or alternative procedures set in place to provide the service by alternative means so as not to discriminate against disabled persons.

### 3.2 Legal Context

The Equality Act 2010 makes it illegal for a service provider to discriminate against any customer or employee.

### 3.3 Scope of the Report

This document has taken a 'snap shot' view of the current position to identify works that might reasonably be required under the Act. It identifies budget remedial costs, health and safety risks and has outlined a phased 'Accessibility Plan' to remove all physical barriers over the next 3 years.

### 3.4 Recommendations must be considered in Context

Many disability audits can result in an extensive list of physical modifications that are identified to be undertaken. These can be formidably expensive, take years to implement and can cause significant disruption to the very service that the provider is concerned to improve. It is therefore important to consider the philosophy behind the Act, which is that persons with disabilities should be able to use or have access to the service provided.

*The Act does not suggest or require that the whole of the premises should be made accessible or that where physical barriers are identified that they must always be removed.*

Some physical alterations may be unavoidable but they can be kept to a minimum if a managed approach is adopted and alternative solutions are sought and found. The changes needed to give access must be reasonable and achievable and could include arranging to provide the service at an alternative location on the premises or in a different manner. Moving the service to a different building/location may be possible and could avoid or minimise the need for physical change to the fabric of the buildings.

Even remote IT access say via an Intranet would provide an acceptable solution to service provision if it allows full access to a service without the need to physically alter premises.

### **3.5 About the Report**

The report makes 'suggestions' to improve accessibility only and does not guarantee compliance with the Act. The range of disabilities is extremely wide and it is almost impossible to design a building that is guaranteed to satisfactorily deal with the specific requirements of every disabled person.

### **3.6 Costings**

Where a building is listed the implementation costs are likely to be higher than those identified in the report due to the need to ensure that the solution is appropriate to the architectural context. The remedial costs are intended to be a 'broad order' of costs only and do not represent designed solutions. Specific on-costs relating to location will need to be considered in every case when remedial action is implemented.

## 4 PART 2 – BACKGROUND TO THE REPORT

### 4.1 Introduction

Oakleaf Surveying Ltd were commissioned by Sean Atterbury to review Leicester City Hall.

The survey was undertaken on the 4<sup>th</sup> May 2020 and all findings relate to conditions prevailing at this time.

### 4.2 The Brief

To carry out a review of the properties using the Oakleaf Audit Checklist. Budget costs are to be developed to undertake remedial works and also a Risk Assessment to determine which the highest priority areas are. A year is to be identified as to when the works could be undertaken with all physical barriers being removed in Year 1. Anything that limits or prohibits a service in Year 2 and all other items in Year 3.

Our brief has been to comment only on the physical aspects of the buildings in terms of barriers to access. Whilst building works might be a possible solution they will not be the only solution. There will be alternative ways of resolving the items identified however usually only one method has been costed in the report. Alternatives to some barriers could be overcome by changing the way that a service is provided either by relocating it to another more accessible position in the building or by providing remote access to the service such as over an Intranet etc. A range of alternatives could be developed and costed as part of a further stage but this is outside the scope of this document.

A separate Risk Assessment has been undertaken as part of the audit in order to identify the degree of 'hazard' that may be represented by the items indicated.

### 4.3 Sequence of Remedial Works

A suggested year for the implementation of the remedial works has been included in the report on the following basis:

- |  |        |
|--|--------|
| • Items which present a Physical Barrier     | Year 1 |
| • Items which prohibit or limits the service | Year 2 |
| • Other Items                                | Year 3 |

### 4.4 Remedial Costs

All remedial costs have been developed using the Royal Institution of Chartered Surveyors BCIS Access Audit Price Guide 2002 (uplifted to 2015).

The remedial costs are intended to give a broad 'order of cost', they do not reflect design solutions but are indicative only. All costs are at a 'present day' base line. They do not make allowance for any special on-costs which may be required to implement solutions. Also in areas such as where we have allowed for double door leaves to be modified with correct vision panels we have allowed to replace one leaf only. We have assumed that the existing frames will remain. The general philosophy in connection with pricing has been to try to repair, modify or make good wherever possible in preference to replacing.

#### 4.5 Assessing the Risk

Risk Assessments have been carried out using the following Hazard Criteria:

- 1) RISK ATTRIBUTES
- 2) SEVERITY/OUTCOME
- 3) PROBABILITY

These are individually scored as follows:

<b>Risk Attributes</b>	<b>Score</b>
Injury/Ill Health	6
Civil Law/Compensation	5
Enforcement Action	4
Property Damage/Loss	3
Operational Delay	2
Loss of Reputation	1
 <b>Severity/Outcome</b>	
Multiple Fatalities	8
Single Fatality	7
Major Injury/Disease	6
Serious Injury > 1 person	5
Serious Injury - 1 person	4
Minor Injury > 1 person	3
Minor Injury - 1 person	2
None/Not Applicable	1
 <b>Probability</b>	
Certain	6
Extremely High	5
High	4
Moderate	3
Low	2
Very Low	1

Quantifying risk enables items to be compared to see which ones represent the highest 'hazard potential' and therefore maybe considered more important for remedial action.



## 5 SUMMARY OF MAJOR WORKS

**For all recommendations see Section 6.**

Generally, the building has been completely refurbished with facilities installed to a high standard throughout. Whilst minor remedial works are required, the standard of accessibility was deemed to be good.

Several door sets through the ground and first floors that form key routes to publically accessed areas have heavy doors that are difficult to operate. Costs have been included to install power assisted opening devices as required.

The main platform lift to the lower ground floor Meeting Rooms is prone to break down. Whilst fundamentally suitable and of appropriate size, replacement may still be required.



Hearing enhancement systems were missing or known to be defective to several key facilities including Meeting Rooms, Main Hall and Presentation Suite with costs allocated to provide as required.

**6 PART 3 - ACCESS AUDIT - DETAILED REPORT**

**002 Leicester City Hall**

001 Main Building

**Section A. External Approach**

		Risk Assessment			Cost
		Year	R	S	
01.00	General Comments N/A				
01.01	Is the building within convenient walking distance of: (a) a public highway? Yes - Considered reasonably appropriate under the Act.				
01.02	Is the building within convenient walking distance of: (b) public transport? Yes - Site is located to Leicester City Centre with key bus routes operating from Charles Street, approximately 100 metres from site. Considered reasonably appropriate under the Act.				
01.03	Is the building within convenient walking distance of: (c) car parking facilities? Yes - Considered reasonably appropriate under the Act.				
01.04	Have suitable dropped kerbs been provided where appropriate? Yes - Considered reasonably appropriate under the Act.				
01.05	Is the approach surface relatively even? Yes - Considered reasonably appropriate under the Act.				
01.07	Is the route reasonably level with no gradient steeper than 1 in 20? Yes - Considered reasonably appropriate under the Act.				
01.08	If the site is steeper than 1 in 12 is there alternative provision to enable access by disabled people? N/A				
01.09	Has a blister paving tactile warning surface been installed where a route crosses a carriageway? N/A				
01.10	Is the approach route at least 1800mm wide? Yes - Considered reasonably appropriate under the Act.				

**ACCESS AUDIT - DETAILED REPORT**

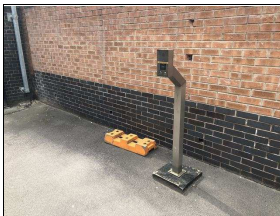
**Section A. External Approach (cont.)**

	Risk Assessment			Cost
	Year	R	S	
<p>01.11 Is the route free of hazards such as traffic signs, bollards, litter bins, and building features such as outward opening doors, windows or overhangs? Yes - Approach routes via road side pavements. Considered reasonably appropriate under the Act.</p>				
<p>01.12 Is the route adequately and evenly lit? Yes - Considered reasonably appropriate under the Act.</p>				
<p>01.13 Is the route clearly identified by visual, aural and tactile information? N/A</p>				
<p>01.14 Is the route safely and clearly separated from traffic flow? Yes - Whilst routes are technically shared, traffic volume is low enough for this not to be a major concern. Considered reasonably appropriate under the Act.</p>				
<p>01.15 Is the route to the building properly maintained and kept clear in all weathers? Yes - Considered reasonably appropriate under the Act.</p>				
<p>01.16 Is accessible parking provided for disabled people? Yes - 4No. spaces are provided; due to space limitations these are 'back to back' but site team report this can be managed as required. Considered reasonably appropriate under the Act.</p>				
				
<p>01.17 Are sufficient dedicated accessible parking spaces provided? Yes - Considered reasonably appropriate under the Act.</p>				
<p>01.18 Is accessible parking clearly marked out and signposted, with bays at least 2.4m wide x 4.8m long plus a 1.2m side transfer zone to both sides? Yes - Considered reasonably appropriate under the Act.</p>				
<p>01.19 Are some bays available with a clear transfer space of at least 2.4m to one side for disabled people using vans with side hoists? Yes - Considered reasonably appropriate under the Act.</p>				

**ACCESS AUDIT - DETAILED REPORT**

**Section A. External Approach (cont.)**

	Year	Risk Assessment			Cost
		R	S	P	
<p>01.20 Are some bays available with more than 2.6m headroom for disabled people using vans with side hoists? N/A</p>					
<p>01.21 Is accessible parking suitably surfaced and level? Yes - Considered reasonably appropriate under the Act.</p>					
<p>01.22 Is accessible parking within 50m of principle building entrances? Yes - Considered reasonably appropriate under the Act.</p>					
<p>01.23 Is some accessible car parking available under cover? N/A</p>					
<p>01.24 Is accessible parking well lit, visible and safe? Yes - Considered reasonably appropriate under the Act.</p>					
<p>01.25 Are clearly signed procedures or penalties in place to discourage abuse of accessible parking bays by non-disabled people? Yes - Considered reasonably appropriate under the Act.</p>					
<p>01.26 Are alternative parking arrangements available to wheelchair users if all accessible spaces are occupied? Yes - Considered reasonably appropriate under the Act.</p>					
<p>01.27 If there is an automatic barrier entry system to the car park, is this accessible to disabled people including deaf and hard of hearing people who do not speak?  No - Barrier is linked to Reception and whilst not specifically designed for those with hearing impairments Reception staff can assist.</p>	1	5	1	1	£800.00
<p>01.28 If there are ticket machines or meters for parking, are these appropriately located with controls and coin slots within a height range of 750mm - 1200mm and clearly identifiable? N/A</p>					



**ACCESS AUDIT - DETAILED REPORT**

**Section A. External Approach (cont.)**

01.29 Are suitable safe set down and pick up points provided for taxis, community transport vehicles, cars and minibuses close to principle building entrances?

Yes - Considered reasonably appropriate under the Act.



01.30 Are suitable safe set down and pick up points provided for ambulances?

N/A

Year	Risk Assessment			Cost
	R	S	P	
<b>Section Totals:</b>				
	<b>5</b>	<b>1</b>	<b>1</b>	<b>£800.00</b>

**Section B. External Change in Level: Ramp**

02.00 General Comments

N/A

**Ramp to Accessible Entrance**

02.01 Is there a permanent ramp?

Yes - Considered reasonably appropriate under the Act.



02.02 If a permanent ramp cannot be constructed (perhaps because the building is listed) is a secure suitable portable ramp available?

N/A

02.03 Is there adequate manoeuvring space at the top and bottom of the ramp?

Yes - Considered reasonably appropriate under the Act.

02.04 Is the ramp slip resistant?

Yes - Considered reasonably appropriate under the Act.

