

# Accessibility Review

## Chartered Accountants' Hall



**access all areas**

Audits, Advice and Training



# Accessibility Review Chartered Accountants' Hall (CAH)

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# Background

**Access All Areas** is a market leader in disability access within the workplace and service industries. This company provides advice, expertise and practical recommendations to employer's and service providers in order to assist them with meeting statutory requirements and also to encourage better access for disabled people in public and private buildings and spaces. Our company offers an inclusive approach to planning, design, and creative solutions to access issues whether it's a new build project, refurbishment of an existing building or the installation or adaptation to existing facilities. Our company also provides advice and assistance with reviewing organisation's current policies and procedures and auditing of their premises.

Our senior access consultant, Mark Todd, has more than twenty five years' experience in the access field, has worked on a range of high profile projects, such as the London 2012 Olympic and Paralympic Games, writing their Accessible Transport Plan and advising on accessibility policies and procedures, venue design, overlay solutions, procurement, ticketing policy and the volunteer programme.

For the last ten years Mark has represented The International Paralympic Committee (IPC) on the jury of the IAKS international architecture prize for sports and leisure. He also sits on the IPC Accessibility Expert Panel and is co-author of the IPC Technical Manual on Accessibility.

Previous company projects include the London 2012 Olympic Stadium, the Manchester Commonwealth Games Stadium (now Etihad Stadium). Etihad Stadium received the Royal Institute of British Architects Inclusive Design Award and was praised for its high quality standards for provisions for access.

Other achievements include Sochi 2014 Winter Paralympic Games, Glasgow Commonwealth Games 2014, Rio 2016 Olympic and the Paralympic Games. Mark currently acts as Accessibility Expert to Tokyo 2020 Olympic and Paralympic Games.

In 2013 Mark was awarded the British Empire Medal at the Queen's New Year Honours List in recognition of his work and contribution to promoting accessibility in the workplace, leisure and other industries. As a disabled person, Mark understands the challenges facing people with disabilities in their professional and personal lives.



# Introduction

The Institute of Chartered Accountants in England and Wales (ICAEW) was founded in 1880 and is a world leading professional membership organisation with offices in the UK, Beijing; Brussels; Dubai; Hong Kong; Jakarta; Kuala Lumpur; Shanghai; Singapore; and Vietnam. ICAEW promotes, develops and supports over 150,000 chartered accountants worldwide in addition to students studying for qualifications in this sector.

The role of ICAEW is to provide qualifications and professional development, share knowledge, insight and technical expertise, and protect the quality and integrity of the accountancy and finance profession.

The organisation's headquarters is Chartered Accountants' Hall (CAH), located at One Moorgate Place (OMP), in the City of London. Opened in 1893, this Grade II Listed building has a range of diverse spaces that accommodate administrative support for the organisation and a number of function rooms and events spaces. Opulent rooms such as the Main Reception, Small Reception, and Members Room remain true to the historical and cultural heritage of the building, while the Great Hall and a number of contemporary and modern meeting rooms/events spaces are perfect for conferences, business meetings and dinners.

Having recently undergone a major refurbishment, One Moorgate Place is available for use/hire by external organisations, offering first-class facilities and hospitality services such as catering and access to AV equipment.

The property was originally built between 1890 and 1893 on Moorgate Place. With a mixture of Victorian neo-Baroque design, which forms part of the original building and the more modern extension built by Belcher's RA partner John James Joass architectural designers in 1930-31 (Great Swan Alley). A further expansion followed in 1959 with William Whitfield's contrast design to accommodate the Great Hall and soon after a façade of concrete and glass on Copthall side of the building - blending old and new.

ICAEW is committed to ensuring that everyone has access to One Moorgate Place and that freedom of movement is achieved for staff, members, visitors with a physical disability, vision impairment, deaf or hard of hearing etc..

