

Access Audit Community Centre Armthorpe Parish Council Doncaster DN3 3AG

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Version

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Executive Summary

This Disability Access Audit (the Audit) was carried out by NRAC consultant Ian Streets, during December 2025, at the request of Bev Walton, Deputy Clerk, Armthorpe Parish Council.

The purpose of the Audit is to identify barriers and make recommendations to improve accessibility to meet the generic needs of people with a wide range of impairments, including those with mobility, sensory or cognitive impairments.

The Equality Act 2010 is not compliance based and adherence to the advice contained in this report does not automatically demonstrate 'compliance'.

It is not possible to have a fully accessible building which will provide a barrier free experience for all. This is because everyone is different and, even where individuals have the same disability, they will have different access requirements. This means there are three aspects to minimising barriers and creating an inclusive workplace:

- Design and build the workplace and its features to be as barrier free as possible for as many people as possible
- Put in place management procedures and systems to maintain levels of accessibility and address those barriers people might still encounter
- Manage expectations and provide information to visitors to ensure

they know what to expect and how to access specific help and manage their individual requirements

However, implementation of our recommendations would be considered a key factor in demonstrating the meeting of the disability provisions of its duties under the Act and associated legislation.

The Audit was carried out via a series of observations and physical measurements which are based on: Approved Documents of the Building Regulations; Equality Act Codes of Practice; BS8300-1 and 2: 2018 Design of an accessible and inclusive built environment. External & Buildings. Code of Practice.

Where possible and reasonable to do so, improvements have been suggested which should lead to greater accessibility without impacting on the character of the building.

No single action will guarantee that a building meets the requirements of the Equality Act. However, in the course of this Audit the following features were deemed to be of particular high risk and should be addressed as a matter of priority.

External access and parking

The centre is well located on the main road with nearby bus access and generally firm, even surfaces. However, wayfinding and identification of the building are poor, with no clear signage advertising the Community

Executive Summary (cont'd)

Centre. Several access routes present challenges, including steps without handrails, narrow paths with open edges, steep ramps, and uncertainty over adequate lighting levels. While the number of accessible parking bays exceeds minimum guidance, their dimensions and kerb access do not fully comply with recommendations

Entrance and circulation

The main entrance doors are accessible and automated, but improved glass manifestation, and clearer internal wayfinding signage are recommended. Internal circulation routes generally meet width and contrast guidance, though some signage—particularly to toilets and first-floor rooms—is not sufficiently visible

WCs, changing and welfare facilities

The toilets, including the accessible WC, could all benefit from improvements to their accessibility. These include the lack of ambulant disabled cubicles, the size and layout of the accessible WC does not meet with current guidance. The accessible WC is missing an emergency pull cord, the reach to hand rinse basin and dispensers is too far, lack of paper towels, and combined baby-changing within the accessible WC.

Male changing facilities exist, but equivalent female and accessible changing/shower facilities are not provided.

Internal spaces and facilities

The main hall, lounge bar, meeting rooms, and kitchens are generally accessible with some changes recommended. Such as providing seats with armrests, kitchen taps that can be used with a clenched fist, and hearing enhancement systems.

Vertical circulation and emergency egress

The main stairs have treads that don't meet the current guidance for depth. The stairs to the main hall storage area have treads and risers that both fail to meet guidance. However, altering these features is not seen as practical. The Main Hall stairs should have a second handrail added for safety as the treads and risers are so far from guidance.

The platform lift meets size and contrast guidance but lacks audible announcements and clear instructions when locked.

Emergency evacuation arrangements require review, with particular attention to disabled users, escape routes, staff training, and management procedures

Introduction

This report has been made for and on behalf of Armthorpe Parish Council and carried out by About Access Ltd. The report may only be copied with the consent of About Access Ltd and must not be reproduced in any other format.

The Audit:

- Was carried out following a site visit involving visual inspection and measurement. The weather was sunny.
- Assessed the current state of accessibility and usability of the buildings by people with a range of impairments.
- Gives an opinion of the building at a single point in time, highlighting areas for improvement and prioritising action.

About Access Ltd has taken all reasonable steps to interpret the Acts, Regulations and Approved Codes of Practice. Courts of Law can only interpret these. No guarantees can be given that during any subsequent visit by inspectors with statutory powers other non-compliances may not be found. About Access Ltd will not accept any responsibility for any loss arising as a result.

Description

This is a Parish Council-operated community centre located at the heart of the community. The building offers some on-site parking via a shared driveway leading to Markham Main Colliery Memorial Garden and the Markham Main Colliery Brass Band training rooms.

The community centre features a large hall and bar on the ground floor, along with offices and WC facilities. Access to the first floor is via a flight of stairs or a platform lift. The first floor includes two meeting rooms. Outside, there is a garden with children's play equipment.

The Report

The report contains descriptions of how the physical features and other elements of the building are found at the time of the visit. Recommendations are made within each section. The priorities should be read in context of the report.

The priorities are: -

1. This item causes a major barrier to access or may be a health and safety issue and should be given immediate consideration or action. For example, entry to a building may be difficult so the recommendation to overcome this should be acted on immediately.

Time scale – action recommended immediately.

- M. This item centres on management of the building or policy.

Timescale - This requires immediate action even if there is no issue at present a policy/procedure should be developed ahead of issue arising.

2. This item causes a less significant barrier to access. For example, modification may be needed to an existing feature, e.g. signage.

Time scale – As soon as practicably possible for the recommendation.

3. This is a feature that presents a barrier to access, but it is felt reasonable for improvements to be carried out as part of general day-to-day maintenance.

Time scale – In relation to the recommendation this could be as routine works or when next decorating.

- P. These are works that can be regarded as a project. They generally require a plan to be developed and will take longer than previous recommendations to carry out.

QW. Quick Wins are works that can be regarded as easy to do because little cost or effort is required.

Terms and definitions

Access: approach, entry, horizontal and vertical movement or exit, including in cases of emergency.

Accessible route: any route that is used to approach a building or to move between buildings or within a building.

Accessible: capable of being independently accessed and used.

ADM: Approved Document of the Building Regulations

BS8300: BS 8300-1 & 2: 2018 Design of an accessible and inclusive built environment. External & Buildings. Code of Practices. This is UK based guidance for designing to meet the needs of disabled people.

Blister pedestrian crossing surface: form of tactile paving whose surface has parallel rows of flat-topped blisters (domes) to warn people who are blind or partially sighted of the proximity of a carriageway at pedestrian crossing points and other access points to a carriageway.
NOTE The paving is installed at the dropped kerbs of both controlled and uncontrolled crossings. The colour of the paving is red for controlled crossings (e.g. signal-controlled and zebra crossings) and generally buff at other crossings.

Controlled door closing device: a device that is capable of closing a door from any angle and against any latch fitted to the door.

Corduroy hazard warning surface: form of tactile paving, the surface of which has raised ribs to warn people who are blind or partially sighted of a potential hazard ahead. NOTE The ribs, spaced at 50 mm centres, are installed at right angles to the direction of travel.

Desire line: shortest or most easily navigated pedestrian route.

Destination lifts: this is where the required floor is entered into a control panel and then the lift to that floor is identified.

Emergency exit device: exit device intended for use in situations where people are familiar with the emergency exit and its hardware, having prior knowledge of its operation, and therefore a panic situation is unlikely to develop.

Enclosed vertical lifting platform: vertical lifting appliance with enclosed liftway, a speed not greater than 0.15 m/s, a carrier which is not completely enclosed, and primarily intended to permit the access of persons with limited mobility.

Evacuation lift: conventional passenger lift used as part of the evacuation sequence for persons with disability and persons requiring assistance, which has appropriate structural, electrical and fire protection and is capable of being taken under control by a trained and authorized person.

Firefighters lift: conventional passenger lift with fire protection

Terms and definitions (cont'd)

measures, including controls that enable it to be used under the direct control of the fire and rescue service in fighting a fire.

Flight (Steps and ramps): a continuous series of steps or continuous ramp between two landings.

Footway: A path running alongside a vehicle route which is for the sole use of pedestrians.

Going (Steps and ramps): horizontal distance between two consecutive nosings, measured along the walking line; horizontal distance between each end of a ramp.

Glare: In this context, glare is brightness that is excessive and uncontrolled. The effects of glare on vision can range from slightly uncomfortable to disabling. The degree of discomfort depends on a person's sensitivity to glare, which can vary a great deal. For example, the effect of ageing on eyes means older people are more sensitive to glare. 'Discomfort glare' is the irritation or pain caused by an overly bright light source. 'Disability glare' refers to a reduction in visibility caused by intense brightness.

Handrails (Steps and ramps): component of stairs, steps or ramps that provides guidance and support at hand level. NOTE A handrail might form the top rail of guarding (balustrading), be supported independently from guarding or be supported from a wall.

Illuminance: amount of light falling on a surface, measured in lumens per square metre (lm/m^2) or lux (lx)

Impairment: This is the result of a person's condition. For example, a person with arthritis in the hand could be said to have impaired manual dexterity.

Inclusive design: approach to the design of the environment, including buildings and their surrounding spaces, and managed and natural landscapes, to ensure that they can be accessed and used by everyone.

Landing (Steps and ramps): level platform or part of a floor at the end of a flight of steps or a ramp flight or slope.

Level (Steps and ramps): gradient not steeper than 1:60.

Light reflectance value (LRV): total quantity of visible light reflected by a surface at all wavelengths and directions when illuminated by a light source. NOTE Surfaces that differ sufficiently in LRV can be distinguished from one another by people who are blind or partially sighted.

Manifestation: permanent markings or features within areas of full-height transparent glazing, glazed walls or screens, fully glazed doors or glass doors, which help to prevent collisions by making the glazing more visible to building users.

Non-enclosed vertical lifting platform: vertical lifting appliance

Terms and definitions (cont'd)

having non-enclosed or partially enclosed liftways, a carrier which is not completely enclosed, a speed not greater than 0.15 m/s, and intended for use by persons with limited mobility.

Nosing (Steps): front edge where the riser and tread of a step meet or landing and riser.

Panic bar: exit device intended for use where panic situations may arise in public areas where the public are admitted and are not familiar with its surroundings. These operate by pushing the bar to unlock.

Passenger lift: lifting appliance with operating speeds greater than 0.15 m/s, for any travel distance, and intended for the transport of persons or persons and goods.

PEEP: Personal Emergency Evacuation Plan, is a documented plan of how a disabled person is going to safely evacuate a building in the event of an emergency and the assistance that they will require. It will describe the route and method of evacuation. Especially when a person would usually use a lift to move between floors and these are not available during evacuation and when evacuation routes through a building are different to those regularly used. PEEPS should be developed for disabled staff, regular disabled visitors to the building and disabled visitors who are not known.

Ramp: one or more inclined surfaces with a gradient no shallower than 1:20 and no steeper than 1:12.

Refuge: area that is both separated from a fire/smoke by a fire-resisting construction and provided with a safe route to a storey exit. This is a place of temporary safety.

Rise (Stairs): vertical distance between the horizontal upper surfaces of two consecutive treads or between a tread and a floor or a tread and a landing. The distance between the level surfaces a foot is placed upon.

Slope: inclined surface with a gradient steeper than 1:60 but no steeper than 1:20.

Stair width: The distance between walls, balustrade or upstands whichever is closer to the useable surface of the stair.

Sign board: this is the surface of a sign that text is placed on. There should be tonal contrast (70 points LRV difference) between the text and the sign board and between the sign board and its background.

Title Case: title Case is where the first letter of each word is a capital letter followed by lower case letters. This is recommended because people read by word shape and find it easier to read signs or instructions given in Title Case rather than CAPITALS, where all letters are the same height.

Tonal contrast: perception of a difference visually between one surface or element of a building and another by reference to their light reflectance values (LRV). Think of this as how the colour would look if it

Terms and definitions (cont'd)

were converted to greyscale.

Tread: Horizontal part of a step. The area the foot is placed upon.

Unisex (WCs): designed for all with or without assistance.

Way-finding: means of ensuring that someone can find their way, avoid obstacles, and know when they have reached their destination.

Wheelchair stairlift: appliance within the scope of BS EN 81-40 for transporting a person in a wheelchair, between two or more landings by means of a guided carriage moving in an inclined plane.

The Access Audit

Ref	Current Findings	Recommendation	Priority
1	Getting to the site		
1.1	The site is located off Church St which is the main road passing through Armthorpe. At street crossing points dropped kerbs have been provided along with tactile blister paving as per guidance.		
1.2	There is a bus stop just outside the entrance drive into the site. There is a bench seat next to it. The footways close to the entrance are firm and even.		
1.3	Although the site entrance is obvious, there is no signage advertising the Community Centre; the only signs indicate the clubs and classes available. There are many signs, and trying to read them to find what you are looking for could take some time and may cause information overload for some people. Which sign should you read first? It is likely that anyone coming for the first time will be told something along the lines of 'we meet at the community centre.'	Provide clear and visible signage advertising 'Armthorpe Community Centre'.	1
	 The entrance from the street.		

Ref	Current Findings	Recommendation	Priority
2	Site external areas and parking		
2.1	The general surface of the site is firm and even. As the site slopes down from the main road towards the entrance there are some steps between the parking areas. These have good tonally contrasting nosings. However, handrails have not been provided. Handrails should be provided to both sides of steps and they should extend horizontally beyond the top and bottom steps. Adding handrails that extend may be an issue as they will project into the parking spaces.	Provide handrails and if feasible extend horizontally beyond the top and bottom steps.	1
	 An example of steps without handrails.		

Ref	Current Findings	Recommendation	Priority
2.2	There is a section of path from the middle parking area (close to the double gates leading to the yard) that is narrow with an open edge. The step nosing is clearly highlighted, but not the open edge. This is not an H & S report, but the narrow width and open edge may be an issue for people falling off the edge.	It is recommended that this route is not made available.	1
2.3	 Narrow path with open edge. Lighting is provided to the parking area and the route from the main road to the entrance. Its effectiveness, (particularly to the steps) during the hours of darkness, is not known. Steps should have a minimum of 100 lx at the tread level, evenly spread, avoiding pools of light and dark.	Check the lighting of the access routes and the steps during the hours of darkness and increase if found to be low.	1
2.4	There are 33 parking bays, with 3 of these being accessible bays. Guidance recommends accessible parking bays should represent a minimum of 6% of the total number; in this instance, it is 10%.		

Ref	Current Findings	Recommendation	Priority
2.5	The accessible parking bays measure 2330 mm wide x 4900 mm long with 1170 mm wide hatching to the side. The recommended minimum size is 2400 mm wide x 4800 mm long with 1200 mm wide hatching to the side (preferably both sides) and the rear. There is wall mounted signage advising of the bays.  The accessible parking bays.	When remarking the bays provide the minimum recommended size and include hatching to the rear.	3
2.6	There is no direct access from the parking bays on to the path because of the high kerb. There is then the issue of the steep incline up to the entrance level. This area of the car park only provides four parking bays, so vehicle traffic will be low. Walking in the vehicle circulation space in this area is not of major concern.		
2.7	The garden at the rear has play equipment for children with soft landing surface around it. The play equipment is suitable for children with mobility but there is no sensory play equipment or equipment for children using wheelchairs/ walking aids.	When refurbishing, consider adding further play equipment suitable for sensory play and children using wheelchairs and walking aids.	3

Ref	Current Findings	Recommendation	Priority
2.8	All the tables are placed on the grass. Provide a route to some of the tables that is firm and even with the tables also being placed on a firm and even surface.	Provide access to the tables with firm and even access and have the tables placed on a firm and even surface.	2
	 An example of the table on the grass.		
2.9	The tables in the garden have no space for a wheelchair user or a child in a pram/buggy to pull up to the table.	Provide a garden table with space for a wheelchair/pram/buggy to pull up to the table.	2
2.10	On either side of the entrance ramp, there is a ramp from the path up to the entrance level. These have an indicative gradient of 1:8 – 1:9. No access routes should have gradients steeper than 1:12.	Investigate reducing the gradients to meet guidance.	1
	 The ramp at the side.		

