



Access Audit and Plan Review



Cooke's Studios

104 Abbey Road

Barrow-in-Furness

LA14 5QR

Rev 02 7th December 2021

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1.0 Audit References

Audit of: Cooke's Studios
 Location: 104 Abbey Road, Barrow-in-Furness LA14 5QR
 Date of Audit: 22nd November 2021
 Report Prepared by: Vivien Pascoe Tel 07866 923431
 Date of Report Issue: 6th December 2021
 Client Contact: Nicola Baker, Signal Film and Media Tel 01229 838592
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 Doc. Issue Number: 01

Drawing/document References:

Document number	Document description
21129 01 Rev B	Existing floor plans and external front elevation
21129 02 Rev A	Proposed basement floor plan options
21129 03 Rev B	Proposed ground and third floor (Attic) plans
21129 04 Rev -	External front elevation existing/proposed and proposed front section

Report Issue:

Report issue	Date of issue	Reason for revision
01	06.12.2021	-
02	07.12.2021	Correction to description of works

2.0. Introduction

2.1. The Legal Background

The Equality Act 2010 (EA) came into force in 2010, replacing many previous anti-discrimination laws, including the Disability Discrimination Act 1995 and 2005 (DDA). The EA covers many 'protected characteristics' including disability and sets out forms of 'prohibited conduct', i.e. discrimination.

A disabled person having rights under the Act is someone who has a 'physical or mental impairment and the impairment has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.' The impairment may be mobility, hearing or sight impairments, learning disabilities, mental ill health, diabetes, severe facial disfigurements, cancer, HIV or multiple sclerosis. The forms of prohibited conduct in relation to disability are direct discrimination, indirect discrimination, harassment, and victimisation. There is a duty on building Owners, Tenants and Managers, to make reasonable adjustments to existing premises to avoid discrimination.

The forms of prohibited conduct in relation to disability are:

Direct discrimination, for example refusing admission because of their disability

Indirect discrimination, for example only providing application forms in one format that may not be accessible

Discrimination arising from a disability, for example a disabled pupil is prevented from going outside at break time because it takes too long to get there

Harassment, for example a teacher shouts at a disabled student for not paying attention when the student's disability stops them from easily concentrating

Victimisation, for example suspending a disabled student because they've complained about harassment

2.2. The purpose of the Report

Access-enable has been commissioned to carry out an access audit of the existing premises and consider if the barriers for people with disabilities identified, are resolved in the proposed capital works project. The report documents the barriers and provides recommendations against best practice guidance.

There is the ongoing duty under the Equality Act 2010 to carry out reasonable adjustments to existing buildings. Also, when carrying out work on existing buildings, Building Regulations apply to certain alterations and some changes of use of existing buildings. To ensure design of buildings is inclusive, guidance is provided on how to meet the minimum Requirements of the Regulations. In addition, developers should consider best practice guidance and how this can be incorporated into the scheme.

The purpose is to assess proposed works for compliance with current minimum Requirements of the Building Regulations 2010. The main Requirements are M1, M2, M3, as contained in Approved Document M (ADM) 2016 (with 2016 amendments) and also best practice guidance BS8300:2018 Parts 1 and 2. – Design of an accessible and inclusive environment – Code of practice.

2.3. Exclusions

The report excludes assessment of management of the building, provision of information by telephone, fax, email and the internet and provision of aids and equipment provided as reasonable adjustments for pupils.

It also excludes general assessment of fire safety measures and means of escape. Where specific comments are made about some features, you are advised to consult your Fire Safety Risk Assessor. (The Regulatory Reform (Fire Safety) Order 2005 requires that the Fire Risk Assessment should include an evacuation strategy in case of fire. This should include the provision of escape for everyone, with special provision for the evacuation of wheelchair users, people with reduced mobility, blind and partially sighted people, people with hearing loss and people with learning disabilities.)

2.4. Priorities

Detailed findings and recommendations for specific areas follow in the relevant section for location within the building. The latter have been given with high, medium, low and as required ratings. These reflect the nature of the barrier to access services and facilities, which are found in practice to be either the most common barriers and/or client led concerns and/or knowledge of complaints/current difficulties for building occupants. Depending upon the nature of staff, pupil's or parents disabilities, management of the school may choose different priorities.