This historical building presents a number of accessibility challenges, due to merging four architectural designs into one building that is internationally known as One Moorgate Place. Based on these challenges ICAEW appointed Access All Areas: an accessibility consultancy company to offer advice and guidance. The purpose of our company's appointment is to review the building's current layout since the recent completion of refurbishment works, with the view of making any necessary adjustments by improving accessibility when entering, moving around and exiting the building. And if necessary making further recommendations and changes to ensure the venue is considerate and sympathetic to everyone regardless of their circumstances – making OMP the number one destination to hold an event.



# Travel and Public Transport

## Travelling to One Moorgate Place (OMP)

### Summary

One Moorgate Place is a venue that provides office space for ICAEW staff and contractors but also event space management and membership services for clients, their guests and visitors. There are currently very few London Underground and DLR options for travelling to One Moorgate Place although this situation will be improved when modifications are made to Bank Station on the Waterloo and City Line and the completion of the Crossrail project serving Liverpool Street Station on the Elizabeth Line.

The Moorgate entrance is primarily the main entrance into OMP. There is another entrance into the building for staff and contractors via the Copthall entrance door.

### Access information

- For most visitors and staff, public transport is the most likely method of travel to One Moorgate Place (OMP).
- Although well served by London Underground stations, none of the stations close by are accessible.
- Bank Station (Waterloo and City line) is expected to be accessible by 2019.
- Bank Station on the DLR system is already accessible.
- Bank Station is only 400m walk from OMP.
- A wide range of accessible London buses serve Moorgate, originating from locations to the North, South and East of London.
- Direct services from the North (Tottenham; Dalston; Highgate; and Camden), South (Waterloo; Elephant and Castle; and Lewisham), East (Stratford; Shadwell and Bethnal Green) all have stops along Moorgate or terminate at Finsbury Square 650m away and Finsbury Circus 500m away.
- Next year upon completion of the Crossrail project, the Elizabeth Line will provide rail services from the West of London (Reading; Slough; Ealing and Southall) to Liverpool Street Station, a 600m walk from OMP.



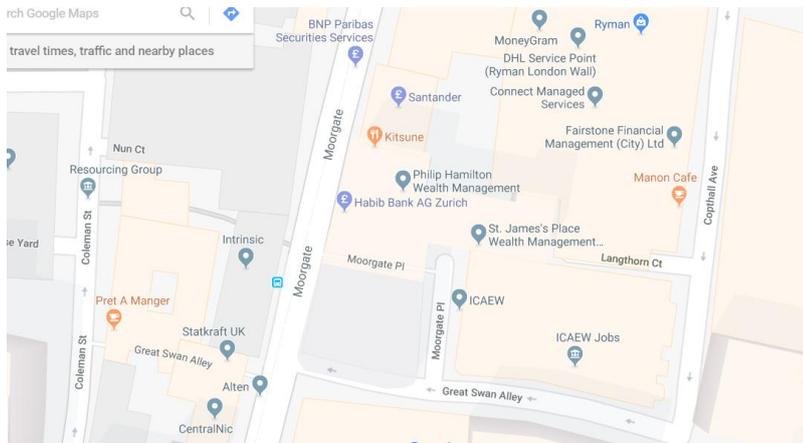
### Recommendations:

1) OMP to provide an online printable map of the area showing information on accessible routes to One Moorgate Place building via London transport.

2) Bus services already provide excellent accessible options for those travelling to One Moorgate Place. However, the ICAEW website should provide a bespoke OMP location plan highlighting the locations of nearby bus stops and walking routes as travel options. See TFL website Moorgate bus spider map. (<http://content.tfl.gov.uk/bus-route-maps/moorgate-a4-080417.pdf>)

Step Free Tube Guide for London Underground: <http://content.tfl.gov.uk/step-free-tube-guide.pdf>

Avoiding Stairs Tube Guide: <http://content.tfl.gov.uk/avoiding-stairs-tube-guide.pdf>



Street map: Access to One Moorgate Place.