Ref	Current Findings	Recommendation	Priority
3	Entrance		
3.1	There is an incline leading up to the entrance doors with an indicative gradient of 1:16 over a length of 4750 mm. Anything with a gradient of 1:20 or steeper up to a maximum of 1:12 is technically a ramp. The length and gradient comply with current guidance. However, ramps should have handrails on both sides, which are used by people for support.	Provide handrails to both sides.	2
3.2	The entrance doors open on motion sensors and provide a clear width to allow access for all. The doors and side panels have large areas of glass. White circles at one height have been added for manifestation (permanent marking). Manifestation is there to help identify the glass and help prevent collision, especially if the doors are locked or not working correctly. When entering the circles are relatively easy to see but when exiting they can be lost in the background. It is recommended that manifestation of two tonally contrasting colours is used at two heights.	Provide further manifestation that contrasts tonally to the existing in the height range of 1400 – 1600 mm above the floor.	2



Manifestation to the entrance doors.

Ref	Current Findings	Recommendation	Priority
3.3	Entrance hall has a carpet finish with a striped pattern of two shades of grey. I am of the opinion that the tonal contrast between these two shades is unlikely to be an issue for neurodivergent people.		
3.4	The platform lift dominates the entrance hall, it does offer good tonal contrast with the surrounding surfaces. However, it also obstructs a view of the male and female toilets. There is a sign on the wall of the stairs, but nowhere else. Further wayfinding signage should be added when entering the building, giving directions to the WCs, various rooms and the office.	Provide wayfinding signage to the WCs, meeting rooms, hall etc.	2
4	Garden entrance		
4.1	There is a garden entrance with a lobby between the main hall and the accessible WC. This is also an emergency exit. The doors provide a width that meet with current guidance.		
4.2	The floor of the lobby is a black and white chequerboard pattern. This type of pattern can be an issue for neurodivergent people and is generally not recommended.	When the opportunity arises, for example, in refurbishment, provide a floor covering that is not as visually noisy.	3



This is a visually noisy pattern.

Ref	Current Findings	Recommendation	Priority
5	WCs and male changing room		
5.1	Single sex toilets		
5.1.1	The male toilet provides two WC cubicles and three urinals, with the female toilets having four cubicles. There are no cubicles suitable for ambulant disabled people. These are cubicles with an outward opening door, which provides more manoeuvring space and support rails in the cubicle. Every facility should provide at least one cubicle like this.	Provide a cubicle suitable for ambulant disabled people to each facility.	2
5.1.2	The urinals have the front edge at 635 mm above the floor. It is recommended to provide one at 500 mm.	Provide one urinal with the front edge at 500 mm above the floor.	3
5.1.3	 The urinals are all the same height. Modesty screens are not provided between the urinals. Some people will rest walking aids against them or even lean against them; they also provide privacy.	Provide modesty screens between the urinals.	3

Ref	Current Findings	Recommendation	Priority
5.1.4	The urinals are white against a white tiled background, this provides poor tonal contrast. It is recommended that there should be good tonal contrast between the urinals and the background they are seen against, it is recommended there should be 30 points LRV difference.	Increase tonal contrast between the urinals and their background.	3
5.1.5	The water temperature to the taps was not tested. For handwashing this should not exceed 43°C at outlet with the circulating water no less than 60°C.	Check the water temperature to all hand wash basins that are solely used for handwashing (not sinks for washing of kitchen utensils) to ensure that the temperature does not exceed 43°C; if it does, it should be regulated.	1
5.2	Kitchen toilet		
5.2.1	At the back of the kitchen is a self-contained toilet, which is clearly signed out of order. When in working order, this will be for kitchen workers only.		
5.2.2	This toilet is not assigned to either male or female use.		
5.2.3	There is good tonal contrast between the floor and the walls. However, the tonal contrast between the hand wash basin, hand dryer, and their background could be improved.	When the opportunity arises, increase the tonal contrast between the hand wash basin, hand dryer, and their background.	3

Ref	Current Findings	Recommendation	Priority
5.3	Changing room		
5.3.1	There is only a male changing room, with a shower, it appears that the female changing room is now the cleaners' store. There should be the same facilities for female users of the building.	Provide a female changing room with a shower.	P
5.3.2	There is a high threshold between the changing area and showers in the male changing room. This will create a barrier to access for people who cannot negotiate the threshold. There should also be an accessible shower and change facility.	Provide an accessible changing area with a shower.	P
	 High threshold between the dry change and the showers.		



One of the showers.

Ref	Current Findings	Recommendation	Priority
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5.3.3	The showers have no support rails or tip-up seat. Providing these will help with improving accessibility for ambulant disabled users.	Add a tip-up seat and support rails to one shower.	2
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Ref	Current Findings	Recommendation	Priority
6	Accessible WC		
6.1	The facility is accessed through a lobby that also serves as a thoroughfare to the garden entrance lobby. This lobby measures 1730 x 1760 mm. However, this area is used by the swing of the outward-opening toilet door. This means there is not sufficient space for a wheelchair user to be in this space and open the door, the door has to be pulled open whilst only being partially in the lobby. For some people sat in a wheelchair this will not be feasible as it requires them to lean forward and pull the door open from the side and push it away. At the time of my visit a chair was also in this lobby area which creates an obstacle. A couple of options to consider are to automate the door or investigate removing the wall between the lobby and the entrance hall. Both options require specialist advice to be sought.	Consider adding a powered door or removing the wall between the lobby and the entrance hall.	1
	 The door open showing how much space it requires to open.		

Ref	Current Findings	Recommendation	Priority
6.2	The floor of the lobby is a black and white chequerboard pattern. This type of pattern can be an issue for neurodivergent people and is generally not recommended.	When the opportunity arises, for example, in refurbishment, provide a floor covering that is not as visually noisy.	3
6.3	 This is a visually noisy pattern. The room measures 1975 mm wide x 1770 mm deep. The width is the measured by which wall the toilet pan is attached to. Guidance recommends that accessible WCs should be at least 1500 mm wide (1700 mm preferred) and 2200 mm deep. The room is too small, which impacts the space wheelchair users, and others have to manoeuvre themselves. Although the room is too small, moving the WC pan so that it is on the wall opposite the door and placing the wash hand basin on the side wall in front of it would make it more accessible. Obviously increasing the room size would be preferable. See diagram "Appendix 8. Accessible WC for Independent Use - Plan" on page 51.	Investigate increasing the room size to 1700 mm x 2200 mm or larger. Failing that move the WC pan to the wall opposite the door.	P
6.4	The door into the toilet provides a clear effective width (CEW) of 775 mm. Guidance states this should be 800 mm minimum. Increasing the CEW for 25 mm may not be reasonable on its own, but if enlarging the room or relocating this should be taken in to account.	Increase the CEW to 800 mm when the opportunity arises.	3

Ref	Current Findings	Recommendation	Priority
6.5	One of the key features of an accessible WC is that a person sitting on the WC can reach the wash hand basin, soap and paper towel dispenser to wash and dry their hands. Guidance requires the distance from the front of the WC pan to the nearest edge of the wash hand basin to be 140 mm – 160 mm; in this instance it is 340 mm.  The wash hand basin is out of reach from the WC pan.	The wash hand basin should be moved closer to the pan.	1
6.6	Paper towels are not provided; these are essential to an accessible WC. Some people need to wash and dry their body parts or find the noise of a hot air dryer too loud.	Provide paper towels within reach of the WC pan.	1
6.7	A mirror is provided above the wash hand basin; this space should be reserved for the soap and paper towel dispensers. The mirror should be on a side wall starting at 600 mm above the floor and extending upwards for at least 1000 mm.	Provide a mirror on the side wall.	2

Ref	Current Findings	Recommendation	Priority
6.8	The flush to the toilet is placed on the side nearest the side wall, this should be placed on the 'open side' so it is more easily reached from a wheelchair once transferred back.	Reposition the lever flush to the 'open side' of the cistern.	2
6.9	 Lever flush next to the side wall There is no emergency pull cord. A red emergency pull cord should hang down on the side wall nearest the WC pan but behind the horizontal grab rail. The cord should be placed in line with the front of the WC pan. There should be red pull bangles at 100 mm and 800-1000 mm above the floor. A reset button should be provided on the same side wall within reach of the WC pan. This is so that it can be cancelled if activated in error.	Provide an emergency pull cord and reset button.	1
6.10	Within the room, there is a walking frame, which compromises the manoeuvring space. The walking frame should not be stored in this toilet.	Store the walking frame elsewhere.	M

Ref	Current Findings	Recommendation	Priority
6.11	The toilet has a drop-down baby change table. Bay change facilities should not be within the accessible WC except in the smallest of establishments. Combining an accessible toilet and baby changing facility is acceptable only in the smallest of buildings or self-contained units within a building with low levels of demand, where it is not feasible to provide more than one toilet. Combining use can lead to extended wait times for all users and is therefore to be avoided.	Investigate providing baby change facilities elsewhere in the building.	P
6.12	There should be an unobstructed space to the latch side of the door to allow easy access to the handle and lock. This space is used by wheelchair users and people with walking aids. In this room there is the drop-down baby change table which creates an obstruction. This lack of space is another reason to find a suitable alternative location for baby changing.		



The space to the latch side of the door is obstructed by the baby change table.

Ref	Current Findings	Recommendation	Priority
6.13	There is a sign above the wash hand basin advising of hot water. For hand washing, the water temperature should be regulated to 43°C at the outlet, with the circulating water no less than 60°C. A person with sight loss may not be able to read the sign and some people may not understand it.	Regulate the water temperature to 43°C at the outlet.	1
6.14	In the female toilet there is a sanitary product vending machine, but there are no sanitary products available in the accessible WC. Whatever is provided in the male and female toilets should be available (as far as it is practical and reasonable to do) in the accessible WC.	Provide female sanitary products in the accessible WC.	1
	 Sanitary product vending machine in the female toilets.		

7 Lounge bar

- 7.1 This has a good mix of tables and chairs. There are chairs with and without armrests.

Ref	Current Findings	Recommendation	Priority
7.2	The bar counter has a single height of 1050 mm. It is recommended that a low section is available for people of short stature or using wheelchairs.	When refurbishing, consider a low section of counter.	3
8	Main Hall		
8.1	There are double doors into the hall, their width and opening force meet with guidance. The pull handles start at 1050 mm above the floor, this should be no higher than 1000 mm. However, we do not see this as an issue.		
8.2	This is a large room with a kitchen area and stepped access to a first-floor storage area.		
8.3	There is no evidence of a hearing enhancement system. Where meetings or events occur, the provision of an induction loop, audio over wifi or similar should be provided.	Provide a hearing enhancement system.	2
8.4	There is a good tonal contrast between the floor and the walls.		
8.5	The kitchen counter provides a single height of 1150 mm. If people come and collect drinks or food from the counter, there should be a low section or provide a single low level counter of 850 mm, which is suitable for both standing and seated users.	Review how the counter is used and consider a low section or all the counter at a lower height if required.	3

Ref	Current Findings	Recommendation	Priority
8.6	There are double doors leading out into the side yard and garden. These provide a width that meets with guidance.		
8.7	This room is laid out to suit its intended use. The chairs seen at the time of the visit hand back support but no arm rests. It is recommended that some chairs with arm rests are provided. Armrests, when provided, help people lower themselves onto the seat and stand up.	Provide some seats with armrests.	2
9	Horizontal circulation		
9.1	The corridors all provide a width that meets with guidance.		
9.2	Doors provide more than the recommended minimum of 800 mm clear effective width. They also require less than the maximum recommended opening force of 30 N.		
9.3	There is good tonal contrast between the floor and the walls.		

Ref	Current Findings	Recommendation	Priority
9.4	The signage to the toilets at the foot of the entrance hall stairs is not obvious.  Signage is not easy to identify.	Increase the visibility of the sign.	2
9.5	There is no signage on the ground floor advising of the two rooms upstairs.	Provide signage of the rooms on the first floor.	2

Ref	Current Findings	Recommendation	Priority
10	Stairs		
10.1	Back of hall stairs		
10.1.1	These stairs lead only to a storage area.		
10.1.2	Stairs should have a tread width of 1200 mm between handrails; this can be reduced to 1000 mm. The distance between the balustrade and the edge of the steps was 1155 mm. The height of the riser should be 150–180 mm, but was measured at 223 mm. The tread depth should be 300–450 mm, it was measured at 270 mm. The height of the riser and tread depth do not meet with guidance, however, altering the stair design is not seen as practical and the stairs are only used by people accessing the storage area.		
10.1.3	These stairs have a handrail on one side only. All stairs should provide handrails to both sides. As the stair design does not meet the guidance, making them steep, the provision of a second handrail is seen as more important.	Provide a handrail to the wall side.	1

Ref	Current Findings	Recommendation	Priority
10.1.4	The stairs do not have tonally contrasting nosings. Nosings should be readily apparent, slip-resistant and have 30-point LRV difference to the treads and risers. On treads, they should measure 50 – 65 mm, and on risers, they should be 30 – 55 mm.  Looking down the stairs with no tonally contrasting nosings and a single handrail.	Provide tonally contrasting nosings.	1
10.2	Entrance hall stairs		
10.2.1	The width and riser heights meet with guidance. However, the tread depth of 260 mm does not. Altering this is not seen as practical.		
10.2.2	These have handrails on both sides, which extend beyond the top and bottom of the stairs. This extension is helpful to people who need support before or after using the stairs.		
10.2.3	The nosings offer good tonal contrast with the treads and risers.		