Where recommendations are made, these are not based on financial consideration, but are based upon the extent of departure from best practice guidance and the actual and potential impact of discrimination.

3.0. Summary and Recommendations

It is proposed to encourage public access to this Grade II Listed building, to benefit from the services and facilities provided.

One of the initial barriers for people with disabilities is getting to the building and providing pre-travel advice is a simple and inexpensive way to encourage use. The building has good transport links, a nearby car park and all in a relatively level area with wide routes.

On arrival, the building is locked, does not have a legible entrance and no reception for information and direction, as detailed in the audit of the existing building. The proposed works creates a new entrance and a large, open, welcoming area with reception desk.

Within the current building, assistance is needed with navigation to the public areas, the proposed layout simplifies access routes at ground floor level, allowing independent circulation. There will be generous circulation spaces and door widths.

A lift provides access to the basement, first and second floors however the route to the lift is via several doors. The proposed layout will provide a clear and open route to the lift to improve access to the upper floors.

Little signage is currently provided as staff accompany visitors to the relevant area within the building. The proposed works includes for a way-finding strategy to be implemented, with pictograms and braille supplementing wording.

Existing barriers to access the toilets as detailed in the audit will be resolved with the new layout. Two existing toilets, one for wheelchair users and one for ambulant users will be replaced by two suitable for wheelchair users.





The existing unused basement under 102 has existing lift access and will provide additional step-free accommodation.






The existing 3rd floor will be brought back into use to create a tenanted space creating income. There is no step-free access to the small room, however, flexible spaces at lower levels will be provided and the tenant will make reasonable adjustments particular to the employees' abilities as required.


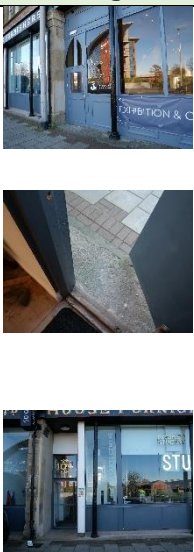
The Architect has produced RIBA Stage 3 drawings and report and these should be referred to for accessibility and inclusivity.




The building management team recognise their duties under the Equality Act 2010 and intend to enhance the proposed works, by not only meeting the minimum standards but to implement best practice guidance to provide premises which are welcoming and accessible to all.

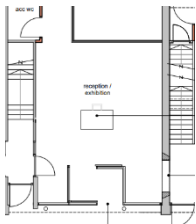

4.0. On site Assessment



Provision	Photos/Evidence	On site assessment	Recommendations	Priority
4.1 Car parking, garaging, setting down and picking up				
4.1.1. Designated on street parking		The building is situated close to traffic lights and there are double yellow lines outside the building with no on-street parking.	N/A	N/A
4.1.2. Designated off-street parking	  	<p>There is a car park next to No 102 Abbey Road, which is contract parking only. Car-park management is outside the control of the premises management and spaces are available via contract parking for employees/staff. One space is designated for Blue Badge holders, however, there is no dropped kerb between the parking space and the footway. If staff who are wheelchair users or cannot manage steps use contract parking, the shortest route to the building entrance is not step-free.</p> <p>Emlyn St Car Park is a Council owned car park close to the rear of the premises and within 75m of the building entrance. 3 No Blue Badge holder spaces are located to the South-East corner of the car park, approximately 1 minute walk away from the building entrance. There are no car park height barriers nor controls.</p>	<p>Contact the Car Park owners to request that a dropped kerb be installed between the Blue Badge holder's parking and the footway if contract parking is for a disabled motorist.</p> <p>Advise visitors via the website and other communication methods of the location of the nearest parking.</p>	<p>Medium</p> <p>High</p>
4.1.3. Garaging and enclosed	None	The building does not have a garage or enclosed parking spaces.	N/A	N/A

