SMART Access Assessment

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Trinity College Dublin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premises</td>
<td>Cunningham House, Trinity Hall - Zone 14</td>
</tr>
<tr>
<td>Date Of Audit</td>
<td>08 October 2008</td>
</tr>
<tr>
<td>Auditor</td>
<td>Bronagh Page</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Priority 1</th>
<th>1</th>
<th>Priority 2</th>
<th>2</th>
<th>Priority 3</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjustments required as a high priority to remove or avoid barriers to access for disabled people.</td>
<td>Adjustments to be incorporated into an existing maintenance or development works programmes in the medium term to long term.</td>
<td>Works and adjustments further considered for inclusion in longer term development planning or refurbishments.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Foreword

This access audit identifies a range of barriers that potentially restrict access for disabled people in the external and internal built environments.

For the purposes of the access assessment the environment’s features have been broken down into its constituent features. Each feature is assessed for conformity against certain access criteria. These criteria are derived from the following range of Best Practice sources, guidelines, standards, publications and legislation:

- Disability Act 2005 and related Sectoral Plans - Ref 1
- Standards Institute BS8300:2001 and BS5588 - Ref 2
- for Everyone - Access and use for all citizens (National Disability Authority) - Ref 4
- to the Historic Environment - Meeting the needs of Disabled People (Lisa Foster) - Ref 5
- Auditing of the Built Environment guidelines (National Disability Authority) - Ref 7
- Mobility - A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure (Department of Transport United Kingdom) - Ref 8
- on the use of Tactile Paving Surfaces: UK Department for Transport - Ref 9

Where a site feature does not conform to this guidance, an explanation as to the potential restriction on access is provided, together with a suggested action and the priority in which such actions should be undertaken.

The Disability Act 2005 and the National Disability Authority’s initiatives build on relationships and practices which currently exist among councils, city planners, building professionals and community groups to make services in Ireland more accessible to people with disabilities.

In addition to people who use wheelchairs or have restricted mobility, there are many people affected by some degree of hearing loss, learning disability, facial disfigurement, visual impairment, mental illness or conditions such as arthritis or incontinence. This access assessment considers the needs of all potential users from a universal access perspective.

The audit is an organisation’s first step in identifying physical barriers that people with disabilities may encounter when engaging with the community, public services and facilities.

It is equally important to implement effective staff equality training and to implement good inclusive management strategies that ensure equal access for all.
Configure Limited provides consultancy, project management and equipment to help make buildings accessible for all.

For further information contact us on 01 708 9198 or e-mail info@configure.ie

Configure Limited, First Floor, 32 Upper Kevin Street, Dublin 8
www.configure.ie
Introduction and General Information

This Audit Report is one of a series of measures that Trinity College Dublin is taking as part of its development program to identify, remove and prevent barriers to people with disabilities.

Background

Trinity College Dublin has engaged Configure Ltd to conduct Access Audits for the various campus buildings and facilities at the College. This Access Assessment identifies a range of barriers that potentially restrict access for people with disabilities in Trinity College. An Access Plan is included at the end of the assessment, bringing together issues of a similar priority and providing an indication as to the likely cost estimates of adjustments.

The Assessment highlights issues in the physical environment. A scope of works of the physical environment is included. Responsibilities including the Equal Status Acts and the Disability Act 2005 are crucial to the vision of a College that improves accessibility and mobility for its students and staff. Through this Access Audit and Access Plan Trinity College may look to the future of the institution with a commitment to creating an accessible environment for all.

Accessibility initiatives already exist in Trinity College:
- Trinity College has committed to a Code of Practice applying to the Employment of People with Disabilities.
- Trinity College has an established policy of equal opportunity in education.
- Trinity College has adopted a Universal Design Policy in recognition of the principles of Universal Access.

Configure provides advice, equipment and staff training to assist service providers in removing barriers which turn impairment into disability. We work with service providers from all sectors and are happy to offer advice and guidance on any access issue.

Building Rating for Disabled Access. This rating system serves as a summary designation for College’s internal building management and planning

<table>
<thead>
<tr>
<th>Rating</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Fully compliant with BS8300:2001 and other best practice guidelines</td>
</tr>
<tr>
<td>B</td>
<td>Partially compliant, some changes required. Ground floor accessible</td>
</tr>
<tr>
<td>C</td>
<td>Partially compliant, some changes required. Ground floor inaccessible</td>
</tr>
<tr>
<td>D</td>
<td>Partially compliant, changes required include structural civil works</td>
</tr>
<tr>
<td>E</td>
<td>Not compliant, major civil works required</td>
</tr>
</tbody>
</table>
Cunningham House- Trinity Hall - Zone 14
Trinity College Dublin.

**Building Type**
This building is rated D

**Building Description**
The building comprises 5 storeys above ground, referred to as Ground, First, Second and Third Floor. The building is inaccessible on all floors as they are served by a single staircase. The building comprises of student accommodation.

**Uses of the Building**
The building is occupied by:
1. Residents

**Building Opening Times:**
Monday to Fridays: 24 hours (key access only)
Saturday and Sundays: 24 hours (key access only)

**Facilities offered are:**
Accommodation:
- Single Bedrooms
- Shared Bathrooms
- Shared Shower rooms
- Shared WC's
- Shared refreshment facilities
Given that you do not provide general parking facilities for employees or visitors, you are not obliged to provide accessible parking. Ensure that your staff members know about the local public parking arrangements.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Conforms</th>
<th>Access Comment</th>
<th>Action</th>
<th>Priority</th>
</tr>
</thead>
</table>
The ease with which mobility impaired people can approach the premises has an impact on their ability to access the services provided within the premises. Accordingly, the condition and layout of the access route to the premises is considered below. It is understood that you are responsible for the upkeep and maintenance of the access route to the premises.

### Access Routes to the Premises

<table>
<thead>
<tr>
<th>Feature</th>
<th>Conforms</th>
<th>Access Comment</th>
<th>Action</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.2 Is the access route from the car park to the entrance to the premises a minimum of 1200mm wide?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3 Is the access route surface free from holes or cavities more than 18 mm deep?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.4 Is the difference in level between adjacent paving slabs or access covers less than 5 mm?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.5 Are surface joints or cracks in the pavement no wider than 10mm and no deeper than 5mm?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.6 Are slots in drain gratings no more than 13mm wide and set at right angles to the line of pedestrian movement?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.7 Is the access route clear of abrupt changes in level with cross falls or cambers being less than 1:50?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feature</td>
<td>Conforms</td>
<td>Access Comment</td>
<td>Action</td>
<td>Priority</td>
</tr>
<tr>
<td>---------</td>
<td>----------</td>
<td>----------------------</td>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td>2.8</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the access route free from any trip or collision hazards for visually impaired or blind pedestrians?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.9</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are all free-standing posts or columns on the access route marked with a contrasting coloured band?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.10</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the route free from windows and doors that could open out into the path of sight impaired pedestrians?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.11</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the access route clear of obstacles mounted more than 300mm above the floor and jutting out into the access route by more than 100mm?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The access route incorporates one step

The access route to the door is a level even surface

The access route to the door is a level even surface
The following locations in the access route to the building were identified as having external steps:

1. Entrance Step

<table>
<thead>
<tr>
<th>Feature</th>
<th>Conforms</th>
<th>Access Comment</th>
<th>Action</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the vertical height of each individual step between 150mm to 170mm (exceptionally 100mm to 180mm)?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the flat tread of each step between 250mm to 300mm deep?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the overlap or lip on the front edge of any step protrude less than 25mm?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do steps have a minimum unobstructed width of 1000mm?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are the vertical risers of each step solid and not open?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the flat tread of each step slip resistant?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does each continuous flight of steps between landings contain less than 12 individual steps?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feature</td>
<td>Conforms</td>
<td>Access Comment</td>
<td>Action</td>
<td>Priority</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>----------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>3.9 Do the top and bottom landings of the flight of steps incorporate a corduroy hazard warning surface?</td>
<td>No</td>
<td>Tactile warning surfaces provide an important indication to people with a visual impairment of the location of changes in level associated with steps and stairs. Entrance Step: The top and bottom landings do not incorporate a corduroy hazard warning surface.</td>
<td>Install corduroy hazard warning surfaces in the identified location.</td>
<td>2</td>
</tr>
<tr>
<td>3.10 Are contrasting step nosings incorporated on the front face as well as the top of each step?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.11 Is lighting even, sufficiently bright and oriented so as to avoid people negotiating the steps in their own shadow?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.12 Looking from the bottom of the steps is there a handrail to the left and right hand side?</td>
<td>No</td>
<td>Where feasible, handrails should be provided on both sides of external steps to provide uninterrupted support and directional guidance for people with mobility and/or visual impairments. It was noted that there is inadequate handrail provision for the steps at the following locations: Entrance Step: Left hand side Entrance Step: Right hand side</td>
<td>Provide dual handrails which conform with BS8300 for the identified external steps locations.</td>
<td>1</td>
</tr>
</tbody>
</table>
Entrance Step: The entrance step does not incorporate a corduroy hazard warning surface.

Entrance Step: Where feasible, handrails should be provided on both sides of external steps to provide uninterrupted support and directional guidance for people with mobility and/or visual impairments.
### 4.0 Building Entrances and Entrance Doors

#### 4.1 The following entrances were identified at the premises:

- Main Entrance Doorway

<table>
<thead>
<tr>
<th>Feature</th>
<th>Conforms</th>
<th>Access Comment</th>
<th>Action</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.2 Is the entrance clearly indicated by appropriate signage?</td>
<td>No</td>
<td>Clear signage identifying the location of the entrance from the access route is essential. Colour contrasting signage with a minimum character size of 150mm is recommended. The presence and location of the following entrances are not adequately indicated by appropriate signage:</td>
<td>Provide additional signage to clearly indicate the location of the identified entrance.</td>
<td>1</td>
</tr>
<tr>
<td>4.3 Is an adequate and even level of lighting provided at the entrance?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.4 Is the entrance easy to identify and clearly distinguishable from the rest of the building by provision of colour contrasting doors, frames or ground surfaces?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feature</td>
<td>Conforms</td>
<td>Access Comment</td>
<td>Action</td>
<td>Priority</td>
</tr>
<tr>
<td>---------</td>
<td>----------</td>
<td>----------------</td>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td>4.5 Are the doors at the entrance power operated?</td>
<td>No</td>
<td>Power operated entrance doors, although not essential, are of benefit to a wide range of people. It was observed that the doors at the following entrances are not power operated: • Main Entrance Doorway</td>
<td>Consider upgrading doors to power operation or incorporating a low energy pneumatic opener for self closing doors.</td>
<td>3</td>
</tr>
<tr>
<td>4.6 Is the maximum force exerted by the door self-closing device no more than 20 Newtons?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.7 Is at least 300mm of clear space provided between the leading edge of the door and any side wall or other obstruction so that wheelchair users can manoeuvre to reach the door handle?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.8 Is the door handle set at a height between 900-1100mm?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.9 Is the door handle D- or U-shaped with a minimum clearance between the handle and door of 45mm?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.10 Does the door handle contrast in colour and luminance with the door surface?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feature</td>
<td>Conforms</td>
<td>Access Comment</td>
<td>Action</td>
<td>Priority</td>
</tr>
<tr>
<td>---------</td>
<td>----------</td>
<td>----------------</td>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td>4.11 Are the existing door vision panels correctly configured?</td>
<td>No</td>
<td>It is recommended that entrance doors should incorporate either a single clear vision panel between 500mm and 1500mm from the floor or two panels, one from 500mm to 800mm and a second 1150mm to 1500mm from the floor. • Main Entrance Doorway</td>
<td>Provide vision panels to the recommended specification for the doors in the identified locations.</td>
<td>2</td>
</tr>
<tr>
<td>4.12 Is an unobstructed passage width of at least 800mm available in the doorway when the door is fully open?</td>
<td>No</td>
<td>Best practice recommends that the minimum effective width of an entrance door should be at least 800mm to facilitate access for wheelchair users and mobility impaired people. Main Entrance Doorway: The effective width at the doorway is 780mm.</td>
<td>Adjust the doorway to provide an effective width of at least 800mm</td>
<td>3</td>
</tr>
<tr>
<td>4.13 Is level access provided at the entrance such that users are not required to navigate unavoidable flights of steps, individual steps or threshold lips more than 13mm high?</td>
<td>No</td>
<td>It was observed that there are flight of steps, individual steps or a threshold step with a height exceeding 13mm at the following entrances: • Main Entrance Doorway</td>
<td>Provide a portable ramp or build a permanent solution</td>
<td>1</td>
</tr>
<tr>
<td>4.14 Is a portable ramp available for deployment to assist wheelchair users overcome steps at the entrance?</td>
<td>No</td>
<td>In suitable location where the change in level is not too severe, a portable ramp should be made available for wheelchair users. • Main Entrance Doorway</td>
<td>Provide a portable ramp or built solution to overcome entrance and threshold steps and lips.</td>
<td>1</td>
</tr>
<tr>
<td>4.15 Does the weather matting at the entrance provide a level and even surface?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Main Entrance Doorway: Internal View

Main Entrance Doorway: Internal view of the door handle

Main Entrance Doorway: Existing weather mat

Main Entrance Doorway: External view

Main Entrance Doorway: The external mat could be a trip hazard to people with visual impairments

