



Access Handbook



Royal Brompton Campus
Guy Scadding and Emmanuel Kaye Buildings
Chelsea

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1. Introduction

1.1 Purpose of Access Handbook

This Access Handbook has been designed as an internal document for the use of management, maintenance personnel, new staff and students; and which all staff should be aware of. The purpose of the access handbook is to provide a simple way of listing and explaining the features and facilities at Charing Cross Campus in order to ensure access for everyone.

Management and maintenance personnel can use this handbook to ensure that a high standard of accessibility is maintained throughout day-to-day running of the building. For all new staff, the access handbook can be a useful document to familiarise them with the building and the structures of their organisation. This handbook is not an exhaustive guide.

This Access Handbook highlights:

- Background information on access;
- How to get to the Royal Brompton campus buildings using various modes of transport;
- Guidelines for accessible signage;
- Management responsibilities;
- Means of escape.

1.2 Barriers faced by disabled people

Everyone requires equal consideration from those who commission, design, construct or manage buildings and the external environment, for example:

- Someone who is short of breath or has a broken ankle will find stairs difficult or impossible;
- A smooth circular doorknob will be very difficult to use if a person has poor grip;
- Street furniture or bollards that are poorly sited and/or do not contrast with the background, are a hazard for people with poor vision;
- Even a single step can deny entry to a person using a wheelchair.

1.3 Access and the legislative context: Part M of the Building Regulations

Accessibility of the built environment for disabled people is mainly controlled by Part M of the Building Regulations (2010) - updated in 2015 - entitled "Access to and use of buildings". The underlying philosophy of Part M is to ensure that as far as is reasonable and practicable, buildings should be usable by disabled people. The main changes in 2015 is that Approved Document M has been split into two parts:

- Volume 1 – Dwellings
- Volume 2 – Buildings other than dwellings

Part M Volume 1 deals solely with dwellings. Part M Volume 2 deals with Buildings other than dwellings. Volume 2 has three sections – M1 Access and use of buildings other than dwellings, M2 Access to extensions to buildings other than dwellings and M3 Sanitary conveniences in extensions to buildings other than dwellings.

The Equality Act 2010 imposed duties on service providers (such as schools, public bodies etc) in relation to access for people with disabilities. Part M is written to ensure that the design of a building does not create physical barriers to a building's inclusive use over its lifetime. This 2015 edition of Approved Document M: Access to and use of buildings - Volume 2: Buildings other than dwellings incorporates previous amendments but there have been no technical changes.

2 Royal Brompton Campus

Royal Brompton Campus, Chelsea is one of our medical teaching and research campuses. Based around the Royal Brompton hospital, facilities for staff and students include a campus library. The National and Heart and Lung Institute occupies two buildings, Guy Scadding Building in Dovehouse Street and Emmanuel Kaye Building in Manresa Road (this building is shared with TRI - the Thrombosis Research Institute). In 1995 the National Heart and Lung Institute merged with Imperial College London and two years later it became part of Imperial College's newly formed Faculty of Medicine. It continues to retain its position as a highly respected research centre carrying out research, development and education in cardiovascular and respiratory science.

3 Getting to Brompton Campus

3.1 Buses

The following bus routes pass close to Royal Brompton Campus. 14, 49, 211, 345, 414 (nearest to GSB and Sydney Wing) 11, 19, 22, 49, 211, 319 (nearest to EKB)




All London Buses are accessible to all disabled persons and assistance dogs. The only restriction is for travellers using a very large electric wheelchair or large mobility scooter.

3.2 Tubes

The nearest tube station is South Kensington which is approximately a 10 minute walk from Royal Brompton Campus.

South Kensington underground has two stations, served by three lines:

Circle, District and Piccadilly Lines

Preceding station	 London Underground	Following station
Gloucester Road <i>towards Edgware Road</i>	Circle line	Sloane Square <i>towards Hammersmith (via Tower Hill)</i>
Gloucester Road <i>towards Wimbledon, Richmond or Ealing Broadway</i>	District line	Sloane Square <i>towards Upminster</i>
Gloucester Road <i>towards Uxbridge or Heathrow Airport (Terminal 4 or Terminal 5)</i>	Piccadilly line	Knightsbridge <i>towards Cockfosters</i>

Please press control and click on the below link to access the step free London Underground Guide.