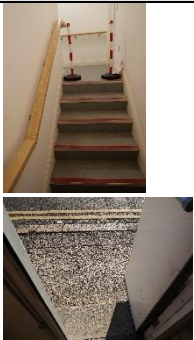


Provision	Photos/Evidence	On site assessment	Recommendations	Priority
parking spaces				
4.1.4. Setting down and picking up points		<p>The building is situated close to traffic lights and there are double yellow lines outside the building with no setting down or picking up point marked.</p> <p>Setting down and picking up points are essential for people with disabilities, who are being dropped off or picked up by others.</p>	Advise in pre-travel information that there is no designated setting down/picking up point.	High
4.2. Access to the building				
4.2.1. Public transport	 	<p>Bus stops are located on Abbey Road, Northbound is diagonally opposite and Southbound within a 2-minute walk. Cumbria County Council provide information about their services - https://www.cumbria.gov.uk/buses/barrow/</p> <p>The railway station is located within a 3-minute walk from the building. Northern Rail provides information about facilities and services at the station on their website - https://www.northernrailway.co.uk/stations/BIF#station-accessibility</p>	Provide pre-travel information for public transport on the website and via other communication methods	High
4.2.2. Pedestrian approaches to the building	 	<p>The footways approaching the building from public transport stops and the public car park are generally level, paved, in good order with no voids between paving units nor overhead hazards. Most parts of the footway approaches are min 2m wide.</p>	None	N/A
		<p>There is a controlled crossing point at the adjacent traffic lights with tactile paving and dropped kerbs.</p>	None	N/A



Provision	Photos/Evidence	On site assessment	Recommendations	Priority
4.2.3 External surfaces		<p>The surface immediately in front of the building comprises level paving with no open joints. There are neither steps nor a ramp.</p> <p>The audit was carried out during daylight hours, external street lighting is provided in the area.</p>	<p>None</p> <p>Review the lighting in hours of darkness as external lighting may be required.</p>	<p>N/A</p> <p>Medium</p>
4.3. Entering the building				
4.3.1 Entrance		<p>The front of the building comprises 3 shop fronts at ground floor level. The entrance is neither prominent, legible nor welcoming to the public and this creates a barrier to entry.</p> <p>No 102 has a single hinged, locked door which opens outwards and is a fire exit with raised timber threshold and small step down (overall rise of 70mm), which is difficult for a wheelchair user to negotiate and a potential hazard to all escaping in case of fire. The shop front is set back from the front elevation and there is a concrete infill between the paving and the shop front.</p> <p>The door which does not contrast with the adjacent shop front, has a high-level vision panel. It has a colour contrasting external handle suggesting it is an entry door, but there is no intercom or bell provided to notify occupants of arrival at No 102. In the proposed works, the drawings show this is a fire exit door. The door is</p>	<p>Carry out alterations to create a welcoming, prominent, and legible public entrance.</p> <p>Remove the raised threshold and ramp the concrete infilled area, providing a low-profile threshold. AND Consult the fire risk assessor for advice</p> <p>Remove external handle from fire exit door after creating a new public entrance.</p>	<p>High</p> <p>High</p> <p>High</p> <p>High</p>


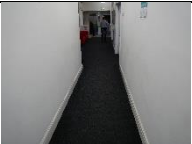

Provision	Photos/Evidence	On site assessment	Recommendations	Priority
	  	<p>recessed, a small overhang of the upper floor provides little protection from the elements whilst waiting for entry.</p> <p>No 104 is double fronted with no door to the left-hand side (from the front) and a door in the right-hand side shop front. The locked, single hinged, fully glazed door is recessed providing shelter from the elements whilst awaiting entry. The door has 2 small bands of manifestation, but this is not easily seen due to reflection on the glass. The threshold is level and there is a large colour contrasting pull handle. The electronic door entry system controls are set well above the recommended height of 900-1100mm above the floor/ground level, preferably between 900mm – 1000mm for swipe card systems.</p> <p>Electronic door entry systems should have braille to supplement written words and visual and audible notification that the door has unlocked. The entrance is currently for both staff and visitors, visitors only arrive by invitation. Staff you ask potential visitors about any access needs.</p> <p>Upon entry through the door, entrance matting is provided to remove water from shoes and wheels. Yellow and black hazard tape is laid on the floor at intervals for social distancing purposes. To people with sight loss these may appear to be steps.</p>	<p>Lower electronic door entry system controls. OR Lower electronic door entry system controls following completion of new public entry door and reception. (Lower priority due to new entry and reception.)</p> <p>Staff should advise visitors of the entry control system prior to visiting. OR On completion of the works (lower priority due to open entrance and reception.)</p> <p>Consider social distance floor markings suitability for people with sight loss.</p>	<p>High</p> <p>Low</p> <p>High</p> <p>Low</p> <p>Medium</p>