Main Entrance Doorway: Key card entry device
### Signage

5.1 The existing signage provision within the premises is examined below.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Access Comment</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.2 Are external signs clear of overgrown vegetation?</td>
<td>Yes</td>
<td>No Action Required.</td>
</tr>
<tr>
<td>5.3 Do suspended and wall mounted signs provide a minimum headroom of at least 2300mm?</td>
<td>Yes</td>
<td>No Action Required.</td>
</tr>
<tr>
<td>5.4 Are room identification signs located consistently both at eye level (1500mm) and on the wall immediately adjacent to the latch side of the door?</td>
<td>In order to assist blind and sight impaired people to identify specific room locations, it is recommended that room identification signage should be positioned on the wall next to the door in case the door is left open or is opened when the sign is being read. Reposition signage at eye level on the wall next to the latch side of doors.</td>
<td></td>
</tr>
<tr>
<td>5.5 Is Braille and embossed signage provided in conjunction with standard signage?</td>
<td>Where blind or visually impaired people are likely to navigate a building independently, it is recommended that Braille and tactile way-finding information should be provided.</td>
<td>Where blind or visually impaired people are required to navigate a building independently, it is recommended that Braille and tactile way-finding information is provided.</td>
</tr>
<tr>
<td>Feature</td>
<td>Conforms</td>
<td>Access Comment</td>
</tr>
<tr>
<td>---------</td>
<td>----------</td>
<td>----------------</td>
</tr>
<tr>
<td>5.6</td>
<td>No</td>
<td>Glare can be a major cause of discomfort in buildings and can be responsible for disorienting sight impaired visitors and rendering signage unreadable. The most common causes of glare are signboards with a glazed or high gloss finish which reflects natural or artificial lighting and internally illuminated signs. Apply matt finishes to signage and avoid placing suspended signs directly against a light source. Wherever possible, all artificial light sources should be concealed or shaded and the intrusion of sunlight at different times of the day should be forestalled by providing blinds at windows.</td>
</tr>
<tr>
<td>5.7</td>
<td>Yes</td>
<td>No Action Required.</td>
</tr>
</tbody>
</table>
6.0 Corridors

6.1 The following corridors were observed at the premises:
- Accommodation Corridor Generic
- Dining Room Generic
- Room generic
- Bathroom Generic

<table>
<thead>
<tr>
<th>Feature</th>
<th>Conforms</th>
<th>Access Comment</th>
<th>Action</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.2</td>
<td>No</td>
<td>The corridor was observed to be below the recommended width in the following locations: Accommodation Corridor Generic: The minimum recorded width in this corridor is 890mm. Room generic: The minimum recorded width in this corridor is 800mm. Bathroom Generic: The minimum recorded width in this corridor is 1000mm.</td>
<td>Ensure that the circulation width of the corridor conforms with the recommended specification.</td>
<td>3</td>
</tr>
<tr>
<td>6.3</td>
<td>No</td>
<td>It was observed that there is insufficient space for wheelchair users to manoeuvre within the following corridor locations: • Accommodation Corridor Generic • Room generic • Bathroom Generic</td>
<td>Carry out building adjustments to improve circulation in the identified corridor locations.</td>
<td>3</td>
</tr>
<tr>
<td>Feature</td>
<td>Conforms</td>
<td>Access Comment</td>
<td>Action</td>
<td>Priority</td>
</tr>
<tr>
<td>---------</td>
<td>----------</td>
<td>----------------</td>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td>6.4</td>
<td>No</td>
<td>It is important that removeable items and projections such as service pipes and hosereels do not reduce the circulation width available in the corridor. Dining Room Generic Room generic</td>
<td>Where feasible, remove obstructions from the identified corridors. Where projections and obstructions are unavoidable, provide guarding and warning notices as appropriate.</td>
<td>2</td>
</tr>
</tbody>
</table>

Dining Room Generic: Where feasible, remove obstructions from the corridors.

Dining Room Generic: Furniture is the main obstruction in this corridor

Bathroom Generic: It was observed that there is insufficient space for wheelchair users to manoeuvre
Accommodation Corridor Generic: Carry out building adjustments to improve circulation in the identified corridor locations.
Both the condition of internal surfaces and the materials from which they are constructed can have an impact on the ease with which people can navigate around the building. The internal surfaces of the premises are considered below.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Conforms</th>
<th>Access Comment</th>
<th>Action</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.2</td>
<td>Is the flooring throughout the building slip-resistant even when wet?</td>
<td>Yes</td>
<td>No Action Required</td>
<td></td>
</tr>
<tr>
<td>7.3</td>
<td>Are access routes within the building clear of highly reflective finishes or glass walls and partitions?</td>
<td>Yes</td>
<td>No Action Required</td>
<td></td>
</tr>
<tr>
<td>7.4</td>
<td>Where fitted, do carpets give a firm surface to allow wheelchair passage without sinking in?</td>
<td>Yes</td>
<td>No Action Required</td>
<td></td>
</tr>
<tr>
<td>7.5</td>
<td>Are there flush joints between different types, textures and/or colours of flooring?</td>
<td>Yes</td>
<td>No Action Required</td>
<td></td>
</tr>
</tbody>
</table>
### 8.0 Internal Doors

The following internal doors or generic door types have been identified within the premises:

1. 790mm Door Generic
2. 790mm Vision Door Generic
3. WC Door Generic
4. Room Door Generic

<table>
<thead>
<tr>
<th>Feature</th>
<th>Conforms</th>
<th>Access Comment</th>
<th>Action</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.2</td>
<td>No</td>
<td>Wheelchair users and people with restricted mobility require a minimum door opening width to navigate comfortably around a building. Where door openings are obstructed or limited in width, easy access for mobility impaired users will be constrained. The following doors or door types are below the recommended width: • WC Door Generic</td>
<td>Increase the effective width of the door by removing obstructions which prevent the door opening to its full extent. Provide a new door set.</td>
<td>2</td>
</tr>
<tr>
<td>8.3</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.4</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feature</td>
<td>Conforms</td>
<td>Access Comment</td>
<td>Action</td>
<td>Priority</td>
</tr>
<tr>
<td>---------</td>
<td>----------</td>
<td>----------------</td>
<td>--------</td>
<td>----------</td>
</tr>
</tbody>
</table>
| 8.5     | No       | Best Practice requires that door handles should be located between 900mm and 1100mm from the floor and a minimum of 50mm in from the leading edge of the door. The handles for the following internal doors are not set at the recommended height:  
• Room Door Generic | Reposition or replace the door handle. | 2 |
| 8.6     | No       | The configuration of the door handles which do not fully conform with the recommended specification is provided below:  
WC Door Generic  
• Is the door handle U or D-shaped? No  
• Is there at least 45mm grip area between the handle and door? Yes  
• Does the handle contrast visually with the door? No  
Room Door Generic  
• Is the door handle U or D-shaped? No  
• Is there at least 45mm grip area between the handle and door? No  
• Does the handle contrast visually with the door? Yes | Replace or adjust the configuration of the identified door handles. | 2 |
<p>| 8.7     | Yes      | No Action Required. | | |</p>
<table>
<thead>
<tr>
<th>Feature</th>
<th>Conforms</th>
<th>Access Comment</th>
<th>Action</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.8</td>
<td>No</td>
<td>Manual controls for door security entry systems should be positioned at an accessible reach height between 750-1050mm. Wall mounted devices should be set back 400mm from the leading edge of the door when fully open. Reposition the following internal door entry operating devices: • Room Door Generic</td>
<td>Reposition the internal door entry controls</td>
<td>1</td>
</tr>
<tr>
<td>8.9</td>
<td>No</td>
<td>Door security entry systems should not require manual dexterity or the use of two hands to operate the controls. It is recommended that systems that use card swiping mechanisms should be oriented vertically. Replace the following internal door security controls: • 790mm Door Generic • Room Door Generic</td>
<td>Replace the existing door security entry devices.</td>
<td>1</td>
</tr>
<tr>
<td>8.10</td>
<td>No</td>
<td>Manual controls for door release systems should be positioned at an accessible reach height between 750-1050mm. • WC Door Generic</td>
<td>Reposition the door release operating controls to the recommended height.</td>
<td>1</td>
</tr>
</tbody>
</table>
790mm Door Generic: This door incorporates a self closing device

790mm Door Generic: The handle is of satisfactory configuration and height

790mm Vision Door Generic: Doors in constant use should incorporate vision panels as is the case with this door
WC Door Generic: Replace or adjust the configuration of the door handle.