Year	Risk Assessment			Cost
	R	S	P	

**ACCESS AUDIT - DETAILED REPORT**

**Section B. External Change in Level: Ramp (cont.)**

		Risk Assessment			Cost
		Year	R	S	
02.05	Is the surface width of the ramp at least 1.2m wide and the unobstructed width of the ramp at least 1m wide? Yes - Considered reasonably appropriate under the Act.				
02.06	If the ramp gradient is between 1 in 20 and 1 in 15, is the length of each individual flight 10m or less? Yes - Considered reasonably appropriate under the Act.				
02.07	If the ramp gradient is between 1 in 15 and 1 in 12, is the length of each individual flight 5m or less? N/A				
02.08	Are appropriate intermediate landings provided at least 1500mm long? N/A				
02.09	Does the open side of the ramp have a raised kerb at least 100mm high? N/A				
02.10	Are there suitable continuous handrails each side and also to landings? Yes - Considered reasonably appropriate under the Act.				
02.11	Are the ramp and landing handrails colour contrasted from their background? Yes - Considered reasonably appropriate under the Act.				
02.12	Is the top of the handrail 900mm above the surface of a landing? Yes - Considered reasonably appropriate under the Act.				
02.13	Does the handrail extend at least 300mm beyond the top and bottom of the ramp? Yes - Considered reasonably appropriate under the Act.				
02.14	Does the handrail terminate in a closed end which does not project into a route of travel? Yes - Considered reasonably appropriate under the Act.				
02.15	Is the profile of the handrail suitable, 40mm - 50mm in diameter and does it project at least 50mm - 60mm clear of the wall? Yes - Considered reasonably appropriate under the Act.				

**ACCESS AUDIT - DETAILED REPORT**

**Section B. External Change in Level: Ramp (cont.)**

02.16 If the ramp gradient is 1:20 or steeper, are there accompanying steps?  
 No - Not feasible to install steps to this location.

Year	Risk Assessment			Cost
	R	S	P	
1	5	1	1	£0.00
<b>Section Totals:</b>				<b>£0.00</b>

**Section C. External Change in Level: Steps**

03.00 General Comments  
 N/A

Year	Risk Assessment			Cost
	R	S	P	
<b>Section Totals:</b>				<b>£0.00</b>

**Section D. Entrance**

04.00 General Comments  
 N/A

**Accessible Entrance (Car Park)**

04.01 Is the door clearly colour contrasted or distinguishable from the surrounding facade?  
 Yes - Considered reasonably appropriate under the Act.



04.02 If a glass door, is it visible in its closed position through transoms, large pull handles, glazing manifestation bands or logos between 1400mm - 1600mm above floor level?  
 Yes - Considered reasonably appropriate under the Act.

04.03 Does the entrance door contain a leaf which provides a minimum clear opening width of at least 800mm?  
 Yes - Considered reasonably appropriate under the Act.

04.04 Does the door have a level threshold?  
 Yes - Considered reasonably appropriate under the Act.

Year	Risk Assessment			Cost
	R	S	P	

**ACCESS AUDIT - DETAILED REPORT**

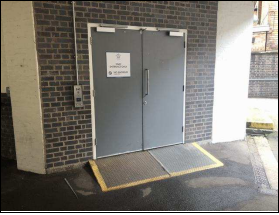

**Section D. Entrance (cont.)**

		Risk Assessment				
Year	R	S	P	Cost		
04.05	Is there a glazed panel in the door giving a zone of visibility of at least between 500mm and 1500mm above floor level? N/A					
04.06	Is there at least 300mm unobstructed space available alongside the leading edge of the door to enable a disabled person to open the door clear of the door swing? N/A					
04.07	Is the door control clearly colour contrasted from the door? Yes - Considered reasonably appropriate under the Act.					
04.08	Is the door control set between 900mm - 1100mm above floor level? Yes - Considered reasonably appropriate under the Act.					
04.09	Is the door control easy for a person with restricted mobility to operate? Yes - Considered reasonably appropriate under the Act.					
04.10	If a door closer is fitted, does it have slow action or delay check to give disabled people time to pass through? N/A					
04.11	Is the door closer pressure gentle and not greater than 20 Newtons? N/A					
04.12	Is the door automatically operated? No - Need to install automatic operation as due to weight of door access will be significantly improved.	3	2	1	1	£1,000.00
04.13	If the door is automatically operated, does it have visual, tactile and audible information and warnings? N/A					
04.14	If the door is automatically operated, does it have a safety sensor override to avoid trapping users? N/A					
04.15	If a revolving door is used, is there an immediately adjacent alternative door meeting the above criteria and available at all times? N/A					



**ACCESS AUDIT - DETAILED REPORT**

**Section D. Entrance (cont.)**

	Year	Risk Assessment			Cost
		R	S	P	
<p>04.16 Is there a means of summoning assistance if the door cannot be operated? Yes - Considered reasonably appropriate under the Act.</p>					
<p>04.17 If the door is security protected, is the entry system or entry phone suitable for use by people with hearing, sight, speech or mobility disabilities and set between 750mm - 1000mm above floor level? Yes - Considered reasonably appropriate under the Act.</p>					
<p>04.18 Is any weather mat or firm texture and flush with the floor? Yes - Considered reasonably appropriate under the Act.</p>					
<p>04.19 Are doors regularly checked and maintained? Yes - Considered reasonably appropriate under the Act.</p>					
<b>Entrance to West Wing (Emergency Planning)</b>					
<p>04.01 Is the door clearly colour contrasted or distinguishable from the surrounding facade? Yes - Considered reasonably appropriate under the Act.</p>					
					
<p>04.02 If a glass door, is it visible in its closed position through transoms, large pull handles, glazing manifestation bands or logos between 1400mm - 1600mm above floor level? Yes - Considered reasonably appropriate under the Act.</p>					
<p>04.03 Does the entrance door contain a leaf which provides a minimum clear opening width of at least 800mm? Yes - Considered reasonably appropriate under the Act.</p>					
<p>04.04 Does the door have a level threshold? No - Reconfigure threshold to achieve level access. Ramp is too steep.</p>	1	6	4	3	£1,200.00
					


**ACCESS AUDIT - DETAILED REPORT**

**Section D. Entrance (cont.)**

		Risk Assessment			
Year		R	S	P	Cost
04.05	Is there a glazed panel in the door giving a zone of visibility of at least between 500mm and 1500mm above floor level? N/A				
04.06	Is there at least 300mm unobstructed space available alongside the leading edge of the door to enable a disabled person to open the door clear of the door swing? N/A				
04.07	Is the door control clearly colour contrasted from the door? Yes - Considered reasonably appropriate under the Act.				
04.08	Is the door control set between 900mm - 1100mm above floor level? Yes - Considered reasonably appropriate under the Act.				
04.09	Is the door control easy for a person with restricted mobility to operate? Yes - Considered reasonably appropriate under the Act.				
04.10	If a door closer is fitted, does it have slow action or delay check to give disabled people time to pass through? N/A				
04.11	Is the door closer pressure gentle and not greater than 20 Newtons? N/A				
04.12	Is the door automatically operated? N/A - Door not regularly used and alternative routes are available.				
04.13	If the door is automatically operated, does it have visual, tactile and audible information and warnings? Yes - Considered reasonably appropriate under the Act.				
04.14	If the door is automatically operated, does it have a safety sensor override to avoid trapping users? Yes - Considered reasonably appropriate under the Act.				
04.15	If a revolving door is used, is there an immediately adjacent alternative door meeting the above criteria and available at all times? N/A				

**ACCESS AUDIT - DETAILED REPORT**

**Section D. Entrance (cont.)**

	Year	Risk Assessment			Cost
		R	S	P	
<p>04.16 Is there a means of summoning assistance if the door cannot be operated? Yes - Considered reasonably appropriate under the Act.</p>					
<p>04.17 If the door is security protected, is the entry system or entry phone suitable for use by people with hearing, sight, speech or mobility disabilities and set between 750mm - 1000mm above floor level? No - Need to relocate entry system.</p>	3	5	1	1	£500.00
<p>04.18 Is any weather mat or firm texture and flush with the floor? Yes - Considered reasonably appropriate under the Act.</p>					
<p>04.19 Are doors regularly checked and maintained? Yes - Considered reasonably appropriate under the Act.</p>					
<b>Main Entrance (Charles Street)</b>					
<p>04.01 Is the door clearly colour contrasted or distinguishable from the surrounding facade? Yes - Considered reasonably appropriate under the Act.</p>					
					
<p>04.02 If a glass door, is it visible in its closed position through transoms, large pull handles, glazing manifestation bands or logos between 1400mm - 1600mm above floor level? Yes - Considered reasonably appropriate under the Act.</p>					
<p>04.03 Does the entrance door contain a leaf which provides a minimum clear opening width of at least 800mm? Yes - Considered reasonably appropriate under the Act.</p>					
<p>04.04 Does the door have a level threshold? Yes - Considered reasonably appropriate under the Act.</p>					
<p>04.05 Is there a glazed panel in the door giving a zone of visibility of at least between 500mm and 1500mm above floor level? N/A</p>					
<p>04.06 Is there at least 300mm unobstructed space available alongside the leading edge of the door to enable a disabled person to open the door clear of the door swing? N/A</p>					

**ACCESS AUDIT - DETAILED REPORT**

**Section D. Entrance (cont.)**

		Risk Assessment				
Year		R	S	P	Cost	
04.07	Is the door control clearly colour contrasted from the door? Yes - Considered reasonably appropriate under the Act.					
04.08	Is the door control set between 900mm - 1100mm above floor level? Yes - Considered reasonably appropriate under the Act.					
04.09	Is the door control easy for a person with restricted mobility to operate? Yes - Considered reasonably appropriate under the Act.					
04.10	If a door closer is fitted, does it have slow action or delay check to give disabled people time to pass through? N/A					
04.11	Is the door closer pressure gentle and not greater than 20 Newtons? N/A					
04.12	Is the door automatically operated? Yes - Operated from Reception Considered reasonably appropriate under the Act.					
04.13	If the door is automatically operated, does it have visual, tactile and audible information and warnings? Yes - Considered reasonably appropriate under the Act.					
04.14	If the door is automatically operated, does it have a safety sensor override to avoid trapping users? Yes - Considered reasonably appropriate under the Act.					
04.15	If a revolving door is used, is there an immediately adjacent alternative door meeting the above criteria and available at all times? No - Signage to indicate how 'speed gates' function would benefit building users.	1	5	1	1	£200.00
04.16	Is there a means of summoning assistance if the door cannot be operated? Yes - Considered reasonably appropriate under the Act.					
04.17	If the door is security protected, is the entry system or entry phone suitable for use by people with hearing, sight, speech or mobility disabilities and set between 750mm - 1000mm above floor level? Yes - Considered reasonably appropriate under the Act.					

**ACCESS AUDIT - DETAILED REPORT**

**Section D. Entrance (cont.)**

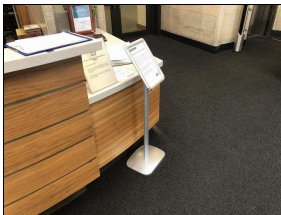
	Year	Risk Assessment			Cost
		R	S	P	
04.18 Is any weather mat or firm texture and flush with the floor? Yes - Considered reasonably appropriate under the Act.					
04.19 Are doors regularly checked and maintained? Yes - Considered reasonably appropriate under the Act.					
<b>Section Totals:</b>		<b>18</b>	<b>7</b>	<b>6</b>	<b>£2,900.00</b>

**Section E. Reception**

	Year	Risk Assessment			Cost
		R	S	P	
05.00 General Comments N/A					
<b>Main Reception</b>					
05.01 If a lobby is provided, does the inner door meet the same access criteria as the outer door? N/A					
05.02 Does the lobby layout enable wheelchair users to clear one before opening the second, with minimal manoeuvring? N/A					
05.03 Are signs consistently designed and located to convey information to wheelchair users and people with sensory disabilities? No - Need to review signage generally. Location of Main Reception is not immediately clear from rear entrance.	2	6	4	3	£500.00
05.04 Are the lighting levels suitable for people with sensory disabilities and free from excessive glare and shadows? Yes - Considered reasonably appropriate under the Act.					
05.05 Are the acoustics suitable for people with sensory disabilities and free from unwanted noise, echo and reverberations? Yes - Considered reasonably appropriate under the Act.					
05.06 Are floor surfaces slip-resistant, even when wet? Yes - Considered reasonably appropriate under the Act.					
05.07 Are floor surfaces easily negotiable by wheelchair users? Yes - Considered reasonably appropriate under the Act.					