Ref	Current Findings	Recommendation	Priority
11	Platform lift		
11.1	This is located in the middle of the entrance hall making it obvious.		
11.2	Typically the lift is locked and unlocked when the upstairs rooms are being used. It is recommended to provide information signage advising where the key can be obtained from should it be locked.	Add information signage about the key location if required.	M
11.3	The platform size meets with current guidance. There is good tonal contrast between the floor and the lift walls. Illuminance levels are good.		
11.4	Best practice is to provide audible announcements of floor level reached and direction of travel.	Provide audible announcements.	3
12	1st floor meeting rooms		
12.1	These both have furniture that can be moved to suit its intended use. The chairs are all similar in design and do not have arm rests but do have back support.	Provide some chairs with arm supports.	2

Ref	Current Findings	Recommendation	Priority
12.2	There is no evidence of a hearing enhancement system. Where meetings or events occur, the provision of an induction loop, audio over wifi or similar should be provided.	Provide a hearing enhancement system.	2
13	Staff kitchen and main hall kitchen		
13.1	The sink next to the office has twist-action taps that require a person to grip and twist their hand to turn. It is recommended that it should be possible to operate taps with the use of a clenched fist.	Provide taps that can be used with a clenched fist.	3
	 Sink next to the office.		
13.2	The water temperature was not tested at the sinks, but if hotter than 43°C, a warning should be given.	Check water temperature, if hotter than 43°C, add a warning.	1
13.3	In the staff kitchen, the worktop has a height of 940 mm above the floor. Providing a counter height of 850 mm is deemed accessible to both seated and standing users.	When refurbishing, consider a counter height of 850 mm.	3

Ref	Current Findings	Recommendation	Priority
13.4	Above the sink is a paper towel dispenser, this is at 1400 mm above the floor. This will be out of reach for some people.	Provide a paper towel dispenser with the bottom edge no higher than 1200 mm above the floor.	2
	 Paper towel dispenser above sink is too high.		
14	Staff office		
14.1	This is an open-plan office. Tables provide a floor-to-understand height of 685 mm. It is recommended to provide a height of 700 mm minimum. This is suitable for wheelchair users to access. However, reasonable adjustments should be made to suit the specific disabled employee.	Make reasonable adjustments to suit the specific disabled employee.	M
15	Emergency egress		
15.1	Staff need to understand how emergency evacuation from the building is carried out, it should not be assumed that they will know what to do.		
15.2	Exits are clearly signed.		

Ref	Current Findings	Recommendation	Priority
15.3	Evac chairs have not been provided. These are not suitable for all users, and appropriate training and trained staff should always be available in case of an emergency. The platform lift can be used for emergency evacuation, provided the following is followed: it operates on a battery when moving between floors. A risk assessment is carried out at the time of the evacuation, and Building Control must approve its use.	Investigate using the lift for emergency evacuation.	M
15.4	Fire alarm call points are typically sited at 1400 mm high. It is recommended that these are no higher than 1200 mm.	When replacing the fire alarm system lower call points to 1200 mm	3
15.5	The fire alarm provides audible and visual warning.		
15.6	Means of escape from the building is from: - The emergency exit from the main hall into the rear yard provides a level threshold but leads on to a path with no dropped kerb. - The emergency exit from the kitchen has a step down and leads on to a path with no dropped kerb. - The emergency exit into the garden has a level threshold, but the exit routes away are onto grass, or the path leads to a locked gate. - The emergency exit from the office leads to steps and then into the garden, see above.		

Ref	Current Findings	Recommendation	Priority
15.7	When I visited the site, the main hall had a Christmas tree and decorations obstructing access to the emergency exit doors, which were moved for the room's use on the morning of my visit. However, these doors should never be obstructed.	Ensure emergency exits are not obstructed.	1
15.8	The evacuation of all building occupants is a management responsibility and appropriate risk assessments, including evacuation, must be in place. For specific disabled employees, it may be relevant to provide them with a personal emergency egress plan. A separate strategy will be required for visitors.	Assess current management strategies, take advice from a suitably competent person if necessary, and upgrade the means of escape provisions to meet, or exceed, current (minimum) standards.	M

Declaration

We can confirm this access audit has been undertaken by Ian Streets NRAC Consultant of About Access Ltd.

Signed

Ian Streets

Ian Streets NRAC Consultant

Date 19th December 2025

Appendix 1. Disability & Legislation

Who is a disabled person?

A disabled person is defined as someone who has a mental or physical impairment that has a substantial effect on the ability to carry out normal day-to-day activities.

Impairments are listed as:

- Mobility
- Doing something with your hands
- Physical coordination
- Continence (controlling your bladder and bowels)
- Ability to lift, carry or move everyday objects
- Speech, hearing or eyesight
- Memory or ability to concentrate, learn or understand or
- Perception of the risk of physical danger.

Substantial means that it is more than minor or trivial.

Impairment covers, for example, long-term conditions like asthma or diabetes and conditions that come and go. Mental impairments include mental health conditions (e.g. bipolar disorder, depression), learning difficulties (e.g. dyslexia) and learning disabilities (autism or Down's

syndrome).

Making Adjustments

We at About Access take the view that it is physical features and policy that make people disabled. For example, a building with a flight of steps at the entrance will not be accessible to a person who uses a wheelchair. But by providing a ramp of suitable design, a wheelchair would then be able to enter the building. It is the steps that are disabling not the fact that the person uses a wheelchair.

There are three options to consider when making adjustments.

- Change the way things are done, formal or informal policies, and rules.
- Physical features:
 - Remove,
 - alter,
 - avoid a physical feature
- Provide auxiliary aids or services.

Requirement 1: change the way things are done. An organisation has rules about the way it carries out its business, which could have been written or adopted on the basis of 'that's the way we've always done it'. These rules may be a barrier to a disabled person.

Appendix 1. Disability & Legislation (cont'd)

These rules may have to change or be dropped so that they no longer make it unreasonably difficult for a disabled person to use the service or amenity.

Requirement 2: consider physical features that are disabling. Where features are disabling then making adjustments should be considered in the following order:

- Remove the feature
- Alter it so that it no longer has the disabling effect
- Avoid the feature

Provide a reasonable alternative method of making the service available to disabled people.

Requirement 3: provide auxiliary aids and services if this would let disabled people use the organisation's services.

The type of auxiliary aid or service will depend on what the organisation does or offers. Where equipment is offered, it must be in working order, maintained and staff must be trained in its use. Also, the need for back-up service should be considered. The type of auxiliary aid would typically be a hearing enhancement system - induction loop.

Adjustments

In most environments, reasonable adjustments have to be made to remove physical or any other types of barrier – created by policies or attitudes for example – that could make it difficult or impossible for disabled person to use or access the building.

The aim of making the adjustment is to ensure that a disabled person (e.g. someone who may be deaf or visually impaired or have difficulty in walking) can use the building or service to a standard as close as reasonably possible to the standard usually offered to a non-disabled person.

What is seen as reasonable will depend on the type of service being offered.

Things to consider are:

- Would the suggested steps be effective in improving accessibility?
- Is it practical to take the recommended steps?
- How much disruption will be caused while making the adjustments?

Appendix 1. Disability & Legislation (cont'd)

Types of Discrimination

Direct

This occurs when someone receives worse treatment than someone who does not have a disability. For example, a person is asked to leave a restaurant because they have Tourette's Syndrome.

Discrimination Arising from Disability

This occurs when someone is discriminated against because of something connected with their disability and the unfair treatment cannot be justified. This differs from direct discrimination, where the discrimination results because of the disability. In 'arising from disability' the discrimination is because of something associated with the disability.

Discrimination will not be unlawful if it was not known or it could not have reasonably been expected to know that the person was disabled.

This means that reasonable steps should be taken to find out if someone is disabled or not, but care needs to be taken not to infringe on the disabled person's dignity or privacy.

Indirect Discrimination

This occurs because of rules, policy or practice that applies to all but puts people with particular impairments at a disadvantage when compared to a non-disabled person and cannot be shown to be justified and meet a legitimate aim in a balanced, reasonable and fair way.

Reasonable Adjustments

In most environments, reasonable adjustments have to be made to remove physical or any other types of barrier – created by policies or attitudes for example – that could make it difficult or impossible for disabled customers to use or access the services or information being provided.

The aim of making the adjustment is to ensure that a disabled person (e.g. someone who may be deaf or visually impaired or have difficulty in walking) can use an organisation's service to a standard as close as reasonably possible to the standard usually offered to a non-disabled person.

The duty to make changes is anticipatory. The organisation must think in advance about how people who have impairments may be affected in accessing their services and what could be done to remove any barriers.

If an organisation finds there are barriers to access for disabled people, then it has a duty to consider making changes to remove or adjust any barriers to access. It will be up to the organisation to consider if the adjustments are reasonable to make.

If barriers to access are identified and the organisation concerned believes they are not reasonable to remove, alter, avoid or provide the service by an alternative means, then the organisation should make a dated record of the reasoning along with any evidence to support this belief. The evidence could be:

Appendix 1. Disability & Legislation (cont'd)

- A letter from the local conservation officer stating that proposed changes to a listed building are not allowed
- A quote from a lift supplier giving details of installation costs.
- This information should also include a review date.
- An organisation has to do what is reasonable, which will depend on a wide range of factors. These include but are not limited to:
 - Cost
 - Disruption caused in making the adjustment
 - Resources, other than cost, available
 - The types of service being offered
 - Time needed to make adjustment.

Adjustments do not have to be made to make the building or service more accessible if it will lead to a breach of any other legal duties. However, this is likely to be in exceptional circumstances and only where the other legal duties are very specific, and the service provider has no other choice.

The duty to make reasonable adjustment falls into three main areas. Service providers can:

- Change the way things are done — the provision, criterion or practice
- Provide auxiliary aids and services
- Overcome a physical feature by
 - removing the feature, or
 - altering it, or
 - avoiding it, or
 - providing services by alternative methods.

What is seen as reasonable will depend on the type of service being offered, along with the size of the provider, taking into account the nature of the service and resources available to it.

Appendix 1. Disability & Legislation (cont'd)

Things to consider are:

- Would the suggested steps be effective in improving accessibility?
- Is it practical for the service provider to take the recommended steps?
- What is the financial cost of the recommendations?
- How much disruption will be caused while making the adjustments?
- What financial resources are available?
- How much has already been spent making improvements to access?
- What other resources (financial or otherwise) are available?

Evidence should be gathered for not making adjustments. For example, this could show the financial implications, disruption caused and the number of visitors affected. This evidence should be recorded and reviewed. It could then be part of a defence against a claim of discrimination.

Harassment

This is unwanted behaviour related to disability that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. This is unlawful treatment.

Victimisation

It is unlawful for a person to be treated badly if they:

- Make a complaint about discrimination or harassment relating to the Act, or
- Help another person make a complaint, or
- Are believed to have helped or complained.

This applies whether or not the person being treated badly is disabled.

Positive Action

Positive action toward disabled people is allowed; this can be used to target a particular group, in this case disabled people. Guidance states that under-representation of a group of people should not be assumed and that research is needed to confirm that they are.

Appendix 1. Disability & Legislation (cont'd)

Public sector Equality Duty

The public sector Equality Duty is Section 149 of the Equality Act 2010.¹ It applies to public bodies listed in Schedule 19 of the Act.

Schedule 19 includes sections such as armed forces, broadcasting and local government. Examples of public bodies listed under health, social care and social security include: an NHS trust; a primary care trust; a special health authority; the Care Quality Commission, schools.

The Equality Duty ensures that all public bodies play their part in making society fairer by tackling discrimination and providing equality of opportunity for all.

General Duties

Under the Equality Duty a public body when exercising its functions must have due regard to the need to:

- eliminate unlawful discrimination, harassment, victimisation and any other conduct that is prohibited under the Act;
- advance equality of opportunity between people who share a relevant protected characteristic and persons who do not share it; and
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

It must consider its duties under the Act across its duties, as a service provider and an employer. For example, a hospital trust cannot ignore its duties to staff while meeting those to patients.

It must not directly or indirectly discriminate, harass or victimise anyone in relation to one or more protected characteristics.

Building Regulations

Building Regulations Approved Document M - Buildings other than dwellings 2000:2015 Edition (AD M) provides guidance on access and facilities for disabled people in non-domestic buildings and dwellings.

AD M also gives reference to Part K of the Building Regulations (Protection from falling, collision and impact) (Part K). Where there appears to be conflict between the guidance in AD M and Part K, AD M takes precedence.

Under the Equality Act it is seen as not reasonable for service providers, a public authority carrying out its functions or an association, to remove or alter a physical feature that has been provided in accordance with the design standards/objectives of AD M. This lasts for 10 years from when construction was completed, or the feature installed.

However, this does not mean there is a total exemption from the Equality Act. Features that are outside the scope of AD M may still require reasonable adjustment and reasonable adjustment in other ways, such as policies should be considered when features do fall within the scope

Appendix 1. Disability & Legislation (cont'd)

of AD M and are disabling.

Equality Act, Building Regulations, BS 8300 & Accessibility Compliance

The Equality Act is not about buildings or physical features. It is about not putting disabled people at a substantial disadvantage, and if physical features have a disabling effect, then reasonable adjustments need to be made to remove that effect.

The Equality Act covers buildings (irrespective of age) and sites. For example, this includes parks, whether used free or in return for payment or as a place of employment.

However, the Equality Act does not give guidance about design or where to get design guidance when looking to make environments accessible. It cannot therefore indicate whether a building or site complies with the legislation. The duty to make reasonable adjustment is an ongoing duty. Just because a building was designed to now an outdated piece of guidance, it does not mean its should not be audited (benchmark) against the latest guidance.

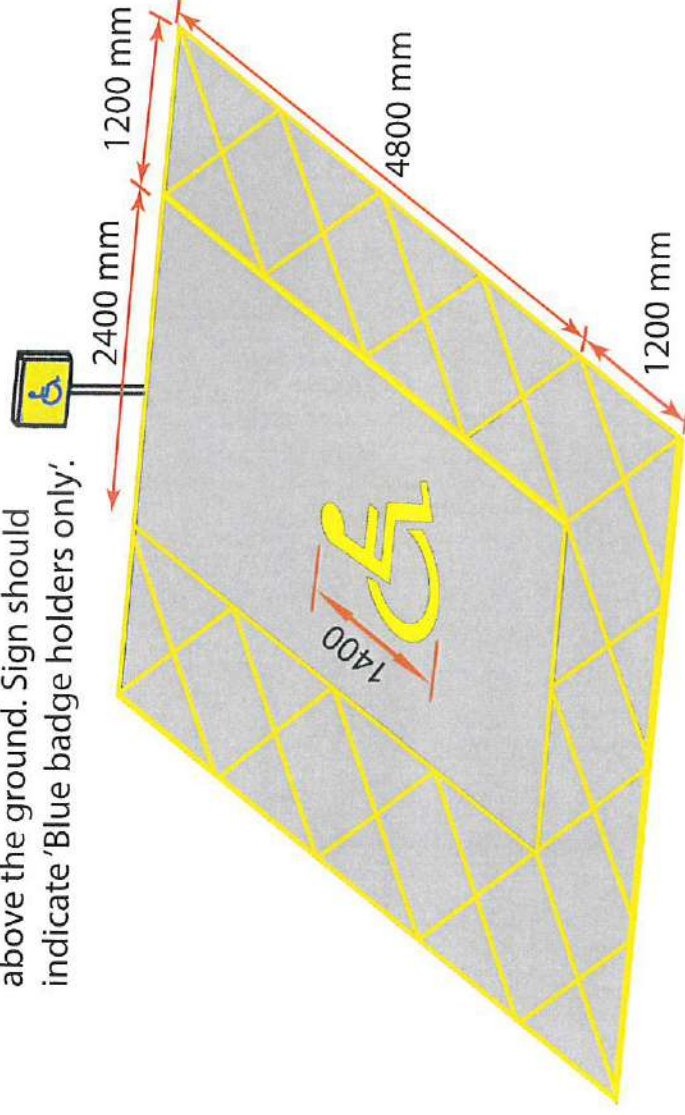
Building Regulations apply to new builds and extensions. Building Regulations are lawful and compulsory, whereas deviation from the AD M is allowed, subject to approval, as this is only guidance. A physical feature designed to meet building regulations or the AD M is not necessarily Equality Act compliant.