Room Door Generic: The handles for the doors are not set at the recommended height of between 900 and 1100 from the floor.

Room Door Generic: Replace or adjust the configuration of the door handles.

790mm Vision Door Generic: The existing handle is of satisfactory configuration.
### 9.0 Internal Steps

The following locations were identified as having steps:

1. Main Central Staircase

<table>
<thead>
<tr>
<th>Feature</th>
<th>Conforms</th>
<th>Access Comment</th>
<th>Action</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.2</td>
<td>Is the vertical height of each individual step between 150mm to 170mm (exceptionally 100mm to 180mm)?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
</tr>
<tr>
<td>9.3</td>
<td>Is the flat tread of each step between 250mm to 300mm deep?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
</tr>
<tr>
<td>9.4</td>
<td>Does the overlap or lip on the front edge of any step protrude less than 25mm?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
</tr>
<tr>
<td>9.5</td>
<td>Do steps have a minimum unobstructed width of 1000mm?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
</tr>
<tr>
<td>9.6</td>
<td>Are the vertical risers of each step solid and not open?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
</tr>
<tr>
<td>9.7</td>
<td>Is the flat tread of each step slip resistant?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
</tr>
<tr>
<td>9.8</td>
<td>Does each continuous flight of steps between landings contain less than 16 individual steps?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
</tr>
<tr>
<td>Feature</td>
<td>Conforms</td>
<td>Access Comment</td>
<td>Action</td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>----------</td>
<td>----------------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td>9.9</td>
<td>No</td>
<td>Tactile warning surfaces provide an important indication to people with a visual impairment of the location of changes in level associated with steps and stairs. Main Central Staircase: The top and bottom landings for this staircase do not incorporate a corduroy hazard warning surface.</td>
<td>Install corduroy hazard warning surfaces in the identified location.</td>
<td></td>
</tr>
<tr>
<td>9.10</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.11</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.12</td>
<td>No</td>
<td>Where feasible, handrails should be provided on both sides of internal steps and staircases to provide uninterrupted support and directional guidance for people with mobility and/or visual impairments. It was noted that there is inadequate handrail provision for the steps at the following locations: Main Central Staircase: Right hand side</td>
<td>Provide dual handrails for the identified stairway location.</td>
<td></td>
</tr>
<tr>
<td>9.13</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feature</td>
<td>Conforms</td>
<td>Access Comment</td>
<td>Action</td>
<td>Priority</td>
</tr>
<tr>
<td>---------</td>
<td>----------</td>
<td>----------------</td>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td>9.14</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.15</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.16</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.17</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.18</td>
<td>No</td>
<td>Some people with a visual impairment use handrails to assist in locating the top and bottom of the steps. Other people require a handrail to steady themselves before negotiating the change in level. Ensuring that handrails extend beyond the top and bottom of the steps and that the end of the handrail can be easily determined enhances these functions. Main Central Staircase: The left handrail does not extend at least 300mm beyond the top and/or bottom of the steps and/or it does not return to the wall or the floor.</td>
<td>Replace or extend handrail in the identified location.</td>
<td>2</td>
</tr>
<tr>
<td>9.19</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feature</td>
<td>Conforms</td>
<td>Access Comment</td>
<td>Action</td>
<td>Priority</td>
</tr>
<tr>
<td>---------</td>
<td>----------</td>
<td>----------------</td>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td>9.20</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.21</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.22</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.23</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.24</td>
<td>No</td>
<td>A minimum clear width of 1000mm between handrails is recommended.</td>
<td>If possible, relocate the handrails to provide a minimum width of 1000mm in the identified location.</td>
<td>3</td>
</tr>
</tbody>
</table>

- Is the handrail easy to grip and not cold to the touch?
- Is the handrail between 45mm to 50mm in diameter?
- Is the handrail contrasting in tone and colour to its surroundings?
- Is the maximum intrusion of the handrail into the stairway less than 100mm with a clearance of 50-60mm provided between the rail and any adjacent wall surface?
- Is there a minimum clear width between handrails of 1000mm?

Main Central Staircase: The width between handrails is 0mm
Main Central Staircase: View from the bottom of the staircase

Main Central Staircase: The staircase incorporates step nosings

Main Central Staircase: The existing handrail does not extend across landings

Main Central Staircase: A handrail should be provided to both sides of the staircase and extend across landings
Where shared refreshment facilities are not provided for use by members of the general public, there is no general or anticipatory duty to make provision for disabled people, although it is recommended that specific adjustments to improve access for known disabled individuals and members of staff should be considered on their merits. The following shared refreshment facilities were identified:

- Kitchen Generic

<table>
<thead>
<tr>
<th>Feature</th>
<th>Conforms</th>
<th>Access Comment</th>
<th>Action</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.2</td>
<td>No</td>
<td>Wheelchair users and people who use mobility aids require sufficient manoeuvring space to gain access to the preparation and seating facilities. Where possible, moveable items which obstruct access in key work areas should be relocated.</td>
<td>Optimise the space available to permit access by users with restricted mobility.</td>
<td>2</td>
</tr>
<tr>
<td>10.3</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.4</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feature</td>
<td>Conforms</td>
<td>Access Comment</td>
<td>Action</td>
<td>Priority</td>
</tr>
<tr>
<td>---------</td>
<td>----------</td>
<td>----------------</td>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td>10.5</td>
<td>Yes</td>
<td>No Action Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.6</td>
<td>Yes</td>
<td>No Action Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.7</td>
<td>No</td>
<td>In order for wheelchair users to gain access to the work surfaces, it is recommended that a section of the worktop is provided at a height suitable for seated users.</td>
<td>Provide a section of worktop at a height suitable for wheelchair users</td>
<td>2</td>
</tr>
<tr>
<td>10.8</td>
<td>Yes</td>
<td>No Action Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.9</td>
<td>No</td>
<td>People with a limited reach range and wheelchair users are unable to reach immersed items from the bottom of a deep sink. It is recommended that a sink bowl with a maximum depth of 150mm should be provided.</td>
<td>Provide a shallow sink bowl.</td>
<td>3</td>
</tr>
<tr>
<td>10.10</td>
<td>No</td>
<td>People with limited reach or dexterity are unable to conveniently operate traditional plug and chain devices to empty the sink of waste water.</td>
<td>Provide a lever operated sink waste mechanism.</td>
<td>3</td>
</tr>
<tr>
<td>Feature</td>
<td>Conforms</td>
<td>Access Comment</td>
<td>Action</td>
<td>Priority</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>----------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
</tbody>
</table>
| 10.11 Are the existing water taps operated by lever action or automatic control? | No       | People with limited dexterity are unable to operate standard water taps which require users to grip and turn their wrist.  
- Kitchen Generic                                                                                                                                   | Provide automatic or lever operated water taps.                                                   | 2        |
| 10.12 Is there a swivel neck mixer tap fitted at the side of the sink bowl to be within easy reach of wheelchair users? | No       | Wheelchair users and people with limited reach are unable to operate water taps located at the rear of the sink and will need to swivel the tap to fill kettles on the adjacent work surface.  
- Kitchen Generic                                                                                                                                       | Provide a swivel neck mixer tap at the side of the sink unit if wheelchair users regularly use the facility. | 3        |
| 10.13 Is a means provided for water temperature at the outlet to be limited below 41°C?                                                                  | No       | Particular care is needed for people who are insensitive to temperature. It is recommended that water heaters which do not incorporate thermostatic control or which do not provide a logical and clear indication of water temperature should be replaced.  
- Kitchen Generic                                                                                                                                       | Provide thermostatically controlled water                                                        | 3        |
| 10.14 As the water temperature is not thermostatically controlled, is a notice clearly displayed to warn users of the danger of scalding? | No       | A clearly displayed notice should be provided to warn users that water temperature at the outlet can exceed 41°C and lead to scalding.  
- Kitchen Generic                                                                                                                                       | Install clear signage to notify users of the potential scalding hazard                           | 1        |
<p>| 10.15 Is a cordless kettle provided for heating water for hot drinks?                                                       | Yes      | No Action Required                                                                                                                                                                                              |                                                                                                         |          |</p>
<table>
<thead>
<tr>
<th>Feature</th>
<th>Conforms</th>
<th>Access Comment</th>
<th>Action</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are cupboards and drawers provided with U-shaped handles which are easy to distinguish visually?</td>
<td>No</td>
<td>Storage units should be provided with large format handles which can be opened and closed with one hand.</td>
<td>Replace storage unit handles.</td>
<td>2</td>
</tr>
<tr>
<td>Are some cupboard and shelving storage areas available at a height appropriate for both wheelchair and ambulant users?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is at least one shelf in any refrigerator or freezer provided at a height between 600-1200mm?</td>
<td>No</td>
<td>People with restricted mobility may be unable to reach the low level shelving on floor mounted refrigerators. Mount the refrigerator on a plinth in order that some of its capacity is accessible to wheelchair users and people with restricted mobility. It is also important that the swing of the door does not impede access.</td>
<td>Mount the refrigerator on a plinth.</td>
<td>2</td>
</tr>
<tr>
<td>Is the microwave oven mounted so that the base of the oven is no higher than 850mm from the floor?</td>
<td>No</td>
<td>Microwave ovens should preferably be located on a work surface.</td>
<td>Relocate the microwave oven</td>
<td>1</td>
</tr>
<tr>
<td>Are the microwave oven controls positioned no higher than 1150mm from the floor?</td>
<td>No</td>
<td>The markings for the controls for a microwave oven should be clear and easy to understand. If the oven is to be used by wheelchair users, the display panels and controls should be located no higher than 1150mm from the floor.</td>
<td>Relocate the microwave oven so that the controls can be seen and operated by wheelchair users.</td>
<td>2</td>
</tr>
<tr>
<td>Feature</td>
<td>Conforms</td>
<td>Access Comment</td>
<td>Action</td>
<td>Priority</td>
</tr>
<tr>
<td>---------</td>
<td>----------</td>
<td>----------------</td>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td>10.21</td>
<td>No</td>
<td>Relocate any electrical controls to a location which is generally accessible.</td>
<td>Relocate the power sockets to a more accessible position.</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Kitchen Generic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.22</td>
<td>No</td>
<td>It is recommended that equipment procured for a shared facility should be chosen on the basis that it is easy to use. Where necessary, accessible user instructions should be provided in an easy to read format.</td>
<td>Provide easy to read operating instructions.</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Kitchen Generic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.23</td>
<td>No</td>
<td>Where measures to tackle small fires have been provided, it is important that they are located in a position accessible to a wide range of users. The fire extinguisher / blanket in the following locations should be relocated to the recommended height in an unobstructed area.</td>
<td>Relocate the fire extinguisher to the recommended height in an unobstructed location between the hob and the main door</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Kitchen Generic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feature</td>
<td>Conforms</td>
<td>Access Comment</td>
<td>Action</td>
<td>Priority</td>
</tr>
<tr>
<td>---------</td>
<td>----------</td>
<td>----------------</td>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td>10.24</td>
<td>No</td>
<td>People who need assistance to carry prepared items to a seating location may need to be provided with a trolley tray or drinks holder. • Kitchen Generic</td>
<td>Provide a means for carrying snacks between the work surface and table.</td>
<td>2</td>
</tr>
<tr>
<td>10.25</td>
<td>No</td>
<td>Individual users may require the provision of specific items and auxiliary aids to be able to use the refreshment facilities independently. • Kitchen Generic</td>
<td>Provide auxiliary aids as necessary.</td>
<td>1</td>
</tr>
<tr>
<td>10.26</td>
<td>No</td>
<td>To accommodate wheelchair users at seating locations, it is recommended that a table with an appropriate knee recess should be provided. • Kitchen Generic</td>
<td>Provide a table with a knee recess</td>
<td>2</td>
</tr>
<tr>
<td>10.27</td>
<td>No</td>
<td>High chairs, stools and seating which is provided at fixed table positions are inaccessible to people with restricted mobility. Some variety of seating should be available for people who require arm rests or lumbar support. • Kitchen Generic</td>
<td>Provide a variety of seating types</td>
<td>2</td>
</tr>
</tbody>
</table>
Kitchen Generic: Optimise the space available to permit access by users with restricted mobility.

Kitchen Generic: It is recommended that a sink bowl with a maximum depth of 150mm should be provided.

Kitchen Generic: The existing fridge is obstructing access to the worktops.

Kitchen Generic: The fire blanket is not positioned at the recommended height.

Kitchen Generic: The fire extinguishers are not located at the recommended height.

Kitchen Generic: Sockets are not located in accessible locations.
Kitchen Generic: Storage units should be provided with large format handles which can be opened and closed with one hand.
In addition to any wheelchair accessible WC accommodation, it is recommended that standard single-sex toilet facilities should contain at least one WC cubicle suitable for use by ambulant disabled users. Equipment and fittings within the accommodation should be easy to access and operate. Single sex toilet accommodation was observed at the following locations:

- WC Generic

<table>
<thead>
<tr>
<th>Feature</th>
<th>Conforms</th>
<th>Access Comment</th>
<th>Action</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.2 Do any of the existing WC cubicles provide support for ambulant disabled users? [Such cubicles will typically contain internal support grabrails and provide a minimum internal cubicle width of 800mm]</td>
<td>No</td>
<td>Where sufficient space is available in WC accommodation, it is recommended that at least one WC cubicle suitable for use by ambulant disabled users should be provided.</td>
<td>Create a cubicle for ambulant disabled users when next refurbishing.</td>
<td>3</td>
</tr>
<tr>
<td>11.3 Can the wash basin taps be operated by lever control or automatic operation to assist people with restricted manual dexterity?</td>
<td>No</td>
<td>Upgrade the wash taps to lever or automatic operation:</td>
<td>Install easy to operate wash taps in the identified location.</td>
<td>3</td>
</tr>
<tr>
<td>11.4 Is there a means to ensure that water temperature at the tap outlet does not exceed 41°C?</td>
<td>No</td>
<td>It is important that water temperature at the tap outlet is thermostatically controlled.</td>
<td>Provide a means to control water temperature at the outlet.</td>
<td>2</td>
</tr>
<tr>
<td>11.5 Is there an unobstructed manoeuvring space for ambulant disabled users of at least 800mm wide by 1100mm deep at the front of a hand wash basin?</td>
<td>No</td>
<td>People with restricted mobility require adequate space to manoeuvre in front of wash basins.</td>
<td>Create an unobstructed manoeuvring area in front of wash basins.</td>
<td>2</td>
</tr>
<tr>
<td>Feature</td>
<td>Conforms</td>
<td>Access Comment</td>
<td>Action</td>
<td>Priority</td>
</tr>
<tr>
<td>---------</td>
<td>----------</td>
<td>----------------</td>
<td>--------</td>
<td>----------</td>
</tr>
</tbody>
</table>
| 11.6    | No       | It was observed that the configuration of the wash basin mirror does not conform with the recommended specification in the following locations:  
• WC Generic | Adjust the configuration of the wash basin mirror. | 3 |
| 11.7    | No       | It is recommended that vertical grab rails should be installed to provide support for ambulant disabled users at one of wash basins.  
• WC Generic | Install dual vertical grabrails for at least one wash basin. | 2 |
| 11.8    | Yes      | No Action Required. | | |
| 11.9    | Yes      | No Action Required. | | |
| 11.10   | Yes      | No Action Required. | | |
WC Generic: View from the door

WC Generic: Dual handrails should be provided at both sides of the handrail

The existing taps should be replaced with easy to use lever operated taps

WC Generic: The toilet seat contrasts visually with the toilet pan

WC Generic: The locking device requires users without good manual dexterity to twist their wrist
12.0 Accessible Toilets

12.1 There were no toilet facilities in the public area observed during the audit. Accordingly, there is no obligation to provide toilet facilities that are accessible to mobility impaired people. If toilet facilities are added to the premises in the future, ensure that they are accessible to mobility impaired people.
Current legislative documents and standards specify that it is the responsibility of building managers or service providers to ensure that there are suitable procedures in place to evacuate everyone from a building in the case of a fire or other emergency. The existing fire and evacuation procedures are examined below.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Conforms</th>
<th>Access Comment</th>
<th>Action</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.2</td>
<td>Do members of staff and volunteers involved in the evacuation procedures for disabled people receive regular training based on written instructions from a competent person?</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
</tr>
<tr>
<td>Feature</td>
<td>Conforms</td>
<td>Access Comment</td>
<td>Action</td>
<td>Priority</td>
</tr>
<tr>
<td>---------</td>
<td>----------</td>
<td>----------------</td>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td>13.3</td>
<td>No</td>
<td>While emergency procedures are usually generic, it is necessary to carry out a risk assessment for anyone who may have a problem escaping in an emergency and, as well as permanently disabled people, this may include children, pregnant women and people with a temporary impairment such as a broken leg. A mechanism to identify people at risk is required which normally operates by referral or pre-employment questionnaire. The risk assessment should be undertaken as soon as an impaired ability to evacuate is declared or there are reasonable grounds to suspect an impairment. An interview with the person at risk should establish which escape routes and strategies will be suitable for the individual and whether any special adjustments will be required. The personal emergency egress plan for the individual should be committed to a printed document which should be reviewed at regular intervals.</td>
<td>Provide a personal escape plan for each building occupant who has an impaired ability to evacuate using the existing generic escape procedures.</td>
<td>1</td>
</tr>
<tr>
<td>13.4</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.5</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feature</td>
<td>Conforms</td>
<td>Access Comment</td>
<td>Action</td>
<td>Priority</td>
</tr>
<tr>
<td>---------</td>
<td>----------</td>
<td>----------------</td>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td>13.6</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are external routes from the fire escapes to the assembly points free from hazards such as obstructions, unbound or slippery surface materials or poor lighting levels.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.7</td>
<td>No</td>
<td>Unlike a normal passenger lift, an evacuation lift can continue to operate safely when there is a fire in the building. Providing an evacuation lift can be an expensive option but in high occupancy, multi-storey buildings the introduction of at least one evacuation lift with a protected power supply should be considered.</td>
<td>Consider providing an evacuation lift.</td>
<td>3</td>
</tr>
<tr>
<td>Is an evacuation lift with an independent power supply available to provide vertical escape from any upper or lower floor levels?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.8</td>
<td>No</td>
<td>Apart from refuge areas associated with an evacuation lift, an appropriate evacuation aid should be provided to assist the final removal from the refuge areas to the nearest exit point. Evacuation chairs and stair sliders are now available that can be operated safely by one person.</td>
<td>Provide carry chairs or chair sliders for stairwell refuge locations to assist in final evacuation of disabled building occupants.</td>
<td>2</td>
</tr>
<tr>
<td>Are carry chairs provided in stairwells and at designated refuge areas where there is no alternative means to evacuate people unable to negotiate stairs?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feature</td>
<td>Conforms</td>
<td>Access Comment</td>
<td>Action</td>
<td>Priority</td>
</tr>
<tr>
<td>---------</td>
<td>----------</td>
<td>----------------</td>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td>13.9</td>
<td>No</td>
<td>In some buildings it is necessary to provide the same level of fire warning to a profoundly deaf person as for a person with normal hearing. Buildings which contain residential accommodation should have visual alarms throughout and tactile alarms (a small vibrating unit that goes under a pillow) in rooms of sleep. It can be very costly to retro-fit visual alarms in every area of as building but you should consider providing supplementary visual alarms in locations where a hearing impaired person is likely to be alone when the alarm sounds, for example, a library or an individual study or bedroom. Other situations where this may be relevant are in a sports changing room where people change in individual cubicles or in disabled toilets where a deaf person could be on their own behind a closed door. Providing profoundly deaf individuals with a specialist remote pager system which listens for activation of the main alarm sirens and then sets off a vibrating alert is an option which should be considered for members of staff and recognised individuals who are known to be unable to hear the audible alarm.</td>
<td>Provide flashing beacons or vibrating pagers in conjunction with the main audible alarm system.</td>
<td>2</td>
</tr>
<tr>
<td>13.10</td>
<td>Yes</td>
<td>No Action Required.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Smoke detectors are supplied in every room

Directional fire exit signage

Break glass units are fitted throughout the building

Alarm bell

Fire extinguishers should be provided at a lower height around the building
## SMART Access Plan

### Executive Summary

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Trinity College Dublin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premises</td>
<td>Cunningham House, Trinity Hall - Zone 14</td>
</tr>
<tr>
<td>Date Of Audit</td>
<td>08 October 2008</td>
</tr>
<tr>
<td>Auditor</td>
<td>Bronagh Page</td>
</tr>
</tbody>
</table>
Foreword

This access audit identifies a range of barriers that potentially restrict access for disabled people in the external and internal built environments.

