

European Regional Development Fund (ERDF) Capital Build and Infrastructure Projects Equality and Diversity Toolkit

All ERDF projects need to demonstrate commitment towards addressing equality and diversity issues. This toolkit provides the templates which need to accompany the applicant's business plan. It assumes that all projects will be constructed to BREEAM excellent rating or equivalent (e.g. CEEQUAL for infrastructure projects), which requires the main contractor(s) to be registered on the Considerate Constructor's Scheme. Capital build projects are also expected to produce a Building User's Guide.

Just because a building complies with disability legislation and Part M of Building Regulations, it doesn't mean it is fully accessible. This toolkit provides prompts on accessible design considerations for all capital / infrastructure projects seeking funding through the European Regional Development Fund. It has been adapted from the Social Sustainability Toolkit written by Caron Thompson (Eden Project) and Jane Stoneham (Sensory Trust)

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1. Introduction

Equality and diversity should not be seen as an add-on, but as something integral to the effective working of any project.

1.1 Who is the Toolkit aimed at and what is its purpose?

It is aimed at architects, design teams, and built environment professionals who are involved in the planning, design and construction of capital build and infrastructure projects seeking ERDF Funding. This Toolkit is designed to take you through the thought process of inclusive design and construction issues, from initial plans through to completion and use. It should therefore help ensure a high quality, fully accessible capital build.

The completed Toolkit will clearly show the ERDF secretariat how a project has integrated equality and diversity. It should also help encourage a raised awareness of, and sustained focus, on social sustainability issues throughout the project, thereby adding value and quality to the end result.

1.2 What are the benefits of inclusive capital and infrastructure builds?

- a building/infrastructure scheme that meets and exceeds legal requirements, is fully accessible and of high quality will appeal to a wider market
- more effective use of resources and less wastage from temporary measures or “retro-fitting” leading to a more sustainable investment
- a wider range of people are catered for; the particular needs of all occupiers/customers /staff have been considered in the project design and operation
- positive organisational reputation which leads to increased customer numbers from new audiences and increased repeat customers – organisation is recognised for its commitment to delivering quality service and respecting the needs of occupiers/customers and staff
- greater diversity of people employed – attracts range of people with new and fresh ideas who can bring innovation to an organisation
- improved user satisfaction – better quality of experience, loyalty of staff and improved service delivery for all

The ERDF Operational Programme principles require that everyone has equal access to the facilities and services funded through European funding. Recognising that everyone is different necessitates planning for a variety of needs within capital/infrastructure developments. Furthermore the Operational Programme requires projects to meet the highest quality standards; this means exceeding baseline legislative requirements wherever possible. Applying an inclusive approach will ensure that developments most closely meet the needs of the people they were designed for, and that flexibility and future-proofing is built into the building from the outset.

Employers and service providers are legally obliged to make reasonable adjustments for disabled people. It is easier to address these issues in the initial concept and design, particularly when a part of these costs are funded by ERDF, than to retrofit and incur greater cost at a later date.

1.3 Making it happen

Projects can buy in the assistance of experts regarding access issues, whether through access auditors or through local access groups. The timing and scale of involvement of access experts should be appropriate to the project scale. Adequate budgetary resources should be included to cover engagement of such access experts.

During the capital build process, it is best practice to appoint an Access Champion. This key individual will take the lead role on Equality and Diversity issues.

Investing in equality and diversity awareness and/or training is important, particularly in the early stages of project development.

2. The Vision Statement

The Vision Statement forms part of this document and must be completed first as it feeds into the iterative process of the Social Sustainability Checklist. It need only be a short paragraph or two, which sets out the overall visioning of the project. It is useful to inform and focus the project's equality and diversity goals and aspirations and should demonstrate how issues raised in the Equality Impact Assessment will be addressed through inclusive design. The Vision Statement also requires you to identify a project access champion who will take a lead role in Equality and Diversity. Larger projects can find it useful to set up a steering group with an Equality and Diversity focus.

3. Social Sustainability Checklist

Not all buildings complying with disability legislation and Part M of Building Regulations are fully accessible. The Social Sustainability Checklist will be assessed at the business plan submission stage to ensure ERDF buildings and infrastructure projects demonstrate best practice and are designed, as far as possible, to exceed minimum standards.