**ACCESS AUDIT - DETAILED REPORT**

**Section E. Reception (cont.)**

	Year	Risk Assessment			Cost
		R	S	P	
<p>05.08 Are floor surfaces colour or tactile contrasted where appropriate to guide blind and partially sighted people? N/A</p>					
<p>05.09 Are any junctions between floor surfaces detailed so as not to constitute a trip hazard or an obstacle to a wheelchair user? Yes - Considered reasonably appropriate under the Act.</p>					
<p>05.10 Is the line of approach to the reception desk clearly defined and unobstructed? Yes - Considered reasonably appropriate under the Act.</p>					
					
<p>05.11 Is any reception desk or counter suitable for use from both sides by people either standing or sitting? Yes - Considered reasonably appropriate under the Act.</p>					
<p>05.12 Is a moveable seat provided adjacent to the reception desk for people who need to sit when talking to the receptionist? No - Need to provide moveable seating.</p>	2	1	1	1	£500.00
<p>05.13 If the reception desk is behind a glazed screen, is the glazing non-reflective? N/A</p>					
<p>05.14 Does the natural and artificial lighting to the reception desk permit the receptionist's face to be clearly seen? Yes - Considered reasonably appropriate under the Act.</p>					
<p>05.15 Are wall finishes non-reflective and free from confusing or distracting patterns? Yes - Considered reasonably appropriate under the Act.</p>					
<p>05.16 Is a hearing enhancement system provided for communication with hearing aid users? Yes - Considered reasonably appropriate under the Act.</p>					
<p>05.17 Are appointment call announcements given both audibly and visually for deaf, hard of hearing, blind and partially sighted people? N/A</p>					

**ACCESS AUDIT - DETAILED REPORT**

**Section E. Reception (cont.)**

		Risk Assessment			Cost
		Year	R	S	
05.18	If an appointment call number/ticket dispensers are provided, are they located at between 750mm - 1200mm height with at least 1.2m x 1.2m clear space in front? N/A				
05.19	Is the waiting area seating designed with a choice of seating heights, with and without armrests? No - Need to provide varied seating.	2	1	1	£600.00
					
05.20	Does the waiting area have sufficient space for wheelchair and buggy users to wait and manoeuvre? N/A				
05.21	Does the waiting area have sufficient space for people to pass without compromising legroom for people who are seated? N/A				
05.22	If coat hooks are provided in the waiting area, are these at approximately 1050mm height for wheelchair users and 1400mm above the floor for other users? N/A				
05.23	If a television or video is provided in the waiting area, does this have a hearing enhancement system for deaf and hard of hearing people? N/A				
05.24	If a television or video is provided in the waiting area, does this have teletext subtitles for deaf and hard of hearing people? N/A				
05.25	Is the waiting area within convenient distance of an accessible W.C? Yes - Considered reasonably appropriate under the Act.				
05.26	Are public telephones mounted at a height suitable for all users with controls or coin slots between 750mm - 1000mm above floor level? N/A				

**ACCESS AUDIT - DETAILED REPORT**

**Section E. Reception (cont.)**

	Year	Risk Assessment			Cost
		R	S	P	
05.27 Is there a 1350mm x 1200mm clear space in front of public telephones? N/A					
05.28 Do public telephones have an amplifier and inductive coupler for hearing aid users? N/A					
05.29 Is a suitable seat available for use by people who need to sit down when using the telephone? N/A					
05.30 Are public telephones fitted with a small shelf at approximately 750mm height for placing change, bags and portable textphones? N/A					
05.31 Is a textphone facility provided for deaf and hard of hearing people? N/A					
05.32 If a child's play area provided, is this accessible to disabled children and parents? N/A					
05.33 Is there a nappy change space and separate feeding area with nappy change table and washbasin accessible to wheelchair users? N/A					
05.34 Are water and toileting facilities available for assistance dogs? N/A					
05.35 Are suitable charging facilities available for powered wheelchairs and other equipment? N/A					
05.36 Are any charging facilities for powered wheelchairs and other equipment located in a secure fire resisting ventilated enclosure? N/A					
<b>Section Totals:</b>		<b>8</b>	<b>6</b>	<b>5</b>	<b>£1,600.00</b>



**ACCESS AUDIT - DETAILED REPORT**

**Section F. Corridor**

	Year	Risk Assessment			Cost
		R	S	P	
06.00 General Comments N/A					
06.01 Does the corridor or passageway have an unobstructed width of at least 1200mm? Yes - Considered reasonably appropriate under the Act.					
06.02 Do any lobbies allow users, including wheelchair users to clear one door before approaching the second with minimal manoeuvring? Yes - Considered reasonably appropriate under the Act.					
06.03 Is the corridor free from obstructions to wheelchair users and hazards to blind and partially sighted people? Yes - Considered reasonably appropriate under the Act.					
06.04 Are radiators of low surface temperature type to avoid burning when touched? Yes - Considered reasonably appropriate under the Act.					
06.05 Is turning space available for wheelchair users? Yes - Considered reasonably appropriate under the Act.					
06.06 Is there a turning circle of 1800mm diameter at a corridor junction, to allow wheelchair users to turn and return in the opposite direction? Yes - Considered reasonably appropriate under the Act.					
06.07 Are rest points with suitable seats provided on long corridors? N/A					
06.08 Is the natural and artificial lighting free from excessive glare and shadows? Yes - Considered reasonably appropriate under the Act.					
06.09 Are the acoustics free from echo and excessive reverberations? N/A					
06.10 Are floor, wall and ceiling surfaces free from reflections? N/A					£0.00
06.11 Are visual clues available to help orientation, such as colour coding? N/A					£0.00

**ACCESS AUDIT - DETAILED REPORT**

**Section F. Corridor (cont.)**

- 06.12 Are floor surfaces easily negotiable by wheelchair users?  
Yes - See signage and wayfinding comments to Section 5. Considered reasonably appropriate under the Act.
- 06.13 Is signage in line with current good practice?  
N/A

Year	Risk Assessment			Cost
	R	S	P	
<b>Section Totals:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>£0.00</b>

**Section G. Internal Ramp**

- 07.00 General Comments  
N/A

Year	Risk Assessment			Cost
	R	S	P	
<b>Section Totals:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>£0.00</b>

**Section H. Internal Staircase**

**First Floor Steps (to North and South Wings)**

- 08.00 General Comments  
N/A



- 08.01 Is location of the stair adequately signed at each level?  
N/A
- 08.02 Is each level clearly identified by tactile and visual information?  
N/A
- 08.03 Is there adequate well positioned lighting?  
Yes - Considered reasonably appropriate under the Act.
- 08.04 Is the unobstructed width of the flight at least 1m wide?  
Yes - Considered reasonably appropriate under the Act.

Year	Risk Assessment			Cost
	R	S	P	

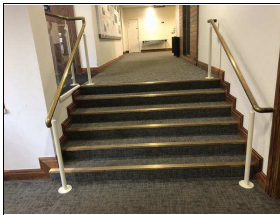
**ACCESS AUDIT - DETAILED REPORT**

**Section H. Internal Staircase (cont.)**

		Risk Assessment			Cost
		Year	R	S	
08.05	Is the vertical rise of a flight between landings 1.8m or less? Yes - Considered reasonably appropriate under the Act.				
08.06	Are the top and bottom and intermediate landings at least 1.2 m long clear of any door swing? N/A				
08.07	Is rise of each step uniform and between 150mm - 170mm? Yes - Considered reasonably appropriate under the Act.				
08.08	Is the going of each step uniform between 250mm - 300mm? Yes - Considered reasonably appropriate under the Act.				
08.09	Are the risers solid/closed in? Yes - Considered reasonably appropriate under the Act.				
08.10	Is the tread nosing profile suitable and designed to avoid risk of people catching their feet? Yes - Considered reasonably appropriate under the Act.				
08.11	Are all step nosings readily distinguishable and contrasted? Yes - Considered reasonably appropriate under the Act.				
08.12	Does the stair have a suitable continuous handrail each side? Yes - Considered reasonably appropriate under the Act.				
08.13	Is the top of the handrail 900mm above the pitch line of the stairs and 1000mm above the surface of a landing? Yes - Considered reasonably appropriate under the Act.				
08.14	Does the handrail extend at least 300mm beyond the top and bottom of the stairs? Yes - Considered reasonably appropriate under the Act.				
08.15	Does the handrail terminate in a closed end which does not project into a route of travel? Yes - Considered reasonably appropriate under the Act.				
08.16	Is the profile of the handrail suitable i.e. 40 - 50mm in diameter and does it project between 50mm - 60mm from the wall? Yes - Considered reasonably appropriate under the Act.				
08.17	Are any hazardous overhangs to the underside of stairs protected to avoid injury to blind and partially sighted people? Yes - Considered reasonably appropriate under the Act.				

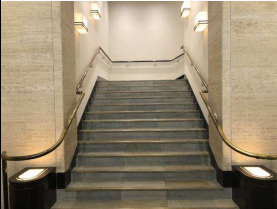
ACCESS AUDIT - DETAILED REPORT

Section H. Internal Staircase (cont.)

	Risk Assessment			Cost
	Year	R	S	
08.18 Are the stairs maintained in good condition and regularly checked for obstruction? Yes - Considered reasonably appropriate under the Act.				
<b>Ground Floor Steps and Stairs (to Meeting Rooms)</b>				
08.00 General Comments N/A				
08.01 Is location of the stair adequately signed at each level? N/A				
				
08.02 Is each level clearly identified by tactile and visual information? N/A				
08.03 Is there adequate well positioned lighting? Yes - Considered reasonably appropriate under the Act.				
08.04 Is the unobstructed width of the flight at least 1m wide? Yes - Considered reasonably appropriate under the Act.				
08.05 Is the vertical rise of a flight between landings 1.8m or less? Yes - Considered reasonably appropriate under the Act.				
08.06 Are the top and bottom and intermediate landings at least 1.2 m long clear of any door swing? N/A				
08.07 Is rise of each step uniform and between 150mm - 170mm? Yes - Considered reasonably appropriate under the Act.				
08.08 Is the going of each step uniform between 250mm - 300mm? Yes - Considered reasonably appropriate under the Act.				
08.09 Are the risers solid/closed in? Yes - Considered reasonably appropriate under the Act.				
08.10 Is the tread nosing profile suitable and designed to avoid risk of people catching their feet? Yes - Considered reasonably appropriate under the Act.				

