

PROCEDURE AND INFORMATION MANUAL

EPM PM14 – Disabled Access Guidelines

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1 Purpose of Document

1.1 This document sets out guidelines for an accessible University to comply with the requirements of the Equality Act 2010.

2 Policy Statement

- 2.1 The University is committed to developing an accessible environment for all its users.
- 2.2 Building regulations Part M cover new buildings and extensions but the University wishes these regulations to be supplemented by:
 - i. Equality Act 2010.
 - ii. BS8300: 2009 +A1:2010 Design of buildings and their approaches to meet the needs of disabled people Code of Practice.
 - iii. BS9999: 2008 Code of Practice for the Fire Safety in Design, Management and Use of buildings including improving emergency exit access for disabled people.
 - iv. Designing for Accessibility (published by the Centre for Accessible Environments) as well as the attached guidelines to be taken into account in all adaptations, redecoration and refurbishment.
 - V. Accessible Sports Facilities (Updated 2010) Sport England Guidance

VI The Workplace (Health, Safety & Welfare) Regulations 1992

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Vii BS EN1154 (Fire & Smoke Doors) - requires fire doors to be held closed by a door closer.

2.3 Routine maintenance work and the installation of new equipment and fixtures also provide a good opportunity to improve access.



3 OUTDOOR ENVIRONMENT

- 3.1 The outdoor environment should allow disabled people to move around freely and with safety.
- 3.2 Paths and pavements should be free from unnecessary obstacles.
- 3.3 Essential street furniture should not be in the direct line of pedestrian travel; it should be marked by a good colour contrast and a change of tactile surface.
- 3.4 Dropped kerbs are required on all routes, which may be used by people with wheelchairs, mobility aids.
- 3.5 Trees, shrubs and hedges should be trimmed regularly where adjacent to footpaths.
- 3.6 Where a building has projections onto a path, pedestrians need to be protected either by a barrier or by a change in tactile surface.
- 3.7 Wheelchair routes should be clearly signed.
- 3.8 Suitably placed designated parking spaces should be provided, and not used by non-disabled people.
- 3.9 Cycle parking areas should be clearly defined and separate from pedestrian routes. Ends of cycle rack bays should marked with a good colour contrast.
- 3.10 External Signage is further highlighted under section 6 Fittings & Signage; clause 6.8
- 3.11 External lighting levels should be adequate to mitigate and aid those with impaired vision in line with CIBSE Guidelines and section 9 Lighting

4 ENTRANCES

4.1 Main entrances should be accessible to all users of the building. This includes internal entrances to areas such as libraries, social areas, residential and student work areas. New Build access ramps and landings should be in accordance with current Building Regulations Part M.

Upon completion of new build the works must be measured. Confirmation by lead consultant that the new build installation is fully compliant.

- 4.2 Existing Buildings where large fabricated accessible ramps are to be installed these must be designed and constructed to enable accessible maintenance of the fabrication and any existing services that the structure will be placed.
- 4.3 Generally BS 7036-2:1996 Code of practice for safety at powered doors for pedestrian use and EN 16005 Power operated pedestrian door sets-Safety in use – Requirements and test methods should be complied with.
- 4.4 Door closers, hinges and general ironmongery should be properly maintained and adjusted so that they can be easily opened with no excess force required.
- 4.5 All new door installations must to be compliant to current Building Regulations Part M. At Practical Completion a door schedule must be provided. This is to confirm that that new doors have been push / pull tested. Newton force must be recorded for each door set upon the door schedule.
- 4.6 Automatic doors are preferable at entrances to buildings; alternatively powered door openers can be used, by means of PIR sensors and/or push button entry.
- 4.7 Thresholds should be flush wherever possible.
- 4.8 Revolving doors are now a common requirement to minimize heat loss and maximize energy reduction, but, where installed, they must have a supplementary adjacent side pass door providing good disabled access. The most energy efficient design specification shall be proposed for main entrance doors to a building. It is expected the design will consider heat loss calculations taking in to account pedestrian flows.