The Social Sustainability Checklist should be used as an iterative tool throughout the design process. It is best practice to use it at the earliest design stage, as the information gathered can then be used as the basis of the Design and Access Statement for planning purposes, as well as the Building Control Statement. Early consideration of the information required in the Social Sustainability Checklist will help inform the building design e.g., consideration of how the emergency access is to be provided may inform the location of exits or refuges, or enable designing out refuges by using the site topography intelligently.

The Social Sustainability Checklist assumes the applicant will be building to BREEAM 'Excellent' or for infrastructure projects, be registered with CEEQUAL.

If you require further information on designing in accessibility for buildings and infrastructure projects, a highly recommended source of more detailed advisory guidance and best practice is “Accesscode” www.accesscode.info (a joint project between Merseytravel and the five Merseyside Metropolitan Councils).

4. Equality Impact Assessment (EqIA)

An EqIA form should be completed at the very earliest stages of project development and used to ensure equality and diversity considerations are embedded in the non-capital functions of the project e.g. employment, marketing, consultation methods, promoting equality within the project, communications, procurement and monitoring etc.

An EqIA should consider how the consultation process will ensure a cross-section of disability and diversity viewpoints are taken into account. It is good practice to appoint experienced local access and disability groups and/or design specialists with a track record in effective community consultation. Consultations should ensure that design considers barriers for people with mobility impairments, visual impairments, hearing impairments, people with learning difficulties or cognitive impairments, black and minority ethnic communities, faith communities and others as appropriate.

Should an organisation not have their own EqIA form; a blank template that can be used can be found at:

<http://www.convergencecornwall.com/downloads/publications/141.doc>

It is recommended the project contact the ERDF cross cutting themes advisor (see Section 8) for assistance on completing the EqIA.

5. Equality and Diversity Issues in Construction

All ERDF buildings are expected to achieve BREEAM Excellent rating or equivalent. The BREEAM assessment requires the main contractor to comply with, and achieve, formal certification under the Considerate Constructors Scheme (CCS) (or equivalent).

Wherever feasible, ERDF funded projects, are expected to achieve a CCS score of 32 or above. Whilst this is a mandatory BREEAM credit, listed below are some additional examples of best practice which should be considered:

1. Are all accesses within the site well identified? Are route directions provided for all?
2. Where appropriate, and for those affected by the site, are information/notices printed in other languages?
3. Are all notices provided in alternative formats or provided with pictorial information to make them easily understood?
4. What ongoing information is provided to those affected by the site's activities? How is the information provided for different groups? Having someone who acts in a liaison role is often a good way to both identify who needs what information and to provide it in an appropriate way.
5. Staff, consultants and public visitors may need to access site offices, has consideration been given to this early in the project at site set up? Is the main entrance accessible?
Are the reception desk and the toilets accessible? If not, and some sites are in difficult locations, what can the site do e.g. can alternative arrangements and meeting areas be provided in other buildings which do have facilities and access?
6. Hoardings – can viewing points be provided, and if so, what checks can be made to ensure the view gives the right impression?
7. Viewing Points – have viewing points been provided at different heights so children and wheelchair users can access them?
8. Will decisions have a positive influence for equality and diversity e.g. encouraging people not traditionally associated with construction to be part of the project?
9. Are temporary pedestrian road crossings in a suitable position and fully accessible e.g. level access, signage, etc?
10. Is scaffolding boxed in, or clearly labeled as a hazard, where it is likely to affect pedestrians?
11. Has the site team checked they have covered all aspects of site safety taking into account the ability of all users of, and visitors to, the site?

6. Building Occupancy and Management

A Building Users Guide must be provided in order to achieve BREEAM Excellent.

However, because the ERDF programme is seeking to achieve best practice in accessibility, it is recommended the requirements of the BREEAM Guide are considered from an additional equality and diversity angle.

In particular, the Management and Building Users' Guide should consider;

- Arrangements for assisted provision (e.g. for people with a disability)
- Role of a fire warden in assisting people with disabilities
- Evacuation chairs
- Provision, and operation, of equipment such as Induction Loops

Consider including additional tenant's information e.g., childcare facilities in the area, sample equality policies, and local training providers.

If the managers of a building are known, it is recommended they are involved in discussions to assess how environmental and access issues may impact on its day-to-day running and management. A handover process should ensure building managers understand the systems and operational procedures so that the building is managed as it was designed, and is therefore inherently more sustainable.

For capital projects, the final ERDF claim will not be paid until the Building Users Guide is evidenced and part D of the Social Sustainability Checklist (in use accessible facilities and management issues) has been completed to the satisfaction of the ERDF Secretariat.

