

ACCESS AUDIT
LEICESTER TOWN HALL
TOWN HALL SQUARE, LEICESTER, LE1 9BG



SURVEY CARRIED OUT BY

the
OAKLEAF GROUP
MARKET LEADING SURVEYS

MAY 2020
ISSUE 2

Assessment carried out by Oakleaf Surveying Ltd

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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 Town Hall has been identified at **£390,350**. *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From the 1st October 2010 the Disability Discrimination Act 2005 has been replaced by the Equality Act 2010.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 Town Hall.

The survey was undertaken on the 4th 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:

Risk Attributes	Score
Injury/Ill Health	6
Civil Law/Compensation	5
Enforcement Action	4
Property Damage/Loss	3
Operational Delay	2
Loss of Reputation	1
Severity/Outcome	
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
Probability	
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 ISSUES

For full findings and recommendations, see Section 6.

The Town Hall is a Grade II Listed property with many historic features, some of which may be impossible or difficult to adjust. This report attempts to make a reasonable statement on where barriers can and can't be adjusted accordingly.

The building is also situated across various intermediate levels and prior knowledge as to where and how to access key spaces will ensure that individuals can take the most direct route to their ultimate destination, whether this be the Council Chamber, Courts or Registrar's Rooms. It is recommended that as much information as possible, including building maps, be added to websites and linked in with any signage strategy adopted for the buildings.

Wayfinding and signage is very limited within the building and a clear signage strategy is recommended to show most direct routes to all key facilities.

The Law Courts retain their original Victorian access points and seating arrangements, and are situated across multiple levels with numerous trip hazards and obstacles to access. It is almost impossible to provide anything other than localised access within the room and it is recommended that alternative accessible facilities be identified and used in preference to the existing facility.



The main platform lift to the Council Chamber is beyond its design life, undersized and temperamental. On the day of survey its movement was jerky to the point of being considered hazardous and should be upgraded or replaced as a matter of priority.



Historic door sets were found to be particularly heavy, with the 3No. double doors to the Council Chamber very heavy and potentially hazardous. Costs have been included to install power-assisted opening to key doors throughout the building, with locations stated to Section 7.

Hearing enhancement systems were missing or known to be defective to several key facilities including Meeting Rooms, Courts and Council Chamber, with costs allocated to provide as required.

The shower to 'Accessible WC' to the second floor is signed as suitable for all, yet has a raised shower tray and is fundamentally unsuitable. Costs have been allocated to upgrade as required.

6 PART 3 -DISABLED ACCESS AUDIT - DETAILED REPORT

001 Leicester Town Hall

001 Main Building

Section A. External Approach

		Risk Assessment				
Year		R	S	P	Cost	
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 300 metres from site. Considered reasonably appropriate under the Act.					
01.03	Is the building within convenient walking distance of: (c) car parking facilities? Yes - Accessible parking is available on-road or potentially to the front of the site. See 01.22. 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? No - The site is located to a slight slope rising from North to South; this is due to site topography and cannot be adjusted or altered.	1	6	4	3	£0.00
01.08	If the site is steeper than 1 in 12 is there alternative provision to enable access by disabled people? N/A					





DISABLED ACCESS AUDIT - DETAILED REPORT

Section A. External Approach (cont.)

		Risk Assessment			Cost
		Year	R	S	
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.				
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.				
01.12	Is the route adequately and evenly lit? Yes - Considered reasonably appropriate under the Act.				
01.13	Is the route clearly identified by visual, aural and tactile information? N/A				
01.14	Is the route safely and clearly separated from traffic flow? Yes - Considered reasonably appropriate under the Act.				
01.15	Is the route to the building properly maintained and kept clear in all weathers? Yes - Considered reasonably appropriate under the Act.				
01.16	Is accessible parking provided for disabled people? Yes - On road accessible spaces are available. Considered reasonably appropriate under the Act.				
01.17	Are sufficient dedicated accessible parking spaces provided? Yes - Considered reasonably appropriate under the Act.				
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.				
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.				
01.20	Are some bays available with more than 2.6m headroom for disabled people using vans with side hoists? N/A				

DISABLED ACCESS AUDIT - DETAILED REPORT

Section A. External Approach (cont.)


	Year	Risk Assessment			Cost
		R	S	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? No - It would be beneficial to also offer accessible parking, even if not formally marked out, to the council controlled area to front of Town Hall.</p> 	2	2	1	1	£0.00
<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. Barrier is managed by separate authority, no cost allocated.</p> 	1	5	1	1	£0.00

DISABLED ACCESS AUDIT - DETAILED REPORT

Section A. External Approach (cont.)

	Year	Risk Assessment			Cost
		R	S	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					
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					
Section Totals:		13	6	5	£0.00

Section B. External Change in Level: Ramp

	Year	Risk Assessment			Cost
		R	S	P	
02.00 General Comments N/A					
Ramp to Registrars					
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.					

DISABLED 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.				

DISABLED 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
Section Totals:				£0.00

Section C. External Change in Level: Steps

3No. Sets Steps to Courtyard (Staff access Only)

03.02 Does the top landing to each flight of steps have a corduroy paving tactile surface to give advance warning of the change in level?
N/A



03.03 Is the lighting adequate and well positioned?
N/A

03.04 Are all step nosings readily identifiable and colour contrasted?
No - Need to install colour contrast to nosings to all steps. maintenance cost only.

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

03.06 Is the rise of the flight between landings not more than 1.2m?
N/A

03.07 Are the top, bottom and intermediate levels at least 1.2m long clear of swing?
N/A


03.08 Is the rise of each step uniform and between 150mm - 170mm?
Yes - Considered reasonably appropriate under the Act.

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

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

DISABLED ACCESS AUDIT - DETAILED REPORT

Section C. External Change in Level: Steps (cont.)