Provision	Photos/Evidence	On site assessment	Recommendations	Priority
		<p>The entrance hall has good lighting levels.</p> <p>The small entrance hall has a door leading off to the left into the dance studio tenancy. Stairs to the upper floors are directly in front and a door leads to the right into a corridor. As entry is currently controlled, there is no reception and visitors are directed/accompanied to the appropriate area in the building. The proposed work provides a spacious and accessible public entrance with reception.</p>	<p>None</p> <p>Carry out proposed alterations to create an open, spacious public entrance with reception</p>	<p>N/A</p> <p>High</p>
4.4. Vertical circulation				
4.4.1 Main entrance stair		<p>Upon entering the building, stairs providing access to first and second floors are located straight ahead. Comprising flights with landings between of 4 risers, 6 risers, 14 risers to the first-floor workshop space, continuing to the second floor.</p> <p>The stairs are well lit and have continuous handrails to both sides. The handrails contrast well against the walls and extend beyond the bottom riser. The handrails are of a large profile and may be difficult for a person with manual dexterity to grip.</p>	<p>Advise that a lift is provided.</p> <p>Provide signage to direct users to the lift.</p> <p>Replace the handrails with a suitable profile.</p>	<p>High</p> <p>High</p> <p>Low</p>

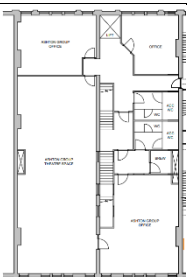
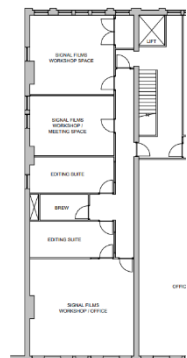
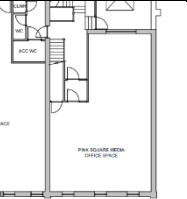
Provision	Photos/Evidence	On site assessment	Recommendations	Priority
4.4.2. Front stairs in No 102		The front stairs within No 102 are accessed from the ground floor exhibition space extending up to the first-floor exhibition room. Comprising 2 straight flights of 13 and 14 risers, a continuous handrail is provided to the right, which terminates above the lowest nosing.	Extend the handrail on the right around the guarding terminating horizontally 300mm beyond the bottom nosing.	Low
		To the left, the first 7 risers have no handrail.	Extend the handrail on the left, terminating horizontally 300mm beyond the bottom nosing.	High
		The handrail to the left-hand sides, does not contrast well with wall.	Paint the handrail to provide colour contrast with the wall.	Medium
		The nosings contrast well with treads and risers and the stair is well lit.	None	N/A
4.4.3. Rear stairs to upper floors		The rear stairs provide access to the first and second floor then continue up to the 3 rd floor (see 4.4.5). The stairs have contrasting step nosings, with handrails to one side only.	Provide handrails to both sides of stairs flights.	High
		At ground floor level, access should be prevented to the lowered headroom to the underside of the stair.	Provide a barrier to prevent people walking into the low headroom area.	Medium




Provision	Photos/Evidence	On site assessment	Recommendations	Priority
4.4.4 Stairs from ground floor to the rear exits		<p>Fire escape stairs from the ground floor exit down to the rear of the building in 2 locations. They are not points of entry and have contrasting nosings on the treads only. Handrails are fitted to one side only.</p> <p>At the bottom of the flight, a change in level results in an external step down. The step should have a colour contrasting nosing.</p> <p>Final exit doors should have level landings immediately outside before steps or ramps.</p>	<p>Provide colour contrasting handrails to both sides of the escape stairs.</p> <p>Provide a colour contrasting nosing to the external step.</p> <p>Consult the Fire Risk Assessor about the external step.</p>	<p>High</p> <p>High</p> <p>High</p>
4.4.5. Stairs to 3 rd floor		<p>Stairs to the 3rd floor extend up from the rear stair in No 102. The 3rd floor is an existing space, not currently occupied awaiting refurbishment. There is no lift access to the 3rd floor and improvement for users ease and safety should be carried out when the area is refurbished.</p> <p>In considering provision of a lift, the room is small and .</p>	<p>Provide a colour contrasting handrail to the wall side of the stairs.</p> <p>Provide contrasting nosings to the stair.</p> <p>Improve lighting to the stair.</p>	<p>High</p> <p>High</p> <p>High</p>
4.4.6. Lift		<p>The lift provides access to the basement, ground, first and second floors. It is accessed from the end of the long corridor at ground floor level through several doors and not signposted from the front entrance. The route to the lift requires users to be accompanied, therefore users cannot travel around the building independently. The proposed scheme with legible entrance, reception and clear route to the lift will resolve the barrier faced by people who cannot manage stairs.</p>	<p>Carry out proposed ground floor works to provide an easy and clear route to the lift.</p>	<p>High</p>