For infrastructure projects; the final ERDF claim will not be paid until the ERDF Equality and Diversity Cross-Cutting Theme Adviser is satisfied that adequate attention has been given to in-use and management features. This should be evidenced by completing Part D of the Social Sustainability Checklist.

7. What documents need to be submitted?

The following completed documents must be attached to your ERDF business plan as appendices:

1. Completed Equality and Diversity Toolkit which comprises the Strategic Vision Statement and the Social Sustainability Checklist.
2. Equality Impact Assessment (EqIA) – this covers the non-capital elements of the project.

The project will also need to select the relevant equality and diversity indicator numbers from the ERDF Secretariat's list, and include these in the equality and diversity section of the business plan. The indicators will be used for monitoring purposes. The equality indicators are found at:
<http://www.convergencecornwall.com/downloads/publications/112.xls>

8. Contact details:

For assistance with the Checklist, EqIA, and selection of relevant equality indicators please contact:

CPR (Camborne, Pool, Redruth) Area :

Karen Clowes Sustainable Development Advisor CPR Regeneration Company 01209 722099
kc@cprregeneration.co.uk

Other SIF Areas (Bodmin, Falmouth/Penryn, Newquay, Penzance/Isles of Scilly, Truro and St.Austell/Clay Country):

Sue Patton Sustainability and Low Carbon Advisor Cornwall Development Company 01209 617012
sue.patton@cornwalldevelopmentcompany.co.uk

All other areas in the South West Region:

Lisa Sandercock Cross Cutting Themes Advisor (Diversity) SWRDA 01872 243778
lisa.sandercock@southwestrda.org.uk

Vision Statement

for ERDF Capital Build and Infrastructure Projects

Project Name and Address:

This is a: New Build Refurbishment Infrastructure Project (please tick the appropriate box(es))

If it is a capital build project, how many floors are there?

The Project's nominated Access Champion Name:

Position

The Project Vision Statement:

Overall vision of the project, its strategic fit in relation to equality and diversity issues and how issues raised in the Equality Impact Assessment are being addressed through inclusive design responses e.g. *"This project aims to set best practice standards for how the community are involved in decision making"* or *"This project aims to ensure sustainable, accessible transport is an integral consideration in all design and management decision making"*.

Social Sustainability Checklist for Capital Build and Infrastructure Projects

This Checklist is the applicant's primary means of communicating to the ERDF Secretariat how the cross-cutting theme of equality and diversity is being embedded into the project design. It is therefore essential that actions taken, or reasons why action has not been taken, are adequately explained. The ERDF appraisal team will be looking for more than 'yes'/'no' and 'not applicable' answers; and will expect concise, informative explanations. The Checklist should be used as an iterative tool and should not be considered as a simple tick box exercise. Started early in the process use of the Checklist will embed accessible design and features into the project development.

The toolkit consists of four sections:

Section A – Whole Site Design Principles and Considerations – to be filled in for all capital build and infrastructure projects

Section B – Outside Design/Facilities – to be filled in for all capital build and infrastructure projects

Section C – Building Design – to be filled in for capital build projects only

Section D – Project use and management – to be filled in for all capital build and infrastructure projects

Social Sustainability Checklist for Capital Build and Infrastructure Projects

Project Name and Address:

1. Has a design access statement been undertaken? Yes No
2. Have you asked a local disability group, or access auditor,
to carry out a pre-construction access audit on the design(s)? Yes No*
- *If 'No' do you intend to carry out an access audit at a later stage? Yes at RIBA Stage

3. Do you intend to undertake a post-built audit after construction?

Yes

No

N/A

Considered -
action taken

Considered
- no action
taken

Actions taken (if no actions have been taken or the issue is not applicable, please explain why).

A. Whole Site Design Principles and Considerations

A.1 Site Levels and Orientation

A.1.1 Have you considered floor and ground levels and orientation to maximise accessibility throughout the site? Creative thinking can result in cost savings e.g. through reduced cut and fill.

A.2 Linking Outdoors with Indoors

A.2.1 Have you connected indoor and outdoor designs, in terms of linking the environments together and by integrating buildings and landscape?