	Year	Risk Assessment			Cost
		R	S	P	
<p>03.10 Are the risers solid/closed in? Yes - Considered reasonably appropriate under the Act.</p>					
<p>03.11 Is the tread nosing profile suitable and designed to avoid risk of people catching their feet? Yes - Considered reasonably appropriate under the Act.</p>					
<p>03.12 Is there a suitable continuous handrail each side? No - Need to install suitable handrails to steps to Main Reception.</p>	1	5	1	1	£2,000.00
<p>03.13 Is the top of the handrail 900mm above the pitch line of a flight of steps and 1m above the surface of a landing? N/A</p>					
<p>03.14 Does the handrail extend at least 300mm beyond the top and bottom of the steps? N/A</p>					
<p>03.15 Does the handrail terminate in a closed end which does not project into a route of travel? N/A</p>					
<p>03.16 Is the profile of the handrail suitable, 40 - 50mm in diameter and does it project at least 50mm - 60mm clear of the wall? N/A</p>					
<p>03.17 Are any hazardous overhangs to the underside of steps protected to avoid people walking into them? N/A</p>					
Steps to Courtyard (Staff access Only)					
<p>03.01 Are there steps? Yes - Considered reasonably appropriate under the Act.</p>					
Steps to Main North East Entrance					
<p>03.00 General Comments N/A</p>					
<p>03.01 Are there steps? Yes - Considered reasonably appropriate under the Act.</p>					
					

DISABLED ACCESS AUDIT - DETAILED REPORT

Section C. External Change in Level: Steps (cont.)


	Year	Risk Assessment			Cost
		R	S	P	
<p>03.02 Does the top landing to each flight of steps have a corduroy paving tactile surface to give advance warning of the change in level? No - Historic building, tactile finishes may not be feasible to install.</p>	3	6	4	3	£1,200.00
<p>03.03 Is the lighting adequate and well positioned? Yes - Considered reasonably appropriate under the Act.</p>					
<p>03.04 Are all step nosings readily identifiable and colour contrasted? No - Painted contrast has worn and faded, allow to repaint.</p>	3	6	4	3	£800.00
<p>03.05 Is the unobstructed width of the flight at least 1m? Yes - Considered reasonably appropriate under the Act.</p>					
<p>03.06 Is the rise of the flight between landings not more than 1.2m? N/A</p>					
<p>03.07 Are the top, bottom and intermediate levels at least 1.2m long clear of swing? N/A</p>					
<p>03.08 Is the rise of each step uniform and between 150mm - 170mm? Yes - Considered reasonably appropriate under the Act.</p>					
<p>03.09 Is the going of each step between 250mm - 300mm? Yes - Considered reasonably appropriate under the Act.</p>					
<p>03.10 Are the risers solid/closed in? Yes - Considered reasonably appropriate under the Act.</p>					
<p>03.11 Is the tread nosing profile suitable and designed to avoid risk of people catching their feet? Yes - Considered reasonably appropriate under the Act.</p>					
<p>03.12 Is there a suitable continuous handrail each side? No - Need to install suitable handrails. Care will be required to ensure they meet listed building requirements with costs increased due to complexity of design proposals.</p>	1	5	1	1	£20,000.00
<p>03.13 Is the top of the handrail 900mm above the pitch line of a flight of steps and 1m above the surface of a landing? N/A</p>					
<p>03.14 Does the handrail extend at least 300mm beyond the top and bottom of the steps? N/A</p>					

DISABLED ACCESS AUDIT - DETAILED REPORT

Section C. External Change in Level: Steps (cont.)

	Year	Risk Assessment			Cost
		R	S	P	
03.15 Does the handrail terminate in a closed end which does not project into a route of travel? N/A					
03.16 Is the profile of the handrail suitable, 40 - 50mm in diameter and does it project at least 50mm - 60mm clear of the wall? N/A					
03.17 Are any hazardous overhangs to the underside of steps protected to avoid people walking into them? N/A					
Section Totals:		28	14	11	£24,000.00

Section D. Entrance

	Year	Risk Assessment			Cost
		R	S	P	
04.00 General Comments N/A					
Accessible Entrance (North)					
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? N/A					
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.					

DISABLED ACCESS AUDIT - DETAILED REPORT

Section D. Entrance (cont.)

		Risk Assessment			Cost
		Year	R	S	
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				
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				
04.16	Is there a means of summoning assistance if the door cannot be operated? Yes - Considered reasonably appropriate under the Act.				

DISABLED ACCESS AUDIT - DETAILED REPORT

Section D. Entrance (cont.)

	Year	Risk Assessment			Cost
		R	S	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? N/A</p>					
<p>04.18 Is any weather mat or firm texture and flush with the floor? N/A</p>					
<p>04.19 Are doors regularly checked and maintained? Yes - Considered reasonably appropriate under the Act.</p>					
Registrar's Entrance (West)					
<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>					
<p>04.07 Is the door control clearly colour contrasted from the door? Yes - Considered reasonably appropriate under the Act.</p>					

DISABLED ACCESS AUDIT - DETAILED REPORT

Section D. Entrance (cont.)

		Risk Assessment			
Year		R	S	P	Cost
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				
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				
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? N/A				
04.18	Is any weather mat or firm texture and flush with the floor? N/A				
04.19	Are doors regularly checked and maintained? Yes - Considered reasonably appropriate under the Act.				

DISABLED ACCESS AUDIT - DETAILED REPORT

Section D. Entrance (cont.)


					Risk Assessment		
Year	R	S	P	Cost			
Section Totals:	0	0	0	£0.00			

Section E. Reception

					Risk Assessment				
Year	R	S	P	Cost					
05.00	General Comments N/A								
Main Reception (G34)									
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. Signage is generally confusing, mismatched and inconsistent. Cost allows for complete review of signage to building				2	6	4	3	£50,000.00
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 - Approach from lift to Reception is acceptable Considered reasonably appropriate under the Act.								
05.08	Are floor surfaces colour or tactile contrasted where appropriate to guide blind and partially sighted people? N/A								

DISABLED ACCESS AUDIT - DETAILED REPORT

Section E. Reception (cont.)

	Year	Risk Assessment			Cost
		R	S	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? No - Need to install hearing enhancement system.</p>	2	5	1	1	£800.00
<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>					

DISABLED 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				
05.27	Is there a 1350mm x 1200mm clear space in front of public telephones? N/A				


DISABLED ACCESS AUDIT - DETAILED REPORT

Section E. Reception (cont.)

	Year	Risk Assessment			Cost
		R	S	P	
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					
Registrar's Reception (G.04)					
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					

DISABLED ACCESS AUDIT - DETAILED REPORT

Section E. Reception (cont.)