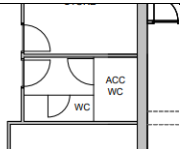


Provision	Photos/Evidence	On site assessment	Recommendations	Priority
		<p>The lift was not working at the time of the audit awaiting a lift engineer therefore it could not be audited.</p> <p>The lift should have contrasting buttons with braille markings, audible and visual notification of doors opening and closing and floor arrival. It should have an emergency alarm, mirror for reversing, light floor covering and be well lit.</p>	<p>Carry out repairs to the lift.</p> <p>Carry out works to improve the lift.</p>	<p>High</p> <p>Medium</p>
4.5 Horizontal circulation and rooms				
4.5.1 Ground floor dance resource office		<p>The front left- hand room at ground floor level is accessed via a lobby. The outer door has a vision panel, level threshold, of width minimum 750mm with contrasting lever handles.</p> <p>The office door has level entry, door width 750mm, the door does not contrast with the walls. The door has vision panels and contrasting handles. The self-closing fire door held open.</p> <p>Sockets, switches and controls are white on white trunking.</p> <p>Lighting levels are good.</p>	<p>None</p> <p>Provide colour contrast of the door with the wall. To both the room and lobby side. This can be achieved by painting the architrave a contrasting colour.</p> <p>Provide colour contrast to services controls.</p> <p>None</p>	<p>N/A</p> <p>Medium</p> <p>Low</p> <p>N/A</p>
4.5.2. Ground floor dance studio		<p>The dance studio is accessed off the display room lobby. The door does not provide colour contrast with the walls and there is a step up of 120mm into the dance studio. The step is on the door line and is adjacent to the display room door and it not feasible to provide a</p>		



Provision	Photos/Evidence	On site assessment	Recommendations	Priority
		<p>ramp within the lobby. It may be feasible to provide a ramped access internally, however, this would reduce the useable floor area of the dance studio and may be structurally costly and disruptive due to basement levels and floor construction.</p> <p>There is an alternative step free entrance to this room, but the route to the dance studio which is step free currently causes undue separation and effort for people who cannot manage a single step. This route is via the side corridor to the rear, past the dance studio w.c and changing room.</p>	<p>Provide a contrasting strip to the step nosing.</p> <p>Carry out capital works to create a public entrance with reception desk for all visitors to the dance studio to access via the same route.</p>	<p>High</p> <p>High</p>
4.5.3. Long corridor to rear	 	<p>A door leads off the entrance lobby to the right into a further lobby, both doors being self-closing fire doors. The doors is white with white walls and not distinguishable, the door is left open for ease of circulation and has a vision panel.</p> <p>The long narrow corridor at ground floor level leads to rooms, toilets, stairs, kitchen and lift. The walls contrast with the floor, all doors are white with white architraves and not distinct along the corridor length.</p>	Carry out the proposed ground floor works to remove the corridor.	High