For the purposes of the access assessment the environment’s features have been broken down into its constituent features. Each feature is assessed for conformity against certain access criteria. These criteria are derived from the following range of Best Practice sources, guidelines, standards, publications and legislation:

• Disability Act 2005 and related Sectoral Plans - Ref 1
• Standards Institute BS8300:2001 and BS5588 - Ref 2
• Regulations 2000, Technical Guidance Document M - Access for People with Disabilities
  (Department of the Environment, Heritage and Local Government) - Ref 3
• for Everyone - Access and use for all citizens (National Disability Authority) - Ref 4
• to the Historic Environment - Meeting the needs of Disabled People (Lisa Foster) - Ref 5
• Management Guidelines (Irish Government Publications 2003) - Ref 6
• Auditing of the Built Environment guidelines (National Disability Authority) - Ref 7
• Mobility - A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure
  (Department of Transport United Kingdom) - Ref 8
• on the use of Tactile Paving Surfaces: UK Department for Transport - Ref 9

Where a site feature does not conform to this guidance, an explanation as to the potential restriction on access is provided, together with a suggested action and the priority in which such actions should be undertaken.

The Disability Act 2005 and the National Disability Authority’s initiatives build on relationships and practices which currently exist among councils, city planners, building professionals and community groups to make services in Ireland more accessible to people with disabilities.

In addition to people who use wheelchairs or have restricted mobility, there are many people affected by some degree of hearing loss, learning disability, facial disfigurement, visual impairment, mental illness or conditions such as arthritis or incontinence. This access assessment considers the needs of all potential users from a universal access perspective.

The audit is an organisation’s first step in identifying physical barriers that people with disabilities may encounter when engaging with the community, public services and facilities.

It is equally important to implement effective staff equality training and to implement good inclusive management strategies that ensure equal access for all.
Configure Limited provides consultancy, project management and equipment to help make buildings accessible for all.

For further information contact us on 01 708 9198 or e-mail info@configure.ie

Configure Limited, First Floor, 32 Upper Kevin Street, Dublin 8
www.configure.ie
## Priority 1 Adjustments

<table>
<thead>
<tr>
<th>Feature</th>
<th>Action</th>
<th>Costing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3.0</strong></td>
<td>External Steps</td>
<td></td>
</tr>
<tr>
<td>3.12</td>
<td>Provide dual handrails</td>
<td>Provide dual handrails which conform with BS8300 for the identified external steps locations.</td>
</tr>
<tr>
<td><strong>4.0</strong></td>
<td>Building Entrances and Entrance Doors</td>
<td></td>
</tr>
<tr>
<td>4.2</td>
<td>Entrance identification signage inadequate</td>
<td>Provide additional signage to clearly indicate the location of the identified entrance.</td>
</tr>
<tr>
<td>4.13</td>
<td>Step or high threshold at Entrance</td>
<td>Provide a portable ramp or build a permanent solution</td>
</tr>
<tr>
<td>4.14</td>
<td>Portable ramp for entrance steps and lips.</td>
<td>Provide a portable ramp or built solution to overcome entrance and threshold steps and lips.</td>
</tr>
<tr>
<td><strong>5.0</strong></td>
<td>Signage</td>
<td></td>
</tr>
<tr>
<td>5.4</td>
<td>Consistently positioned room identification signage.</td>
<td>Reposition signage at eye level on the wall next to the latch side of doors.</td>
</tr>
<tr>
<td>5.5</td>
<td>Braille and tactile signage.</td>
<td>Where blind or visually impaired people are required to navigate a building independently, it is recommended that Braille and tactile way-finding information is provided</td>
</tr>
<tr>
<td>5.6</td>
<td>Glass or reflective sign surfaces.</td>
<td>Improve internal non-tactile signage.</td>
</tr>
<tr>
<td><strong>8.0</strong></td>
<td>Internal Doors</td>
<td></td>
</tr>
<tr>
<td>Feature</td>
<td>Action</td>
<td>Costing</td>
</tr>
<tr>
<td>---------</td>
<td>--------</td>
<td>---------</td>
</tr>
<tr>
<td>8.8</td>
<td>Height of door entry security system</td>
<td>Reposition the internal door entry controls</td>
</tr>
<tr>
<td>8.9</td>
<td>Manual dexterity required for door security entry operating devices</td>
<td>Replace the existing door security entry devices.</td>
</tr>
<tr>
<td>8.10</td>
<td>Door release mechanism height</td>
<td>Reposition the door release operating controls to the recommended height.</td>
</tr>
</tbody>
</table>

### 9.0 Internal Steps

<table>
<thead>
<tr>
<th>Feature</th>
<th>Action</th>
<th>Costing</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.12</td>
<td>Provide dual handrails for internal steps</td>
<td>Provide dual handrails for the identified stairway location.</td>
</tr>
</tbody>
</table>

### 10.0 Shared Refreshment Facilities

<table>
<thead>
<tr>
<th>Feature</th>
<th>Action</th>
<th>Costing</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.14</td>
<td>Water temperature warning notice</td>
<td>Install clear signage to notify users of the potential scalding hazard</td>
</tr>
<tr>
<td>10.19</td>
<td>Microwave height</td>
<td>Relocate the microwave oven</td>
</tr>
<tr>
<td>10.22</td>
<td>Operating instructions</td>
<td>Provide easy to read operating instructions.</td>
</tr>
<tr>
<td>10.25</td>
<td>Auxiliary Aids</td>
<td>Provide auxiliary aids as necessary.</td>
</tr>
</tbody>
</table>

### 13.0 Fire and Evacuation Procedures

<table>
<thead>
<tr>
<th>Feature</th>
<th>Action</th>
<th>Costing</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.3</td>
<td>Personal Emergency Egress Plan (PEEP)</td>
<td>Provide a personal escape plan for each building occupant who has an impaired ability to evacuate using the existing generic escape procedures.</td>
</tr>
</tbody>
</table>
## Priority 2 Adjustments

<table>
<thead>
<tr>
<th>Feature</th>
<th>Action</th>
<th>Costing</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0</td>
<td>External Steps</td>
<td></td>
</tr>
<tr>
<td>3.9</td>
<td>Corduroy hazard warning.</td>
<td>Install corduroy hazard warning surfaces in the identified location.</td>
</tr>
<tr>
<td>4.0</td>
<td>Building Entrances and Entrance Doors</td>
<td></td>
</tr>
<tr>
<td>4.11</td>
<td>Configuration of vision panels</td>
<td>Provide vision panels to the recommended specification for the doors in the identified locations.</td>
</tr>
<tr>
<td>6.0</td>
<td>Corridors</td>
<td></td>
</tr>
<tr>
<td>6.4</td>
<td>Corridor obstructions</td>
<td>Where feasible, remove obstructions from the identified corridors. Where projections and obstructions are unavoidable, provide guarding and warning notices as appropriate.</td>
</tr>
<tr>
<td>8.0</td>
<td>Internal Doors</td>
<td></td>
</tr>
<tr>
<td>8.2</td>
<td>Door effective width</td>
<td>Increase the effective width of the door by removing obstructions which prevent the door opening to its full extent. Provide a new door set.</td>
</tr>
<tr>
<td>8.5</td>
<td>Door handle location</td>
<td>Reposition or replace the door handle.</td>
</tr>
<tr>
<td>8.6</td>
<td>Handle configuration</td>
<td>Replace or adjust the configuration of the identified door handles.</td>
</tr>
<tr>
<td>9.0</td>
<td>Internal Steps</td>
<td></td>
</tr>
<tr>
<td>Feature</td>
<td>Action</td>
<td>Costing</td>
</tr>
<tr>
<td>---------</td>
<td>--------</td>
<td>---------</td>
</tr>
<tr>
<td>9.9 Corduroy hazard warning.</td>
<td>Install corduroy hazard warning surfaces in the identified location.</td>
<td>€240 per location</td>
</tr>
<tr>
<td>9.18 Handrail extends 300mm beyond the end of the steps.</td>
<td>Replace or extend handrail in the identified location.</td>
<td>from €1900 per rail per flight</td>
</tr>
</tbody>
</table>