	Year	Risk Assessment			Cost
		R	S	P	
<p>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. Cost included to Main Reception</p>	2	6	4	3	£0.00
<p>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.</p>					
<p>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.</p>					
<p>05.06 Are floor surfaces slip-resistant, even when wet? Yes - Considered reasonably appropriate under the Act.</p>					
<p>05.07 Are floor surfaces easily negotiable by wheelchair users? Yes - Approach from lift to Reception is acceptable Considered reasonably appropriate under the Act.</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? Yes - Considered reasonably appropriate under the Act.</p>					

DISABLED ACCESS AUDIT - DETAILED REPORT

Section E. Reception (cont.)

		Risk Assessment			
Year	R	S	P	Cost	
05.13	If the reception desk is behind a glazed screen, is the glazing non-reflective? Yes - Considered reasonably appropriate under the Act.				
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.				
05.15	Are wall finishes non-reflective and free from confusing or distracting patterns? No - Remove confusing signage and notes from wall.				
	2	2	1	1	£0.00
05.16	Is a hearing enhancement system provided for communication with hearing aid users? No - Need to install hearing enhancement system. No indication that system is present.				
	2	5	1	1	£800.00
05.17	Are appointment call announcements given both audibly and visually for deaf, hard of hearing, blind and partially sighted people? N/A				
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 including to first floor receptions.				
	2	1	1	1	£1,200.00
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				

DISABLED ACCESS AUDIT - DETAILED REPORT

Section E. Reception (cont.)

	Year	Risk Assessment			Cost
		R	S	P	
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					
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					

DISABLED ACCESS AUDIT - DETAILED REPORT

Section E. Reception (cont.)

	Year	Risk Assessment			Cost
		R	S	P	
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? Yes - Considered reasonably appropriate under the Act.					
Section Totals:		27	14	12	£53,900.00

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? No - Non-LST radiators throughout; this risk should be managed through appropriate H and S Risk Assessments with no further costs allocated.	3	6	3	2	£0.00

DISABLED ACCESS AUDIT - DETAILED REPORT

Section F. Corridor (cont.)


		Risk Assessment			
Year	R	S	P	Cost	
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? No - Right angle corners below 1800mm; due to historic nature of building this cannot be remedied. No further costs allocated.				1
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? No - Floor patterns to South corridors potentially confusing; ideally matt finished surfaces should be used.				3
06.11	Are visual clues available to help orientation, such as colour coding? No - See signage and wayfinding comments to Section 5.				3
06.12	Are floor surfaces easily negotiable by wheelchair users? No - See signage and wayfinding comments to Section 5.				1
06.13	Is signage in line with current good practice? N/A				
Section Totals:		27	11	7	£0.00

Section G. Internal Ramp

		Risk Assessment			
Year	R	S	P	Cost	
07.00	General Comments N/A				
Section Totals:		0	0	0	£0.00

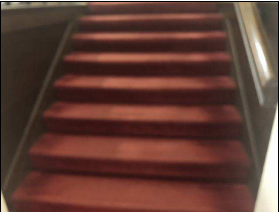

DISABLED ACCESS AUDIT - DETAILED REPORT

Section H. Internal Staircase

		Risk Assessment			
Year	R	S	P	Cost	
First Floor Steps and Stairs					
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? No - Need to install tactile flooring. Access stairs to 1.12 exposed with reports of tripping/falling risk.				
	3	6	8	3	£600.00
					
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? 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? No - Need to install colour contrast to nosings to steps at: 1.03, 1.12, 1.26.				
	3	6	4	3	£1,200.00

DISABLED ACCESS AUDIT - DETAILED REPORT

Section H. Internal Staircase (cont.)

	Year	Risk Assessment			Cost
		R	S	P	
<p>08.12 Does the stair have a suitable continuous handrail each side? Yes - Considered reasonably appropriate under the Act.</p>					
<p>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.</p>					
<p>08.14 Does the handrail extend at least 300mm beyond the top and bottom of the stairs? Yes - Considered reasonably appropriate under the Act.</p>					
<p>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.</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? No - Handrails to 1.03 and 1.12 are regularly used and unsuitable (square profile); allow to replace with circular profile type.</p>	3	1	1	1	£10,000.00
					
<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>					
<p>Ground Floor Steps and Stairs</p>					
<p>08.00 General Comments N/A</p>					
					

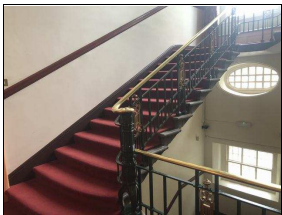
DISABLED ACCESS AUDIT - DETAILED REPORT

Section H. Internal Staircase (cont.)

		Risk Assessment			Cost	
		Year	R	S		P
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.					
08.11	Are all step nosings readily distinguishable and contrasted? No - Need to install colour contrast to nosings to steps at: G27, G51, G11.	3	6	4	3	£1,800.00
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.					

DISABLED ACCESS AUDIT - DETAILED REPORT

Section H. Internal Staircase (cont.)

	Year	Risk Assessment			Cost
		R	S	P	
<p>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.</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>					
Main Staircases (1 to 7)					
<p>08.00 General Comments N/A</p>					
<p>08.01 Is location of the stair adequately signed at each level? No - See signage and wayfinding comments to Section 5.</p> 	3	6	8	3	£0.00
<p>08.02 Is each level clearly identified by tactile and visual information? No - Need to install tactile flooring. See signage and wayfinding comments to Section 5.</p>	3	6	8	3	£0.00
<p>08.03 Is there adequate well positioned lighting? Yes - Considered reasonably appropriate under the Act.</p>					
<p>08.04 Is the unobstructed width of the flight at least 1m wide? Yes - Considered reasonably appropriate under the Act.</p>					
<p>08.05 Is the vertical rise of a flight between landings 1.8m or less? No - Stairs rise over 1800mm, this cannot be rectified.</p>	2	6	4	1	£0.00

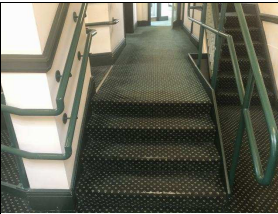
DISABLED ACCESS AUDIT - DETAILED REPORT

Section H. Internal Staircase (cont.)