**ACCESS AUDIT - DETAILED REPORT**

**Section H. Internal Staircase (cont.)**

		Risk Assessment			Cost
		Year	R	S	
08.11	Are all step nosings readily distinguishable and contrasted? Yes - Considered reasonably appropriate under the Act.				
08.12	Does the stair have a suitable continuous handrail each side? Yes - Considered reasonably appropriate under the Act.				
08.13	Is the top of the handrail 900mm above the pitch line of the stairs and 1000mm above the surface of a landing? Yes - Considered reasonably appropriate under the Act.				
08.14	Does the handrail extend at least 300mm beyond the top and bottom of the stairs? Yes - Considered reasonably appropriate under the Act.				
08.15	Does the handrail terminate in a closed end which does not project into a route of travel? Yes - Considered reasonably appropriate under the Act.				
08.16	Is the profile of the handrail suitable i.e. 40 - 50mm in diameter and does it project between 50mm - 60mm from the wall? Yes - Considered reasonably appropriate under the Act.				
08.17	Are any hazardous overhangs to the underside of stairs protected to avoid injury to blind and partially sighted people? Yes - Considered reasonably appropriate under the Act.				
08.18	Are the stairs maintained in good condition and regularly checked for obstruction? Yes - Considered reasonably appropriate under the Act.				
<b>Main Reception Stairs (2No. flights)</b>					
08.00	General Comments N/A				
					
08.01	Is location of the stair adequately signed at each level? Yes - Considered reasonably appropriate under the Act.				

**ACCESS AUDIT - DETAILED REPORT**

**Section H. Internal Staircase (cont.)**

		Risk Assessment				
Year	R	S	P	Cost		
08.02	Is each level clearly identified by tactile and visual information? N/A				£0.00	
08.03	Is there adequate well positioned lighting? Yes - Considered reasonably appropriate under the Act.					
08.04	Is the unobstructed width of the flight at least 1m wide? Yes - Considered reasonably appropriate under the Act.					
08.05	Is the vertical rise of a flight between landings 1.8m or less? No - Stairs rise over 1800mm, this cannot be rectified.	2	6	4	1	£0.00
08.06	Are the top and bottom and intermediate landings at least 1.2 m long clear of any door swing? N/A					
08.07	Is rise of each step uniform and between 150mm - 170mm? Yes - Considered reasonably appropriate under the Act.					
08.08	Is the going of each step uniform between 250mm - 300mm? Yes - Considered reasonably appropriate under the Act.					
08.09	Are the risers solid/closed in? Yes - Considered reasonably appropriate under the Act.					
08.10	Is the tread nosing profile suitable and designed to avoid risk of people catching their feet? Yes - Considered reasonably appropriate under the Act.					
08.11	Are all step nosings readily distinguishable and contrasted? No - Need to install colour contrast to nosings. Limited contrast due to close tonal match of steps.	3	6	4	3	£4,000.00
08.12	Does the stair have a suitable continuous handrail each side? Yes - Considered reasonably appropriate under the Act.					
08.13	Is the top of the handrail 900mm above the pitch line of the stairs and 1000mm above the surface of a landing? Yes - Considered reasonably appropriate under the Act.					
08.14	Does the handrail extend at least 300mm beyond the top and bottom of the stairs? Yes - Considered reasonably appropriate under the Act.					
08.15	Does the handrail terminate in a closed end which does not project into a route of travel? Yes - Considered reasonably appropriate under the Act.					



**ACCESS AUDIT - DETAILED REPORT**

**Section H. Internal Staircase (cont.)**

		Risk Assessment			Cost
		Year	R	S	
08.08	Is the going of each step uniform between 250mm - 300mm? Yes - Considered reasonably appropriate under the Act.				
08.09	Are the risers solid/closed in? Yes - Considered reasonably appropriate under the Act.				
08.10	Is the tread nosing profile suitable and designed to avoid risk of people catching their feet? Yes - Considered reasonably appropriate under the Act.				
08.11	Are all step nosings readily distinguishable and contrasted? Yes - Considered reasonably appropriate under the Act.				
08.12	Does the stair have a suitable continuous handrail each side? Yes - Considered reasonably appropriate under the Act.				
08.13	Is the top of the handrail 900mm above the pitch line of the stairs and 1000mm above the surface of a landing? Yes - Considered reasonably appropriate under the Act.				
08.14	Does the handrail extend at least 300mm beyond the top and bottom of the stairs? Yes - Considered reasonably appropriate under the Act.				
08.15	Does the handrail terminate in a closed end which does not project into a route of travel? Yes - Considered reasonably appropriate under the Act.				
08.16	Is the profile of the handrail suitable i.e. 40 - 50mm in diameter and does it project between 50mm - 60mm from the wall? Yes - Considered reasonably appropriate under the Act.				
08.17	Are any hazardous overhangs to the underside of stairs protected to avoid injury to blind and partially sighted people? Yes - Considered reasonably appropriate under the Act.				
08.18	Are the stairs maintained in good condition and regularly checked for obstruction? Yes - Considered reasonably appropriate under the Act.				



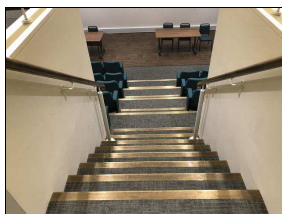
**ACCESS AUDIT - DETAILED REPORT**

**Section H. Internal Staircase**

**Stairs to Presentation Suite**

08.00 General Comments

N/A



08.01 Is location of the stair adequately signed at each level?

N/A

08.02 Is each level clearly identified by tactile and visual information?

N/A

08.03 Is there adequate well positioned lighting?  
Yes - Considered reasonably appropriate under the Act.

08.04 Is the unobstructed width of the flight at least 1m wide?  
Yes - Considered reasonably appropriate under the Act.

08.05 Is the vertical rise of a flight between landings 1.8m or less?  
No - Stairs cannot be upgraded, no cost allocated.

08.06 Are the top and bottom and intermediate landings at least 1.2 m long clear of any door swing?

N/A

08.07 Is rise of each step uniform and between 150mm - 170mm?  
No - Steps rise 180mm and are particularly steep; clearly sign hazard and alternative routes to lower level.

08.08 Is the going of each step uniform between 250mm - 300mm?  
Yes - Considered reasonably appropriate under the Act.

08.09 Are the risers solid/closed in?  
Yes - Considered reasonably appropriate under the Act.

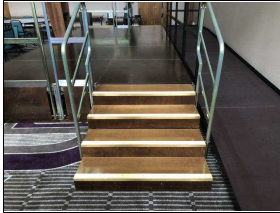
08.10 Is the tread nosing profile suitable and designed to avoid risk of people catching their feet?  
Yes - Considered reasonably appropriate under the Act.

08.11 Are all step nosings readily distinguishable and contrasted?  
Yes - Considered reasonably appropriate under the Act.

Year	Risk Assessment			Cost
	R	S	P	
2	6	4	1	£0.00
3	6	4	3	£200.00

**ACCESS AUDIT - DETAILED REPORT**

**Section H. Internal Staircase (cont.)**

		Risk Assessment			Cost
		Year	R	S	
08.12	Does the stair have a suitable continuous handrail each side? Yes - Considered reasonably appropriate under the Act.				
08.13	Is the top of the handrail 900mm above the pitch line of the stairs and 1000mm above the surface of a landing? Yes - Considered reasonably appropriate under the Act.				
08.14	Does the handrail extend at least 300mm beyond the top and bottom of the stairs? Yes - Considered reasonably appropriate under the Act.				
08.15	Does the handrail terminate in a closed end which does not project into a route of travel? Yes - Considered reasonably appropriate under the Act.				
08.16	Is the profile of the handrail suitable i.e. 40 - 50mm in diameter and does it project between 50mm - 60mm from the wall? Yes - Considered reasonably appropriate under the Act.				
08.17	Are any hazardous overhangs to the underside of stairs protected to avoid injury to blind and partially sighted people? Yes - Considered reasonably appropriate under the Act.				
08.18	Are the stairs maintained in good condition and regularly checked for obstruction? Yes - Considered reasonably appropriate under the Act.				
<b>Steps and Ramp to Stage</b>					
08.00	General Comments N/A				
					
08.01	Is location of the stair adequately signed at each level? N/A				
08.02	Is each level clearly identified by tactile and visual information? N/A				

**ACCESS AUDIT - DETAILED REPORT**

**Section H. Internal Staircase (cont.)**


	Year	Risk Assessment			Cost
		R	S	P	
08.03 Is there adequate well positioned lighting? Yes - Considered reasonably appropriate under the Act.					
08.04 Is the unobstructed width of the flight at least 1m wide? Yes - Considered reasonably appropriate under the Act.					
08.05 Is the vertical rise of a flight between landings 1.8m or less? Yes - Considered reasonably appropriate under the Act.					
08.06 Are the top and bottom and intermediate landings at least 1.2 m long clear of any door swing? N/A					
08.07 Is rise of each step uniform and between 150mm - 170mm? Yes - Considered reasonably appropriate under the Act.					
08.08 Is the going of each step uniform between 250mm - 300mm? Yes - Considered reasonably appropriate under the Act.					
08.09 Are the risers solid/closed in? Yes - Considered reasonably appropriate under the Act.					
08.10 Is the tread nosing profile suitable and designed to avoid risk of people catching their feet? Yes - Considered reasonably appropriate under the Act.					
08.11 Are all step nosings readily distinguishable and contrasted? Yes - Considered reasonably appropriate under the Act.					
08.12 Does the stair have a suitable continuous handrail each side? No - Need to install handrails to each side to ramp. Rails to steps considered acceptable.	1	5	1	1	£2,500.00
08.13 Is the top of the handrail 900mm above the pitch line of the stairs and 1000mm above the surface of a landing? Yes - Considered reasonably appropriate under the Act.					
08.14 Does the handrail extend at least 300mm beyond the top and bottom of the stairs? Yes - Considered reasonably appropriate under the Act.					
08.15 Does the handrail terminate in a closed end which does not project into a route of travel? Yes - Considered reasonably appropriate under the Act.					

**ACCESS AUDIT - DETAILED REPORT**

**Section H. Internal Staircase (cont.)**

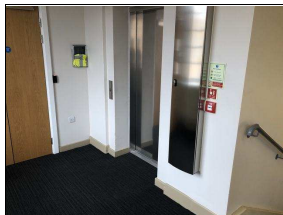
	Year	Risk Assessment			Cost
		R	S	P	
<p>08.16 Is the profile of the handrail suitable i.e. 40 - 50mm in diameter and does it project between 50mm - 60mm from the wall? Yes - Considered reasonably appropriate under the Act.</p>					
<p>08.17 Are any hazardous overhangs to the underside of stairs protected to avoid injury to blind and partially sighted people? Yes - Considered reasonably appropriate under the Act.</p>					
<p>08.18 Are the stairs maintained in good condition and regularly checked for obstruction? Yes - Considered reasonably appropriate under the Act.</p>					
<b>Section Totals:</b>		<b>29</b>	<b>17</b>	<b>9</b>	<b>£6,700.00</b>

**Section I. Lift**

	Year	Risk Assessment			Cost
		R	S	P	
<p>09.00 General Comments N/A</p>					
<p><b>2No. Platform Lifts to North and South Wings (First Floor)</b></p>					
<p>09.01 Is a lift provided? Yes - Lift well installed and to appropriate standards. Considered reasonably appropriate under the Act.</p>					
					
<p><b>Lift to West Wing (Goods Lift)</b></p>					
<p>09.00 General Comments N/A</p>					

**ACCESS AUDIT - DETAILED REPORT**

**Section I. Lift (cont.)**

		Risk Assessment			Cost
		Year	R	S	
09.01	<p>Is a lift provided?</p> <p>Yes - Considered reasonably appropriate under the Act.</p> 				
09.02	<p>Are the lift landing doors adequately colour contrasted from the surrounding wall?</p> <p>Yes - Considered reasonably appropriate under the Act.</p>				
09.03	<p>Is the floor landing indication clear and the call controls between 900 - 1100mm high?</p> <p>Yes - Considered reasonably appropriate under the Act.</p>				
09.04	<p>Immediately outside the lift is there sufficient unobstructed space of at least 1500mm x 1500mm for wheelchair users to turn?</p> <p>N/A</p>				
09.05	<p>Is there a 1500mm x 1500mm contrasting texture floor finish immediately outside the lift for blind and partially sighted people to identify the lift location?</p> <p>N/A</p>				
09.06	<p>Does the lift door provide a clear opening width of at least 800mm?</p> <p>N/A</p>				
09.07	<p>Do the lift doors have a delayed action closer and a photo sensor safety override to allow for 5 second delay and avoid trapping disabled people?</p> <p>N/A</p>				
09.08	<p>Is the lift car at least 1.1m wide and 1.4m long?</p> <p>Yes - Lift 1500mm by 1100mm Considered reasonably appropriate under the Act.</p>				
09.09	<p>Does the car have internal handrails, appropriately designed and positioned?</p> <p>Yes - Considered reasonably appropriate under the Act.</p>				

**ACCESS AUDIT - DETAILED REPORT**

**Section I. Lift (cont.)**

		Risk Assessment			Cost
		Year	R	S	
09.10	Are the lift controls and emergency call located between 900mm and 1100mm above floor level and set back at least 400mm from the front wall corner? Yes - Considered reasonably appropriate under the Act.				
09.11	Is the floor of the lift car slip resistant? Yes - Considered reasonably appropriate under the Act.				
09.12	Does the lift car have a mirror positioned on the opposite wall to the lift door and is it set at a minimum height of 900mm from the lift floor? N/A				
09.13	Is the lift car illuminated in such a way as to prevent glare, reflection, confusing shadows or pools of light and dark? Yes - Considered reasonably appropriate under the Act.				
09.14	Is the storey identified by suitable tactile indication on the landing and on the lift call buttons? Yes - Considered reasonably appropriate under the Act.				
09.15	Is there suitable tactile indication to the lift buttons within the car to identify the floor selected? N/A				
09.16	Is there visual and audible indication of the floor reached, with a voice announcer for blind and partially sighted people? N/A				
09.17	Does the lift car floor accurately align with landings at all levels? Yes - Considered reasonably appropriate under the Act.				
09.18	Is the lift regularly checked and maintained? Yes - Considered reasonably appropriate under the Act.				
09.19	Is there an alternative suitable staircase? Yes - Considered reasonably appropriate under the Act.				
<b>Main Lifts (Reception)</b>					
09.01	Is a lift provided? Yes - Considered reasonably appropriate under the Act.				
09.02	Are the lift landing doors adequately colour contrasted from the surrounding wall? Yes - Considered reasonably appropriate under the Act.				