	N/A	Considered - action taken	Considered - no action taken	Actions taken (if no actions have been taken or the issue is not applicable, please explain why).
A3 Community consultation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.3.1 Are you involving groups to help address accessibility issues in design, e.g. access, specific interest, and disability groups?				
A.4 Resting Points/Seating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.4.1 Have seating or resting points been integrated in the internal and external designs (e.g. consider integrating seating into walls, rather than just stand alone seating). Has seating been prioritised in physically demanding, and waiting, areas?				
A.4.2 Does the scheme comply with DFT guidelines for seats at least every 50m? The need for resting points is always underestimated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	N/A	Considered - action taken	Considered - no action taken	Actions taken (if no actions have been taken or the issue is not applicable, please explain why).
A.4.3 Do resting points/seating take account of different users needs e.g. space for wheelchairs? In public facing developments consider higher seating for older people (at least 25%) and lower seating for children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.5 Steps and Ramps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.5.1 Is there a choice of ramps or steps? Some disabled people prefer steps as longer ramps can be hard work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.5.2 If there are slopes, how have gradients been considered, and have resting points been provided?. Sometimes a shorter, steeper slope may be the preferred option.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.5.3 Have tactile indicator strips been incorporated on the approach to steps? Are colour contrasted nosings provided (visible edge of steps)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	N/A	Considered - action taken	Considered - no action taken	Actions taken (if no actions have been taken or the issue is not applicable, please explain why).
<p>A.6 Signage</p> <p>A.6.1 Do you have a consistent strategy for signage throughout the development? Does signage include easily recognisable symbols? Pictorial symbols and tactile signage (e.g. raised lettering, Braille, etc.) help communicate information.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>A.6.2 Has consideration been given to the text on signage? It should be in a clear sans serif font, and include appropriate strong colour contrasts (i.e black on white or black on yellow etc), and larger font sizes to assist partially sighted people.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>A.7 Handrails and Balustrades</p> <p>A.7.1 Have handrails and balustrades been designed for people of different heights? Consider providing a second lower handrail or hand grips at different heights.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	N/A	Considered - action taken	Considered - no action taken	Actions taken (if no actions have been taken or the issue is not applicable, please explain why).
A.7.2 If balustrades are provided over viewing areas, have you considered the use of glazed or other materials to accommodate wheelchair users and children?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.7.3 Have you considered incorporating tactile information on handrails for visually impaired people?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.8 Recycling and Refuse Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A.8.1 Are all recycling and refuse facilities (external and internal) located in areas that are accessible by everyone? BREEAM Issue Wst 3 states that external facilities, should be within 20m of a building entrance, however have you considered whether everyone can use the recycling and refuse facilities (e.g. wheelchair users, someone with a visual impairment or someone with hearing difficulties)? Consider height of bins, labelling, ease of access, etc.				