- 4.9 Where automatic swing doors are the preferred solution for main entrance doors a large internal lobby will be required.
- 4.10 Where revolving doors offer the most energy efficient solution for main entrance doors they shall be as large as possible, with the least number of internal partitions and fitted with presence detection.,
- 4.11 Where security access systems are to be installed which restrict entry to University cardholders only, they should be installed between 1050 and 1100 mm high. Turnstiles should therefore be avoided whenever possible. Where there is no alternative, an adjacent entrance should be installed for people who cannot use the turnstile. Entrance and egress should be triggered in the same way as for the turnstile (i.e. by card, not by staff intervention). An intercom or telephone should be conveniently situated at all controlled entrances, ideally with three links to manned reception points, so electronic locks can be opened for the disabled visitor to access.
- 4.12 Where turnstile are provided in close proximity to induction loops consideration should be given to mitigating the impact on hearing aid users, due to potential interference of radio waves, between the two systems.
- 4.13 Doors with large panes of glass and adjacent glazed screens with safety glass should have manifestations, to enable visually impaired people to see them.
- 4.14 Double doors should have one leaf providing a clear opening compliant with Part M and generally preferred to be double swing action in corridors to allow ease of access and egress for wheelchair users. New double door installations must be complaint with current Building Regulations.
- 4.15 Tactile surfaces can be used to indicate the position of main entrances to buildings.

5 RECEPTION & ENQUIRY AREAS

- 5.1 Principal entrance reception desks must be fitted with induction loops. Acoustics should be carefully planned and controlled by use of soft finishes.
- 5.2 Where there is a reception counter, there should be an area where a wheelchair user can approach easily with a lower section at a height of 800 mm, 1000mm wide and ideally with a 750 mm leg space below 500mm deep (a counter top may provide this).

6 FITTINGS AND SIGNAGE

- 6.1 All fittings (e.g. Door handles, light switches, security devices, wall mounted phones etc.) Should be at an accessible height for people who use wheelchairs.
- 6.2 The ideal height for door handles above the ground should be 1000mm, with a 25mm diameter lever handle used wherever possible. Door handles should contrast with the door, with a lever movement rather than a twist.
- 6.3 For wall-mounted telephones the height should be 1400mm to the highest button or the centre of the hand set. Fittings and any control devices should be logically and consistently located so they are easy to find.
- 6.4 Controls using auditory signals should also be fitted with a visual signal and vice versa wherever possible.
- 6.5 General signs and room numbers should be matt or semi-gloss with raised letters in upper and lower case with good contrast. Recommended typefaces include Helvetica Medium and Light, Century School Book Bold, Clarendon Bold and Goudy Extra Bold.
- 6.6 Internal signs should have a letter size of at least 25mm with directional signs at least 37 mm fixed at a height of 1400mm to 1700mm above floor level.
- 6.7 Tactile signs may be useful in some locations especially where directory boards are used with tactile site/building plans as a means of way finding.
- 6.8 External signs should be provided at the main entrance to all buildings and be obviously identifiable; signs should have a letter size of at least 75 mm and be well lit with clear information about the occupancy of the building. Disabled access routes should be clearly signed on all way finding signs and tactile maps.



6.9 Staircases and flights of steps over 1000 mm wide should have a handrail on both sides and in the centre where they are exceptionally wide.

7 TEXT TELEPHONES

7.1 These should be provided for all main University enquiry numbers.

8 DECORATION

- 8.1 Walls should be finished in pale matt tones with contrasting darker skirting and doors or doorjambs as standard to highlight door positions.
- 8.2 Ceilings should be matt to reduce glare from lighting.
- 8.3 All internal/external steps and hazards should be highlighted.
- 8.4 Door furniture needs to be in contrast to its surroundings.
- 8.5 Door leaf and frame should colour contrast.
- 8.6 Minimum LRV values must be adhered too where new decoration work is subject to full and or substantial refurbishment / new build. LRV must be confirmed prior and upon completion of the project/s.

9 LIGHTING

9.1 CIBSE guidelines for minimum standards must be followed but the following guide can be used.

Circulation Areas	Approximate light levels
Corridors	100 lux
Lifts	100 lux
Signage	50 lux above surrounding levels
Ramps	100 lux plus from a combination of sources
Staircases	100 lux at tread level, 1 lux min for emergency escape routes
Work surface for general	300 – 400 lux plus
Work surface for detailed	400 – 1000 lux task lighting

10 ALARMS

- 10.1 Audible alarms should be supplemented by visual alarms for people with hearing impairments. Vibrating pagers and pads, currently in use in the University, are an acceptable alternative.
- 10.2 A number of University buildings have a Deaf Alerter Paging System installed. Mobile vibrator units to be carried by an individual are available from D.A.A.S



11 LIFTS

- 11.1 It is desirable that one lift in all new and or major refurbished buildings should be designed as a fire fighting or evacuation lift to aid emergency egress for disabled people.
- 11.2 In addition to the minimum requirements (Building Regulations part M), any new lift or refurbishment shall comply with the University standard lift specification EPM PM9.