## Pedestrian approaches

### **Access information**

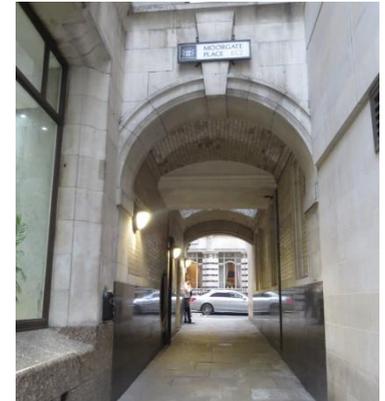
- From Moorgate, there are two pedestrian routes to the Moorgate building entrance.
  - If walking along Moorgate from the North, the best option is to use Moorgate Place which provides a pedestrianised pathway.
  - The pavement is smooth and even.
  - This pedestrianised pathway, passes down the side of House of Habib, 42 Moorgate and then through an archway.
  - From Moorgate this pedestrianised pathway is signed as Moorgate Place.
  - Once through the archway, it is possible to stay on the pavement to reach the Moorgate entrance.
  - If walking along Moorgate from the south, the best option is to use Great Swan Alley.
  - The pavement in this location is approximately 1500mm wide.
  - The pavement is generally smooth and even.
  - Great Swan Alley leads to Moorgate Place, however, it is necessary to cross the road when using this route. Dropped curbs are provided to facilitate this.
- 
- Access and egress from both Moorgate and Cophall entrance and the Loading Bay entrance (on Langthorn Court) is via Great Swan Alley and Cophall Avenue.
  - Walking from Moorgate, left onto Great Swan Alley and then left of OMP leads to Cophall Avenue and the nearby Cophall entrance.
  - All pavements are smooth and even. However, there is a small break/crossing along the pathway which leads to private property and access to OMP / ICAEW Loading Bay and the neighbouring businesses garage and Loading Bay area.
  - There is little or no directional signage until you meet the junction of Great Swan Alley and Cophall Avenue.
  - Another alternative for pedestrians (especially those alighting bus services at Finsbury Circus) is to walk along the full length of Cophall Avenue from London Wall.
  - This offers a direct route to the Cophall entrance and the Loading Bay entrance on Langthorn Court along pavements which are generally smooth and even.



- This route has the added benefit of being provided with an arcade offering shelter during inclement weather.  
There are no directional signs along this route.

### ***Recommendations:***

1) The two main accessible routes to One Moorgate Place / ICAEW building should have clear, visible signage directing visitors to the building. It is worth noting that in general all the walking routes options from Moorgate to OMP are accessible - offering smooth and even pavements. For those wishing to enter the building via the Moorgate entrance signage is adequate. However, additional signage should be placed in agreed locations i.e. the corner of Moorgate Place and Great Swan Alley to improve general information and signposting to the venue. For those making their way to the Cophall entrance directional signage can be improved heading towards Cophall Avenue itself.



2) Printed information should be made available online and within the building i.e. Moorgate and Cophall Reception and the provision of a bespoke location map on the website would also assist with visitor information on accessibility.

3) Visitors are encouraged to utilise Cophall Avenue as a preferred accessible route to the building due to the accessible walkway and the arcade which provides shelter/cover during inclement weather.

## **Facilities onsite**

One Moorgate Place has two main entrances into the building. OMP boasts a number of facilities onsite including events space such as the Great Hall, Auditorium and Atrium, access to the Business Centre and Café; all of which are accessible to wheelchair users, with accessible toilets and shower facilities that can be reached by lift and ramps. OMP's objective is to make the building welcoming to all. Further information is available on the OMP and ICAEW website.

**Website:** [www.icaew.com](http://www.icaew.com)

**One Moorgate Place Club:** <https://www.onemoorgateplace.com/>

**Office Hours:** 08:30-17:30

**Events Hours:** Vary

**One Moorgate Place Club:** 10:00-22:00



# Access to the Building

## Copthall Avenue entrance

The Copthall Avenue entrance is primarily used by members of staff working for ICAEW. The entrance floor is completely level and the doors offer plenty of clearance in terms of the width. The automatically opening doors work well and are fully operational.