BS8300-1 & 2: 2018 Design of an accessible and inclusive built environment. External & Buildings. Code of Practices, is guidance only. It is frequently used as a benchmark to assess accessibility of the built environment and is seen as complementing AD M. It exceeds the scope of design features when compared to AD M. Following this guidance will not mean a building is Equality Act compliant.

The driver for making buildings and spaces accessible is The Equality Act 2010. This states that disabled people should not be put at a substantial disadvantage when compared to non-disabled people and where disabled people are put at a substantial disadvantage 'reasonable' adjustments should be made. The test of 'reasonableness' is not a single test; it is an ongoing duty. Best practice changes as does technology, guidance and cultural norms to name a few things. As an example, Approved Document M in 1999 stated an accessible WC should measure 1500 x 2000 mm, in 2004 it became 1500 x 2200 mm in 2018 BS8300-2 recommends 1700 x 2200 mm. What is important is that a feature is benchmarked against current best practice standards and then a test of reasonableness is applied, however, it is important to note that ultimately only a court of law can determine what is reasonable.

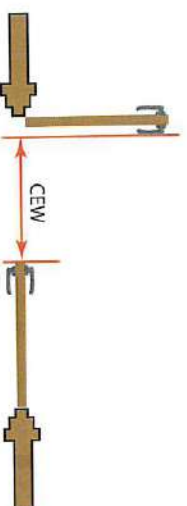
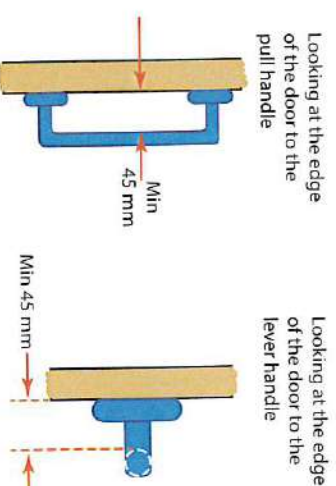
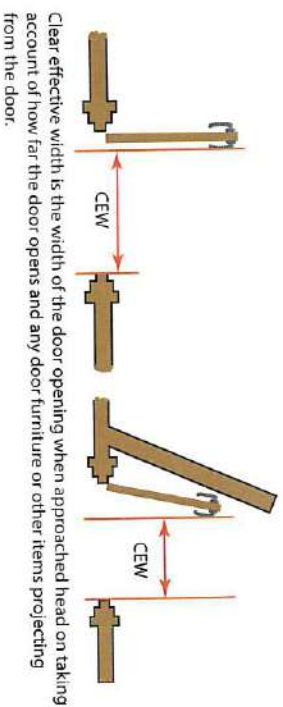
Appendix 2. Accessible parking bay

Sign with lower edge at 1000 mm above the ground. Sign should indicate 'Blue badge holders only'.



Accessible off-street parking bay

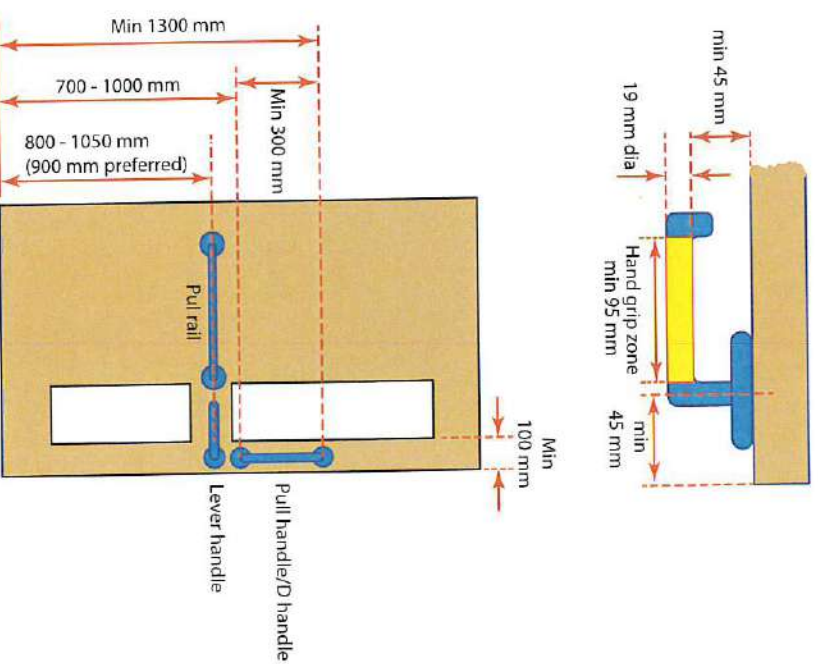
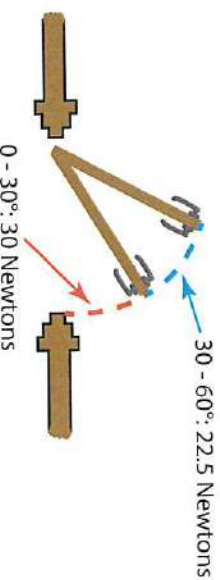
Appendix 3. Door CEW, opening force and door handles



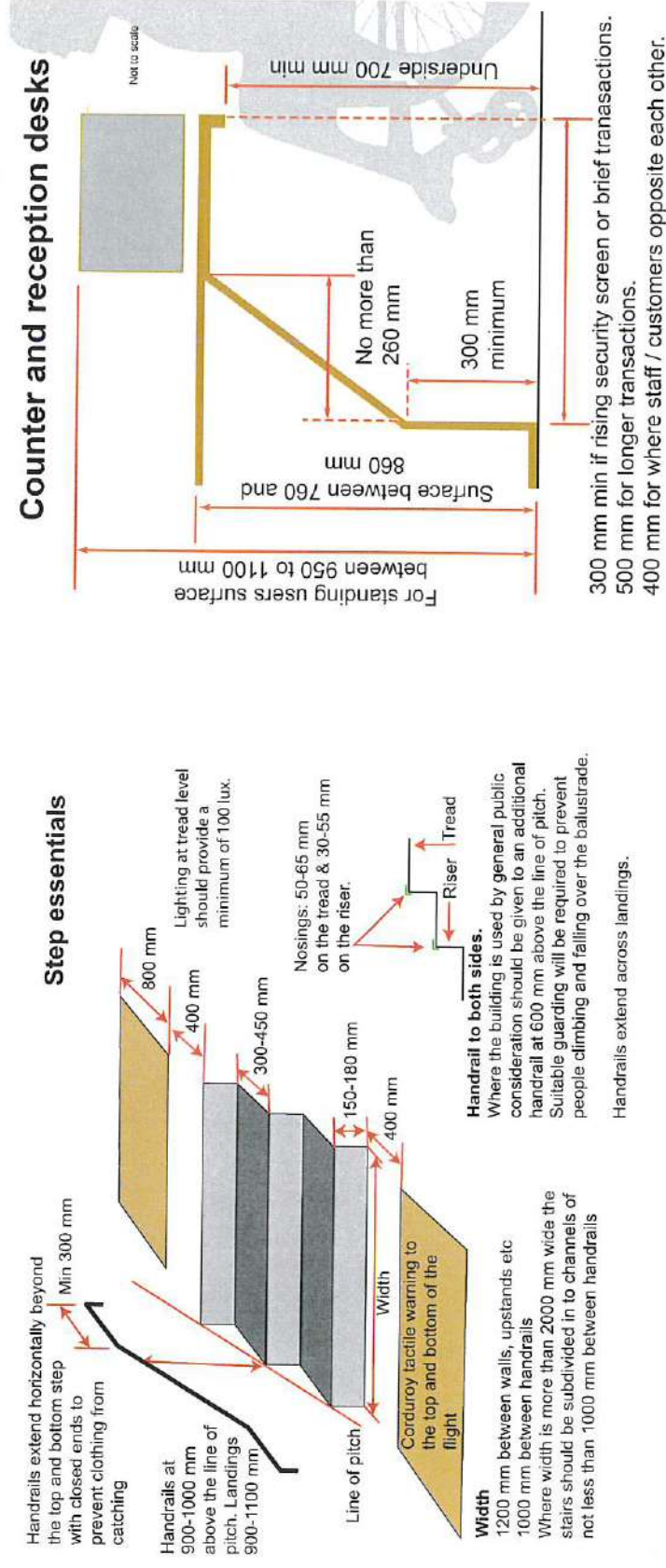
Where possible double doors should provide a double swing action rather than interlocking.

Corridors where unequal ($1\frac{1}{2}$) leaf doors are used, the full leaf should be placed on the same side.

Door opening force

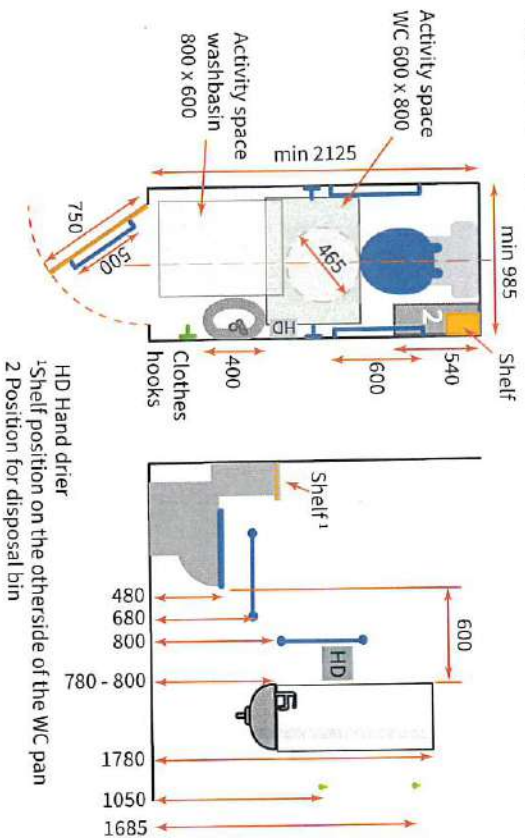


Appendix 4. Stairs and Reception Desk

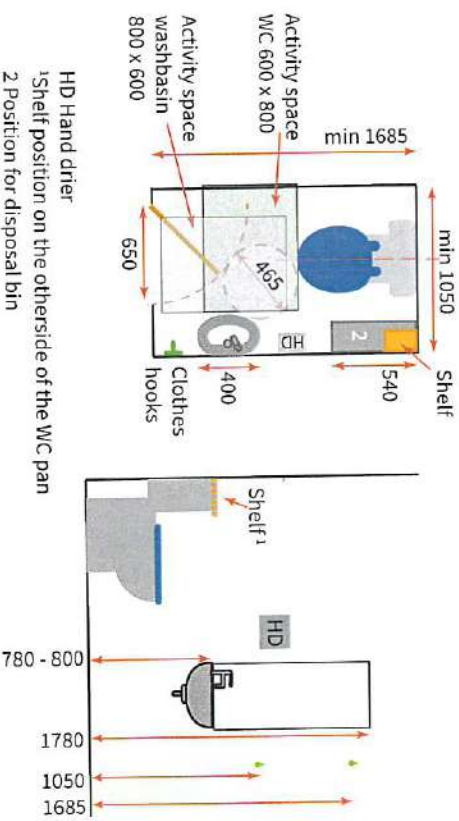


Appendix 5. WC cubicles - Part T Building Regulations

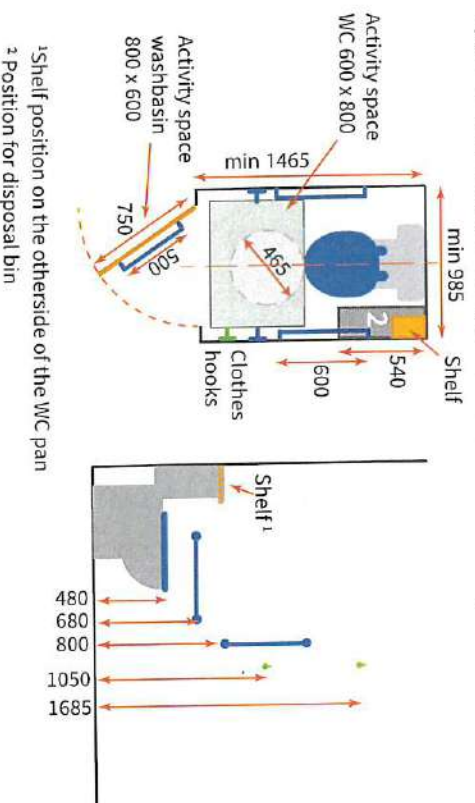
Type A - Fully enclosed self-contained ambulant universal toilet



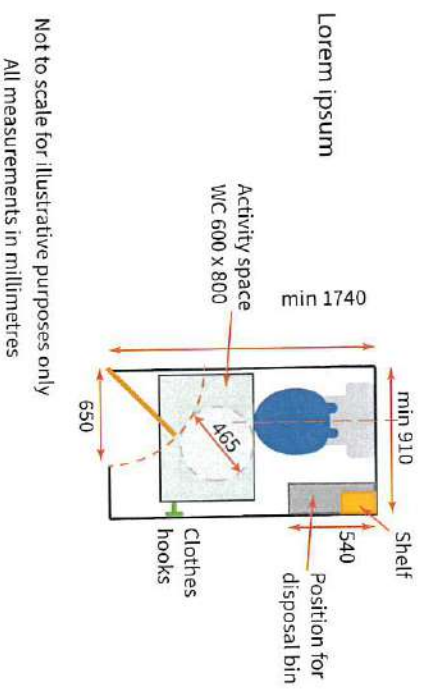
Type B Fully enclosed self-contained universal toilet



Type C - Ambulant single - sex toilet cubicle (not self-contained)



Type D - Single sex toilet cubicle (not self contained)



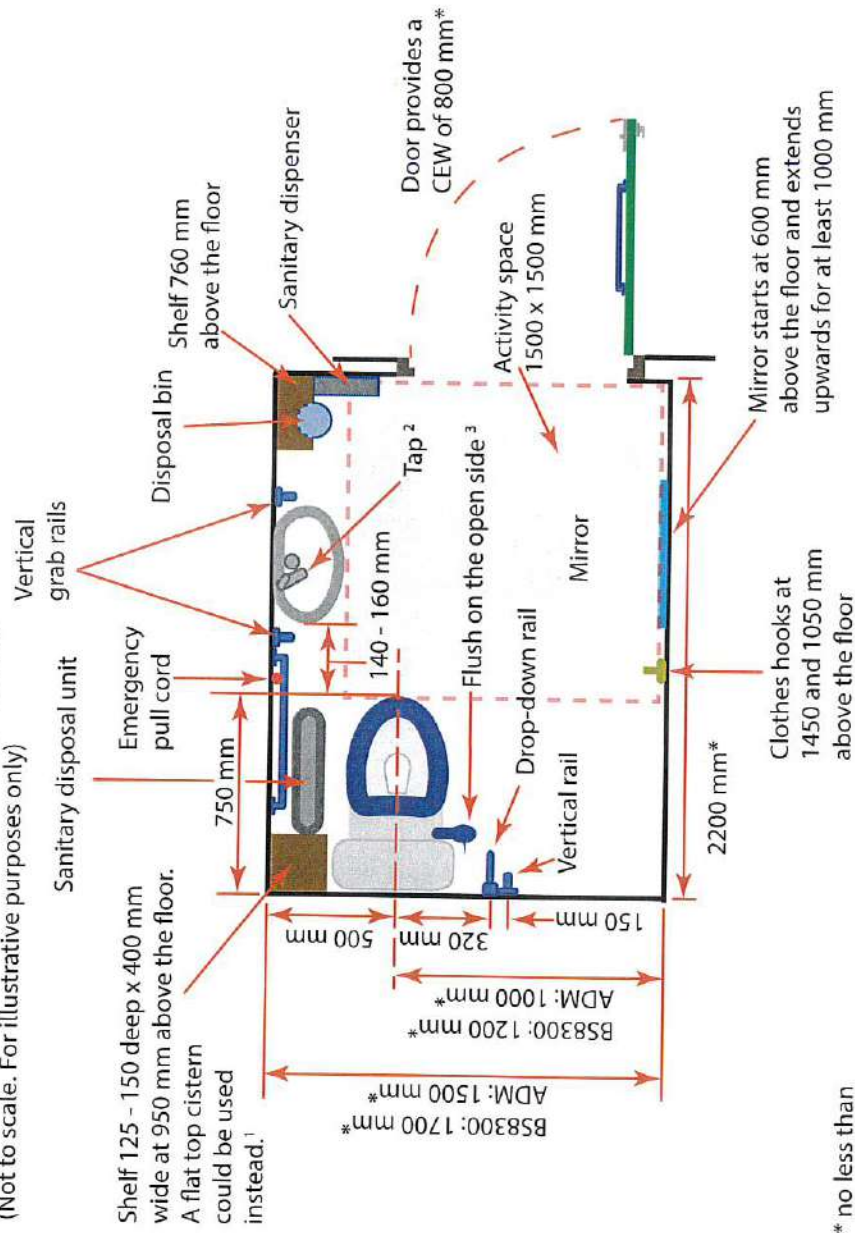
Not to scale for illustrative purposes only

All measurements in millimetres

Appendix 6. Accessible WC for Independent Use - Plan

Plan of accessible WC (left transfer)

(Not to scale. For illustrative purposes only)



* no less than

¹ When a high or low level cistern is used a padded back rest and colostomy shelf (as shown) should be provided. Where a close coupled cistern is used and the lid is flat this could be used instead of the shelf.