12 STEPS & STAIRS

- 12.1 The edges and nosing's of all steps and stairs must be highlighted and well lit.
- 12.2 Open risers should not be used.
- 12.3 It is desirable to have a tactile surface at the top and bottom of the steps/staircases.
- 12.4 Handrails 40-50 mm diameter should be fitted to both sides at a height of 900 mm above tread level where stairs are over 1000 mm wide and in the centre where they are exceptionally wide.
- 12.5 Spiral staircases should not be installed.

13 LECTURE THEATRES and TEACHING ROOMS

- 13.1 These should be located in accessible areas.
- 13.2 Any rooms designed to be fully or partially blacked out should be fitted with dimmable lighting and separate lighting to enable deaf or hard of hearing students to see a communication support worker.
- 13.3 All lecture theatres and large teaching rooms must be fitted with induction loops or infrared or radio aid systems.
- 13.4 Building Regulations, Part M, Section 4 give clear guidance on the positioning, amount and dimensions of 'wheelchair spaces' for audience or spectator seating. This guidance should be adhered to for large teaching rooms, lecture theatres, halls etc.
- 13.5 Blinds should be fitted as standard to reduce glare.

14 PRACTICAL LABORATORIES, WORKSHOPS ETC.

- 14.1 The basic design and management of these areas should ensure that people with disabilities could use all the facilities.
- 14.2 All areas should have at least one height-adjustable workstation for wheelchair users.

15 REFECTORIES

15.1 All self-service counters and at least half the area where seating is provided should be accessible to wheelchair users and some sets with armrests.



16 TOILETS

- 16.1 Existing Toilets adapted for wheelchair users should have a minimum internal dimension of not less than 1500mm x 2000mm and should be laid out similar to figure 12 in BS 5810. Where possible dimensions of 2000mm x 2230mm should be used in order to accommodate wider wheelchairs. (An electrically operated wheelchair needs a turning circle of 180 degrees).
- 16.2 New build WC must be complaint with current Building Regulations and measured upon completion.
- 16.3 Doors must either slide or open outwards.
- 16.4 A larger sanitary bin than usual is required in both male and female adapted toilets.
- 16.5 The floor should be non-slip. Once floor installed a PTV of 36 must be recorded prior to handover.
- 16.6 An alarm system to call for help must be provided, which can be reached both from the floor and from the WC seat. Where WC is used out of normal working hours (conference) or sited where local assistance is limited the alarm must be linked to a manned reception.
- 16.7 Wherever possible, unisex toilets should be provided in order to accommodate wheelchair users whose support assistant/carer may be of the opposite sex.
- 16.8 If a lock is required a standard RADAR lock may be fitted. Keys should be made available from the building reception.
- 16.9 Two coat hooks at 1200 and 1700 above floor level are desirable.

17 CIRCULATION

17.1 A minimum clear circulation width of 1200mm should be provided and maintained. In large open plan areas routes should be defined.

18 MEANS OF ESCAPE

- 18.1 The current approved document supporting Part B of the Building Regulations comprises the requirements for fire precautions in a building and guidance on meeting them. Detailed information on means of escape is given in BS 9999: 2008 Fire Precautions in the Design, Management and Use of Buildings.
- 18.2 The University Fire Officer must be consulted on all fire precautions, escape procedures, signage and refuge positions. Centrally Timetabled lecture and seminar rooms have fire procedure plans in place.
- 18.3 A number of evacuation chairs and Res-Q-mats are being installed in buildings on a risk assessed basis. Staff can be provided with training to use them, in order to evacuate people with mobility problems.



19 GENERAL ARRANGEMENTS

- 19.1 It is highly recommended that upon new build and or substantial refurbishments schemes these should be independently audited by an NRAC access consultant. This is to ensure that no conflicts have arisen and to ensure the project promotes good access throughout the RIBA stages.
- 19.2 The appointed Project Manager and or Client Representative must liaise with the University Disability Advisory and Support Service to support their scheme / project. DASS +44 (0) 0161 275 8524
- 19.3 It is recommended that Appendix 4 Access audit checklists in EPM PM7 Code of Practice for Design Teams be utilised and reviewed as part of the design process.
- 19.4 Accessibility Guides Academic Campus

In partnership with Access Able Academic building access guides are now available for review on <u>www.accessable.co.uk</u>