Once inside the steps meet the necessary standards with a small riser complemented by black anti-slip strips to differentiate between the steps and good handrails on both sides of the steps. The existing ramp falls well below modern standards and is extremely steep.

The steepness of the gradient could prove dangerous for some disabled people when entering the building and it certainly creates a significant barrier to access, especially when leaving the premises via Copthall reception.

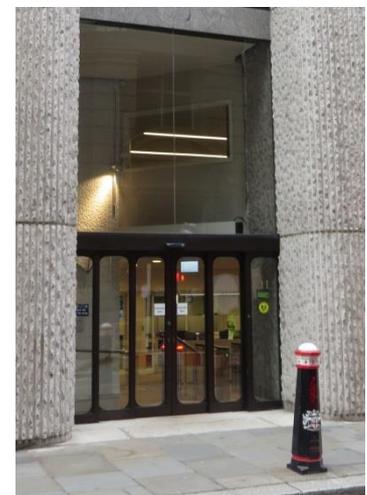


### **Access information**

- The Copthall Avenue entrance is served by partially glazed automatic sliding doors.
- The full width of the automatic doors when open is 1.5m wide.
- The entrance floor is completely level.
- Once inside, there are either three steps down into the reception area.
- Each step has a rise of 145mm and is provided with handrails to both sides.
- The steps have white with black anti-slip strips .
- Adjacent to the steps is a ramp offering a 1 in 6 gradient.
- The ramp has handrails to one side.

### **Recommendations**

1) In our opinion, all printed information and website content should make it clear how steep the ramp is, and offer alternative solutions for entry such as the Loading Bay entrance door – this would make the building more accessible for people with disabilities.



2) A feasibility scheme should be commissioned to improve the gradient level. It may be possible to double the length of the existing ramp and achieve a gradient of 1 in 12. The preferred option would be to provide a new ramp which curves in front of the existing emergency opening gates for the turnstile barrier, and finish level with the turnstiles, in front of the Copthall reception desk. We are aware that this would require some remodelling of the layout i.e. turnstiles and associated barriers.

3) At minimum, ICAEW should provide detailed information regarding the ramp to visitors coming to OMP. This information and photos should be made available in printed format and on the website.



## Copthall Avenue Reception (entrance)

### **Access information**

The Copthall reception desk serving the Copthall Avenue entrance is well located and extremely well-designed offering a low section to assist wheelchair users and those of small stature. The induction loop assists those people who use hearing aids.



- The Copthall Avenue reception is directly in front of the entrance doors.
- The reception desk has two positions for security personnel.
- The top of the reception desk in front of security is 955mm Above Fixed Floor Level (AFFL).
- To one side of reception desk is a lowered section suitable to receive wheelchair users - (740mm AFFL).
- The wheelchair accessible part of the desk has a sign in book for visitors and contractors.
- All visitors to the building must report to the Copthall reception desk to i.e. sign in, receive guests and receive a building / site induction.
- There is an induction loop available at Copthall Avenue entrance reception – which can be relocated to another room / space for use.
- There is a clear well-positioned sign to indicate the provision and use of an induction loop.

### **Recommendations**

No recommendations in relation to the Copthall reception.

## Copthall Reception (unisex accessible toilet)

### **Access information**

This accessible toilet works very well with plenty of room to enter, sufficient manoeuvring space and well-positioned grab rails. The automatic entrance door is extremely welcoming but negates the need for a horizontal rail which could be removed. The grab rails and the sanitary ware contrast sufficiently in colour with the background to assist visitors and staff with visual impairments.

The room itself is large and accommodates an accessible wet room shower. This is also well-designed with plenty of room for manoeuvre and excellently positioned grab rails and shower controls. Other fittings within the facility are also well located, in particular the mirror and the associated hairdryer.