	Year	Risk Assessment			Cost
		R	S	P	
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 - Suitable contrasted nosings required to staircases: 1, 2, 3, 4, 5, 6 and 7. Cost increased as sensitive materials (brass etc) may be required.	3	6	4	3	£120,000.00
08.12 Does the stair have a suitable continuous handrail each side? No - Handrail to one side only to stairs: 1, 2, 4, 5, 6 and 7. Cost increased to account for suitable installation.	1	5	1	1	£110,000.00
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.					
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? No - Flat profiled handrails are unsuitable; due to Listed Building status no further costs allocated.	3	1	1	1	£0.00

DISABLED ACCESS AUDIT - DETAILED REPORT

Section H. Internal Staircase (cont.)

	Risk Assessment			Cost
	Year	R	S	
<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>				
Second Floor Steps and Stairs				
<p>08.00 General Comments N/A</p>				
<p>08.01 Is location of the stair adequately signed at each level? N/A</p>				
<p>08.02 Is each level clearly identified by tactile and visual information? N/A</p>				
				
<p>08.03 Is there adequate well positioned lighting? Yes - Considered reasonably appropriate under the Act.</p>				
<p>08.04 Is the unobstructed width of the flight at least 1m wide? Yes - Considered reasonably appropriate under the Act.</p>				
<p>08.05 Is the vertical rise of a flight between landings 1.8m or less? Yes - Considered reasonably appropriate under the Act.</p>				
<p>08.06 Are the top and bottom and intermediate landings at least 1.2 m long clear of any door swing? N/A</p>				
<p>08.07 Is rise of each step uniform and between 150mm - 170mm? Yes - Considered reasonably appropriate under the Act.</p>				
<p>08.08 Is the going of each step uniform between 250mm - 300mm? Yes - Considered reasonably appropriate under the Act.</p>				
<p>08.09 Are the risers solid/closed in? Yes - Considered reasonably appropriate under the Act.</p>				

DISABLED ACCESS AUDIT - DETAILED REPORT

Section H. Internal Staircase (cont.)

	Year	Risk Assessment			Cost
		R	S	P	
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 to steps at: 2.14, 2.27.	3	6	4	3	£800.00
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.					
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.					
Section Totals:		55	47	25	#####

Section I. Lift

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


DISABLED ACCESS AUDIT - DETAILED REPORT

Section I. Lift

		Risk Assessment			
Year		R	S	P	Cost
	Lift from Accessible Entrance				
	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.				
	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? N/A				
	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? N/A				
	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? N/A				
	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.				

DISABLED ACCESS AUDIT - DETAILED REPORT

Section I. Lift (cont.)

		Risk Assessment			Cost
		Year	R	S	
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.				
Main Lift (G.40)					
09.00	General Comments N/A				
09.01	Is a lift provided? Yes - Whilst not to exact modern standards lift considered acceptable in the context of building. Considered reasonably appropriate under the Act.				
					

DISABLED ACCESS AUDIT - DETAILED REPORT

Section I. Lift (cont.)

		Risk Assessment			Cost
		Year	R	S	
09.02	Are the lift landing doors adequately colour contrasted from the surrounding wall? Yes - Considered reasonably appropriate under the Act.				
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? N/A				
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? N/A				
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? N/A				
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? N/A				

DISABLED ACCESS AUDIT - DETAILED REPORT

Section I. Lift (cont.)

	Year	Risk Assessment			Cost
		R	S	P	
<p>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.</p>					
<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.</p>					
<p>09.15 Is there suitable tactile indication to the lift buttons within the car to identify the floor selected? N/A</p>					
<p>09.16 Is there visual and audible indication of the floor reached, with a voice announcer for blind and partially sighted people? N/A</p>					
<p>09.17 Does the lift car floor accurately align with landings at all levels? Yes - Considered reasonably appropriate under the Act.</p>					
<p>09.18 Is the lift regularly checked and maintained? Yes - Considered reasonably appropriate under the Act.</p>					
<p>09.19 Is there an alternative suitable staircase? Yes - Considered reasonably appropriate under the Act.</p>					
Platform Lift to 1.09 (Council Chamber).					
<p>09.01 Is a lift provided? No - Lift is unsuitable and prone to breakdown. Movement on day of survey was so jerky as to be considered hazardous. Cost allows to replace as a matter of urgency.</p>	1	5	1	1	£25,000.00



DISABLED ACCESS AUDIT - DETAILED REPORT

Section I. Lift (cont.)

	Year	Risk Assessment			Cost
		R	S	P	
<p>09.03 Is the floor landing indication clear and the call controls between 900 - 1100mm high? Yes - Considered reasonably appropriate under the Act.</p>					
<p>09.04 Immediately outside the lift is there sufficient unobstructed space of at least 1500mm x 1500mm for wheelchair users to turn? N/A</p>					
<p>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</p>					
<p>09.06 Does the lift door provide a clear opening width of at least 800mm? N/A</p>					
<p>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? N/A</p>					
<p>09.08 Is the lift car at least 1.1m wide and 1.4m long? No - Lift 800mm by 1200mm, this cannot be enlarged.</p>	1	5	1	1	£0.00
<p>09.09 Does the car have internal handrails, appropriately designed and positioned? Yes - Considered reasonably appropriate under the Act.</p>					
<p>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.</p>					
<p>09.11 Is the floor of the lift car slip resistant? Yes - Considered reasonably appropriate under the Act.</p>					
<p>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</p>					
<p>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.</p>					

DISABLED 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? 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? No - Lift does not correctly align and requires servicing.	3	6	4	3	£0.00
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.					
Section Totals:		16	6	5	£25,000.00

Section J. Internal Doors

	Year	Risk Assessment			Cost
		R	S	P	
12.00 General Comments N/A					
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? No - Install contrasting band on glass doors to 1.13 and 1.19.	3	6	4	3	£400.00
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					

DISABLED ACCESS AUDIT - DETAILED REPORT

Section J. Internal Doors (cont.)