<http://content.tfl.gov.uk/step-free-tube-guide-map.pdf>

Assistance dogs are permitted to travel on the tube network free of charge, but they must have a certificate to prove that they have been trained in using moving escalators. The Guide Dogs for the Blind Association has developed training in association with TfL. For further information on how to access this training, please contact The Guide Dogs London Mobility Team – Telephone 0345 143 0213 or e mail london@guidedogs.org.uk

However, if the assistance dog has not been trained in using moving escalators, then stairs and elevators can be used to access the tube network. TfL members of staff will also assist.

3.3 Taxis

All London Black cabs can accommodate wheelchair passengers without wheelchair users having to leave their wheelchair.

The nearest taxis are at South Kensington underground station.

Drivers of London Black Cabs and private hire drivers cannot refuse to take an assistance dog. Please click on the link below which gives more information on your rights if travelling in a taxis with an assistance dog.

<http://content.tfl.gov.uk/assistance-dogs-know-your-rights.pdf>

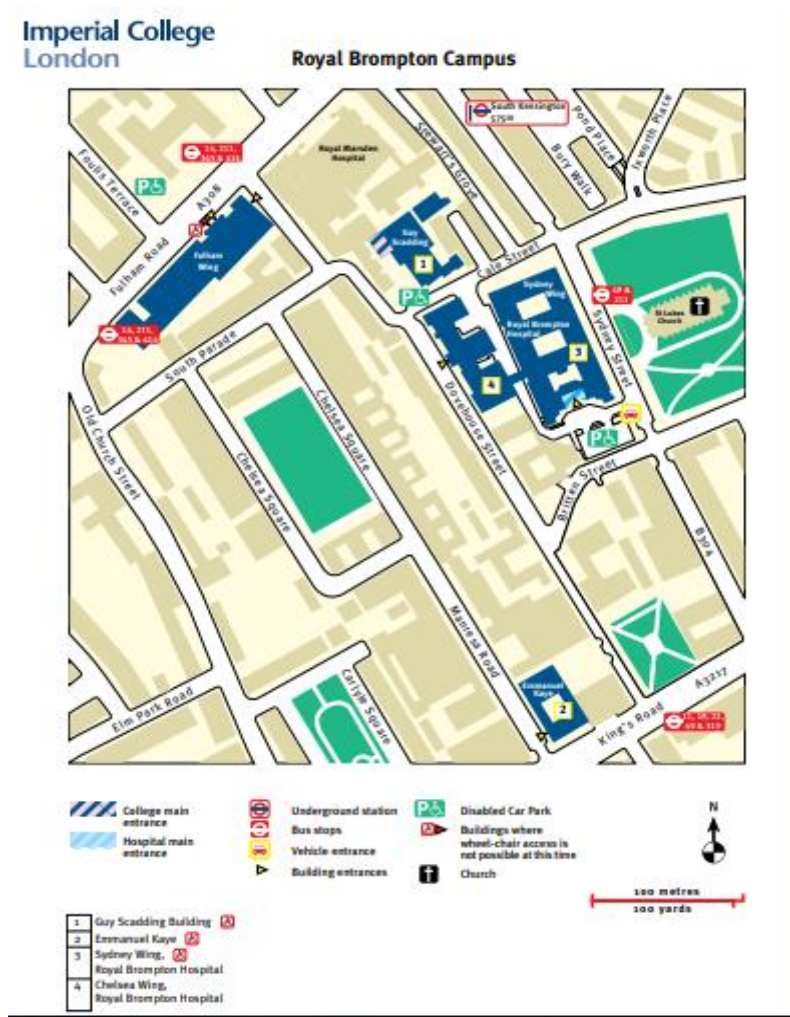
3.4 Parking

There is no parking on site for Staff or Visitors at Royal Brompton Campus. There are limited spaces for contractors at Guy Scadding Building. Requests for contractor parking are to be made via e mail to the Guy Scadding Reception desk, dhsrec@imperial.ac.uk. Dedicated disabled parking is available outside the Royal Brompton Hospital in Cale Street.

Students should contact the College's Disability Advisory Service who will assist and advise them - <http://www.imperial.ac.uk/disability-advisory-service/>

Members of staff can receive advice from the College Equality, Diversity and Inclusion Centre - <http://www.imperial.ac.uk/equality/support-for-staff/>

3.5 Map of Campus and Surrounding Area



<https://www.accessable.co.uk/imperial-college-london>

4 Facilities at Brompton Campus

4.1 Lifts in Guy Scadding Building

The Guy Scadding building is served by 1 lift which is a goods lift but can be used to transport passengers with enough room for a wheelchair.