- To the right of Copthall Reception is a unisex accessible toilet.
- This toilet has an automatic sensor button with an entrance door that swings outwards.
- Entrance door offers 900mm clear width.
- The touchpad 980mm AFFL which operates the automatic entrance door.
- The door has a horizontal pull-rail 1010mm AFFL.





- The hand dryer is located 1000mm AFFL.
- The sink is positioned 740mm AFFL.
- The small wash hand basin is served by a monoblock tap with a lever handle.
- The soap dispenser is 1090mm AFFL.
- The flush is not positioned on the transfer side of the toilet pan.
- This toilet has well designed handrails and a well located toilet pan.
- This facility also provides a wet room shower with curtain.
- The shower has a lever operated shower control positioned 910mm AFFL.
- There is a large full length mirror the bottom of which is 720mm AFFL.
- There is a hairdryer is located 1030mm AFFL.
- The room is to 2880mm long and 2920mm wide.
- The handrails in this toilet are silver against a grey or white background.
- There is an emergency pull cord but it has been tied up and so does not reach the floor.



### **Recommendations**

- 1) The toilet has been provided with an emergency pull cord which has been tied in such a way that makes it unusable. It is essential to brief cleaning staff and other facilities staff to always ensure this pull cord stretches down to the floor – so it can be used to raise the alarm in the event of an incident.
- 2) The flush needs to be re-positioned on the transfer side of the toilet pan.
- 3) The emergency pull cord needs to be checked by cleaners to ensure the cord is not left tied up after cleaning.

## **Visitor and staff access to Copthall Building**

### **Access information**

The glass security barriers with turnstiles are extremely well-designed with the accessible gate offering a generous clear width. The proximity tag/pass reader is well located and easy to reach. For those who find using the proximity tag difficult, reception staff are trained to provide assistance and can open the accessible gate from the reception desk.

The signage at ground floor level displays the different facilities and services on each floor and is visible, welcoming and informative.

Both lifts are highly accessible offering a wide entrance door and sufficient clear width to manoeuvre once inside the lift car. Both lifts also benefit from well-positioned control buttons.

- Once signed into the building visitors are given a security pass with an access proximity tag (to authorised areas), staff members already possess one.
- Using the proximity tag, visitors and staff pass through the glass security barriers with turnstiles to access the lifts that services all floors.



- The proximity tag / pass reader is located 1000mm AFFL.
- There are three automatic gates leading through to the lifts.
- The central automatic gate is designed to be accessible.
- The accessible automatic gate offers 970mm clear width.
- The gates are opened using a staff proximity tag / pass or alternatively by reception staff and is wheelchair accessible.
- There is signage at ground floor level explaining what can be found on each floor.



- The lower ground floor leads to OMP Club and the Training Room.
- Cophall Reception is located on the ground floor area and provides easy access via the reception lift to the other floors within the building.
- Level 1 accommodates the Great Hall.
- Level 2 accommodates staff work areas and the Auditorium.
- Levels 3, 4, 5 and 6 are staff open plan work areas.

- There are two lifts that serve all the levels within the building.
- Both lifts have call buttons located 1130mm AFFL
- Poorly located fire extinguishers block easy access to the call buttons.
- Both lifts and the door opening 900mm wide.
- Both lift cars are 1150mm deep.
- Both lift cars are 1780mm wide.
- In both lift cars the highest positioned lift car operating button is 1080mm high.



### ***Recommendations***

- 1) The approach to the lift call buttons at ground level is impeded by the location of fire extinguishers and in our opinion they should be relocated.
- 2) Relocate position of any other fire extinguishers that may block / impede easy / access to call buttons.



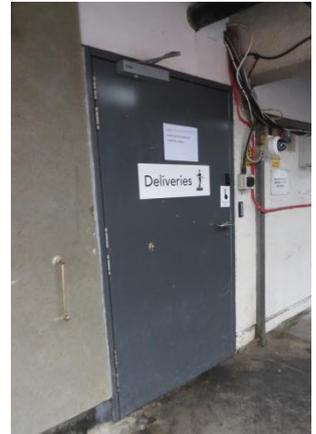
# The Loading Bay Entrance

## ***Access information***

This entrance is used as a service entry point into the building by staff, delivery companies, contractors and clients delivering items to the premises. Although this entry is primarily used for this purpose it has the potential to be the most accessible entrance. The approach to the Loading Bay entrance is smooth and at floor level. The door itself offers a very generous clear width for such things as wheelchair access.