**ACCESS AUDIT - DETAILED REPORT**

**Section I. Lift (cont.)**

		Risk Assessment			Cost
		Year	R	S	
09.03	Is the floor landing indication clear and the call controls between 900 - 1100mm high? Yes - Considered reasonably appropriate under the Act.				
09.04	Immediately outside the lift is there sufficient unobstructed space of at least 1500mm x 1500mm for wheelchair users to turn? Yes - Considered reasonably appropriate under the Act.				
09.05	Is there a 1500mm x 1500mm contrasting texture floor finish immediately outside the lift for blind and partially sighted people to identify the lift location? N/A				
09.06	Does the lift door provide a clear opening width of at least 800mm? Yes - Considered reasonably appropriate under the Act.				
09.07	Do the lift doors have a delayed action closer and a photo sensor safety override to allow for 5 second delay and avoid trapping disabled people? Yes - Considered reasonably appropriate under the Act.				
09.08	Is the lift car at least 1.1m wide and 1.4m long? Yes - Lift 1500mm by 1100mm Considered reasonably appropriate under the Act.				
09.09	Does the car have internal handrails, appropriately designed and positioned? Yes - Considered reasonably appropriate under the Act.				
09.10	Are the lift controls and emergency call located between 900mm and 1100mm above floor level and set back at least 400mm from the front wall corner? Yes - Considered reasonably appropriate under the Act.				
09.11	Is the floor of the lift car slip resistant? Yes - Considered reasonably appropriate under the Act.				
09.12	Does the lift car have a mirror positioned on the opposite wall to the lift door and is it set at a minimum height of 900mm from the lift floor? Yes - Considered reasonably appropriate under the Act.				
09.13	Is the lift car illuminated in such a way as to prevent glare, reflection, confusing shadows or pools of light and dark? Yes - Considered reasonably appropriate under the Act.				

**ACCESS AUDIT - DETAILED REPORT**

**Section I. Lift (cont.)**

	Year	Risk Assessment			Cost
		R	S	P	
09.14 Is the storey identified by suitable tactile indication on the landing and on the lift call buttons? Yes - Considered reasonably appropriate under the Act.					
09.15 Is there suitable tactile indication to the lift buttons within the car to identify the floor selected? Yes - Considered reasonably appropriate under the Act.					
09.16 Is there visual and audible indication of the floor reached, with a voice announcer for blind and partially sighted people? Yes - Considered reasonably appropriate under the Act.					
09.17 Does the lift car floor accurately align with landings at all levels? Yes - Considered reasonably appropriate under the Act.					
09.18 Is the lift regularly checked and maintained? Yes - Considered reasonably appropriate under the Act.					
09.19 Is there an alternative suitable staircase? Yes - Considered reasonably appropriate under the Act.					
<b>Platform Lift to Meeting Rooms (Ground Floor)</b>					
09.01 Is a lift provided? Yes - Lift is to suitable standard however reported as prone to failure. Concerns raised about location of control buttons however they do conform to guidance, suggest installation is monitored to see if any issues occur. Considered reasonably appropriate					
					
<b>Section Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>£0.00</b>

**Section J. Internal Doors**

	Year	Risk Assessment			Cost
		R	S	P	
12.00 General Comments N/A					



**ACCESS AUDIT - DETAILED REPORT**

**Section J. Internal Doors (cont.)**

	Year	Risk Assessment			Cost
		R	S	P	
12.01 Is the door clearly colour contrasted or distinguishable from its surroundings? Yes - Considered reasonably appropriate under the Act.					
12.02 If the door is all glass, is it clearly visible in its closed position through contrasting bands, etching or logos between 1400mm - 1600mm above floor level? Yes - Considered reasonably appropriate under the Act.					
12.03 Does the door have a glazed panel giving a zone of visibility at least between 500mm and 1500mm above floor level? N/A					
12.04 Does the door contain a leaf which provides a minimum clear opening width of at least 850mm? Yes - Considered reasonably appropriate under the Act.					
12.05 Is there at least 300mm unobstructed space alongside the leading edge for a wheelchair user to open the door clear of the door swing? Yes - Considered reasonably appropriate under the Act.					
12.06 Is the door control set at approximately 900mm - 1100mm above floor level? Yes - Considered reasonably appropriate under the Act.					
12.07 Is the door control clearly colour contrasted from the door? Yes - Considered reasonably appropriate under the Act.					
12.08 Can the door control be easily gripped and operated? No - Dark veneered doors to Ground and First Floors are heavy and would benefit from power assisted opening. 4No. sets to Ground Floor (Meeting Rooms and Presentation suite; 057, 033, 034, 047 ). 11No. to First Floor (Main Hall, Corridor to WCs, doors to	3	5	1	2	£20,000.00
12.09 If a door closer is fitted, does it have slow action or a delay check to give disabled people time to pass through? Yes - Considered reasonably appropriate under the Act.					
12.10 Is the door closer pressure easy and not greater than 20 Newtons? No - See 12.08	3	5	1	1	£0.00

**ACCESS AUDIT - DETAILED REPORT**

**Section J. Internal Doors (cont.)**

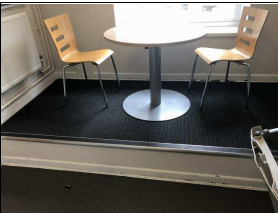
	Year	Risk Assessment			Cost
		R	S	P	
12.11 Is the door closer of electromagnetic hold-open type and linked to the alarm system to close automatically in emergency? N/A					
12.12 Is the door regularly checked and maintained? Yes - Considered reasonably appropriate under the Act.					
<b>Section Totals:</b>		<b>10</b>	<b>2</b>	<b>3</b>	<b>£20,000.00</b>

**Section K. Internal Spaces**

	Year	Risk Assessment			Cost
		R	S	P	
13.00 General Comments N/A					
13.01 Is the space function or use identified by visual and tactile information? Yes - Considered reasonably appropriate under the Act.					
13.02 Can the lighting, heating and ventilation be independently controlled by the users? Yes - Considered reasonably appropriate under the Act.					
13.03 Are the lighting levels suitable for people with sensory disabilities and free from excessive glare and shadows? Yes - Considered reasonably appropriate under the Act.					
13.04 Can the natural and artificial lighting be adjusted to suit the range of activities and tasks carried out? Yes - Considered reasonably appropriate under the Act.					
13.05 Are the acoustics suitable for people with sensory disabilities and free from unwanted noise, echo and reverberations? Yes - Considered reasonably appropriate under the Act.					
13.06 Are wall finishes non-reflective and free from confusing or distracting patterns? Yes - Considered reasonably appropriate under the Act.					

**ACCESS AUDIT - DETAILED REPORT**

**Section K. Internal Spaces (cont.)**

	Risk Assessment			Cost	
	Year	R	S		P
<p>13.07 Are floor surfaces easily negotiable by wheelchair users? No - Raised seating area to West Wing Kitchen area; alternative facilities are available.</p> 	1	5	1	1	£0.00
13.08 Is sufficient circulation space available for wheelchair users? Yes - Considered reasonably appropriate under the Act.					
13.09 Is the space maintained clear of obstructions which would create hazards for people with visual impairments? Yes - Considered reasonably appropriate under the Act.					
13.10 Are radiators of low surface temperature type to avoid burning when touched? N/A					
13.11 Are storage systems and equipment suitable for use from a seated position and by people with sensory disabilities? N/A					
13.12 Are telephones fitted with amplifiers and inductive couplers and textphones available for use by deaf and hard of hearing people? N/A					
<p>13.13 Are all areas where information is given or meetings held equipped with suitable hearing enhancement system? (e.g. induction loop) No - Install induction loop to Meeting Rooms, Presentation Suite and Main Hall. Cost increased due to complexity of system to presentation suite.</p>	2	5	1	1	£80,000.00
<p>13.14 If areas are not fitted with a hearing enhancement system, is a portable hearing enhancement system available as required? Yes - Available for Staff Meeting Rooms. Considered reasonably appropriate under the Act.</p>					
13.15 Is the hearing enhancement system regularly checked and maintained? N/A					



**ACCESS AUDIT - DETAILED REPORT**

**Section M. Accessible WC - Standard Layout (cont.)**

		Risk Assessment			Cost	
		Year	R	S		P
17.05	Is the W.C. location clearly signed and identifiable by visual and tactile information? Yes - Considered reasonably appropriate under the Act.					
17.06	Is the travel distance to the W.C. no greater than a non disabled person? Yes - Considered reasonably appropriate under the Act.					
17.07	Is there at least 1.5m x 1.5m space outside the accessible W.C. compartment manoeuvre and door opening? Yes - Considered reasonably appropriate under the Act.					
17.08	Is the door to the W.C. colour contrasted against its background? Yes - Considered reasonably appropriate under the Act.					
17.09	Is the W.C. identifiable by a colour contrasted tactile symbol on the door at approximately 1500mm height? Yes - Considered reasonably appropriate under the Act.					
17.10	Is the door to the W.C. cubicle at least a 1m wide doorset with a minimum 900mm clear opening width? Yes - Considered reasonably appropriate under the Act.					
17.11	Does the W.C. cubicle door open outwards? Yes - Considered reasonably appropriate under the Act.					
17.12	If the W.C. door opens outwards directly into a corridor, is this designed so as not to compromise means of escape or cause a hazard to corridor users? Yes - Considered reasonably appropriate under the Act.					
17.13	Is the W.C. door of sliding type and easily operated? N/A					
17.14	Is the W.C. door of bifold type and easily operated? N/A					
17.15	Can the door be opened from outside in an emergency? N/A					
17.16	Are the W.C. door controls, lock and light switch easily reached and operated? No - Replace twist action lock with lever type.	2	2	1	1	£50.00
17.17	Is the floor slip resistant and colour contrasted from the walls? Yes - Considered reasonably appropriate under the Act.					