		Risk Assessment			
Year	R	S	P	Cost	
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 - Doors to main circulation routes would benefit from power assistance: G.34 (3No.), G.51 (1No.), 1.02 (3No.), 1.03 (1No.), 1.13 (2No.), 1.19 (1No.)				
3	5	1	2	£11,000.00	
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? No - Door closers to 1.01 are hazardous and should be replaced as a matter of urgency (3No. sets). Cost included.				
3	6	2	1	£0.00	
12.10	Is the door closer pressure easy and not greater than 20 Newtons? No - See 12.09				
3	5	1	1	Refer to 12.09	
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.				
Section Totals:		27	9	9	£12,400.00

Section K. Internal Spaces

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

DISABLED ACCESS AUDIT - DETAILED REPORT

Section K. Internal Spaces (cont.)

	Year	Risk Assessment			Cost
		R	S	P	
<p>13.01 Is the space function or use identified by visual and tactile information? No - Install suitable tactile signage to clearly identify space type/usage. Cost included to Main Reception</p>	2	6	8	3	Included
<p>13.02 Can the lighting, heating and ventilation be independently controlled by the users? Yes - Considered reasonably appropriate under the Act.</p>					
<p>13.03 Are the lighting levels suitable for people with sensory disabilities and free from excessive glare and shadows? Yes - Due to historic nature of building type of lighting does vary significantly however considered acceptable. Ensure that stairs and level changes are monitored however to ensure appropriately lit. Considered reasonably appropriate under the Act.</p>					
<p>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.</p>					
<p>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.</p>					
<p>13.06 Are wall finishes non-reflective and free from confusing or distracting patterns? Yes - Considered reasonably appropriate under the Act.</p>					
<p>13.07 Are floor surfaces easily negotiable by wheelchair users? No - Upper areas of council chamber are relatively accessible to all, ensure this is managed and signed appropriately.</p>	1	5	1	1	£0.00
					
<p>13.08 Is sufficient circulation space available for wheelchair users? Yes - Considered reasonably appropriate under the Act.</p>					
<p>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.</p>					

DISABLED ACCESS AUDIT - DETAILED REPORT

Section K. Internal Spaces (cont.)

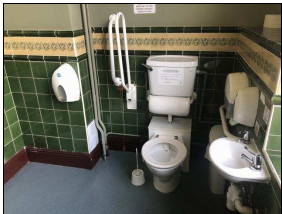
	Year	Risk Assessment			Cost
		R	S	P	
13.10 Are radiators of low surface temperature type to avoid burning when touched? N/A					
13.11 Are storage systems and equipment suitable for use from a seated position and by people with sensory disabilities? N/A					
13.12 Are telephones fitted with amplifiers and inductive couplers and textphones available for use by deaf and hard of hearing people? N/A					
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 Council Chamber, Marriage Rooms and Court.	2	5	1	1	£20,000.00
13.14 If areas are not fitted with a hearing enhancement system, is a portable hearing enhancement system available as required? N/A					
13.15 Is the hearing enhancement system regularly checked and maintained? N/A					
Section Totals:		21	11	6	£20,000.00

Section L. Catering and Refreshment Areas

	Year	Risk Assessment			Cost
		R	S	P	
15.00 General Comments N/A					
Section Totals:		0	0	0	£0.00

DISABLED ACCESS AUDIT - DETAILED REPORT

Section M. Accessible WC - Standard Layout

		Risk Assessment			
Year	R	S	P	Cost	
17.00	General Comments N/A				
First Floor Accessible WC (1.23)					
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? N/A				
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? No - See section 5				2
17.06	Is the travel distance to the W.C. no greater than a non disabled person? Yes - Considered reasonably appropriate under the Act.				1
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.				1
17.08	Is the door to the W.C. colour contrasted against its background? Yes - Considered reasonably appropriate under the Act.				1
17.09	Is the W.C. identifiable by a colour contrasted tactile symbol on the door at approximately 1500mm height? No - See section 5				2
					£0.00
					£0.00

DISABLED ACCESS AUDIT - DETAILED REPORT

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

		Risk Assessment			Cost
		Year	R	S	
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? 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 - 2100mm by 1700mm considered suitable. 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.				


DISABLED ACCESS AUDIT - DETAILED REPORT

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

		Risk Assessment			Cost
		Year	R	S	
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.				

DISABLED ACCESS AUDIT - DETAILED REPORT

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

	Year	Risk Assessment			Cost
		R	S	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>					
Reception Accessible WC (G.46)					
<p>17.01 Has a suitable standard accessible unisex W.C. been provided? Yes - Considered acceptable given listed nature of building. Considered reasonably appropriate under the Act.</p>					
					
<p>17.02 Are sufficient accessible unisex W.C.'s distributed throughout the building? Yes - Considered reasonably appropriate under the Act.</p>					
<p>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? N/A</p>					

DISABLED ACCESS AUDIT - DETAILED REPORT

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

		Risk Assessment				
		Year	R	S	P	Cost
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? No - See section 5	2	1	1	1	£0.00
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? No - 800mm door;, in the current location this cannot be enlarged.	1	5	1	1	£0.00
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					

DISABLED ACCESS AUDIT - DETAILED REPORT

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

		Risk Assessment			
Year	R	S	P	Cost	
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? No - Entrance narrow at 1400mm, see 17.01.	1	5	1	£0.00
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? No - Reposition cistern flush to open transfer side.	3	1	1	£50.00
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.				


DISABLED ACCESS AUDIT - DETAILED REPORT

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

		Risk Assessment			Cost
		Year	R	S	
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				
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				

DISABLED ACCESS AUDIT - DETAILED REPORT

Section M. Accessible WC - Standard Layout

	Year	Risk Assessment			Cost
		R	S	P	
Registrar's Accessible WC (1.47)					
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? N/A					
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? No - See section 5	2	1	1	1	£0.00
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? No - See section 5	2	1	1	1	£0.00
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.					

DISABLED ACCESS AUDIT - DETAILED REPORT

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

		Risk Assessment			
	Year	R	S	P	Cost
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? No - Access narrows to 960mm at entrance, no cost allocated	1	5	1	£0.00
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? No - Reposition cistern flush to open transfer side.	3	1	1	£50.00
17.22	Is the W.C. cistern flush of lever or pull ring type and easily operated? Yes - Considered reasonably appropriate under the Act.				