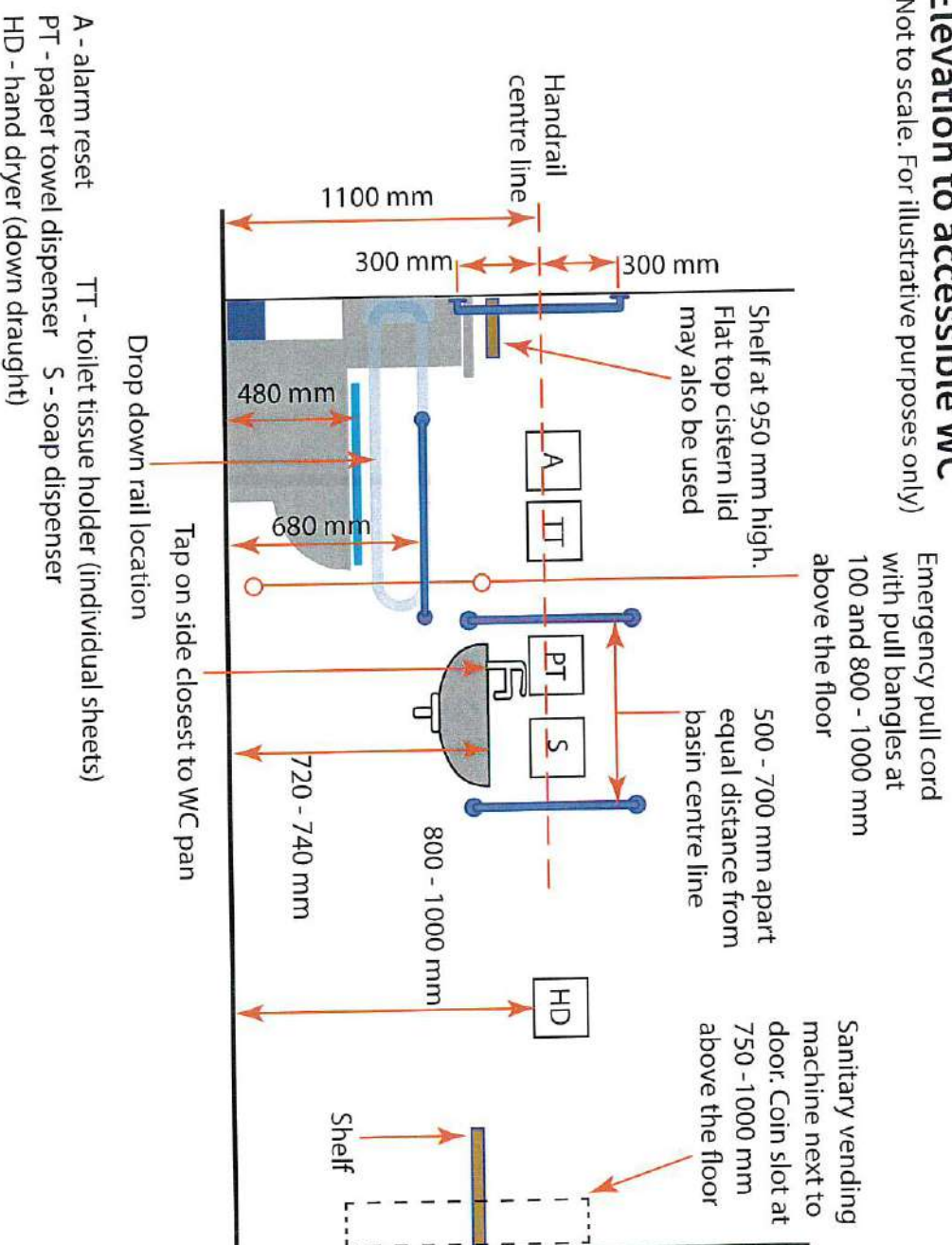
² The tap to the handrinse basin should be placed in the corner closest to the WC pan.

³ If the flush-handle is on the wrong side, many people will be unable to reach or use the handle and the WC will remain unflushed, which is unhygienic and causes embarrassment to users. It is imperative that the cistern flush-handle is positioned on the transfer side of the WC so that it can be reached by a person who has transferred back into their wheelchair. The handle should be spatula-shaped so that it is easier for people with reduced manual dexterity to use.

Appendix 7. Accessible WC for Independent Use - elevation

Elevation to accessible WC

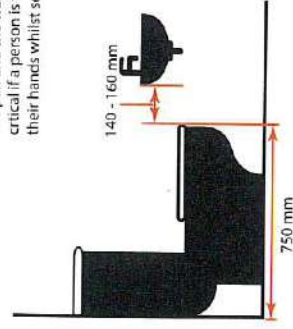
(Not to scale. For illustrative purposes only)



Appendix 8. Accessible WC pan / wash basin and transfers

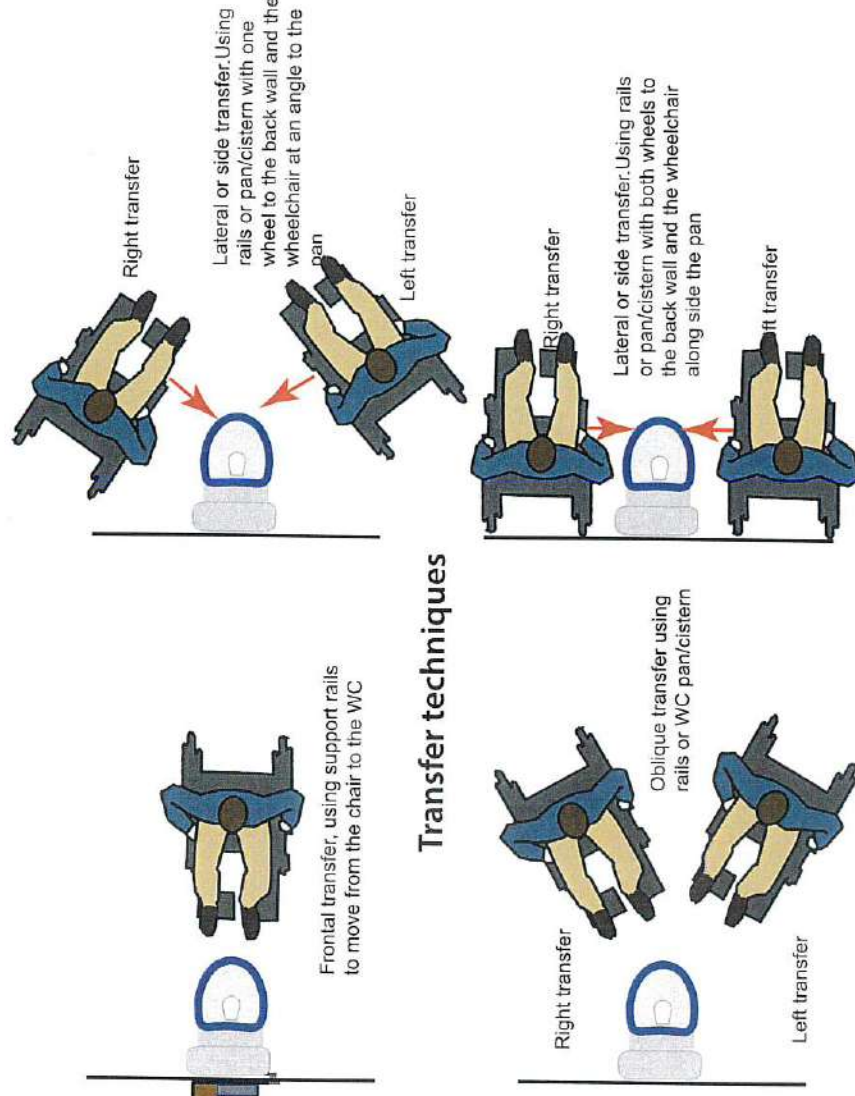
Distance between front of WC pan and nearest edge of wash hand basin

The distance between the front of the WC pan and the wash hand basin is critical if a person is to wash and dry their hands whilst seated on the pan



The distance from the front of the WC pan to the rear wall is critical if a wheelchair user is going to transfer sideways between their chair and the pan and not diagonally

Not to scale for illustrative purposes only



Transfer techniques

Appendix 9. Tonal contrast

Tonal contrast is not colour contrast. Tonal contrast strips away colours and is only interested in the tonal value of a colour.

LRV is the amount of light reflected by the colour. It has nothing to do with the colour. You can have two different shades of the same colour, red or blue for example but with a different LRV.

The LRV will be a number between 0 for black and 100 for white. The darker the colour the lower the number and the lighter the colour the higher the number.

0 Black up to 100 White (assumed min 100lux)*

Tonal contrast is measured in the difference of LRV between two surfaces. For example in a corridor a mid-tone blue carpet may have an LRV of say 40 with the walls painted in magnolia having an LRV of say 75. The tonal difference is 75 LRV of the magnolia walls - 40 LRV of the blue carpet. This equals an LRV difference of 35 (75-40=35).

The table below shows what the LRV difference there should be between typical surfaces

Required LRV difference between 2 adjoining surfaces

	+200 lux	-200 lux
Large areas: floors, walls, doors etc	20 points	30 points
Door furniture	15 points	
Text on signs	70 points	

Sanitary ware, support/handrails rails: there is no guidance other than there should be good contrast between the item and its background. We typically recommend 30 points.

Lighting plays its part, in that in areas where the illuminance levels are high (200 lx or more) a lower LRV can be used. Where the lighting is less than 200 lx there should be a greater difference in contrast.

* Some people may refer to the difference as points or %. 30 points = 30%, it is the same.



Sample swatches with the LRV values left to right: 34, 62, 65. The bottom row converted to black & white. This is far from perfect but gives you an indication as to the tonal contrast. The central and right samples have colour contrast but no tonal contrast.



Taking a photograph and converting to black & white gives an indication as to the level of tonal contrast. Here we have split half the photograph to B&W to show the level of contrast.

Recommendations by Priority

Reference	Current Finding	Recommendation	Priority
1 Getting to the site	1.3 Although the site entrance is obvious, there is no signage advertising the Community Centre; the only signs indicate the clubs and classes available. There are many signs, and trying to read them to find what you are looking for could take some time and may cause information overload for some people. Which sign should you read first? It is likely that anyone coming for the first time will be told something along the lines of 'we meet at the community centre'.	Provide clear and visible signage advertising 'Armthorpe Community Centre'.	1
2 Site external areas and parking	2.1 The general surface of the site is firm and even. As the site slopes down from the main road towards the entrance there are some steps between the parking areas. These have good tonally contrasting nosings. However, handrails have not been provided. Handrails should be provided to both sides of steps and they should extend horizontally beyond the top and bottom steps. Adding handrails that extend may be an issue as they will project into the parking spaces.	Provide handrails and if feasible extend horizontally beyond the top and bottom steps.	1
2 Site external areas and parking	2.2 There is a section of path from the middle parking area (close to the double gates leading to the yard) that is narrow with an open edge. The step nosing is clearly highlighted, but not the open edge. This is not an H & S report, but the narrow width and open edge may be an issue for people falling off the edge.	It is recommended that this route is not made available.	1

Reference	Current Finding	Recommendation	Priority
2 Site external areas and parking	2.3 Lighting is provided to the parking area and the route from the main road to the entrance. Its effectiveness, (particularly to the steps) during the hours of darkness, is not known. Steps should have a minimum of 100 lx at the tread level, evenly spread, avoiding pools of light and dark.	Check the lighting of the access routes and the steps during the hours of darkness and increase if found to be low.	1
2 Site external areas and parking	2.10 On either side of the entrance ramp, there is a ramp from the path up to the entrance level. These have an indicative gradient of 1:8 – 1:9. No access routes should have gradients steeper than 1:12.	Investigate reducing the gradients to meet guidance.	1
5.1 Single sex toilets	5.1.5 The water temperature to the taps was not tested. For handwashing this should not exceed 43°C at outlet with the circulating water no less than 60°C.	Check the water temperature to all hand wash basins that are solely used for handwashing (not sinks for washing of kitchen utensils) to ensure that the temperature does not exceed 43°C; if it does, it should be regulated.	1

Reference	Current Finding	Recommendation	Priority
6 Accessible WC	6.1 The facility is accessed through a lobby that also serves as a thoroughfare to the garden entrance lobby. This lobby measures 1730 x 1760 mm. However, this area is used by the swing of the outward-opening toilet door. This means there is not sufficient space for a wheelchair user to be in this space and open the door, the door has to be pulled open whilst only being partially in the lobby. For some people sat in a wheelchair this will not be feasible as it requires them to lean forward and pull the door open from the side and push it away. At the time of my visit a chair was also in this lobby area which creates an obstacle. A couple of options to consider are to automate the door or investigate removing the wall between the lobby and the entrance hall. Both options require specialist advice to be sought.	Consider adding a powered door or removing the wall between the lobby and the entrance hall.	1
6 Accessible WC	6.5 One of the key features of an accessible WC is that a person sitting on the WC can reach the wash hand basin, soap and paper towel dispenser to wash and dry their hands. Guidance requires the distance from the front of the WC pan to the nearest edge of the wash hand basin to be 140 mm – 160 mm; in this instance it is 340 mm.	The wash hand basin should be moved closer to the pan.	1
6 Accessible WC	6.6 Paper towels are not provided; these are essential to an accessible WC. Some people need to wash and dry their body parts or find the noise of a hot air dryer too loud.	Provide paper towels within reach of the WC pan.	1

