



| Document Control | | | |
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| Rev | Date | By | Comments |
| A | Jun 16 | L. Davies | Technical review update |
| B | Oct 17 | L. Davies | Technical update review, renamed "Accessibility" |
| C | Dec 17 | UoL | Sign off for release |
| D | Jul 19 | K.Davis | Technical review update, Fire Officer |
| E | Sep 19 | K.Bignold | University policy update |
| 3.0 | Dec 19 | K.Bignold | ES11 – Accessibility Re-written as SUP-06-ID Inclusive Design |
| 4.0 | Feb 2020 | K. Bignold | Guidance re-written to include design principles, legislative requirements, University Governance and detailed specifications. Additional section on learning spaces. |

| Design Guidance |
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| <p>Principles</p> <p>"Inclusive design aims to remove the barriers that create undue effort and separation. It enables everyone to participate equally, confidently and independently in everyday activities." The Design Council</p> <ol style="list-style-type: none"> 1. placing people at the heart of the design process; 2. acknowledging diversity and difference; 3. offering a choice where a single design solution cannot accommodate all users; 4. providing flexibility of use; 5. providing buildings and environments that are convenient and enjoyable to use for everyone. <p>Legislation</p> <p>Building Regulations All new builds and major refurbishments should as a minimum comply with current Building Regulations on Access to and use of buildings. Buildings Other Than Dwellings Dwellings please see also corrections</p> <p>Equality Act 2010 This requires that the University make reasonable adjustments to accommodate any disabled member of the University community, both students and staff.</p> <p>Best Practice Design for all new build and major refurbishment projects should follow BS 8300-1 and BS 8300-2.</p> <p>University Governance – Mandatory Equalities Impact Assessment (EIA) The Accessibility measures employed on all University projects will follow the project Equalities Impact Assessment Action Plan, resulting from the mandatory Equalities Impact Assessment (EIA) undertaken by the internal project management team. The EIA will consider the project impact on persons with any of the nine protected characteristics covered by the Equalities Act 2010. Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.</p> <p>Detailed Guidance The University would ordinarily expect that the guidance stated within this section is followed and implemented. Derogations may be permissible only if requested and approved with written sign-off by the Project Board or, for smaller projects, by a member of the Estates & Campus Services Senior Management Team.</p> <p>General</p> <ol style="list-style-type: none"> 1. Where feasible all doors internal and external should be a minimum 800mm wide. 2. For all public access spaces and teaching spaces doors should be automatically opening or power assisted. Push pads |



- should be positioned within 20cm of the door frame at a height of 95-105cm. Pull handles should not be fitted to the push side of doors. The location and design of lever furniture and pull handles for both external and internal doors should preferably be consistent throughout a property. It should be possible to operate all door opening furniture one-handed, without the need to grasp or twist.
3. In preference entrances should be level.
 4. If ramp access is required the maximum gradient will be dependent on the length of the ramp. For a 2m ramp the gradient is 1:12, a 5m ramp 1:15, and a 10m ramp 1:20. The minimum width of a ramp is 150 cm. Handrails should be between 100cm and 200cm apart. There should be a level landing at the top and bottom of the ramp which is at least the width of the ramp and not less than 150cm long. The landing should be clear of any door swing or other obstruction.
 5. Signs and universally accepted symbols or pictograms, indicating lifts, stairs, WCs, circulation routes and other parts of the building, should be provided in the reception area. Visual signs should be self-evident and, in particular, legible to partially sighted people. Where feasible braille and relief signage should be provided.
 6. A hearing enhancement system should be installed in rooms and spaces used for meetings, lectures, classes, performances, spectator sport or films and at service or reception counters where the background noise level is high or where glazed screens are used.
 7. Plain English and pictograms together should be used to assist people with learning difficulties.
 8. Floors and external circulation routes should be even (wheelchair friendly) and non-slip.
 9. Tactile warnings should be provided for any changes in levels (e.g. at the top of stairs or steps).
 10. There should be colour contrasts between walls and floors.
 11. Carpet should not contain 3-D patterns or colour changes which make it appear that there are steps or uneven surfaces.
 12. Push button/swipe card point, intercom points, lift controls and, facilities in accessible toilets (alarm cords sanitary units, toilet rolls, sinks, hand-driers) should be at height 90-105cm to accommodate wheelchair users.
 13. Gender neutral toilets should be provided.
 14. Local and off-site reporting and monitoring strategy for all Pt. M compliant systems should be considered and discussed with the University estates/ maintenance/ security departments during design stage to ensure the correct infrastructure is in place to cater for 24/7 call monitoring.
 15. Audible and visual devices will be provided to warn occupants of a fire alarm condition (can be a combined device).
 16. Directional fire signage will be installed to direct wheelchair users to the nearest fire safe refuge.
 17. Fire safe refuge areas will be clearly marked with appropriate 'REFUGE' signage.
 18. Disabled refuge intercom systems shall be provided for all developments including refurbishments in accordance with BS5588-8 & BS5839-9.
 19. Where passenger carrying lifts are installed, an appropriate assessment must be conducted, and the University Estates and Safety Services Fire Safety Managers' consulted, to determine if the lift should be designed to be safe for use in an evacuation (Evacuation lift).
 20. Where disabled refuge intercoms and WC alarm systems are implemented, the two systems shall be separate with independent controls located within the secure lobby and building reception respectively.