### 10.0 Shared Refreshment Facilities

<table>
<thead>
<tr>
<th>Feature</th>
<th>Action</th>
<th>Costing</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.2 Unobstructed manoeuvring space</td>
<td>Optimise the space available to permit access by users with restricted mobility.</td>
<td>Configure Engineers report required</td>
</tr>
<tr>
<td>10.7 Worktop section for wheelchair users</td>
<td>Provide a section of worktop at a height suitable for wheelchair users</td>
<td>Configure Engineers report required</td>
</tr>
<tr>
<td>10.11 Easy operation water taps</td>
<td>Provide automatic or lever operated water taps.</td>
<td>Self Help - Include in maintenance plan</td>
</tr>
<tr>
<td>10.16 Storage Unit Handles</td>
<td>Replace storage unit handles.</td>
<td>Self Help - Include in maintenance plan</td>
</tr>
<tr>
<td>10.18 Accessible cold storage</td>
<td>Mount the refrigerator on a plinth.</td>
<td>Self Help - Include in maintenance plan</td>
</tr>
<tr>
<td>10.20 Microwave operating controls</td>
<td>Relocate the microwave oven so that the controls can be seen and operated by wheelchair users.</td>
<td>Self Help</td>
</tr>
<tr>
<td>10.23 Siting of kitchen fire extinguisher / blanket</td>
<td>Relocate the fire extinguisher to the recommended height in an unobstructed location between the hob and the main door</td>
<td>Self Help - Include in maintenance plan</td>
</tr>
<tr>
<td>10.24 Hostess Trolley</td>
<td>Provide a means for carrying snacks between the work surface and table.</td>
<td>Self Help - Include in maintenance plan</td>
</tr>
<tr>
<td>10.26 Wheelchair accessible table</td>
<td>Provide a table with a knee recess</td>
<td>Self Help - Include in maintenance plan</td>
</tr>
<tr>
<td>10.27 Variety of seating options</td>
<td>Provide a variety of seating types</td>
<td>Self Help</td>
</tr>
<tr>
<td>Feature</td>
<td>Action</td>
<td>Costing</td>
</tr>
<tr>
<td>---------</td>
<td>--------</td>
<td>---------</td>
</tr>
<tr>
<td><strong>11.0 Ambulant Disabled Toilets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.4 Water temperature above 41°C.</td>
<td>Provide a means to control water temperature at the outlet.</td>
<td>Configure Engineers report required.</td>
</tr>
<tr>
<td>11.5 Wash basin manoeuvring space.</td>
<td>Create an unobstructed manoeuvring area in front of wash basins.</td>
<td>Configure Engineers report required.</td>
</tr>
<tr>
<td>11.7 Wash basin grabrails</td>
<td>Install dual vertical grabrails for all least one wash basin.</td>
<td>€160 per Handrail unit fitted.</td>
</tr>
<tr>
<td><strong>13.0 Fire and Evacuation Procedures</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.8 Carry chairs and life sliders</td>
<td>Provide carry chairs or chair sliders for stairwell refuge locations to assist in final evacuation of disabled building occupants.</td>
<td>approx €1200 per chair, incl training or approx €2000 per chair, incl training</td>
</tr>
<tr>
<td>13.9 Supplementary fire alert for hearing impaired people</td>
<td>Provide flashing beacons or vibrating pagers in conjunction with the main audible alarm system.</td>
<td>From €740 per sounder or Install Fire Pager Alert system From €4000</td>
</tr>
</tbody>
</table>
## Priority 3 Adjustments

<table>
<thead>
<tr>
<th>Feature</th>
<th>Action</th>
<th>Costing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4.0 Building Entrances and Entrance Doors</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.5</td>
<td>Power operated doors</td>
<td>Consider upgrading doors to power operation or incorporating a low energy pneumatic opener for self closing doors.</td>
</tr>
<tr>
<td>4.12</td>
<td>Minimum doorway width</td>
<td>Adjust the doorway to provide an effective width of at least 800mm</td>
</tr>
<tr>
<td><strong>6.0 Corridors</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.2</td>
<td>Corridor circulation width</td>
<td>Ensure that the circulation width of the corridor conforms with the recommended specification.</td>
</tr>
<tr>
<td>6.3</td>
<td>Corridor manoeuvring space</td>
<td>Carry out building adjustments to improve circulation in the identified corridor locations.</td>
</tr>
<tr>
<td><strong>9.0 Internal Steps</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.24</td>
<td>Minimum clear width between handrails</td>
<td>If possible, relocate the handrails to provide a minimum width of 1000mm in the identified location.</td>
</tr>
<tr>
<td><strong>10.0 Shared Refreshment Facilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.9</td>
<td>Sink bowl depth</td>
<td>Provide a shallow sink bowl.</td>
</tr>
<tr>
<td>10.10</td>
<td>Lever waste mechanism</td>
<td>Provide a lever operated sink waste mechanism.</td>
</tr>
<tr>
<td>10.12</td>
<td>Side located swivel neck tap</td>
<td>Provide a swivel neck mixer tap at the side of the sink unit if wheelchair users regularly use the facility.</td>
</tr>
<tr>
<td>Feature</td>
<td>Action</td>
<td>Costing</td>
</tr>
<tr>
<td>---------</td>
<td>--------</td>
<td>---------</td>
</tr>
<tr>
<td>10.13 Water supply limited below 41°C</td>
<td>Provide thermostatically controlled water</td>
<td>Configure Engineers report required</td>
</tr>
<tr>
<td>10.21 Power sockets</td>
<td>Relocate the power sockets to a more accessible position.</td>
<td>Self Help - Include in maintenance plan</td>
</tr>
</tbody>
</table>

**11.0 Ambulant Disabled Toilets**

<table>
<thead>
<tr>
<th>Feature</th>
<th>Action</th>
<th>Costing</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.2 WC cubicle for ambulant users</td>
<td>Create a cubicle for ambulant disabled users when next refurbishing.</td>
<td>Configure Engineers report required.</td>
</tr>
<tr>
<td>11.3 Wash basin taps</td>
<td>Install easy to operate wash taps in the identified location.</td>
<td>Configure Engineers report required.</td>
</tr>
<tr>
<td>11.6 Wash basin mirror</td>
<td>Adjust the configuration of the wash basin mirror.</td>
<td>Configure Engineers report required.</td>
</tr>
</tbody>
</table>

**13.0 Fire and Evacuation Procedures**

<table>
<thead>
<tr>
<th>Feature</th>
<th>Action</th>
<th>Costing</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.7 Evacuation Lift</td>
<td>Consider providing an evacuation lift.</td>
<td>Configure Engineers report required</td>
</tr>
</tbody>
</table>