Reference	Current Finding	Recommendation	Priority
6 Accessible WC	6.9 There is no emergency pull cord. A red emergency pull cord should hang down on the side wall nearest the WC pan but behind the horizontal grab rail. The cord should be placed in line with the front of the WC pan. There should be red pull bangles at 100 mm and 800-1000 mm above the floor. A reset button should be provided on the same side wall within reach of the WC pan. This is so that it can be cancelled if activated in error.	Provide an emergency pull cord and reset button.	1
6 Accessible WC	6.13 There is a sign above the wash hand basin advising of hot water. For hand washing, the water temperature should be regulated to 43°C at the outlet, with the circulating water no less than 60°C. A person with sight loss may not be able to read the sign and some people may not understand it.	Regulate the water temperature to 43°C at the outlet.	1
6 Accessible WC	6.14 In the female toilet there is a sanitary product vending machine, but there are no sanitary products available in the accessible WC. Whatever is provided in the male and female toilets should be available (as far as it is practical and reasonable to do) in the accessible WC.	Provide female sanitary products in the accessible WC.	1
10.1 Back of hall stairs	10.1.3 These stairs have a handrail on one side only. All stairs should provide handrails to both sides. As the stair design does not meet the guidance, making them steep, the provision of a second handrail is seen as more important.	Provide a handrail to the wall side.	1

Reference	Current Finding	Recommendation	Priority
10.1 Back of hall stairs	10.1.4 The stairs do not have tonally contrasting nosings. Nosings should be readily apparent, slip-resistant and have 30-point LRV difference to the treads and risers. On treads, they should measure 50 – 65 mm, and on risers, they should be 30 – 55 mm.	Provide tonally contrasting nosings.	1
13 Staff kitchen and main hall kitchen	13.2 The water temperature was not tested at the sinks, but if hotter than 43°C, a warning should be given.	Check water temperature, if hotter than 43°C, add a warning.	1
15 Emergency egress	15.7 When I visited the site, the main hall had a Christmas tree and decorations obstructing access to the emergency exit doors, which were moved for the room's use on the morning of my visit. However, these doors should never be obstructed.	Ensure emergency exits are not obstructed.	1
6 Accessible WC	6.10 Within the room, there is a walking frame, which compromises the manoeuvring space. The walking frame should not be stored in this toilet.	Store the walking frame elsewhere.	M
11 Platform lift	11.2 Typically the lift is locked and unlocked when the upstairs rooms are being used. It is recommended to provide information signage advising where the key can be obtained from should it be locked.	Add information signage about the key location if required.	M

Reference	Current Finding	Recommendation	Priority
14 Staff office	14.1 This is an open-plan office. Tables provide a floor-to-understand height of 685 mm. It is recommended to provide a height of 700 mm minimum. This is suitable for wheelchair users to access. However, reasonable adjustments should be made to suit the specific disabled employee.	Make reasonable adjustments to suit the specific disabled employee.	M
15 Emergency egress	15.3 Evac chairs have not been provided. These are not suitable for all users, and appropriate training and trained staff should always be available in case of an emergency. The platform lift can be used for emergency evacuation, provided the following is followed: it operates on a battery when moving between floors. A risk assessment is carried out at the time of the evacuation, and Building Control must approve its use.	Investigate using the lift for emergency evacuation.	M
15 Emergency egress	15.8 The evacuation of all building occupants is a management responsibility and appropriate risk assessments, including evacuation, must be in place. For specific disabled employees, it may be relevant to provide them with a personal emergency egress plan. A separate strategy will be required for visitors.	Assess current management strategies, take advice from a suitably competent person if necessary, and upgrade the means of escape provisions to meet, or exceed, current (minimum) standards.	M
2 Site external areas and parking	2.8 All the tables are placed on the grass. Provide a route to some of the tables that is firm and even with the tables also being placed on a firm and even surface.	Provide access to the tables with firm and even access and have the tables placed on a firm and even surface.	2

Reference	Current Finding	Recommendation	Priority
2 Site external areas and parking	2.9 The tables in the garden have no space for a wheelchair user or a child in a pram/buggy to pull up to the table.	Provide a garden table with space for a wheelchair/ pram/buggy to pull up to the table.	2
3 Entrance	3.1 There is an incline leading up to the entrance doors with an indicative gradient of 1:16 over a length of 4750 mm. Anything with a gradient of 1:20 or steeper up to a maximum of 1:12 is technically a ramp. The length and gradient comply with current guidance. However, ramps should have handrails on both sides, which are used by people for support.	Provide handrails to both sides.	2
3 Entrance	3.2 The entrance doors open on motion sensors and provide a clear width to allow access for all. The doors and side panels have large areas of glass. White circles at one height have been added for manifestation (permanent marking). Manifestation is there to help identify the glass and help prevent collision, especially if the doors are locked or not working correctly. When entering the circles are relatively easy to see but when exiting they can be lost in the background. It is recommended that manifestation of two tonally contrasting colours is used at two heights.	Provide further manifestation that contrasts tonally to the existing in the height range of 1400 – 1600 mm above the floor.	2

Reference	Current Finding	Recommendation	Priority
3 Entrance	3.4 The platform lift dominates the entrance hall, it does offer good tonal contrast with the surrounding surfaces. However, it also obstructs a view of the male and female toilets. There is a sign on the wall of the stairs, but nowhere else. Further wayfinding signage should be added when entering the building, giving directions to the WCs, various rooms and the office.	Provide wayfinding signage to the WCs, meeting rooms, hall etc.	2
5.1 Single sex toilets	5.1.1 The male toilet provides two WC cubicles and three urinals, with the female toilets having four cubicles. There are no cubicles suitable for ambulant disabled people. These are cubicles with an outward opening door, which provides more manoeuvring space and support rails in the cubicle. Every facility should provide at least one cubicle like this.	Provide a cubicle suitable for ambulant disabled people to each facility.	2
5.3 Changing room	5.3.3 The showers have no support rails or tip-up seat. Providing these will help with improving accessibility for ambulant disabled users.	Add a tip-up seat and support rails to one shower.	2
6 Accessible WC	6.7 A mirror is provided above the wash hand basin; this space should be reserved for the soap and paper towel dispensers. The mirror should be on a side wall starting at 600 mm above the floor and extending upwards for at least 1000 mm.	Provide a mirror on the side wall.	2

Reference	Current Finding	Recommendation	Priority
6 Accessible WC	6.8 The flush to the toilet is placed on the side nearest the side wall, this should be placed on the 'open side' so it is more easily reached from a wheelchair once transferred back.	Reposition the lever flush to the 'open side' of the cistern.	2
8 Main Hall	8.3 There is no evidence of a hearing enhancement system. Where meetings or events occur, the provision of an induction loop, audio over wifi or similar should be provided.	Provide a hearing enhancement system.	2
8 Main Hall	8.7 This room is laid out to suit its intended use. The chairs seen at the time of the visit hand back support but no arm rests. It is recommended that some chairs with arm rests are provided. Armrests, when provided, help people lower themselves onto the seat and stand up.	Provide some seats with armrests.	2
9 Horizontal circulation	9.4 The signage to the toilets at the foot of the entrance hall stairs is not obvious.	Increase the visibility of the sign.	2
9 Horizontal circulation	9.5 There is no signage on the ground floor advising of the two rooms upstairs.	Provide signage of the rooms on the first floor.	2
12 1st floor meeting rooms	12.1 These both have furniture that can be moved to suit its intended use. The chairs are all similar in design and do not have arm rests but do have back support.	Provide some chairs with arm supports.	2

Reference	Current Finding	Recommendation	Priority
12 1st floor meeting rooms	12.2 There is no evidence of a hearing enhancement system. Where meetings or events occur, the provision of an induction loop, audio over wifi or similar should be provided.	Provide a hearing enhancement system.	2
13 Staff kitchen and main hall kitchen	13.4 Above the sink is a paper towel dispenser, this is at 1400 mm above the floor. This will be out of reach for some people.	Provide a paper towel dispenser with the bottom edge no higher than 1200 mm above the floor.	2
2 Site external areas and parking	2.5 The accessible parking bays measure 2330 mm wide x 4900 mm long with 1170 mm wide hatching to the side. The recommended minimum size is 2400 mm wide x 4800 mm long with 1200 mm wide hatching to the side (preferably both sides) and the rear. There is wall mounted signage advising of the bays.	When remarking the bays provide the minimum recommended size and include hatching to the rear.	3
2 Site external areas and parking	2.7 The garden at the rear has play equipment for children with soft landing surface around it. The play equipment is suitable for children with mobility but there is no sensory play equipment or equipment for children using wheelchairs/walking aids.	When refurbishing, consider adding further play equipment suitable for sensory play and children using wheelchairs and walking aids.	3
4 Garden entrance	4.2 The floor of the lobby is a black and white chequerboard pattern. This type of pattern can be an issue for neurodivergent people and is generally not recommended.	When the opportunity arises, for example, in refurbishment, provide a floor covering that is not as visually noisy.	3

Reference	Current Finding	Recommendation	Priority
5.1 Single sex toilets	5.1.2 The urinals have the front edge at 635 mm above the floor. It is recommended to provide one at 500 mm.	Provide one urinal with the front edge at 500 mm above the floor.	3
5.1 Single sex toilets	5.1.3 Modesty screens are not provided between the urinals. Some people will rest walking aids against them or even lean against them; they also provide privacy.	Provide modesty screens between the urinals.	3
5.1 Single sex toilets	5.1.4 The urinals are white against a white tiled background, this provides poor tonal contrast. It is recommended that there should be good tonal contrast between the urinals and the background they are seen against, it is recommended there should be 30 points LRV difference.	Increase tonal contrast between the urinals and their background.	3
5.2 Kitchen toilet	5.2.3 There is good tonal contrast between the floor and the walls. However, the tonal contrast between the hand wash basin, hand dryer, and their background could be improved.	When the opportunity arises, increase the tonal contrast between the hand wash basin, hand dryer, and their background.	3
6 Accessible WC	6.2 The floor of the lobby is a black and white chequerboard pattern. This type of pattern can be an issue for neurodivergent people and is generally not recommended.	When the opportunity arises, for example, in refurbishment, provide a floor covering that is not as visually noisy.	3

Reference	Current Finding	Recommendation	Priority
6 Accessible WC	6.4 The door into the toilet provides a clear effective width (CEW) of 775 mm. Guidance states this should be 800 mm minimum. Increasing the CEW for 25 mm may not be reasonable on its own, but if enlarging the room or relocating this should be taken in to account.	Increase the CEW to 800 mm when the opportunity arises.	3
7 Loung bar	7.2 The bar counter has a single height of 1050 mm. It is recommended that a low section is available for people of short stature or using wheelchairs.	When refurbishing, consider a low section of counter.	3
8 Main Hall	8.5 The kitchen counter provides a single height of 1150 mm. If people come and collect drinks or food from the counter, there should be a low section or provide a single low level counter of 850 mm, which is suitable for both standing and seated users.	Review how the counter is used and consider a low section or all the counter at a lower height if required.	3
11 Platform lift	11.4 Best practice is to provide audible announcements of floor level reached and direction of travel.	Provide audible announcements.	3
13 Staff kitchen and main hall kitchen	13.1 The sink next to the office has twist-action taps that require a person to grip and twist their hand to turn. It is recommended that it should be possible to operate taps with the use of a clenched fist.	Provide taps that can be used with a clenched fist.	3

Reference	Current Finding	Recommendation	Priority
13 Staff kitchen and main hall kitchen	13.3 In the staff kitchen, the worktop has a height of 940 mm above the floor. Providing a counter height of 850 mm is deemed accessible to both seated and standing users.	When refurbishing, consider a counter height of 850 mm.	3
15 Emergency egress	15.4 Fire alarm call points are typically sited at 1400 mm high. It is recommended that these are no higher than 1200 mm.	When replacing the fire alarm system lower call points to 1200 mm	3
5.3 Changing room	5.3.1 There is only a male changing room, with a shower, it appears that the female changing room is now the cleaners' store. There should be the same facilities for female users of the building.	Provide a female changing room with a shower.	P
5.3 Changing room	5.3.2 There is a high threshold between the changing area and showers in the male changing room. This will create a barrier to access for people who cannot negotiate the threshold. There should also be an accessible shower and change facility.	Provide an accessible changing area with a shower.	P

Reference	Current Finding	Recommendation	Priority
6 Accessible WC	6.3 The room measures 1975 mm wide x 1770 mm deep. The width is the measured by which wall the toilet pan is attached to. Guidance recommends that accessible WCs should be at least 1500 mm wide (1700 mm preferred) and 2200 mm deep. The room is too small, which impacts the space wheelchair users, and others have to manoeuvre themselves. Although the room is too small, moving the WC pan so that it is on the wall opposite the door and placing the wash hand basin on the side wall in front of it would make it more accessible. Obviously increasing the room size would be preferable. See diagram "Appendix 8. Accessible WC for Independent Use - Plan" on page 52.	Investigate increasing the room size to 1700 mm x 2200 mm or larger. Failing that move the WC pan to the wall opposite the door.	P
6 Accessible WC	6.11 The toilet has a drop-down baby change table. Bay change facilities should not be within the accessible WC except in the smallest of establishments. Combining an accessible toilet and baby changing facility is acceptable only in the smallest of buildings or self-contained units within a building with low levels of demand, where it is not feasible to provide more than one toilet. Combining use can lead to extended wait times for all users and is therefore to be avoided.	Investigate providing baby change facilities elsewhere in the building.	P