Learning Spaces

21. For lecture theatres with fixed seating:
 - 21.1. There should be a minimum 1% rounded up to the nearest number of permanent wheelchair spaces in the auditorium. An 80 seater theatre will have a minimum of 1 space a 120 seater theatre will have a minimum of 2 spaces a 320 seater theatre a minimum of 4 spaces.
 - 21.2. Wheelchair spaces should be adjacent to other seating spaces.
 - 21.3. Where feasible, wheelchair spaces should be located in different parts of the auditorium to provide a range of vantage points and inclusion.
 - 21.4. When the room is on a level floor and seating is not fixed, all parts of the room should be accessible to wheelchair users.
 - 21.5. Access routes on raked floors should have fixed handrails on adjacent walls. Where steps lead to raked seating, a handrail is needed only on the wall side, so as not to obstruct access to the seating.
22. The height of a fixed desk surface should be between 730 mm and 750 mm, with the clear height under the desk of at least 700 mm.
23. At least one adjustable height desk should be provided in lecture theatres and supplied as required in other rooms.
24. At least some chairs should have armrests which give additional support and help when standing and sitting.



| Design Components | | |
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| | Manufacturer | Comments |
| Fire alarm warning | | All warning devices must be both visual and audible as a minimum. Use of voice command/instruction can be considered. |
| Directional signage | | Signage conforming with The Health and Safety (Signs and Signals) Regulations must be in place to direct wheelchair users to their nearest fire safe refuge. |
| Fire safe refuge area signage | | All fire safe refuge areas must contain at least one sign to confirm the area is a fire safe refuge with facility to display the specific location of the refuge. |
| Disabled WC alarm | Wandsworth | All local indication shall be replicated at the building's reception or a central monitoring station to be agreed with UOL estates during design stage. |
| Disabled refuge 2-way intercom system | Baldwin Boxall | 2-way intercom system to be flush mounted linked to the fire alarm system such that communication stations are only active once the fire alarm system has been activated. Intercom systems shall be programmed to isolate local sounder devices upon activation to facilitate 2-way speech during the management of an evacuation. |
| Evacuation lifts | | A suitable assessment must be completed to determine if specifically designed evacuation lifts, with suitably fire protected shafts and minimum of one independent power supply should be installed. The University ECS and Safety Services Fire Safety Managers' must be consulted where this might not be practicable and to agree an alternative solution. |
| Electromagnetic holding device | | All electromagnetic holding devices must release upon activation of the fire alarm to allow egress/escape for wheelchair users. |
| Egress ramps | | Where reasonably practicable areas directly outside of final exit doors shall be suitably finished to eliminate steps allowing wheelchair users to escape to a place of safety. |

University of Leicester, University Road,
Leicester, LE1 7RH
T. 0116 252 2522 W.
<http://www.le.ac.uk>