Provision	Photos/Evidence	On site assessment	Recommendations	Priority
4.5.4 Cando FM		<p>Proceeding along the long corridor at ground floor level, Cando FM occupies the rooms on the right-hand side, accessed through double doors. The double doors have vision panels, but the doors do not contrast with the wall.</p> <p>The Tenant is responsible for the layout internally, which is flexible and has not been audited, but the lack of colour contrast of doors against walls is noted internally.</p>	<p>Improve colour contrast of doors against walls.</p> <p>None</p>	<p>Medium</p> <p>N/A</p>
4.5.6. Ground floor exhibition space and cafe		<p>The large café and exhibition space in No 102 is at ground floor level. The route into this space is either directly via the front fire exit door (which is kept locked) or via the main access-controlled entrance door.</p> <p>There is good colour contrast between the walls and floor, moveable furniture provides contrast against surfaces. Lighting levels are low.</p>	<p>Improve access to the café and exhibition area by carrying out the proposed works.</p> <p>Improve lighting levels.</p>	<p>High</p> <p>Medium</p>
4.5.7 First floor Exhibition room		<p>The first-floor exhibition space/meeting rooms has seating in rows, wall displays and a screen for presentations. The seating is movable and contrast well with the floor and walls, having arm rests to both sides.</p> <p>Doors and services controls do not contrast well with the walls.</p>	<p>None</p> <p>Provide colour contrast to doors and services controls against walls.</p> <p>Provide induction loop</p>	<p>N/A</p> <p>Low</p> <p>High</p>

Provision	Photos/Evidence	On site assessment	Recommendations	Priority
		No induction loop is fitted.		
4.5.8. First Floor Ashton Group Theatre Space		Ashton Group Theatre Space is a tenanted unit and was not audited internally. The Group is responsible for the layout internally.	None	N/A
4.5.9 Second floor Signal Films Space		Signal Films space is a tenanted unit and was not audited internally	None	N/A
4.5.10 Second floor Pink Square Media space		Pink Square Media space is a tenanted unit and was not audited internally	None	N/A

Provision	Photos/Evidence	On site assessment	Recommendations	Priority
4.5.11 3 rd floor space		The 3 rd floor room is an existing space, not currently occupied awaiting refurbishment. See proposals in 5.0.	None	N/A
4.5.12 Basement		The basement is currently used for storage and the area was not audited. The proposed capital works will bring the area under No 102 and part under No 104 into public use.	None	N/A
4.6. Toilets and kitchen				
4.6.1. GF toilet within the dance studio		<p>The w.c. is accessed step free from the corridor at the rear of the dance studio. With a wide, outward opening door, it is fitted out as best practice guidance with sufficient space for turning and recommended grab rails, providing good colour contrast with the walls and the floor contrasts well with the walls. The facility includes back rest, paddle flush, lever taps, corner shelf, mirror.</p> <p>The paper towel dispenser is located high above the wash hand basin and should be no higher than 1100mm above the floor.</p> <p>An emergency alarm is fitted and in working order, the reset button is not located within reach of the w.c.</p>	<p>N/A</p> <p>Lower the paper towel dispenser.</p> <p>Move the emergency alarm reset button to within reach of the w.c.</p>	<p>N/A</p> <p>Medium</p> <p>Medium</p>

Provision	Photos/Evidence	On site assessment	Recommendations	Priority
		The grab rail fitted to the inside of the door to help to close the door is too high and should be located between 600-800mm above floor level	Lower the horizontal pull rail.	Low
4.6.2 Enlarged w.c.s in general circulation areas	  	<p>The configuration of access to enlarged toilets at ground, first floor and second floor level results in lobbies with conflicting doors and insufficient space between door swings to allow ease of access. The proposed works at ground floor level remove this barrier to access by providing a single door entry.</p> <p>At upper levels where no work is proposed, this can be resolved by improvements.</p> <p>Enlarged toilets have sufficient floor space to allow turning and space to the side of the w.c. for side transfer and well laid out to current best practice guidance. Some toilets have bins in the side transfer space.</p> <p>The emergency pull cords should extend to within 150mm of the floor, seen to be tied up or shortened.</p>	<p>Carry out proposed works at ground floor level to resolve difficult access to w.c.s.</p> <p>Reverse the outer w.c. door to open outwards. OR Remove the outer door and enclose the w.c. for ambulant users with full height walls.</p> <p>Remove bins from the side transfer space.</p> <p>Extend the emergency pull cords to within 150mm of the floor.</p>	<p>High</p> <p>Low</p> <p>High</p> <p>High</p>