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#	Ref	Current Findings	Recommendations	Priority
1	1 Getting to the site	1.3 Although the site entrance is obvious, there is no signage advertising the Community Centre; the only signs indicate the site is firm and even. As the site slopes down from the main road towards the entrance there are some steps between the parking areas. These have good tonally contrasting nosings. However, handrails have not been provided. Handrails should be provided to both sides of steps and they should extend horizontally beyond the top and bottom steps. Adding handrails that extend may be an issue as they will project into the parking spaces.	Provide clear and visible signage advertising 'Armthorpe Community Centre' and if feasible extend horizontally beyond the top and bottom steps.	1
2	2 Site external areas and parking	2.1 The general surface of the site is firm and even. As the site slopes down from the main road towards the entrance there are some steps between the parking areas. These have good tonally contrasting nosings. However, handrails have not been provided. Handrails should be provided to both sides of steps and they should extend horizontally beyond the top and bottom steps. Adding handrails that extend may be an issue as they will project into the parking spaces.	Provide clear and visible signage advertising 'Armthorpe Community Centre' and if feasible extend horizontally beyond the top and bottom steps.	1
3	2 Site external areas and parking	2.2 There is a section of path from the middle parking area (close to the double gates leading to the yard) that is narrow.	It is recommended that this route is not made available.	1
4	2 Site external areas and parking	2.3 Lighting is provided to the parking area and the route from the main road to the entrance. Its effectiveness, (particularly at night) is not clear.	Check the lighting of the access routes and the steps.	1
9	2 Site external areas and parking	2.10 On either side of the entrance ramp, there is a ramp from the path up to the entrance level. These have an indicative gradient of 1:16.	Investigate reducing the gradients to meet guidance.	1
18	5.1 Single sex toilets	5.1.5 The water temperature to the taps was not tested. For handwashing this should not exceed 43°C at outlet with the circulating water no less than 60°C.	Check the water temperature to all hand wash basins that are solely used for handwashing (not sinks for washing of kitchen utensils) to ensure that the temperature does not exceed 43°C; if it does, it should be regulated.	1
23	6 Accessible WC	6.1 The facility is accessed through a lobby that also serves as a thoroughfare to the garden entrance lobby. This lobby is not suitable for a person with a mobility impairment.	Consider adding a powered door or removing the wall.	1
27	6 Accessible WC	6.5 One of the key features of an accessible WC is that a person sitting on the WC can reach the wash hand basin, soap and paper towels are not provided; these are essential to an accessible WC. Some people need to wash and dry their body parts or find the noise of a hot air dryer too loud.	The wash hand basin should be moved closer to the pan. Provide paper towels within reach of the WC pan.	1
28	6 Accessible WC	6.9 There is no emergency pull cord. A red emergency pull cord should hang down on the side wall nearest the WC pan but regulated to 43°C at the outlet with the circulating water no less than 60°C. A person with sight loss may not be able to read the sign and some people may not understand it.	Provide an emergency pull cord and reset button.	1
31	6 Accessible WC	6.13 There is a sign above the wash hand basin advising of hot water. For hand washing, the water temperature should be regulated to 43°C at the outlet with the circulating water no less than 60°C. A person with sight loss may not be able to read the sign and some people may not understand it.	Regulate the water temperature to 43°C at the outlet.	1
34	6 Accessible WC	6.14 In the female toilet there is a sanitary product vending machine, but there are no sanitary products available in the toilet.	Provide female sanitary products in the accessible WC.	1
35	6 Accessible WC	10.1.3 These stairs have a handrail on one side only. All stairs should provide handrails to both sides. As the stair design does not meet the guidance, making them steep, the provision of a second handrail is seen as more important.	Provide a handrail to the wall side.	1
42	10.1 Back of hall stairs	10.1.4 The stairs do not have tonally contrasting nosings. Nosings should be readily apparent, slip-resistant and have 30-35mm nosings.	Provide tonally contrasting nosings.	1
43	13 Staff kitchen and main hall kitchen	13.2 The water temperature was not tested at the sinks, but if hotter than 43°C, a warning should be given.	Check water temperature, if hotter than 43°C, add a warning.	1
55	15 Emergency egress	15.7 When I visited the site, the main hall had a Christmas tree and decorations obstructing access to the emergency exit.	Ensure emergency exits are not obstructed.	1
32	6 Accessible WC	6.10 Within the room, there is a walking frame, which compromises the manoeuvring space. The walking frame should not be used.	Store the walking frame elsewhere.	M
44	11 Platform lift	11.2 Typically the lift is locked and unlocked when the upstairs rooms are being used. It is recommended to provide information signage advising where the key can be obtained from should it be locked.	Add information signage about the key location if required.	M
52	14 Staff office	14.1 This is an open-plan office. Tables provide a floor-to-stand height of 685 mm. It is recommended to provide a height of 700 mm minimum. This is suitable for wheelchair users to access. However, reasonable adjustments should be made to suit the specific disabled employee.	Make reasonable adjustments to suit the specific disabled employee.	M
53	15 Emergency egress	15.3 Evac chairs have not been provided. These are not suitable for all users, and appropriate training and trained staff are required.	Investigate using the lift for emergency evacuation.	M
56	15 Emergency egress	15.8 The evacuation of all building occupants is a management responsibility and appropriate risk assessments, including evacuation, must be in place. For specific disabled employees, it may be relevant to provide them with a personal emergency egress plan. A separate strategy will be required for visitors.	Assess current management strategies, take advice from a suitably competent person if necessary, and upgrade the means of escape provisions to meet, or exceed, current (minimum) standards.	M
7	2 Site external areas and parking	2.8 All the tables are placed on the grass. Provide a route to some of the tables that is firm and even with the tables also being placed on a firm and even surface.	Provide access to the tables with firm and even access and have the tables placed on a firm and even surface.	2
8	2 Site external areas and parking	2.9 The tables in the garden have no space for a wheelchair user or a child in a pram/buggy to pull up to the table.	Provide a garden table with space for a	2
10	3 Entrance	3.1 There is an incline leading up to the entrance doors with an indicative gradient of 1:16 over a length of 4.750 m.	Provide handrails to both sides.	2

11	3 Entrance	3.2 The entrance doors open on motion sensors and provide a clear width to allow access for all. The doors and side panels have large areas of glass. White circles at one height have been added for manifestation (permanent marking). Manifestation is there to help identify the glass and help prevent collision, especially if the doors are locked or not working correctly. When entering the circles are relatively easy to see but when exiting they can be lost in the background. It is recommended that manifestation of two tonally contrasting colours is used at two heights.	2
12	3 Entrance	3.4 The platform lift dominates the entrance hall, it does offer good tonal contrast with the surrounding surfaces. However, it also obstructs a view of the male and female toilets. There is a sign on the wall of the stairs, but nowhere else. Further wayfinding signage should be added when entering the building giving directions to the WCs, various rooms and the office.	2
14	5.1 Single sex toilets	5.1.1 The male toilet provides two WC cubicles and three urinals, with the female toilets having four cubicles. There are no	2
22	5.3 Changing room	5.3.3 The showers have no support rails or tip-up seat. Providing these will help with improving accessibility for ambulant	2
29	6 Accessible WC	6.7 A mirror is provided above the wash hand basin; this space should be reserved for the soap and paper towel dispensers. The mirror should be on a side wall starting at 600 mm above the floor and extending upwards for at least 1000 mm.	2
30	6 Accessible WC	6.8 The flush to the toilet is placed on the side nearest the side wall, this should be placed on the 'open side' so it is more	2
37	8 Main Hall	8.3 There is no evidence of a hearing enhancement system. Where meetings or events occur, the provision of an induction	2
39	8 Main Hall	8.7 This room is laid out to suit its intended use. The chairs seen at the time of the visit hand back support but no arm rests. It is recommended that some chairs with arm rests are provided. Armrests, when provided, help people lower themselves onto the seat and stand up.	2
40	9 Horizontal circulation	9.4 The signage to the toilets at the foot of the entrance hall stairs is not obvious.	2
41	9 Horizontal circulation	9.5 There is no signage on the ground floor advising of the two rooms upstairs.	2
46	12 1st floor meeting rooms	12.1 These both have furniture that can be moved to suit its intended use. The chairs are all similar in design and do not	2
47	12 1st floor meeting rooms	12.2 There is no evidence of a hearing enhancement system. Where meetings or events occur, the provision of an induction loop, audio over wifi or similar should be provided.	2
51	13 Staff kitchen and main hall kitchen	13.4 Above the sink is a paper towel dispenser; this is at 1400 mm above the floor. This will be out of reach for some people.	2
5	2 Site external areas and parking	2.5 The accessible parking bays measure 2330 mm wide x 4900 mm long with 1170 mm wide hatching to the side. The	3
6	2 Site external areas and parking	2.7 The garden at the rear has play equipment for children with soft landing surface around it. The play equipment is suitable for children with mobility but there is no sensory play equipment or equipment for children using wheelchairs/walking aids.	3
13	4 Garden entrance	4.2 The floor of the lobby is a black and white chequerboard pattern. This type of pattern can be an issue for neurodivergent people and is generally not recommended.	3
15	5.1 Single sex toilets	5.1.2 The urinals have the front edge at 635 mm above the floor. It is recommended to provide one at 500 mm.	3
16	5.1 Single sex toilets	5.1.3 Modesty screens are not provided between the urinals. Some people will rest walking aids against them or even lean	3
17	5.1 Single sex toilets	5.1.4 The urinals are white against a white tiled background, this provides poor tonal contrast. It is recommended that there	3
19	5.2 Kitchen toilet	5.2.3 There is good tonal contrast between the floor and the walls. However, the tonal contrast between the hand wash	3
24	6 Accessible WC	6.2 The floor of the lobby is a black and white chequerboard pattern. This type of pattern can be an issue for neurodivergent people and is generally not recommended.	3
26	6 Accessible WC	6.4 The door into the toilet provides a clear effective width (CEW) of 775 mm. Guidance states this should be 800 mm	3
36	7 Lounge bar	7.2 The bar counter has a single height of 1050 mm. It is recommended that a low section is available for people of short stature or using wheelchairs.	3
38	8 Main Hall	8.5 The kitchen counter provides a single height of 1150 mm. If people come and collect drinks or food from the counter, there should be a low section or provide a single low level counter of 850 mm, which is suitable for both standing and seated users.	3
45	11 Platform lift	11.4 Best practice is to provide audible announcements of floor level reached and direction of travel.	3

Provide further manifestation that contrasts tonally to the existing in the height range of 1400 – 1600 mm above the floor.

Provide wayfinding signage to the WCs, meeting rooms, hall etc.

Provide a cubicle suitable for ambulant disabled people to Add a tip-up seat and support rails to one shower. Provide a mirror on the side wall.

Reposition the lever flush to the 'open side' of the cistern. Provide a hearing enhancement system. Provide some seats with armrests.

Increase the visibility of the sign. Provide signage of the rooms on the first floor. Provide some chairs with arm supports. Provide a hearing enhancement system.

Provide a paper towel dispenser with the bottom edge no higher than 1200 mm above the floor.

When refurbishing the bays provide the minimum When refurbishing, consider adding further play equipment suitable for sensory play and children using wheelchairs and walking aids.

When the opportunity arises, for example, in refurbishment, provide a floor covering that is not as visually noisy. Provide one urinal with the front edge at 500 mm above the floor.

Provide modesty screens between the urinals. Increase tonal contrast between the urinals and their When the opportunity arises, increase the tonal contrast

When the opportunity arises, for example, in refurbishment, provide a floor covering that is not as visually noisy. Increase the CEW to 800 mm when the opportunity arises. When refurbishing, consider a low section of counter.

Review how the counter is used and consider a low section or all the counter at a lower height if required.

Provide audible announcements.

48	13 Staff kitchen and main hall kitchen	13.1 The sink next to the office has twist-action taps that require a person to grip and twist their hand to turn. It is recommended that it should be possible to operate taps with the use of a clenched fist.	Provide taps that can be used with a clenched fist.	3
50	13 Staff kitchen and main hall kitchen	13.3 In the staff kitchen, the worktop has a height of 940 mm above the floor. Providing a counter height of 850 mm is	When refurbishing, consider a counter height of 850 mm.	3
54	15 Emergency egress	15.4 Fire alarm call points are typically sited at 1400 mm high. It is recommended that these are no higher than 1200 mm.	When replacing the fire alarm system lower call points to	3
20	5.3 Changing room	5.3.1 There is only a male changing room, with a shower, it appears that the female changing room is now the cleaners' store. There should be the same facilities for female users of the building.	Provide a female changing room with a shower.	P
21	5.3 Changing room	5.3.2 There is a high threshold between the changing area and showers in the male changing room. This will create a barrier	Provide an accessible changing area with a shower.	P
25	6 Accessible WC	6.3 The room measures 1975 mm wide x 1770 mm deep. The width is the measured by which wall the toilet pan is attached to. Guidance recommends that accessible WCs should be at least 1500 mm wide (1700 mm preferred) and 2200 mm deep. The room is too small, which impacts the space wheelchair users, and others have to manoeuvre themselves. Although the room is too small, moving the WC pan so that it is on the wall opposite the door and placing the wash hand basin on the side wall in front of it would make it more accessible. Obviously increasing the room size would be preferable. See diagram "Appendix 8, Accessible WC for Independent Use - Plan" on page 52.	Investigate Increasing the room size to 1700 mm x 2200 mm or larger. Failing that move the WC pan to the wall opposite the door.	P
33	6 Accessible WC	6.11 The toilet has a drop-down baby change table. Bay change facilities should not be within the accessible WC except in	Investigate providing baby change facilities elsewhere in	P

Armthorpe Community Centre Access Audit

Key

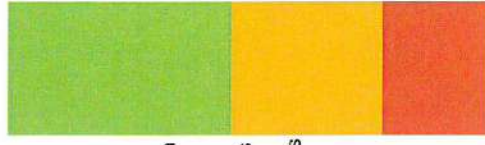
- 1 & M = Action recommended immediately
- 2 = As soon as practicably possible
- 3 = In relation to the recommendation this could be as routine works or when decorating
- P = Projects and can take longer than previous recommendations
- QW = Regarded as easy to do works with little cost or effort



Ref	Current Findings	Recommendations	Priority	Action Carried Out	Status
1 Getting to the site	1.3 Although the site entrance is obvious, there is no signage advertising the Community Centre; the only signs indicate the clubs and classes available. There are many signs, and trying to read them to find what you are looking for could take some time and may cause information overload for some people. Which sign should you read first? It is likely that anyone coming for the first time will be told something along the lines of 'we meet at the community centre'.	Provide clear and visible signage advertising 'Armthorpe Community Centre'.	1	Contacted 3 companies via online service requesting quote. Meeting one company on Thursday 15/01/26	Complete
2 Site external areas and parking	2.1 The general surface of the site is firm and even. As the site slopes down from the main road towards the entrance there are some steps between the parking areas. These have good tonally contrasting nosings. However, handrails have not been provided. Handrails should be provided to both sides of steps and they should extend horizontally beyond the top and bottom steps. Adding handrails that extend may be an issue as they will project into the parking spaces.	Provide handrails and if feasible extend horizontally beyond the top and bottom steps.	1	Middle steps - 43 inches - £483 x 2 Top steps - 118 inches - £543 x 2 (although 500mm short)	Work started
2 Site external areas and parking	2.2 There is a section of path from the middle parking area (close to the double gates leading to the yard) that is narrow with an open edge. The step nosing is clearly highlighted, but not the open edge. This is not an H & S report, but the narrow width and open edge may be an issue for people falling to the entrance. Its effectiveness, (particularly to the steps) during the hours of darkness, is not known. Steps should have a minimum of 100 lx at the tread level, evenly spread, avoiding pools of light and dark.	It is recommended that this route is not made available.	1		Needs action
2 Site external areas and parking	2.3 Lighting is provided to the parking area and the route from the main road to the entrance. Its effectiveness, (particularly to the steps) during the hours of darkness, is not known. Steps should have a minimum of 100 lx at the tread level, evenly spread, avoiding pools of light and dark.	Check the lighting of the access routes and the steps during the hours of darkness and increase if found to be low.	1	Lighting is sufficient	Complete
2 Site external areas and parking	2.10 On either side of the entrance ramp, there is a ramp from the path up to the entrance level. These have an indicative gradient of 1:8 – 1:9. No access routes should have gradients steeper than 1:12.	Investigate reducing the gradients to meet guidance.	1	Length for hand rail - 65 inches - £508 x 2	Complete
5.1 Single sex toilets	5.1.5 The water temperature to the taps was not tested. For handwashing this should not exceed 43°C at outlet with the circulating water no less than 60°C.	Check the water temperature to all hand wash basins that are solely used for handwashing (not sinks for washing of kitchen utensils) to ensure that the temperature does not exceed 43°C; if it does, it should be regulated.	1	Need to check temperature Requested quote for thermostatic mixer valves - for all toilets TMV, relocate hand basin and blended tap in accessible WC - £693.67 plus VAT	Complete