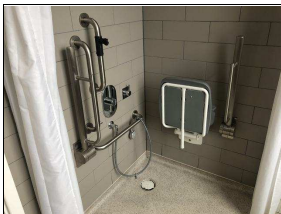
**ACCESS AUDIT - DETAILED REPORT**

**Section M. Accessible WC - Standard Layout (cont.)**

		Risk Assessment			Cost
		Year	R	S	
17.18	Are all sanitary fittings and grabrails colour contrasted from their background? Yes - Considered reasonably appropriate under the Act.				
17.19	Is the compartment at least 2200mm x 1500mm to allow for frontal, lateral, angled and rear transfer, both assisted and unassisted? Yes - 2200 by 1600mm Considered reasonably appropriate under the Act.				
17.20	Do the positions of the W.C. and basin comply with the diagram of a wheelchair accessible W.C. stated below? Yes - Considered reasonably appropriate under the Act.				
17.21	Is the W.C. cistern flush located on the open transfer side of the W.C. and not higher than 1m from the floor? Yes - Considered reasonably appropriate under the Act.				
17.22	Is the W.C. cistern flush of lever or pull ring type and easily operated? Yes - Considered reasonably appropriate under the Act.				
17.23	Are suitable handrails provided and do their positions comply with the diagram of the wheelchair accessible W.C. stated below? Yes - Considered reasonably appropriate under the Act.				
17.24	Are both hand-washing and drying facilities within reach of someone seated on a W.C? Yes - Considered reasonably appropriate under the Act.				
17.25	Is the basin tap of lever type appropriate for use by a person with limited dexterity, grip or strength? Yes - Considered reasonably appropriate under the Act.				
17.26	Is the basin tap thermostatically regulated to avoid scalding? Yes - Considered reasonably appropriate under the Act.				
17.27	Is the top of the W.C. pan no lower than 480mm from floor level? Yes - Considered reasonably appropriate under the Act.				
17.28	Is the transfer space to the side of the W.C. pan at least 750mm clear of obstruction by radiators, ducted pipework and free-standing items? Yes - Considered reasonably appropriate under the Act.				

**ACCESS AUDIT - DETAILED REPORT**

**Section M. Accessible WC - Standard Layout (cont.)**

	Year	Risk Assessment			Cost
		R	S	P	
<p>17.29 Is a suitable panic alarm provided and linked to a permanently supervised point? No - Install suitable panic alarm linked to a manned position to shower.</p> 	3	6	4	3	£500.00
<p>17.30 Is the alarm cord or switch colour contrasted red and reachable from a standing, seated or lying position? Yes - Considered reasonably appropriate under the Act.</p>					
<p>17.31 Is a full length mirror provided? Yes - Considered reasonably appropriate under the Act.</p>					
<p>17.32 Is there a choice of coat hooks at 1050mm height for wheelchair users and 1400mm above floor for others? Yes - Considered reasonably appropriate under the Act.</p>					
<p>17.33 Are any sanitary dispenser or vending machine controls and coin slots located within a height zone of approximately 750 - 1000mm from floor level? N/A</p>					
<p>17.34 Are any sanitary dispenser or vending machine controls and products identifiable to blind and partially sighted people? N/A</p>					
<p>17.35 If a urine specimen shelf or hatch is provided within the W.C. is this appropriately colour contrasted and located within a height zone of 750mm - 1200mm from floor level? N/A</p>					
<p>17.36 If a colostomy changing shelf is provided within the W.C. is it appropriately colour contrasted, located at a height of 950mm above floor level and close to the W.C. itself? N/A</p>					
<p>17.37 Are any radiators of low surface temperature type to avoid burning when touched? N/A</p>					





**ACCESS AUDIT - DETAILED REPORT**

**Section M. Accessible WC - Standard Layout (cont.)**

		Risk Assessment			
Year	R	S	P	Cost	
17.09	Is the W.C. identifiable by a colour contrasted tactile symbol on the door at approximately 1500mm height? Yes - Considered reasonably appropriate under the Act.				
17.10	Is the door to the W.C. cubicle at least a 1m wide doorset with a minimum 900mm clear opening width? Yes - Considered reasonably appropriate under the Act.				
17.11	Does the W.C. cubicle door open outwards? Yes - Considered reasonably appropriate under the Act.				
17.12	If the W.C. door opens outwards directly into a corridor, is this designed so as not to compromise means of escape or cause a hazard to corridor users? Yes - Considered reasonably appropriate under the Act.				
17.13	Is the W.C. door of sliding type and easily operated? N/A				
17.14	Is the W.C. door of bifold type and easily operated? N/A				
17.15	Can the door be opened from outside in an emergency? N/A				
17.16	Are the W.C. door controls, lock and light switch easily reached and operated? No - Replace to 1st Floor South Wing only.	2	1	1	£50.00
17.17	Is the floor slip resistant and colour contrasted from the walls? Yes - Considered reasonably appropriate under the Act.				
17.18	Are all sanitary fittings and grabrails colour contrasted from their background? Yes - Considered reasonably appropriate under the Act.				
17.19	Is the compartment at least 2200mm x 1500mm to allow for frontal, lateral, angled and rear transfer, both assisted and unassisted? Yes - 2200 by 1600mm Considered reasonably appropriate under the Act.				
17.20	Do the positions of the W.C. and basin comply with the diagram of a wheelchair accessible W.C. stated below? Yes - Considered reasonably appropriate under the Act.				


**ACCESS AUDIT - DETAILED REPORT**

**Section M. Accessible WC - Standard Layout (cont.)**

		Risk Assessment			Cost
		Year	R	S	
17.21	Is the W.C. cistern flush located on the open transfer side of the W.C. and not higher than 1m from the floor? Yes - Considered reasonably appropriate under the Act.				
17.22	Is the W.C. cistern flush of lever or pull ring type and easily operated? Yes - Considered reasonably appropriate under the Act.				
17.23	Are suitable handrails provided and do their positions comply with the diagram of the wheelchair accessible W.C. stated below? Yes - Considered reasonably appropriate under the Act.				
17.24	Are both hand-washing and drying facilities within reach of someone seated on a W.C? Yes - Considered reasonably appropriate under the Act.				
17.25	Is the basin tap of lever type appropriate for use by a person with limited dexterity, grip or strength? Yes - Considered reasonably appropriate under the Act.				
17.26	Is the basin tap thermostatically regulated to avoid scalding? Yes - Considered reasonably appropriate under the Act.				
17.27	Is the top of the W.C. pan no lower than 480mm from floor level? Yes - Considered reasonably appropriate under the Act.				
17.28	Is the transfer space to the side of the W.C. pan at least 750mm clear of obstruction by radiators, ducted pipework and free-standing items? Yes - Considered reasonably appropriate under the Act.				
17.29	Is a suitable panic alarm provided and linked to a permanently supervised point? Yes - Considered reasonably appropriate under the Act.				
17.30	Is the alarm cord or switch colour contrasted red and reachable from a standing, seated or lying position? Yes - Considered reasonably appropriate under the Act.				
17.31	Is a full length mirror provided? Yes - Considered reasonably appropriate under the Act.				
17.32	Is there a choice of coat hooks at 1050mm height for wheelchair users and 1400mm above floor for others? Yes - Considered reasonably appropriate under the Act.				

**ACCESS AUDIT - DETAILED REPORT**

**Section M. Accessible WC - Standard Layout (cont.)**

		Risk Assessment			Cost
		Year	R	S	
17.33	Are any sanitary dispenser or vending machine controls and coin slots located within a height zone of approximately 750 - 1000mm from floor level? N/A				
17.34	Are any sanitary dispenser or vending machine controls and products identifiable to blind and partially sighted people? N/A				
17.35	If a urine specimen shelf or hatch is provided within the W.C. is this appropriately colour contrasted and located within a height zone of 750mm - 1200mm from floor level? N/A				
17.36	If a colostomy changing shelf is provided within the W.C. is it appropriately colour contrasted, located at a height of 950mm above floor level and close to the W.C. itself? N/A				
17.37	Are any radiators of low surface temperature type to avoid burning when touched? N/A				
<b>Accessible WC Type 2 (6NO from 2nd to 4th Floors)</b>					
17.00	General Comments N/A				
					
<b>Accessible WC Type 2 (6No. from 2nd to 4th Floors)</b>					
17.01	Has a suitable standard accessible unisex W.C. been provided? Yes - Considered reasonably appropriate under the Act.				
17.02	Are sufficient accessible unisex W.C.'s distributed throughout the building? Yes - Considered reasonably appropriate under the Act.				

**ACCESS AUDIT - DETAILED REPORT**

**Section M. Accessible WC - Standard Layout (cont.)**

		Risk Assessment			Cost
		Year	R	S	
17.03	<p>If more than one wheelchair accessible W.C. is provided, are the layouts handed to permit a choice of left or right hand transfer?</p> <p>Yes - Ensure staff are aware of 'handing' of WCs and can direct as required Considered reasonably appropriate under the Act.</p>				
17.04	<p>Is the route to the W.C. accessible to a wheelchair user and free of steps, hazards and distractions?</p> <p>Yes - Considered reasonably appropriate under the Act.</p>				
17.05	<p>Is the W.C. location clearly signed and identifiable by visual and tactile information?</p> <p>Yes - Considered reasonably appropriate under the Act.</p>				
17.06	<p>Is the travel distance to the W.C. no greater than a non disabled person?</p> <p>Yes - Considered reasonably appropriate under the Act.</p>				
17.07	<p>Is there at least 1.5m x 1.5m space outside the accessible W.C. compartment manoeuvre and door opening?</p> <p>Yes - Considered reasonably appropriate under the Act.</p>				
17.08	<p>Is the door to the W.C. colour contrasted against its background?</p> <p>Yes - Considered reasonably appropriate under the Act.</p>				
17.09	<p>Is the W.C. identifiable by a colour contrasted tactile symbol on the door at approximately 1500mm height?</p> <p>Yes - Considered reasonably appropriate under the Act.</p>				
17.10	<p>Is the door to the W.C. cubicle at least a 1m wide doorset with a minimum 900mm clear opening width?</p> <p>Yes - Considered reasonably appropriate under the Act.</p>				
17.11	<p>Does the W.C. cubicle door open outwards?</p> <p>Yes - Considered reasonably appropriate under the Act.</p>				
17.12	<p>If the W.C. door opens outwards directly into a corridor, is this designed so as not to compromise means of escape or cause a hazard to corridor users?</p> <p>Yes - Considered reasonably appropriate under the Act.</p>				
17.13	<p>Is the W.C. door of sliding type and easily operated?</p> <p>N/A</p>				

**ACCESS AUDIT - DETAILED REPORT**

**Section M. Accessible WC - Standard Layout (cont.)**

		Risk Assessment			Cost
		Year	R	S	
17.14	Is the W.C. door of bifold type and easily operated? N/A				
17.15	Can the door be opened from outside in an emergency? N/A				
17.16	Are the W.C. door controls, lock and light switch easily reached and operated? Yes - Considered reasonably appropriate under the Act.				
17.17	Is the floor slip resistant and colour contrasted from the walls? Yes - Considered reasonably appropriate under the Act.				
17.18	Are all sanitary fittings and grabrails colour contrasted from their background? Yes - Considered reasonably appropriate under the Act.				
17.19	Is the compartment at least 2200mm x 1500mm to allow for frontal, lateral, angled and rear transfer, both assisted and unassisted? Yes - 2200 by 1600mm Considered reasonably appropriate under the Act.				
17.20	Do the positions of the W.C. and basin comply with the diagram of a wheelchair accessible W.C. stated below? Yes - Considered reasonably appropriate under the Act.				
17.21	Is the W.C. cistern flush located on the open transfer side of the W.C. and not higher than 1m from the floor? Yes - Considered reasonably appropriate under the Act.				
17.22	Is the W.C. cistern flush of lever or pull ring type and easily operated? Yes - Considered reasonably appropriate under the Act.				
17.23	Are suitable handrails provided and do their positions comply with the diagram of the wheelchair accessible W.C. stated below? Yes - Considered reasonably appropriate under the Act.				
17.24	Are both hand-washing and drying facilities within reach of someone seated on a W.C? Yes - Considered reasonably appropriate under the Act.				