Provision	Photos/Evidence	On site assessment	Recommendations	Priority
		Emergency alarm reset buttons are set away from the w.c.	Move emergency alarm reset buttons to within reach of the w.c.	Medium
4.6.3. Kitchen		<p>A small kitchen (sink and brew room) located to the rear of the long corridor has a sink and small area of worktop. There is good colour contrast assisting people with sight loss. There is insufficient space within the kitchen to provide a lowered section of worktop.</p> <p>There is high level storage which a wheelchair user is unlikely to reach. cannot be reached.</p> <p>Taps may be difficult for people with manual dexterity to use and should be replaced by lever taps.</p>	<p>None</p> <p>Ensure items stored at high level are also provided at low level.</p> <p>Replace taps with lever taps</p>	<p>N/A</p> <p>Low</p> <p>Medium</p>
4.6.4 Accessible baby changing facilities	None	No accessible baby change facilities are provided.	Incorporate baby change facility into proposed capital works.	High

Provision	Photos/Evidence	On site assessment	Recommendations	Priority
4.6.5. Changing places sanitary accommodation	None	The premises do not have a Changing Places sanitary accommodation. Barrow-in-Furness has Changing Places located at Furness General Hospital (1.4 miles away) and the Public Library (0.3miles away).	Consider installation of a Changing Places facility in the proposed capital works scheme.	High
4.7. Fire Safety Advisory				
General	None	For all advisory information for fire safety measures, the Fire Risk Assessor should be consulted prior to carrying out works/alterations	Advisory	High
Fire alarm	None	Where people may be alone, audible and visual alerts of fire should be provided, e.g. toilet cubicles.	Advisory	N/A
Refuges	None	Where access is provided to upper or lower floors and where there are steps on ground floor alternative escape routes, refuges should be provided with emergency voice communication.	Advisory	N/A
Assisted escape	None	Management are responsible for evacuating all people present in the building. People in the refuges require assisted escape and evacuation chairs and training in their use should be provided.	Advisory	N/A
PEEPs	None	All staff and visitors with disabilities should be provided with personal emergency evacuation plans	Advisory	N/A
Evacuation lift	None	The existing lift is not an evacuation lift. When replacing the lift in the future, an evacuation lift should be considered.	Advisory	N/A

5.0. Review of the Proposed Works

The proposed work as shown on the drawings referred to includes:

- a) Refurbishment of the basement- Upgrading of the basement under 102 Abbey Rd and improving access from the basement of Cooke's Building to allow use.
- b) Forming new public entrance at ground floor level with reception area, alterations to existing w.c.s and improvement of the multi-use spaces.
- c) Refurbishment/improvement of the third floor to create a lettable space for a tenant.

Proposal	BS8300/ADM Guidance
5.1. Ground floor	
Entering the building	The design of the front elevation ensures that it will be easily identified considering the prominence and visual relationship of the entrance to its surroundings.
	To allow users to circulate without requiring assistance, a way-finding strategy will be implemented.
	There is an existing level approach via the footway providing a minimum of 1500 x 1500mm space clear of the door. The threshold is level and this will be retained for the new entrance.
	No access control systems/digital locks will be provided to the public entrance.
	The proposed entrance comprises a wind lobby with automatic sliding doors operated by motion sensor.
	The new entrance will provide a minimum clear opening width of 1000mm.
	The glass doors will have manifestation at 2 levels – 850-100mm and 1400-1600mm above the floor level.
	The glazed doors are within glazed screens and a different type of manifestation for the doors and screens will differentiate between them.
	Glare and reflection from glazing can cause confusion for people with sight loss. This will be addressed at detailed design stage, with for example anti-reflective glass.
	Door controls will be set to stay open long enough to permit safe passage past the door swing and will incorporate a safety stop, activated if the doors close as a person is passing.
	The door will be capable of manual operation in the event of power failure, capable of being opened with a force not exceeding 30N when manual opening is necessary.
	The layout of the lobby provides protection against wind in the exposed coastal area. The doors are sliding therefore not