	N/A	Considered - action taken	Considered - no action taken	Actions taken (if no actions have been taken or the issue is not applicable, please explain why).
B. Outside design/facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.1 Routes and Wayfinding				
Outdoor spaces should be designed to provide access for all, not just as circulation areas, but as part of an overall positive experience.				
B.1.1 Will the design of outdoor routes avoid loose materials which could cause trip and slip hazards e.g., chippings and gravelled borders, overhanging foliage, etc?				
B.1.2 Is there scope to include outdoor trails to encourage users to walk/cycle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.1.3 Have you used landscaping features to assist wayfinding? Many features can help people with a visual impairment to orientate themselves e.g. sounds (rustling leaves, audio information, running water) and smells (scented plants).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	N/A	Considered - action taken	Considered - no action taken	Actions taken (if no actions have been taken or the issue is not applicable, please explain why).
B.1.4 Have you used lighting to create visual contrast for features such as handrails, path edges, etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.1.5 Are all pedestrian crossings raised with good visual contrast and tactile indicators?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.2 Transport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.2.1 Are there clear, accessible links between buildings and transport hubs (e.g. car parks, train station, car hire)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.2.2 Are there drop-off and pick up points for accessible transport, taxis and private cars near buildings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.2.3 Do all pick up points have features such as high kerbs (for easy access bus pick-up), seating and shelters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.2.4 Is there clear, accessible, signage and information about the different forms of transport available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	N/A	Considered - action taken	Considered - no action taken	Actions taken (if no actions have been taken or the issue is not applicable, please explain why).
B.3 Parking Spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.3.1 Are Blue Badge parking spaces adequate for the anticipated use of the building/facility? Planning requires that at least 5% of parking is designated for Blue Badge holders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.3.2 Are there additional priority spaces e.g. for people with limited mobility without a Blue Badge, parents with babies, older people, lone workers outside standard working hours, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.3.3 Are accessible parking bays provided in all car parks and situated at points nearest to buildings? (Consider both visitor and staff parking).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.3.4 Are there larger spaces for minibuses and other adapted vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	N/A	Considered - action taken	Considered - no action taken	Actions taken (if no actions have been taken or the issue is not applicable, please explain why).
B.4 Car Park Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.4.1 Do all parking areas have accessible surfaces (e.g. no loose materials)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.4.2 Have help points been provided? These should be at an accessible height and placed within sight of a reception area or other manned station	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.4.3 Have covered, and accessible, waiting areas been provided in and around the car park(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.4.4 . Does the parking layout and signage assist with wayfinding to routes, transport links and help points? In larger developments with multiple car parks, consider making each distinctive, to help people remember where they have parked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	N/A	Considered - action taken	Considered - no action taken	Actions taken (if no actions have been taken or the issue is not applicable, please explain why).
B.4.5 Are parking areas and pathways clearly visible from the building with good sight lines? This is important for security and safety, particularly for accessible parking bays. Consider the use of outdoor lighting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.4.6 Are ticket and pay machines designed to be easy to use by people with limited mobility and dexterity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. Building Design (please go to part D if your project does not include the construction or refurbishment of any buildings).				
C.1 Overall Design Principles				
C.1.1 Does internal design avoid significant fluctuations in temperature, ventilation, and maximise natural daylight? (See BREEAM Health and Wellbeing credits, particularly Hea 1, Hea 7, Hea 8, Hea 10).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	N/A	Considered - action taken	Considered - no action taken	Actions taken (if no actions have been taken or the issue is not applicable, please explain why).
C.1.2 Will the lighting avoid creating glare and visual distortion?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.1.3 Does the design create a comfortable and usable acoustic environment? Good acoustic design makes a huge difference e.g. noisy, uncarpeted areas with poor acoustics can cause difficulties for people with hearing impairments. See BREEAM Hea 13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.1.4 Are surfaces non-glare and are visually distracting patterns avoided? Highly reflective surfaces are problematic for people with visual impairments, and overly patterned carpets, flooring or walls can be disorientating.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.2 Internal Routes and Wayfinding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.2.1 Have changes in level and direction been kept to a minimum to ease access and wayfinding?				

	N/A	Considered - action taken	Considered - no action taken	Actions taken (if no actions have been taken or the issue is not applicable, please explain why).
C.2.2 Are routes through the building accessible? To assist wayfinding use directional lighting, distinctive design and landmarks, different colours, textures and symbols on floors and walls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.2. 3 Is all cabling and pipework flush with hard surfaces so as not to cause a slip and trip hazard, nor reduce accessible floor area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.2.4 Have you used lighting to create visual contrast (for example on step nosings, handrails, lifts, light switches and sockets) for people with visual impairments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.3 Entrances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.3.1 Are entrances accessible and safe? Will people know where to go and where to find things?				