**ACCESS AUDIT - DETAILED REPORT**

**Section M. Accessible WC - Standard Layout (cont.)**

		Risk Assessment			Cost
		Year	R	S	
17.25	Is the basin tap of lever type appropriate for use by a person with limited dexterity, grip or strength? Yes - Considered reasonably appropriate under the Act.				
17.26	Is the basin tap thermostatically regulated to avoid scalding? Yes - Considered reasonably appropriate under the Act.				
17.27	Is the top of the W.C. pan no lower than 480mm from floor level? Yes - Considered reasonably appropriate under the Act.				
17.28	Is the transfer space to the side of the W.C. pan at least 750mm clear of obstruction by radiators, ducted pipework and free-standing items? Yes - Considered reasonably appropriate under the Act.				
17.29	Is a suitable panic alarm provided and linked to a permanently supervised point? Yes - Considered reasonably appropriate under the Act.				
17.30	Is the alarm cord or switch colour contrasted red and reachable from a standing, seated or lying position? Yes - Considered reasonably appropriate under the Act.				
17.31	Is a full length mirror provided? Yes - Considered reasonably appropriate under the Act.				
17.32	Is there a choice of coat hooks at 1050mm height for wheelchair users and 1400mm above floor for others? Yes - Considered reasonably appropriate under the Act.				
17.33	Are any sanitary dispenser or vending machine controls and coin slots located within a height zone of approximately 750 - 1000mm from floor level? N/A				
17.34	Are any sanitary dispenser or vending machine controls and products identifiable to blind and partially sighted people? N/A				
17.35	If a urine specimen shelf or hatch is provided within the W.C. is this appropriately colour contrasted and located within a height zone of 750mm - 1200mm from floor level? N/A				

**ACCESS AUDIT - DETAILED REPORT**

**Section M. Accessible WC - Standard Layout (cont.)**

		Risk Assessment			Cost
		Year	R	S	
17.36	If a colostomy changing shelf is provided within the W.C. is it appropriately colour contrasted, located at a height of 950mm above floor level and close to the W.C. itself? N/A				
17.37	Are any radiators of low surface temperature type to avoid burning when touched? N/A				
<b>Changing Place</b>					
17.00	General Comments N/A				
					
17.01	Has a suitable standard accessible unisex W.C. been provided? Yes - Considered reasonably appropriate under the Act.				
17.02	Are sufficient accessible unisex W.C.'s distributed throughout the building? Yes - Considered reasonably appropriate under the Act.				
17.03	If more than one wheelchair accessible W.C. is provided, are the layouts handed to permit a choice of left or right hand transfer? Yes - Considered reasonably appropriate under the Act.				
17.04	Is the route to the W.C. accessible to a wheelchair user and free of steps, hazards and distractions? Yes - Considered reasonably appropriate under the Act.				
17.05	Is the W.C. location clearly signed and identifiable by visual and tactile information? Yes - Considered reasonably appropriate under the Act.				
17.06	Is the travel distance to the W.C. no greater than a non disabled person? Yes - Considered reasonably appropriate under the Act.				
17.07	Is there at least 1.5m x 1.5m space outside the accessible W.C. compartment manoeuvre and door opening? Yes - Considered reasonably appropriate under the Act.				

**ACCESS AUDIT - DETAILED REPORT**

**Section M. Accessible WC - Standard Layout (cont.)**

		Risk Assessment			
Year	R	S	P	Cost	
17.08	Is the door to the W.C. colour contrasted against its background? Yes - Considered reasonably appropriate under the Act.				
17.09	Is the W.C. identifiable by a colour contrasted tactile symbol on the door at approximately 1500mm height? Yes - Considered reasonably appropriate under the Act.				
17.10	Is the door to the W.C. cubicle at least a 1m wide doorset with a minimum 900mm clear opening width? Yes - Considered reasonably appropriate under the Act.				
17.11	Does the W.C. cubicle door open outwards? Yes - Considered reasonably appropriate under the Act.				
17.12	If the W.C. door opens outwards directly into a corridor, is this designed so as not to compromise means of escape or cause a hazard to corridor users? Yes - Considered reasonably appropriate under the Act.				
17.13	Is the W.C. door of sliding type and easily operated? N/A				
17.14	Is the W.C. door of bifold type and easily operated? N/A				
17.15	Can the door be opened from outside in an emergency? N/A				
17.16	Are the W.C. door controls, lock and light switch easily reached and operated? No - Replace twist action lock with lever type.	2	1	1	£50.00
17.17	Is the floor slip resistant and colour contrasted from the walls? Yes - Considered reasonably appropriate under the Act.				
17.18	Are all sanitary fittings and grabrails colour contrasted from their background? Yes - Considered reasonably appropriate under the Act.				
17.19	Is the compartment at least 2200mm x 1500mm to allow for frontal, lateral, angled and rear transfer, both assisted and unassisted? Yes - Considered reasonably appropriate under the Act.				



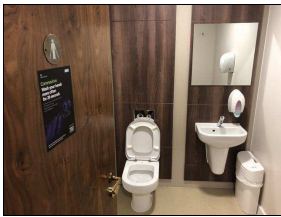
**ACCESS AUDIT - DETAILED REPORT**

**Section M. Accessible WC - Standard Layout (cont.)**

		Risk Assessment			Cost
		Year	R	S	
17.20	Do the positions of the W.C. and basin comply with the diagram of a wheelchair accessible W.C. stated below? Yes - Considered reasonably appropriate under the Act.				
17.21	Is the W.C. cistern flush located on the open transfer side of the W.C. and not higher than 1m from the floor? Yes - Considered reasonably appropriate under the Act.				
17.22	Is the W.C. cistern flush of lever or pull ring type and easily operated? Yes - Considered reasonably appropriate under the Act.				
17.23	Are suitable handrails provided and do their positions comply with the diagram of the wheelchair accessible W.C. stated below? Yes - Considered reasonably appropriate under the Act.				
17.24	Are both hand-washing and drying facilities within reach of someone seated on a W.C? Yes - Considered reasonably appropriate under the Act.				
17.25	Is the basin tap of lever type appropriate for use by a person with limited dexterity, grip or strength? Yes - Considered reasonably appropriate under the Act.				
17.26	Is the basin tap thermostatically regulated to avoid scalding? Yes - Considered reasonably appropriate under the Act.				
17.27	Is the top of the W.C. pan no lower than 480mm from floor level? Yes - Considered reasonably appropriate under the Act.				
17.28	Is the transfer space to the side of the W.C. pan at least 750mm clear of obstruction by radiators, ducted pipework and free-standing items? Yes - Considered reasonably appropriate under the Act.				
17.29	Is a suitable panic alarm provided and linked to a permanently supervised point? Yes - Considered reasonably appropriate under the Act.				
17.30	Is the alarm cord or switch colour contrasted red and reachable from a standing, seated or lying position? Yes - Considered reasonably appropriate under the Act.				
17.31	Is a full length mirror provided? Yes - Considered reasonably appropriate under the Act.				

**ACCESS AUDIT - DETAILED REPORT**

**Section M. Accessible WC - Standard Layout (cont.)**

		Risk Assessment			Cost
		Year	R	S	
17.32	Is there a choice of coat hooks at 1050mm height for wheelchair users and 1400mm above floor for others? Yes - Considered reasonably appropriate under the Act.				
17.33	Are any sanitary dispenser or vending machine controls and coin slots located within a height zone of approximately 750 - 1000mm from floor level? N/A				
17.34	Are any sanitary dispenser or vending machine controls and products identifiable to blind and partially sighted people? N/A				
17.35	If a urine specimen shelf or hatch is provided within the W.C. is this appropriately colour contrasted and located within a height zone of 750mm - 1200mm from floor level? N/A				
17.36	If a colostomy changing shelf is provided within the W.C. is it appropriately colour contrasted, located at a height of 950mm above floor level and close to the W.C. itself? N/A				
17.37	Are any radiators of low surface temperature type to avoid burning when touched? N/A				
<b>Reception Accessible WC</b>					
17.00	General Comments N/A				
					
17.01	Has a suitable standard accessible unisex W.C. been provided? Yes - Considered reasonably appropriate under the Act.				
17.02	Are sufficient accessible unisex W.C.'s distributed throughout the building? Yes - Considered reasonably appropriate under the Act.				

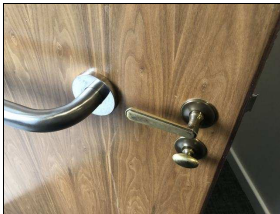
**ACCESS AUDIT - DETAILED REPORT**

**Section M. Accessible WC - Standard Layout (cont.)**

		Risk Assessment			Cost
		Year	R	S	
17.03	<p>If more than one wheelchair accessible W.C. is provided, are the layouts handed to permit a choice of left or right hand transfer?</p> <p>Yes - Ensure staff are aware of 'handing' of WCs and can direct as required Considered reasonably appropriate under the Act.</p>				
17.04	<p>Is the route to the W.C. accessible to a wheelchair user and free of steps, hazards and distractions?</p> <p>Yes - Considered reasonably appropriate under the Act.</p>				
17.05	<p>Is the W.C. location clearly signed and identifiable by visual and tactile information?</p> <p>Yes - Considered reasonably appropriate under the Act.</p>				
17.06	<p>Is the travel distance to the W.C. no greater than a non disabled person?</p> <p>Yes - Considered reasonably appropriate under the Act.</p>				
17.07	<p>Is there at least 1.5m x 1.5m space outside the accessible W.C. compartment manoeuvre and door opening?</p> <p>Yes - Considered reasonably appropriate under the Act.</p>				
17.08	<p>Is the door to the W.C. colour contrasted against its background?</p> <p>Yes - Considered reasonably appropriate under the Act.</p>				
17.09	<p>Is the W.C. identifiable by a colour contrasted tactile symbol on the door at approximately 1500mm height?</p> <p>Yes - Considered reasonably appropriate under the Act.</p>				
17.10	<p>Is the door to the W.C. cubicle at least a 1m wide doorset with a minimum 900mm clear opening width?</p> <p>Yes - Considered reasonably appropriate under the Act.</p>				
17.11	<p>Does the W.C. cubicle door open outwards?</p> <p>Yes - Considered reasonably appropriate under the Act.</p>				
17.12	<p>If the W.C. door opens outwards directly into a corridor, is this designed so as not to compromise means of escape or cause a hazard to corridor users?</p> <p>Yes - Considered reasonably appropriate under the Act.</p>				
17.13	<p>Is the W.C. door of sliding type and easily operated?</p> <p>N/A</p>				

**ACCESS AUDIT - DETAILED REPORT**

**Section M. Accessible WC - Standard Layout (cont.)**

	Year	Risk Assessment			Cost
		R	S	P	
17.14 Is the W.C. door of bifold type and easily operated? N/A					
17.15 Can the door be opened from outside in an emergency? N/A					
17.16 Are the W.C. door controls, lock and light switch easily reached and operated? No - Replace twist action lock with lever type.	2	2	1	1	£50.00
					
17.17 Is the floor slip resistant and colour contrasted from the walls? Yes - Considered reasonably appropriate under the Act.					
17.18 Are all sanitary fittings and grabrails colour contrasted from their background? Yes - Considered reasonably appropriate under the Act.					
17.19 Is the compartment at least 2200mm x 1500mm to allow for frontal, lateral, angled and rear transfer, both assisted and unassisted? Yes - Considered reasonably appropriate under the Act.					
17.20 Do the positions of the W.C. and basin comply with the diagram of a wheelchair accessible W.C. stated below? Yes - Considered reasonably appropriate under the Act.					
17.21 Is the W.C. cistern flush located on the open transfer side of the W.C. and not higher than 1m from the floor? Yes - Considered reasonably appropriate under the Act.					
17.22 Is the W.C. cistern flush of lever or pull ring type and easily operated? Yes - Considered reasonably appropriate under the Act.					
17.23 Are suitable handrails provided and do their positions comply with the diagram of the wheelchair accessible W.C. stated below? No - Install handrails to designated ambulant WCs to ground floor	3	6	2	1	£400.00