DISABLED ACCESS AUDIT - DETAILED REPORT

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

		Risk Assessment			Cost
		Year	R	S	
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.				
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				

DISABLED ACCESS AUDIT - DETAILED REPORT

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

	Year	Risk Assessment			Cost
		R	S	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>					
Registrar's Accessible WC (G.15)					
<p>17.01 Has a suitable standard accessible unisex W.C. been provided? Yes - Considered reasonably appropriate under the Act.</p>					
					
<p>17.02 Are sufficient accessible unisex W.C.'s distributed throughout the building? Yes - Considered reasonably appropriate under the Act.</p>					
<p>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? N/A</p>					
<p>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.</p>					
<p>17.05 Is the W.C. location clearly signed and identifiable by visual and tactile information? No - See section 5</p>					
	2	1	1	1	£0.00

DISABLED ACCESS AUDIT - DETAILED REPORT

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

		Risk Assessment				
		Year	R	S	P	Cost
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? No - See section 5	2	1	1	1	£0.00
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.					
17.18	Are all sanitary fittings and grabrails colour contrasted from their background? Yes - Considered reasonably appropriate under the Act.					

DISABLED ACCESS AUDIT - DETAILED REPORT

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

		Risk Assessment			Cost
		Year	R	S	
17.19	<p>Is the compartment at least 2200mm x 1500mm to allow for frontal, lateral, angled and rear transfer, both assisted and unassisted?</p> <p>Yes - 2100mm by 1700mm considered suitable. Considered reasonably appropriate under the Act.</p>				
17.20	<p>Do the positions of the W.C. and basin comply with the diagram of a wheelchair accessible W.C. stated below?</p> <p>Yes - Considered reasonably appropriate under the Act.</p>				
17.21	<p>Is the W.C. cistern flush located on the open transfer side of the W.C. and not higher than 1m from the floor?</p> <p>Yes - Considered reasonably appropriate under the Act.</p>				
17.22	<p>Is the W.C. cistern flush of lever or pull ring type and easily operated?</p> <p>Yes - Considered reasonably appropriate under the Act.</p>				
17.23	<p>Are suitable handrails provided and do their positions comply with the diagram of the wheelchair accessible W.C. stated below?</p> <p>Yes - Considered reasonably appropriate under the Act.</p>				
17.24	<p>Are both hand-washing and drying facilities within reach of someone seated on a W.C?</p> <p>Yes - Considered reasonably appropriate under the Act.</p>				
17.25	<p>Is the basin tap of lever type appropriate for use by a person with limited dexterity, grip or strength?</p> <p>Yes - Considered reasonably appropriate under the Act.</p>				
17.26	<p>Is the basin tap thermostatically regulated to avoid scalding?</p> <p>Yes - Considered reasonably appropriate under the Act.</p>				
17.27	<p>Is the top of the W.C. pan no lower than 480mm from floor level?</p> <p>Yes - Considered reasonably appropriate under the Act.</p>				
17.28	<p>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?</p> <p>Yes - Considered reasonably appropriate under the Act.</p>				
17.29	<p>Is a suitable panic alarm provided and linked to a permanently supervised point?</p> <p>Yes - Considered reasonably appropriate under the Act.</p>				

DISABLED ACCESS AUDIT - DETAILED REPORT

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

	Year	Risk Assessment			Cost
		R	S	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.					
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					
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					
Second Floor Accessible WC and Shower (2.41)					
17.01 Has a suitable standard accessible unisex W.C. been provided? No - Shower uses an inaccessible shower tray with lip to enter shower. Cost allows to provide floor draining 'wet-room' type installation.	2	5	1	1	£10,000.00



DISABLED ACCESS AUDIT - DETAILED REPORT

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

		Risk Assessment			
Year	R	S	P	Cost	
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? N/A				
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? No - See section 5	2	1	1	£0.00
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? No - See section 5	2	1	1	£0.00
17.10	Is the door to the W.C. cubicle at least a 1m wide doorset with a minimum 900mm clear opening width? No - Door as wide as feasible to install.	1	5	1	£0.00
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				

DISABLED ACCESS AUDIT - DETAILED REPORT

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

		Risk Assessment				
Year	R	S	P	Cost		
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? No - Rehang door to open or to allow outward opening.	3	6	4	3	£400.00
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 - 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.					

DISABLED ACCESS AUDIT - DETAILED REPORT

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

		Risk Assessment			
Year		R	S	P	Cost
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				
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				

DISABLED ACCESS AUDIT - DETAILED REPORT

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

	Year	Risk Assessment			Cost
		R	S	P	
17.37 Are any radiators of low surface temperature type to avoid burning when touched? N/A					
Section Totals:		48	23	22	£10,650.00

Section N. Changing Facilities - Cubicle

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

Section O. Accessible Shower

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

Section R. Means of Escape

	Year	Risk Assessment			Cost
		R	S	P	
23.00 General Comments N/A					
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.	3	6	8	6	£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 clear; no cost allocated. Fire Risk Assessment will identify exact requirements and is the overriding legal document.	3	6	8	4	£0.00

DISABLED ACCESS AUDIT - DETAILED REPORT

Section R. Means of Escape (cont.)

	Year	Risk Assessment			Cost
		R	S	P	
<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>					
<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? N/A - Not assessed, see FRA for details.</p>					

DISABLED ACCESS AUDIT - DETAILED REPORT

Section R. Means of Escape (cont.)

		Risk Assessment			
Year	R	S	P	Cost	
Section Totals:	18	24	12	£0.00	

DISABLED ACCESS AUDIT - DETAILED REPORT

Site Totals:

285	166	115	£390,350
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ACCESS AUDIT - ACCESSIBILITY PLAN

001 Leicester Town Hall

001 Main Building

Work for Year 1

Question No.	Item	Question	Answer	Cost
01.07		Is the route reasonably level with no gradient steeper than 1 in 20?	No - The site is located to a slight slope rising from North to South; this is due to site topography and cannot be adjusted or altered.	£0.00
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. Barrier is managed by separate authority, no cost allocated.	£0.00
02.16	Ramp to Registrars	If the ramp gradient is 1:20 or steeper, are there accompanying steps?	No - Not feasible to install steps to this location.	£0.00
03.12	Steps to Main North East Entrance	Is there a suitable continuous handrail each side?	No - Need to install suitable handrails. Care will be required to ensure they meet listed building requirements with costs increased due to complexity of design proposals.	£20,000.00
03.12	3No. Sets Steps to Courtyard (Staff access Only)	Is there a suitable continuous handrail each side?	No - Need to install suitable handrails to steps to Main Reception.	£2,000.00
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?	No - Right angle corners below 1800mm; due to historic nature of building this cannot be remedied. No further costs allocated.	£0.00
06.12		Are floor surfaces easily negotiable by wheelchair users?	No - See signage and wayfinding comments to Section 5.	£0.00

ACCESS AUDIT - ACCESSIBILITY PLAN

Work for Year 1 (cont.)