Currently, there are no dropped kerbs between the pavements on Langthorn Court and the existing Loading Bay entrance. It is therefore necessary to use the carriageway on Langthorn Court which is dangerous when delivery vehicles are in close proximity.

- The Loading Bay entrance is accessed via Langthorn Court of Cophall Avenue.
- There are no dropped kerbs between the Langthorn Court pavements and the Loading Bay entrance door. Therefore;
- This accessible route requires pedestrians to use the Langthorn Court carriageway.
- The Loading Bay entrance door in this location is 1010mm wide.
- Access to the door is next to the refuse and recycling bins.



## ***Recommendations***

- 1) ICAEW should liaise with the City of London local authority to request the kerb to be dropped along the street into Langthorn Court.
- 2) Name the Langthorn Court entrance and erect signage for visitors information.
- 3) A new automated door could be fitted; and improved lighting installed to illuminate this area.
- 4) Once improvements have been carried out ICAEW should promote this entrance as an option for those visitors who would find the existing ramp via Cophall reception too steep and challenging. This requires printed information and appropriate websites pages to be set out with alternative ways of entering OMP / building.

Until an accessibility solution is provided to create a gentler gradient at The Cophall main entrance. ICAEW should explore the Loading Bay entrance as an option as this would enhance accessibility into the building.



# Moorgate Entrance

## Summary

The Moorgate entrance is primarily used for visitors and Members who visit the building on a regular basis. This side of the property is recognised for its architectural beauty. But in terms of an accessible route into the building, it is only of use when accessing the nearby Members Room which has a number of steps to navigate. Moorgate side of the building (Great Swan Alley) rooms is known for its event space i.e. the Great Hall, Main Reception, Small Reception, the Members Room and also the Business Centre and café which proves to be more challenging in terms of accessibility to the building.

## Access information

- Access to the Moorgate entrance is from Moorgate Place.
- From the pavement up to the entrance there are two steps and no handrail.
- The first step has a riser 85mm high with no strip on the step to highlight a change in level.
- The second step has a riser 115mm high with no strip on the step to highlight a change in level. Upon request, OMP staff deploy an aluminium, foldable and portable ramp over the steps.
- The portable ramp is 1520mm long and offers a gradient of 1 in 7.6.
- Once the ramp is in place there are 720mm between the bottom of the ramp and the kerb edge.
- During our visit, OMP staff, who were well-trained in customer service, were on duty, unfortunately however they were not sure which way round to deploy the ramp.



## Recommendations

1) The ramp currently being used to provide access into this entrance is in our view unsuitable and this should be replaced with a more appropriate model as the gradient the current ramp provides is far too steep. Additionally, once deployed, there is insufficient space between the bottom of the ramp and the kerb edge for safe and comfortable manoeuvring for wheelchair users.

2) Staff require training on how to deploy the ramp in order to assist visitors

In our opinion, a more suitable portable ramp should be procured. ICAEW should source an appropriate ramp with adjustable folding legs, carrying handles and castors which are available on the market and which can be stored when not in use. The equipment should be easy for two members of staff to deploy; and the ramp should incorporate a 1200mm x 1200mm platform at midpoint. A ramp of this nature would suit this entrance perfectly, improve the gradient and prevent uncomfortable / unnecessary manoeuvring. In our opinion, due to the change in level being only 200mm a handrail is not required.