6 Accessible WC	6.1 The facility is accessed through a lobby that also serves as a thoroughfare to the garden entrance lobby. This lobby measures 1730 x 1760 mm. However, this area is used by the swing of the outward-opening toilet door. This means there is not sufficient space for a wheelchair user to be in this space and open the door, the door has to be pulled open whilst only being partially in the lobby. For some people sat in a wheelchair this will not be feasible as it requires them to lean forward and pull the door open from the side and push it away. At the time of my visit a chair was also in this lobby area which creates an obstacle. A couple of options to consider are to automate the door or investigate removing the wall between the lobby and the entrance hall. Both options require specialist advice to be sought.	Consider adding a powered door or removing the wall between the lobby and the entrance hall.	1	Requested quote from PC Electricians
6 Accessible WC	6.5 One of the key features of an accessible WC is that a person sitting on the WC can reach the wash hand basin, soap and paper towel dispenser to wash and dry their hands. Guidance requires the distance from the front of the WC pan to the nearest edge of the wash hand basin to be 140 mm – 160 mm; in this instance it is 340 mm.	The wash hand basin should be moved closer to the pan.	1	Requested quote - for all toilets TNYV, relocate hand basin and blended tap in accessible WC - £693.67 plus VAT
6 Accessible WC	6.6 Paper towels are not provided; these are essential to an accessible WC. Some people need to wash and dry their body parts or find the noise of a hot air dryer too loud.	Provide paper towels within reach of the WC pan.	1	
6 Accessible WC	6.9 There is no emergency pull cord. A red emergency pull cord should hang down on the side wall nearest the WC pan but behind the horizontal grab rail. The cord should be placed in line with the front of the WC pan. There should be red pull bangles at 100 mm and 800-1000 mm above the floor. A reset button should be provided on the same side wall within reach of the WC pan. This is so that it can be cancelled if activated in error.	Provide an emergency pull cord and reset button.	1	Requested quote from PC Electricians
6 Accessible WC	6.13 There is a sign above the wash hand basin advising of hot water. For hand washing, the water temperature should be regulated to 43°C at the outlet, with the circulating water no less than 60°C. A person with sight loss may not be able to read the sign and some people may not understand it.	Regulate the water temperature to 43°C at the outlet.	1	Need to check temperature - for all toilets TNYV, relocate hand basin and blended tap in accessible WC - £693.67 plus VAT Requested quote for thermostatic mixer valves Cathedral Hygiene installing vending machine for sanitary products w/c 12/01/26
6 Accessible WC	6.14 In the female toilet there is a sanitary product vending machine, but there are no sanitary products available in the accessible WC. Whatever is provided in the male and female toilets should be available (as far as it is practical and reasonable to do) in the accessible WC.	Provide female sanitary products in the accessible WC.	1	2.4m handrail in Wickes £35 Walls are 280cm
10.1 Back of hall stairs	10.1.3 These stairs have a handrail on one side only. All stairs should provide handrails to both sides. As the stair design does not meet the guidance, making them steep, the provision of a second handrail is seen as more	Provide a handrail to the wall side.	1	
10.1 Back of hall stairs	10.1.4 The stairs do not have tonally contrasting nosings. Nosings should be readily apparent, slip-resistant and have 30-point LRV difference to the treads and risers. On treads, they should measure 50 – 65 mm, and on risers, they should be 30 – 55 mm.	Provide tonally contrasting nosings.	1	Requested quote from a company online 4 steps are 113cm wide and 9 are 115cm wide. Top step is only 3/4cm deep at one side, depth of steps is 23cm
13 Staff Kitchen and main hall kitchen	13.2 The water temperature was not tested at the sinks, but if hotter than 43°C, a warning should be given.	Check water temperature, if hotter than 43°C, add a warning.	1	Need to check temperature Warning sign displayed
15 Emergency egress	15.7 When I visited the site, the main hall had a Christmas tree and decorations obstructing access to the emergency exit doors, which were moved for the room's use on the morning of my visit. However, these doors should never be obstructed.	Ensure emergency exits are not obstructed.	1	Ongoing

6 Accessible WC	6.10 Within the room, there is a walking frame, which compromises the manoeuvring space. The walking frame should not be stored in this toilet.	Store the walking frame elsewhere.	M	Walking Frame stored outside gents toilets
	11.2 Typically the lift is locked and unlocked when the upstairs rooms are being used. It is recommended to provide information signage advising where the key can be obtained from should it be locked.	Add information signage about the key location if required.	M	Sign displayed
14 Staff office	14.1 This is an open-plan office. Tables provide a floor-to-understand height of 685 mm. It is recommended to provide a height of 700 mm minimum. This is suitable for wheelchair users to access. However, reasonable adjustments should be made to suit the specific disabled employee.	Make reasonable adjustments to suit the specific disabled employee.	M	No disabled employee currently. If/when somebody is appointed with a disability suitable equipment would be purchased
15 Emergency egress	15.3 Evac chairs have not been provided. These are not suitable for all users, and appropriate training and trained staff should always be available in case of an emergency. The platform lift can be used for emergency evacuation, provided the following is followed: it operates on a battery when moving between floors. A risk assessment is carried out at the time of the evacuation, and Building Control must approve its use.	Investigate using the lift for emergency evacuation.	M	Sought clarity from LIFT installer as to whether it can operate on a battery when moving between floors
15 Emergency egress	15.8 The evacuation of all building occupants is a management responsibility and appropriate risk assessments, including evacuation, must be in place. For specific disabled employees, it may be relevant to provide them with a personal emergency egress plan. A separate strategy will be required for	Assess current management strategies, take advice from a suitably competent person if necessary, and upgrade the means of escape provisions to meet, or exceed, current (minimum) standards.	M	
2 Site external areas and parking	2.8 All the tables are placed on the grass. Provide a route to some of the tables that is firm and even with the tables also being placed on a firm and even surface.	Provide access to the tables with firm and even access and have the tables placed on a firm and even surface.	2	
2 Site external areas and parking	2.9 The tables in the garden have no space for a wheelchair user or a child in a pram/buggy to pull up to the table.	Provide a garden table with space for a wheelchair/pram/buggy to pull up to the table.	2	
3 Entrance	3.1 There is an incline leading up to the entrance doors with an indicative gradient of 1:16 over a length of 4750 mm. Anything with a gradient of 1:20 or steeper up to a maximum of 1:12 is technically a ramp. The length and gradient comply with current guidance. However, ramps should have handrails on both sides, which are used by people for support.	Provide handrails to both sides.	2	
3 Entrance	3.2 The entrance doors open on motion sensors and provide a clear width to allow access for all. The doors and side panels have large areas of glass. White circles at one height have been added for manifestation (permanent marking). Manifestation is there to help identify the glass and help prevent collision, especially if the doors are locked or not working correctly. When entering the circles are relatively easy to see but when exiting they can be lost in the background. It is recommended that manifestation of two tonally contrasting colours is used at two heights.	Provide further manifestation that contrasts tonally to the existing in the height range of 1400 – 1600 mm above the floor.	2	Ordered some manifestation contrast
3 Entrance	3.4 The platform lift dominates the entrance hall, it does offer good tonal contrast with the surrounding surfaces. However, it also obstructs a view of the male and female toilets. There is a sign on the wall of the stairs, but nowhere else. Further wayfinding signage should be added when entering the building, giving directions to the WCs, various rooms and the office.	Provide wayfinding signage to the WCs, meeting rooms, hall etc.	2	Signs displayed
5.1 Single sex toilets	5.1.1 The male toilet provides two WC cubicles and three urinals, with the female toilets having four cubicles. There are no cubicles suitable for ambulant disabled people. These are cubicles with an outward opening door, which provides more manoeuvring space and support rails in the cubicle. Every facility should provide at least one cubicle like this.	Provide a cubicle suitable for ambulant disabled people to each facility.	2	
5.3 Changing room	5.3.3 The showers have no support rails or tip-up seat. Providing these will help with improving accessibility for ambulant disabled users.	Add a tip-up seat and support rails to one shower.	2	



6 Accessible WC	6.7 A mirror is provided above the wash hand basin; this space should be reserved for the soap and paper towel dispensers. The mirror should be on a side wall starting at 600 mm above the floor and extending upwards for at least 1000 mm.	Provide a mirror on the side wall.	2	
6 Accessible WC	6.8 The flush to the toilet is placed on the side nearest the side wall; this should be placed on the 'open side' so it is more easily reached from a wheelchair once transferred back.	Reposition the lever flush to the 'open side' of the cistern.	2	
8 Main Hall	6.3 There is no evidence of a hearing enhancement system. Where meetings or events occur, the provision of an induction loop, audio over wifi or similar should be provided.	Provide a hearing enhancement system.	2	
8 Main Hall	6.7 This room is laid out to suit its intended use. The chairs seen at the time of the visit hand back support but no arm rests. It is recommended that some chairs with arm rests are provided. Armrests, when provided, help people lower themselves onto the seat and stand up.	Provide some seats with armrests.	2	
9 Horizontal circulation	9.4 The signage to the toilets at the foot of the entrance hall stairs is not	Increase the visibility of the sign.	2	Signs displayed
9 Horizontal circulation	9.5 There is no signage on the ground floor advising of the two rooms upstairs.	Provide signage of the rooms on the first floor.	2	Signs displayed
12 1st floor meeting rooms	12.1 These both have furniture that can be moved to suit its intended use. The chairs are all similar in design and do not have arm rests but do have back support.	Provide some chairs with arm supports.	2	
12 1st floor meeting rooms	12.2 There is no evidence of a hearing enhancement system. Where meetings or events occur, the provision of an induction loop, audio over wifi or similar should be provided.	Provide a hearing enhancement system.	2	
13 Staff kitchen and main hall kitchen	13.4 Above the sink is a paper towel dispenser, this is at 1400 mm above the floor. This will be out of reach for some people.	Provide a paper towel dispenser with the bottom edge no higher than 1200 mm above the floor.	2	
2 Site external areas and parking	2.5 The accessible parking bays measure 2330 mm wide x 4900 mm long with 1170 mm wide hatching to the side. The recommended minimum size is 2400 mm wide x 4800 mm long with 1200 mm wide hatching to the side (preferably both sides) and the rear. There is well mounted signage advising of the bays.	When remarking the bays provide the minimum recommended size and include hatching to the rear.	3	
2 Site external areas and parking	2.7 The garden at the rear has play equipment for children with soft landing surface around it. The play equipment is suitable for children with mobility but there is no sensory play equipment or equipment for children using wheelchairs/walking aids.	When refurbishing, consider adding further play equipment suitable for sensory play and children using wheelchairs and walking aids.	3	
4 Garden entrance	4.2 The floor of the lobby is a black and white chequerboard pattern. This type of pattern can be an issue for neurodivergent people and is generally not recommended.	When the opportunity arises, for example, in refurbishment, provide a floor covering that is not as visually noisy.	3	
5.1 Single sex toilets	5.1.2 The urinals have the front edge at 635 mm above the floor. It is recommended to provide one at 500 mm.	Provide one urinal with the front edge at 500 mm above the floor.	3	
5.1 Single sex toilets	5.1.3 Modesty screens are not provided between the urinals. Some people will rest walking aids against them or even lean against them, they also provide privacy.	Provide modesty screens between the urinals.	3	
5.1 Single sex toilets	5.1.4 The urinals are white against a white tiled background, this provides poor tonal contrast. It is recommended that there should be good tonal contrast between the urinals and the background they are seen against, it is recommended there should be 30 points LRV difference.	Increase tonal contrast between the urinals and their background.	3	
5.2 Kitchen toilet	5.2.3 There is good tonal contrast between the floor and the walls. However, the tonal contrast between the hand wash basin, hand dryer, and their background could be improved.	When the opportunity arises, increase the tonal contrast between the hand wash basin, hand dryer, and their background.	3	
6 Accessible WC	6.2 The floor of the lobby is a black and white chequerboard pattern. This type of pattern can be an issue for neurodivergent people and is generally not recommended.	When the opportunity arises, for example, in refurbishment, provide a floor covering that is not as visually noisy.	3	

6 Accessible WC	6.4 The door into the toilet provides a clear effective width (CEW) of 775 mm. Guidance states this should be 800 mm minimum. Increasing the CEW for 25 mm may not be reasonable on its own, but if enlarging the room or relocating this should be taken in to account.	Increase the CEW to 800 mm when the opportunity arises.	3
7 Lounge bar	7.2 The bar counter has a single height of 1050 mm. It is recommended that a low section is available for people of short stature or using wheelchairs.	When refurbishing, consider a low section of counter.	3
8 Main Hall	8.5 The kitchen counter provides a single height of 1150 mm. If people come and collect drinks or food from the counter, there should be a low section or provide a single low level counter of 850 mm, which is suitable for both standing and seated users.	Review how the counter is used and consider a low section or all the counter at a lower height if required.	3
11 Platform lift	11.4 Best practice is to provide audible announcements of floor level reached and direction of travel.	Provide audible announcements.	3
13 Staff kitchen and main hall kitchen	13.1 The sink next to the office has twist-action taps that require a person to grip and twist their hand to turn. It is recommended that it should be possible to operate taps with the use of a clenched fist.	Provide taps that can be used with a clenched fist.	3
13 Staff kitchen and main hall kitchen	13.3 In the staff kitchen, the worktop has a height of 940 mm above the floor. Providing a counter height of 850 mm is deemed accessible to both seated and standing users.	When refurbishing, consider a counter height of 850 mm.	3
15 Emergency egress	15.4 Fire alarm call points are typically sited at 1400 mm high. It is recommended that these are no higher than 1200 mm.	When replacing the fire alarm system lower call points to 1200 mm	3
5.3 Changing room	5.3.1 There is only a male changing room, with a shower, it appears that the female changing room is now the cleaners' store. There should be the same facilities for female users of the building.	Provide a female changing room with a shower.	P
5.3 Changing room	5.3.2 There is a high threshold between the changing area and showers in the male changing room. This will create a barrier to access for people who cannot negotiate the threshold. There should also be an accessible shower and change facility.	Provide an accessible changing area with a shower.	P
6 Accessible WC	6.3 The room measures 1875 mm wide x 1770 mm deep. The width is the measured by which wall the toilet pan is attached to. Guidance recommends that accessible WCs should be at least 1500 mm wide (1700 mm preferred) and 2200 mm deep. The room is too small, which impacts the space wheelchair users, and others have to manoeuvre themselves. Although the room is too small, moving the WC pan so that it is on the wall opposite the door and placing the wash hand basin on the side wall in front of it would make it more accessible. Obviously increasing the room size would be preferable. See diagram "Appendix 8. Accessible WC for Independent Use - Plan" on	Investigate increasing the room size to 1700 mm x 2200 mm or larger. Failing that move the WC pan to the wall opposite the door.	P
6 Accessible WC	6.11 The toilet has a drop-down baby change table. Bay change facilities should not be within the accessible WC except in the smallest of establishments. Combining an accessible toilet and baby changing facility is acceptable only in the smallest of buildings or self-contained units within a building with low levels of demand, where it is not feasible to provide more than one toilet. Combining use can lead to extended wait times for all users	Investigate providing baby change facilities elsewhere in the building.	P