Question No.	Item	Question	Answer	Cost
08.12	Main Staircases (1 to 7)	Does the stair have a suitable continuous handrail each side?	No - Handrail to one side only to stairs: 1, 2, 4, 5, 6 and 7. Cost increased to account for suitable installation.	£110,000.00
09.01	Platform Lift to 1.09 (Council Chamber).	Is a lift provided?	No - Lift is unsuitable and prone to breakdown. Movement on day of survey was so jerky as to be considered hazardous. Cost allows to replace as a matter of urgency.	£25,000.00
09.08	Registrar's Lift (G.04)	Is the lift car at least 1.1m wide and 1.4m long?	No - Lift 800mm by 1200mm, this cannot be enlarged.	£0.00
13.07		Are floor surfaces easily negotiable by wheelchair users?	No - Courtroom is almost entirely inaccessible and very difficult to adapt. It is recommended this be managed and alternative facilities identified as alterations considered excessively costly given low usage of facility.	£0.00
13.07		Are floor surfaces easily negotiable by wheelchair users?	No - Upper areas of council chamber are relatively accessible to all, ensure this is managed and signed appropriately.	£0.00
17.10	Second Floor Accessible WC and Shower (2.41)	Is the door to the W.C. cubicle at least a 1m wide doorset with a minimum 900mm clear opening width?	No - Door as wide as feasible to install.	£0.00
17.10	Reception Accessible WC (G.46)	Is the door to the W.C. cubicle at least a 1m wide doorset with a minimum 900mm clear opening width?	No - 800mm door;, in the current location this cannot be enlarged.	£0.00
17.19	Registrar's Accessible WC (1.47)	Is the compartment at least 2200mm x 1500mm to allow for frontal, lateral, angled and rear transfer, both assisted and unassisted?	No - Access narrows to 960mm at entrance, no cost allocated	£0.00

ACCESS AUDIT - ACCESSIBILITY PLAN

Work for Year 1 (cont.)

Question No.	Item	Question	Answer	Cost
17.19	Reception Accessible WC (G.46)	Is the compartment at least 2200mm x 1500mm to allow for frontal, lateral, angled and rear transfer, both assisted and unassisted?	No - Entrance narrow at 1400mm, see 17.01.	£0.00
Year Total:				£157,000.00

Work for Year 2

Question No.	Item	Question	Answer	Cost
01.22		Is accessible parking within 50m of principle building entrances?	No - It would be beneficial to also offer accessible parking, even if not formally marked out, to the council controlled area to front of Town Hall.	£0.00
05.03	Registrar's Reception (G.04)	Are signs consistently designed and located to convey information to wheelchair users and people with sensory disabilities?	No - Need to review signage generally. Cost included to Main Reception	£0.00
05.03	Main Reception (G34)	Are signs consistently designed and located to convey information to wheelchair users and people with sensory disabilities?	No - Need to review signage generally. Signage is generally confusing, mismatched and inconsistent. Cost allows for complete review of signage to building	£50,000.00
05.12	Main Reception (G34)	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
05.15	Registrar's Reception (G.04)	Are wall finishes non-reflective and free from confusing or distracting patterns?	No - Remove confusing signage and notes from wall.	£0.00
05.16	Main Reception (G34)	Is a hearing enhancement system provided for communication with hearing aid users?	No - Need to install hearing enhancement system.	£800.00

ACCESS AUDIT - ACCESSIBILITY PLAN

Work for Year 2 (cont.)

<i>Question No.</i>	<i>Item</i>	<i>Question</i>	<i>Answer</i>	<i>Cost</i>
05.16	Registrar's Reception (G.04)	Is a hearing enhancement system provided for communication with hearing aid users?	No - Need to install hearing enhancement system. No indication that system is present.	£800.00
05.19	Registrar's Reception (G.04)	Is the waiting area seating designed with a choice of seating heights, with and without armrests?	No - Need to provide varied seating including to first floor receptions.	£1,200.00
05.19	Main Reception (G34)	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	Main Staircases (1 to 7)	Is the vertical rise of a flight between landings 1.8m or less?	No - Stairs rise over 1800mm, this cannot be rectified.	£0.00
13.01		Is the space function or use identified by visual and tactile information?	No - Install suitable tactile signage to clearly identify space type/usage. Cost included to Main Reception	Included
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 Council Chamber, Marriage Rooms and Court.	£20,000.00
17.01	Second Floor Accessible WC and Shower (2.41)	Has a suitable standard accessible unisex W.C. been provided?	No - Shower uses an inaccessible shower tray with lip to enter shower. Cost allows to provide floor draining 'wet-room' type installation.	£10,000.00
17.05	Second Floor Accessible WC and Shower (2.41)	Is the W.C. location clearly signed and identifiable by visual and tactile information?	No - See section 5	£0.00
17.05	First Floor Accessible WC (1.23)	Is the W.C. location clearly signed and identifiable by visual and tactile information?	No - See section 5	£0.00
17.05	Registrar's Accessible WC (G.15)	Is the W.C. location clearly signed and identifiable by visual and tactile information?	No - See section 5	£0.00

ACCESS AUDIT - ACCESSIBILITY PLAN

Work for Year 2 (cont.)