	N/A	Considered - action taken	Considered - no action taken	Actions taken (if no actions have been taken or the issue is not applicable, please explain why).
C.4 Reception, Gathering and Meeting Places	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.4.1 Are social spaces (kitchens, break-out areas, etc) accessible to all users, and do they avoid segregation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.4.2 Has the balance of sound against disruptive background noise been considered? A poor balance (echo, high background noise, etc) can cause problems for visitor and staff comfort, ease of communication and social interaction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.4.3. Have hearing loop systems been provided in all rooms where people gather? Please provide details. As a minimum Building Regulations Part M 3.6f requires any reception point to have a hearing enhancement system. However, ERDF require permanent built-in loops to be included in all communal areas, such as reception or meeting spaces, which will not be sub-divided. Where a space may be sub-divided, there is the possibility of using portable hearing loops but this must be discussed with the relevant contact (see Section 8 Contact details).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	N/A	Considered - action taken	Considered - no action taken	Actions taken (if no actions have been taken or the issue is not applicable, please explain why).
C.4.4. Consider lighting levels in communal areas, will they be sufficient for people with hearing impairments to lip read, and for people with partial sight to see information and features?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.4.5. Have you provided easy access to free drinking water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.5 Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.5.1 Have you checked whether doors are necessary? They are a physical barrier and alternative options should be sought wherever practical. Avoid double lobby doors wherever possible.				
C.5.2 Have you considered the accessibility of entrance doors? For buildings with high volumes of traffic a powered automatic door opener is the most suitable. For buildings with lower volumes an assisted entrance door opener, powered low energy operator or automatic self-closing mechanism with delays are suitable options.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	N/A	Considered - action taken	Considered - no action taken	Actions taken (if no actions have been taken or the issue is not applicable, please explain why).
C.5.3 Are all internal doors easy to use by people with limited strength? Building Regulations Part M Sections 3.10a and 5.4d require that self-closing doors should be opened using a force no greater than 20N, however it should be possible using a force of less than 10N.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.5.4 Are self closing devices on manually operated swing doors avoided? Where closing devices are needed for fire control, consider electrically powered hold-open devices or swing-free closing devices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.5.5 If the design includes revolving doors, are they accessible? Standard designs are not suitable, but larger designs are acceptable, provided they are compliant with Building Regulations Part M Section 2.20. An alternative to a revolving door must be provided immediately adjacent to it, and signed to show it is accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.5.6 If automatic or easy access doors are included, are they well integrated with other doors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	N/A	Considered - action taken	Considered - no action taken	Actions taken (if no actions have been taken or the issue is not applicable, please explain why).
C.5.7 Have you specified accessible door furniture? Can people with limited dexterity push, pull or grip the door furniture easily (even with a closed fist) and without catching clothing (consider the height of fittings)? Braille door levers could also be considered, these describe the room about to be entered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.5.8 Have you ensured a good visual contrast between door furniture and background, and between doors and surrounds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.5.9 If glass doors or glazed screens are incorporated, have you ensured they are clearly defined with manifestations (e.g. etched bands, continuous line of dots) at two heights to increase their visibility? This is a requirement of building regulations Part M sections 2.24 and 3.10i. Also consider heights of vision panels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	N/A	Considered - action taken	Considered - no action taken	Actions taken (if no actions have been taken or the issue is not applicable, please explain why).
<p>C.6 Lifts</p> <p>N.B. SWRDA’s document sets out the programme’s minimum requirements for provision of lifts: www.convergencecornwall.com/downloads/publications/111.doc</p> <p>C.6.1. Is a lift being installed in this development? If so, please state how any people it can hold.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>C.6.2 Does lift design accommodate wheelchair users (including buttons at an appropriate height, flush thresholds, sufficient door width) and visually/hearing impaired people (Braille on buttons, audio announcement, etc.)? Usage is often under-estimated; it is advisable to specify greater use than might be anticipated.</p>				
<p>C.6.3 Have well signed alternative routes been planned? This is useful if lifts are not working, as they should not be relied on as primary circulation routes.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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C.7 Means of Escape/Emergency Evacuation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.7.1. Does the building contain refuges or have they been designed out? Refuges should be considered a last resort. Solutions should be designed in where possible. Where there is no alternative, are refuges adequately signed, do they allow for external communication, and are alarm sounders located well away from them? Alarm sounders overhead can be uncomfortable and may interfere with communication.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.7.2 Are panic bolts, latches and push-bars on final exit doors at an accessible height and chosen for their ease of use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.7.3 Is emergency signage accessible? Consider sign heights and frequency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.7.4 Does the alarm system include visual beacons or individual pagers for people with hearing impairments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	N/A	Considered - action taken	Considered - no action taken	Actions taken (if no actions have been taken or the issue is not applicable, please explain why).
C.7.5 Does the emergency lighting system clearly show the escape route by using powered way guidance lighting, in addition to overhead conventional lighting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.8 Sanitary Accommodation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.8.1 Are all floor surfaces firm, level, non-glare and non-slip in dry and wet conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.8.2 Have you considered height and clarity of all external and internal signs on toilet, shower and changing facilities? A common difficulty for visually impaired visitors is distinguishing between male and female signs on doors because of small sign size or poor colour contrast.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.8.3 Have you considered height and ease of use of light switches? Where possible large push pads should be used in preference to pull cords. See Building Regulations Part M Section 5.3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	N/A	Considered - action taken	Considered - no action taken	Actions taken (if no actions have been taken or the issue is not applicable, please explain why).
C.8.4 Have you considered door lock design (ease of use, height, visual contrast, etc.)? Building Regs Part M Section 5.4e require the use of light action privacy bolts for all doors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.8.5 Is there adequate provision for the full range of users, and are toilets provided on every level? Building Regulations Part M Section 5 state that a disabled person should not have to travel more than 40m to an accessible toilet. For wheelchair users, a self-contained unisex toilet is the preferred option (Building Regulations Part M Section 5.5).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.8.6 Do accessible toilet doors open outwards and are they fitted with either an automatic or low energy door operator, with an emergency release mechanism which can be operated externally. (Building Regulations Part M, Section 5.4h).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	N/A	Considered - action taken	Considered - no action taken	Actions taken (if no actions have been taken or the issue is not applicable, please explain why).
C.8.7 Are wider cubicles provided to allow for people who need extra space e.g. large people, those with limited mobility? This is a requirement of Building Regulations Part M, Section 5.7d where there are four or more toilet cubicles in separate-sex toilet accommodation. Are these wider cubicles signed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.8.9 Have you considered the height of all washbasins, mirrors, hand driers, taps, vending machines, and urinals? Avoid the use of small washbasins in accessible toilets and ensure that the basins are close enough to be used from the toilet but not so that they block access to the toilet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.8.10 Is the reset facility for the alarm within easy reach of the toilet cistern and is the alarm relayed to an agreed location where it is monitored and can be responded to? (Building Regulations Part M, Section 5.4).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.8.11 Are all toilet tissue and hand towel dispensers of the type that release one sheet at a time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	N/A	Considered - action taken	Considered - no action taken	Actions taken (if no actions have been taken or the issue is not applicable, please explain why).
C.8.12 Have you considered the usability of taps for people with limited dexterity? Building Regulations Part M, Section 5.4a states “all washroom taps should be either controlled automatically or be capable of being operated using a closed fist”.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.8.13 Are showers designed without stepped access? Showers can often be made accessible without incurring additional cost.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.8.14 Does the design include baby changing facilities? If so are they separate from toilet facilities and are they unisex? Does the design include a facility (similar to baby-changing facilities) for changing adults? This is not covered by legislation but can make a huge difference to people’s quality of life. For more information see www.changing-places.org .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.8.15 Does the design include baby feeding facilities and, if so, do they include the option for privacy and are they located within a user-friendly, attractive space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	N/A	Considered - action taken	Considered - no action taken	Actions taken (if no actions have been taken or the issue is not applicable, please explain why).
C.8.16 Are all changing and baby feeding facilities accessible? Particular attention should be given towards providing good wheelchair access and adjustable height baby changing tables.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.9 Restaurants/Cafes/Staff Rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.9.1 Have you considered accessibility throughout e.g. circulation space, counter and table heights, non fixed seating, access to toilets, ease of ordering food, etc.?				