**ACCESS AUDIT - DETAILED REPORT**

**Section M. Accessible WC - Standard Layout (cont.)**

		Risk Assessment			
Year		R	S	P	Cost
17.24	Are both hand-washing and drying facilities within reach of someone seated on a W.C? Yes - Considered reasonably appropriate under the Act.				
17.25	Is the basin tap of lever type appropriate for use by a person with limited dexterity, grip or strength? Yes - Considered reasonably appropriate under the Act.				
17.26	Is the basin tap thermostatically regulated to avoid scalding? Yes - Considered reasonably appropriate under the Act.				
17.27	Is the top of the W.C. pan no lower than 480mm from floor level? Yes - Considered reasonably appropriate under the Act.				
17.28	Is the transfer space to the side of the W.C. pan at least 750mm clear of obstruction by radiators, ducted pipework and free-standing items? Yes - Considered reasonably appropriate under the Act.				
17.29	Is a suitable panic alarm provided and linked to a permanently supervised point? Yes - Considered reasonably appropriate under the Act.				
17.30	Is the alarm cord or switch colour contrasted red and reachable from a standing, seated or lying position? Yes - Considered reasonably appropriate under the Act.				
17.31	Is a full length mirror provided? Yes - Considered reasonably appropriate under the Act.				
17.32	Is there a choice of coat hooks at 1050mm height for wheelchair users and 1400mm above floor for others? Yes - Considered reasonably appropriate under the Act.				
17.33	Are any sanitary dispenser or vending machine controls and coin slots located within a height zone of approximately 750 - 1000mm from floor level? N/A				
17.34	Are any sanitary dispenser or vending machine controls and products identifiable to blind and partially sighted people? N/A				

**ACCESS AUDIT - DETAILED REPORT**

**Section M. Accessible WC - Standard Layout (cont.)**

	Year	Risk Assessment			Cost
		R	S	P	
17.35 If a urine specimen shelf or hatch is provided within the W.C. is this appropriately colour contrasted and located within a height zone of 750mm - 1200mm from floor level? N/A					
17.36 If a colostomy changing shelf is provided within the W.C. is it appropriately colour contrasted, located at a height of 950mm above floor level and close to the W.C. itself? N/A					
17.37 Are any radiators of low surface temperature type to avoid burning when touched? N/A					
<b>Section Totals:</b>					
		<b>20</b>	<b>10</b>	<b>8</b>	<b>£1,100.00</b>

**Section N. Changing Facilities - Cubicle**

	Year	Risk Assessment			Cost
		R	S	P	
19.00 General Comments N/A					
<b>Section Totals:</b>					
		<b>0</b>	<b>0</b>	<b>0</b>	<b>£0.00</b>

**Section O. Accessible Shower**

	Year	Risk Assessment			Cost
		R	S	P	
20.00 General Comments N/A					
<b>Section Totals:</b>					
		<b>0</b>	<b>0</b>	<b>0</b>	<b>£0.00</b>

**Section R. Means of Escape**

	Year	Risk Assessment			Cost
		R	S	P	
23.00 General Comments N/A					

**ACCESS AUDIT - DETAILED REPORT**

**Section R. Means of Escape (cont.)**

	Year	Risk Assessment			Cost
		R	S	P	
<p>23.01 Is the audible emergency alarm system supplemented by a visual alert or tactile pager system for deaf and hard of hearing people? No - No cost allocated. Fire Risk Assessment will identify exact requirements and is the overriding legal document.</p>	3	6	8	6	£0.00
<p>23.02 Are ground floor emergency exit routes level and accessible to all, including wheelchair users? No - Majority of exits are via steps. No cost allocated. Fire Risk Assessment will identify exact requirements and is the overriding legal document.</p>	3	6	8	4	£0.00
<p>23.03 Are accessible fire exit routes indicated with a fire exit sign incorporating a wheelchair symbol? No - No cost allocated. Fire Risk Assessment will identify exact requirements and is the overriding legal document.</p>	3	6	8	2	£0.00
<p>23.04 Is phased horizontal evacuation possible from one fire protected area to another on the same floor? N/A</p>					
<p>23.05 Is vertical escape from upper or basement floors possible using a fire protected lift with an independent power supply? N/A</p>					
<p>23.06 Are safe refuge areas available on staircase landings or in protected lobbies? N/A</p>					
<p>23.07 Do safe refuge areas have communication facilities located at between 750mm and 1200mm height and linked to a supervised control point? N/A</p>					
<p>23.08 Do safe refuge areas have evacuation procedure notices clearly posted? N/A</p>					
<p>23.09 Are the stairs wide enough to permit mattress evacuation? N/A</p>					
<p>23.10 Is a personal emergency egress plan available for disabled members of staff? Yes - Considered reasonably appropriate under the Act.</p>					

**ACCESS AUDIT - DETAILED REPORT**

**Section R. Means of Escape (cont.)**

	Year	Risk Assessment			Cost
		R	S	P	
<p>23.11 Is there an overall escape strategy for visitors who may need assistance and are staff familiar with appropriate methods of establishing how disabled people prefer to be assisted? Yes - Considered reasonably appropriate under the Act.</p>					
<p>23.12 Are emergency exit routes checked regularly to ensure that doors are unlocked and that there are no obstacles or combustible materials blocking egress? Yes - Considered reasonably appropriate under the Act.</p>					
<p>23.13 Are the general escape strategy for visitors and the personal emergency egress plans for staff monitored and reviewed on a regular basis? Yes - Not assessed. See FRA for details. Considered reasonably appropriate under the Act.</p>					
<b>Section Totals:</b>		<b>18</b>	<b>24</b>	<b>12</b>	<b>£0.00</b>



**ACCESS AUDIT - DETAILED REPORT**

**Site Totals:**

<b>123</b>	<b>70</b>	<b>47</b>	<b>£113,100</b>
------------	-----------	-----------	-----------------

## ACCESS AUDIT - ACCESSIBILITY PLAN

**002 Leicester City Hall**

001 Main Building

## Work for Year 1

<i>Question No.</i>	<i>Item</i>	<i>Question</i>	<i>Answer</i>	<i>Cost</i>
01.27		If there is an automatic barrier entry system to the car park, is this accessible to disabled people including deaf and hard of hearing people who do not speak?	No - Barrier is linked to Reception and whilst not specifically designed for those with hearing impairments Reception staff can assist.	£800.00
02.16	Ramp to Accessible Entrance	If the ramp gradient is 1:20 or steeper, are there accompanying steps?	No - Not feasible to install steps to this location.	£0.00
04.04	Entrance to West Wing (Emergency Planning)	Does the door have a level threshold?	No - Reconfigure threshold to achieve level access. Ramp is too steep.	£1,200.00
04.15	Main Entrance (Charles Street)	If a revolving door is used, is there an immediately adjacent alternative door meeting the above criteria and available at all times?	No - Signage to indicate how 'speed gates' function would benefit building users.	£200.00
08.12	Steps and Ramp to Stage	Does the stair have a suitable continuous handrail each side?	No - Need to install handrails to each side to ramp. Rails to steps considered acceptable.	£2,500.00
13.07		Are floor surfaces easily negotiable by wheelchair users?	No - Raised seating area to West Wing Kitchen area; alternative facilities are available.	£0.00
<b>Year Total:</b>				<b>£4,700.00</b>

## Work for Year 2

<i>Question No.</i>	<i>Item</i>	<i>Question</i>	<i>Answer</i>	<i>Cost</i>
---------------------	-------------	-----------------	---------------	-------------

## ACCESS AUDIT - ACCESSIBILITY PLAN

## Work for Year 2

<i>Question No.</i>	<i>Item</i>	<i>Question</i>	<i>Answer</i>	<i>Cost</i>
05.03	Main Reception	Are signs consistently designed and located to convey information to wheelchair users and people with sensory disabilities?	No - Need to review signage generally. Location of Main Reception is not immediately clear from rear entrance.	£500.00
05.12	Main Reception	Is a moveable seat provided adjacent to the reception desk for people who need to sit when talking to the receptionist?	No - Need to provide moveable seating.	£500.00
05.19	Main Reception	Is the waiting area seating designed with a choice of seating heights, with and without armrests?	No - Need to provide varied seating.	£600.00
08.05	Stairs to Presentation Suite	Is the vertical rise of a flight between landings 1.8m or less?	No - Stairs cannot be upgraded, no cost allocated.	£0.00
08.05	Main Reception Stairs (2No. flights)	Is the vertical rise of a flight between landings 1.8m or less?	No - Stairs rise over 1800mm, this cannot be rectified.	£0.00
13.13		Are all areas where information is given or meetings held equipped with suitable hearing enhancement system? (e.g. induction loop)	No - Install induction loop to Meeting Rooms, Presentation Suite and Main Hall. Cost increased due to complexity of system to presentation suite.	£80,000.00
17.16	Accessible WC and Shower (1st Floor)	Are the W.C. door controls, lock and light switch easily reached and operated?	No - Replace twist action lock with lever type.	£50.00
17.16	Reception Accessible WC	Are the W.C. door controls, lock and light switch easily reached and operated?	No - Replace twist action lock with lever type.	£50.00
17.16	Changing Place	Are the W.C. door controls, lock and light switch easily reached and operated?	No - Replace twist action lock with lever type.	£50.00
17.16	Accessible WC Type 1 (5No. from 1st to 4th Floors)	Are the W.C. door controls, lock and light switch easily reached and operated?	No - Replace to 1st Floor South Wing only.	£50.00

## ACCESS AUDIT - ACCESSIBILITY PLAN

## Work for Year 2 (cont.)

Question No.	Item	Question	Answer	Cost
<b>Year Total:</b>				<b>£81,800.00</b>

## Work for Year 3

Question No.	Item	Question	Answer	Cost
04.12	Accessible Entrance (Car Park)	Is the door automatically operated?	No - Need to install automatic operation as due to weight of door access will be significantly improved.	£1,000.00
04.17	Entrance to West Wing (Emergency Planning)	If the door is security protected, is the entry system or entry phone suitable for use by people with hearing, sight, speech or mobility disabilities and set between 750mm - 1000mm above floor level?	No - Need to relocate entry system.	£500.00
08.07	Stairs to Presentation Suite	Is rise of each step uniform and between 150mm - 170mm?	No - Steps rise 180mm and are particularly steep; clearly sign hazard and alternative routes to lower level.	£200.00
08.11	Main Reception Stairs (2No. flights)	Are all step nosings readily distinguishable and contrasted?	No - Need to install colour contrast to nosings. Limited contrast due to close tonal match of steps.	£4,000.00
12.08		Can the door control be easily gripped and operated?	No - Dark veneered doors to Ground and First Floors are heavy and would benefit from power assisted opening. 4No. sets to Ground Floor (Meeting Rooms and Presentation suite; 057, 033, 034, 047 ). 11No. to First Floor (Main Hall, Corridor to WCs, doors to	£20,000.00
12.10		Is the door closer pressure easy and not greater than 20 Newtons?	No - See 12.08	£0.00

## ACCESS AUDIT - ACCESSIBILITY PLAN

## Work for Year 3 (cont.)

<i>Question No.</i>	<i>Item</i>	<i>Question</i>	<i>Answer</i>	<i>Cost</i>
17.23	Reception Accessible WC	Are suitable handrails provided and do their positions comply with the diagram of the wheelchair accessible W.C. stated below?	No - Install handrails to designated ambulant WCs to ground floor	£400.00
17.29	Accessible WC and Shower (1st Floor)	Is a suitable panic alarm provided and linked to a permanently supervised point?	No - Install suitable panic alarm linked to a manned position to shower.	£500.00
23.01		Is the audible emergency alarm system supplemented by a visual alert or tactile pager system for deaf and hard of hearing people?	No - No cost allocated. Fire Risk Assessment will identify exact requirements and is the overriding legal document.	£0.00
23.02		Are ground floor emergency exit routes level and accessible to all, including wheelchair users?	No - Majority of exits are via steps. No cost allocated. Fire Risk Assessment will identify exact requirements and is the overriding legal document.	£0.00
23.03		Are accessible fire exit routes indicated with a fire exit sign incorporating a wheelchair symbol?	No - No cost allocated. Fire Risk Assessment will identify exact requirements and is the overriding legal document.	£0.00
<b>Year Total:</b>				<b>£26,600.00</b>

**Site Total: £113,100.00**