- Goods lift serves all floors Basement to Level 3.

4.2 Lifts in Emmanuel Kaye Building

The Emmanuel Kaye Building is served by 1 passenger lift.

- Passenger Lift, ground floor corridor off reception – serving floors ground to level 2.

4.3 Step Free Access to Royal Brompton Campus

4.3.1 Guy Scadding Building – Accessible Entrance

Entrance adjacent back of conservatory. This access has a level route to the main door and no steps to enter the building. From this entrance, all floors of the building can be accessed.



4.3.2 Emmanuel Kaye Building – Main Entrance

The main entrance from Manresa Road is step free.

4.4 Accessible Toilets, Gender Neutral Showers

4.4.1 Guy Scadding Building

There are 4 accessible toilets at various locations in Guy Scadding Building. All these toilets are unisex.

- Basement – B139
- Ground Floor – G207 and G228
- Level 3 - 310

There is a gender-neutral shower on level 3, also adjacent the assisted toilet.

4.4.2 Emmanuel Kaye Building

There is an accessible toilet in Emmanuel Kaye Building. This toilet is unisex.

- Ground Floor – the transfer space is on the right as you face this toilet.

There is no provision for gender neutral showering facilities in this building.

4.5 Hearing/Induction Loops

- Guy Scadding Building – Malcolm Green Library has a hearing loop installed. Paul Wood Lecture Theatre has a hearing loop. Conservatory and Seminar Room A both have hearing loops installed.
- Emmanuel Kaye Building – Main reception has a hearing loop installed, as well as Lecture Theatres G62 and G63.

5 Fire Evacuation Procedures

Guy Scadding and Emmanuel Kaye buildings have a single stage alarm. On hearing the continuous ringing of bells you should evacuate the building by the nearest fire escape and make your way to the external assembly points identified on the local 'Fire Action' notices. Maps of ground floor exit routes and fire assembly points are shown on page 11 of this handbook.

If you discover a fire, break the nearest fire alarm call point to sound the alarm, then leave the building as described above and proceed to the designated Assembly Point. Do not re-enter the building until told it is safe to do so by either Security Staff or the Fire Brigade.

People who are unable to exit the building without assistance will need to be issued with a Personal Emergency Evacuation Plan (PEEP) (see Section 5.1 below).

Brompton Campus – Guy Scadding, Ground floor



Brompton Campus – Emmanuel Kaye, Ground floor



5.1 Evacuation Arrangements for anyone who is unable to exit the building without assistance

A Personal Emergency Evacuation Plan (PEEP) for staff, students or visitors who need assistance to leave the building will be prepared by the relevant Fire Safety Co-ordinator in conjunction with the Fire Safety Team, Building Manager and the student/visitor/member of staff.

An example of a blank PEEP form is attached in Appendix A of this document. Security, Faculty Safety Adviser and Building Managers should all be provided with a copy of any active PEEPs. Once a PEEP is no longer active, all relevant parties should be informed and the PEEP hard copies disposed of as confidential waste. Information on the number of current active PEEPs for Reynolds and Glenister can be found in Section 10 of this document.

6 Signage

The Imperial College signage strategy has been based on measurements of usability and inclusivity. Clearly defined external accessible routes have been established at each campus that enable the user to locate a building of their choice. Then, via internal signage, to navigate to the appropriate point within the building.

The design of the signage has been carefully considered to enhance ICL's brand image whilst utilising best practice associated with the Equality Act 2010.

Sign content and layout must consider:

Viewing distances

Sans Serif typefaces

Upper and lower case – not CAPITALS

Letter spacing

Minimal use of bold, italics, condensed or lightweight forms

Text tracking

Consistent font stem widths

Left justification

Standard arrows (ISO 7001)

Borders

Certain colour selections and tonal contrasts

Materials

Tactile/embossed, with or without Braille

7 Management Responsibilities

In order to maximise accessibility for all, management will ensure that:

- Circulation routes and spaces are kept free of obstruction;
- Facilities are kept clean and function properly;
- Spaces primarily intended for disabled people, including safety zones and wheelchair accessible toilets, are properly maintained, not used as storage spaces or locked-off during business hours;
- Safety and orientation features to assist disabled people, e.g. colour contrasting door furniture, tactile surfaces on floors and colour contrasting strips, are present and renewed when necessary;
- Signage is clear, legible and is consistent throughout the building, and is revised after any modification to building use or layout;
- Staff are aware of how best to facilitate disabled users
- Carpets and soft furnishings are kept free of dust;
- Filters are replaced in mechanical ventilation systems;
- Smoking restrictions are enforced – all ICL buildings operate a strict No Smoking Policy

8 Staff Training

ICL will ensure that:

- Everyone understands their role in ensuring that the building operates efficiently, both on a day-to-day basis and in an emergency;
- Appropriate skills and disability/equality and diversity training are included in staff induction training; <http://www.imperial.ac.uk/admin-services/equality/support-for-staff/training/>
- Training is updated routinely;
- Contractors undergo Day One Safety Induction Training before commencing any works on site

9 Building Manager Contact Information

<https://www.imperial.ac.uk/estates-facilities/about-us/our-teams/buildings-managers/>

10 Current number of Active PEEPS – GSB and EKB

There are currently no active PEEPs for GSB and EKB Buildings.

11 Conclusion

An accessible built environment is a key element for the realisation of a society based on equal rights, and provides its citizens with autonomy and the means to pursue an active social and economic life (EC Group of Experts, 2003). Lack of access to the built environment is one of the greatest barriers to participation faced by people with disabilities from all manner of activities throughout society. This handbook has highlighted a broad range of issues that will make St Mary's Medical School more accessible for all its users.

Accessibility of the building will be reviewed annually or in the light of changes (whichever is sooner) by the Estates Operations team, to ensure that the building is managed and maintained to the highest possible accessibility standard.

APPENDIX i)
PERSONAL EMERGENCY EGRESS PLAN
STUDENTS - ALL

PERSONAL DETAILS:

Name:		Date of issue:	Select Date
Emergency contact details (i.e. mobile phone No)			

PLACE OF STUDY (Separate plan required for each building / location used):

Building	
Floor	
Room Number	
Times when applicable	

PERSONAL AWARENESS OF PROCEDURES:

Knows how to raise the alarm	Select	Explanation (if necessary) ¹
Will know when alarm raised	Select	Explanation (if necessary) ²
Knows how to exit	Select	Explanation (if necessary)
Knows where to assemble	Select	Explanation (if necessary)

EGRESS PROCEDURE:

Details to be provided here of the specific emergency procedures from first alarm up to the building user arriving at the agreed external assembly point. The details provided should include a step-by-step account of the process. It should identify any persons nominated to assist, agreed safe routes, any refuges or equipment that are part of the plan along with agreed communication methods.

¹ For instance, is able to access and operate fire alarm break glass units, use phone or will verbally inform....

² For instance, if a vibrating pager is used or reliant on others to make aware.

Where equipment is used, it should outline any necessary maintenance and servicing regimes (such as changing batteries in vibrating pagers or servicing of evacuation chairs) and confirm they have been put in place.

Where physical assistance is required, it should be provided by relevant departmental staff, tutors, supervisors etc. and not rely on others to be called to the building which might result in unnecessary delay and risk of serious harm.

Where the plan relies on protection by the buildings structural features and installed systems (such as fire resisting construction or operation of firefighters lifts), advice should be sought from the Fire Safety Office, who may also assist with training, such as operation of evacuation chairs.

DESIGNATED ASSISTANCE:

Where applicable, the following people have been designated to give assistance to the person this plan applies to.

Name:		Location:	
Contact details / phone number:			
Name:		Location:	
Contact details / phone number:			
Name:		Location:	
Contact details / phone number:			
Name:		Location:	
Contact details / phone number:			

Designated assistants have been trained in the emergency procedures drafted **Select**

SIGN-OFF:

Building User (Consenting for distribution as below)	
Assessor (print name and sign) (To distribute as below)	

IMPORTANT

Copies of this plan **must** be provided to:

- The person the plan applies to
- The Assessor (person responsible for the Student's general safety)
- Security Control (who may forward to local security control rooms)
- All designated assistants
- Building Manager
- Fire Safety Office
- Head of the Disability Advisory Service

THIS PLAN IS TO BE REVIEWED AT LEAST ANNUALLY OR UPON ANY MATERIAL CHANGE OF CIRCUMSTANCE IF SOONER