	N/A	Considered - action taken	Considered - no action taken	Actions taken (if no actions have been taken or the issue is not applicable, please explain why).
<p>D – In Use Accessible Features and Management Issues</p> <p>The following types of accessible features, and management issues should be considered in advance of building occupation:</p> <p>D.1 Is there clear, accessible information about the different forms of transport available?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>D.2 For public access developments, will on-site transport include easy access vehicles, and is assisted transport (buggies, wheelchair equipment, etc.) provided for loan/hire near main entrances and access points? Easy access vehicles should connect between the different parts of the site and link with major transport nodes.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	N/A	Considered - action taken	Considered - no action taken	Actions taken (if no actions have been taken or the issue is not applicable, please explain why).
D.3 Have you chosen a maintenance program that ensures the lifts will be operational for the maximum amount of time? Lift reliability should be a priority.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D.4 Does the emergency procedure adequately cater for people with a disability and/or lone workers? This may require a review of the design against the management strategy, and should be tested to ensure the design functions as intended..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D.5 Will staff provide assistance and support to disabled people and those with reduced mobility? All staff dealing with the travelling public must receive disability awareness and disability equality training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	N/A	Considered - action taken	Considered - no action taken	Actions taken (if no actions have been taken or the issue is not applicable, please explain why).
D.6 For public access developments, have opportunities to provide assistance to visitors been maximised e.g. provision of access guides, pagers, large print, tactile information and Braille materials, online information and booking facilities, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D.7 Are telephones/intercom systems placed at a height which will be accessible to wheelchair users and do these support texting for people with hearing difficulties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	N/A	Considered - action taken	Considered - no action taken	Actions taken (if no actions have been taken or the issue is not applicable, please explain why).
D.8 If you have carried out an access audit, please detail what (if any) actions have been taken as a result of the audit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	