	causing an issue with door conflict/small lobbies.
	The entrance lobby floor will be level, entrance matting (not coir matting which impedes the movement of wheelchairs) will be provided in the whole of the lobby area to help to remove rainwater from shoes and wheelchairs.
	The entrance matting will provide visual contrast with the walls and doors.
Reception	
	The reception area flooring will be slip resistant, with the PTV according to anticipated traffic, size of entrance matting and following the guidance of HSE – Assessing the slip resistance of flooring – a technical information sheet, i.e. High slip potential PTV 1 – 24, Moderate slip potential PTV 25 – 35, Low slip potential PTV 36+
	The reception desk will be located away from the entrance, easily identifiable from the lobby with a direct approach and a manoeuvring space 1200mm deep by 1800mm wide.
	The reception desk will accommodate both standing and seated visitors with one section of the counter at least 1500mm wide with it's surface no higher than 760mm and a knee recess not less than 700mm above the floor.
	An induction loop will be provided at the reception desk, with the internationally recognised symbol displayed and staff trained in it's use.
	Surface finishes in the reception will be chosen to reduce reverberance and improve acoustics to clearly hear voices.
Circulation	
	The main corridor (towards the lift) will have a minimum clear width of 1500mm, 1800mm if achievable as the detailed design progresses.
Toilets	
	Two accessible toilets will be installed according to guidance in ADM and BS8300, with minimum floor dimensions of 1500mm x 2200mm
	The toilet doors will open inwards, with dual swing doors to allow opening out in an emergency.
	Two enlarged w.c.s will be provided to ensure both left hand and right-hand transfer in the building.
Baby Change	
	A baby change facility will be provided at either ground floor level, or basement level, not fitted in the accessible toilets.
7.2. Basement	
Access	There is existing lift access to the basement. The new opening to be formed between 102 and 104 improves direct access into the new basement space.
	The booths will not have fixed seating as this will exclude wheelchair users.
Kitchen	The kitchen will have a lowered worktop with a space under and be set out in accordance with ADM

7.3. Third Floor	
Access	No lift access is provided to the 3 rd floor. In considering installation of a lift, along with a lobby to provide a refuge, it would reduce the office area to such an extent that the space would not be a useable, lettable unit. It is proposed to provide an access statement to explain the alternative solutions to allow this space to be brought back into use and create income for the public spaces and services, i.e. having flexible spaces at lower levels for the tenant's use, consider installing a chairlift to the existing steps, etc.
7.4. All areas	
	Colour contrast of surfaces and controls is important for people with sight loss. Doors will provide colour contrast with the walls and ironmongery will contrast with the doors.
	Doors not fitted with self-closing devices will have a contrasting strip at the leading edge.
	Flooring will visually contrast with the walls.
	Furniture, both fixed and moveable will contrast visually with the background against which they are seen.
	The floor surface will not be shiny, nor have large bold pattern.
	Full height glazing will have manifestation at 2 levels and lighting will be designed to reduce glare and reflection on the glass.
	Natural lighting will be provided where possible and lighting throughout the building will have minimum lighting levels for specific uses as the CIBSE Guide
	Where double doors are provided, they will have one leaf with a minimum clear width of 750mm.
	Single doors will have a clear minimum width of 750mm when the approach is head on, 775mm when at right angles to the approach.
	Where self-closing, the force required to open doors will not exceed 30N from 0 degrees (door closed) and 22.5kn from 30 to 60 degrees opening.
	All doors will have min 300mm distance at the leading edge of the door.
	Pictograms will supplement words on door signage.
	Induction loops will be provided to reception, café, performance space and multi-use space
	Surface finishes will be chosen according to the use of the room, with quiet spaces provided.
7.5. Changing Places	Barrow-in-Furness has Changing Places located at Furness General Hospital (1.4 miles away) and the Public Library (0.3miles away). The client has analysed building user numbers and needs and the number of current users requiring Changing Places facilities. On the basis of this information management have not included a Changing Places facility in the design.
7.6. For Fire Risk Assessor	No assessment of means of escape and fire safety measures has been carried out. The following are advisory items to provide to the Fire Risk Assessor.



	The Fire Risk Assessor should be consulted about minimum width of doors and powered fittings to agree the clear width of doors for means of escape purposes.
	Visual and audible fire alarms should be provided where people may be alone.
	A refuge should be provided in the basement with emergency voice communication.
	Fire alarm sounders should not be placed in refuges as this may prevent communication via EVC.

End of Report