<i>Question No.</i>	<i>Item</i>	<i>Question</i>	<i>Answer</i>	<i>Cost</i>
17.05	Reception Accessible WC (G.46)	Is the W.C. location clearly signed and identifiable by visual and tactile information?	No - See section 5	£0.00
17.05	Registrar's Accessible WC (1.47)	Is the W.C. location clearly signed and identifiable by visual and tactile information?	No - See section 5	£0.00
17.09	Registrar's Accessible WC (1.47)	Is the W.C. identifiable by a colour contrasted tactile symbol on the door at approximately 1500mm height?	No - See section 5	£0.00
17.09	Registrar's Accessible WC (G.15)	Is the W.C. identifiable by a colour contrasted tactile symbol on the door at approximately 1500mm height?	No - See section 5	£0.00
17.09	First Floor Accessible WC (1.23)	Is the W.C. identifiable by a colour contrasted tactile symbol on the door at approximately 1500mm height?	No - See section 5	£0.00
17.09	Second Floor Accessible WC and Shower (2.41)	Is the W.C. identifiable by a colour contrasted tactile symbol on the door at approximately 1500mm height?	No - See section 5	£0.00
17.16	Reception Accessible WC (G.46)	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	Registrar's Accessible WC (G.15)	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	Registrar's Accessible WC (1.47)	Are the W.C. door controls, lock and light switch easily reached and operated?	No - Replace twist action lock with lever type.	£50.00

Year Total: £84,050.00

ACCESS AUDIT - ACCESSIBILITY PLAN

Work for Year 3

<i>Question No.</i>	<i>Item</i>	<i>Question</i>	<i>Answer</i>	<i>Cost</i>
03.02	Steps to Main North East Entrance	Does the top landing to each flight of steps have a corduroy paving tactile surface to give advance warning of the change in level?	No - Historic building, tactile finishes may not be feasible to install.	£1,200.00
03.04	Steps to Main North East Entrance	Are all step nosings readily identifiable and colour contrasted?	No - Painted contrast has worn and faded, allow to repaint.	£800.00
03.04	3No. Sets Steps to Courtyard (Staff access Only)	Are all step nosings readily identifiable and colour contrasted?	No - Need to install colour contrast to nosings to all steps. maintenance cost only.	£0.00
06.04		Are radiators of low surface temperature type to avoid burning when touched?	No - Non-LST radiators throughout; this risk should be managed through appropriate H and S Risk Assessments with no further costs allocated.	£0.00
06.10		Are floor, wall and ceiling surfaces free from reflections?	No - Floor patterns to South corridors potentially confusing; ideally matt finished surfaces should be used.	£0.00
06.11		Are visual clues available to help orientation, such as colour coding?	No - See signage and wayfinding comments to Section 5.	£0.00
08.01	Main Staircases (1 to 7)	Is location of the stair adequately signed at each level?	No - See signage and wayfinding comments to Section 5.	£0.00
08.02	Main Staircases (1 to 7)	Is each level clearly identified by tactile and visual information?	No - Need to install tactile flooring. See signage and wayfinding comments to Section 5.	£0.00
08.02	First Floor Steps and Stairs	Is each level clearly identified by tactile and visual information?	No - Need to install tactile flooring. Access stairs to 1.12 exposed with reports of tripping/falling risk.	£600.00
08.11	Second Floor Steps and Stairs	Are all step nosings readily distinguishable and contrasted?	No - Need to install colour contrast to nosings to steps at: 2.14, 2.27.	£800.00

ACCESS AUDIT - ACCESSIBILITY PLAN

Work for Year 3 (cont.)

Question No.	Item	Question	Answer	Cost
08.11	Ground Floor Steps and Stairs	Are all step nosings readily distinguishable and contrasted?	No - Need to install colour contrast to nosings to steps at: G27, G51, G11.	£1,800.00
08.11	First Floor Steps and Stairs	Are all step nosings readily distinguishable and contrasted?	No - Need to install colour contrast to nosings to steps at: 1.03, 1.12, 1.26.	£1,200.00
08.11	Main Staircases (1 to 7)	Are all step nosings readily distinguishable and contrasted?	No - Suitable contrasted nosings required to staircases: 1, 2, 3, 4, 5, 6 and 7. Cost increased as sensitive materials (brass etc) may be required.	£120,000.00
08.16	Main Staircases (1 to 7)	Is the profile of the handrail suitable i.e. 40 - 50mm in diameter and does it project between 50mm - 60mm from the wall?	No - Flat profiled handrails are unsuitable; due to Listed Building status no further costs allocated.	£0.00
08.16	First Floor Steps and Stairs	Is the profile of the handrail suitable i.e. 40 - 50mm in diameter and does it project between 50mm - 60mm from the wall?	No - Handrails to 1.03 and 1.12 are regularly used and unsuitable (square profile); allow to replace with circular profile type.	£10,000.00
09.17	Registrar's Lift (G.04)	Does the lift car floor accurately align with landings at all levels?	No - Lift does not correctly align and requires servicing.	£0.00
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?	No - Install contrasting band on glass doors to 1.13 and 1.19.	£400.00
12.08		Can the door control be easily gripped and operated?	No - Brass door knobs throughout. Cost allows a contingency to replace 10No. sets should this be required by a staff member.	£1,000.00
12.08		Can the door control be easily gripped and operated?	No - Doors to main circulation routes would benefit from power assistance: G.34 (3No.), G.51 (1No.), 1.02 (3No.), 1.03 (1No.), 1.13 (2No.), 1.19 (1No.)	£11,000.00

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>
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?	No - Door closers to 1.01 are hazardous and should be replaced as a matter of urgency (3No. sets). Cost included.	£0.00
12.10		Is the door closer pressure easy and not greater than 20 Newtons?	No - See 12.09	Refer to 12.09
17.15	Second Floor Accessible WC and Shower (2.41)	Can the door be opened from outside in an emergency?	No - Rehang door to open or to allow outward opening.	£400.00
17.21	Registrar's Accessible WC (1.47)	Is the W.C. cistern flush located on the open transfer side of the W.C. and not higher than 1m from the floor?	No - Reposition cistern flush to open transfer side.	£50.00
17.21	Reception Accessible WC (G.46)	Is the W.C. cistern flush located on the open transfer side of the W.C. and not higher than 1m from the floor?	No - Reposition cistern flush to open transfer side.	£50.00
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 clear; 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
Year Total:				£149,300.00

ACCESS AUDIT - ACCESSIBILITY PLAN

Site Total: £390,350.00