**Express folding ramp**



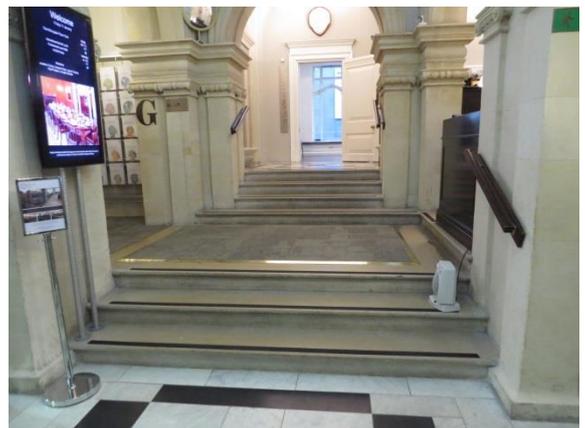
Although a permanent architectural solution may be desirable in terms of accessibility, this would present a number of challenges in meeting the requirements of the building's Grade II listed status. Our proposed solution does not require consent, could be established immediately, greatly improves accessibility and is appropriate given the numbers of OMP staff stationed at this entrance. Clearly, staff would need to be competent in deploying and setting this ramp up - regularly updated training is essential.

2) ICAEW may wish to deploy a ramp of this nature upon request. Therefore printed material and the website should provide detailed information regarding the ramp and the need to give advanced notice to visitors coming to OMP.

## Moorgate entrance lobby

### ***Access information***

- The Moorgate entrance lobby provides direct access into the Members Room; the Moorgate lift; the Cafe; and all other parts of the building.
- To the right, three steps lead up to the Moorgate lift.
- These steps have black anti-slip strips to highlight them and there is a handrail to the right side.
- Each step has a riser 150mm high.
- Currently, there is no accessible route to the Moorgate lift.
- The Moorgate lift is important in terms of accessing all the levels within this part of OMP.
- A further four steps lead up into The Cafe.
- Within the Moorgate Entrance Lobby there is also a reception desk accessed via the same three steps up to the Moorgate lift.
- There is then a further single step to enter the reception itself.
- At the back of the reception desk is a small back office / room used by Front of House / Security which is accessed via a further two steps.



### ***Recommendations***

The Moorgate entrance lobby provides access to a series of small steps and staircases serving all parts of the building. We are of the opinion that a scheme should be devised which offers an accessible route to the Moorgate lift.

In our view, there are two options:

#### **Option 1**

Break through the right-hand wall of the Moorgate Entrance Lobby and install a permanent short rise platform lift within the area currently occupied by Front of House and Security and used as a back office. This would require a complete remodelling of the area currently occupied by the reception desk and structural work may be necessary. The creation of a new opening within the Moorgate Entrance Lobby area would likely require listed building consent.



## Option 2

Procure a portable short rise stairlift which can be put in place within the Moorgate Entrance Lobby upon request.

These stairlifts measure 600mm x 1530mm when stored and folded, but can be deployed easily using castors. The equipment is powered by a mains supply and can be battery charged. This option could be delivered immediately and may not require listed building consent.



## Moorgate lift

### **Access information**

- Currently, there is no accessible route to the Moorgate lift.
- The Moorgate lift call button is 1140mm AFFL.
- The Moorgate lift entrance door is 900mm wide.
- The Moorgate lift is 1400mm deep and 1700mm wide.
- To exit the lift at the upper floors it is necessary to conduct a 90° turn.
- The lift exit door on the upper floors is 900mm wide.

The approach to the lift call buttons is clear and the height of the buttons is easy to reach. The lift is highly accessible offering a wide entrance door and sufficient clear width to manoeuvre once inside the lift car. The left side of the lift also benefits from well-positioned control buttons.



# LOWER GROUND

## The Training Room

### **Access information**

- Once out of the elevator at lower ground floor level, to the right is the Training Room.
- Access to the Training Room is via three steps down to a corridor.
- The change in level is 450mm.

### **Recommendations**

1) The existing change in level creates a significant barrier to using the Training Room. Although it may be possible to provide a permanent solution by creating a ramp in the corridor, we are of the opinion that a temporary ramp would suffice.

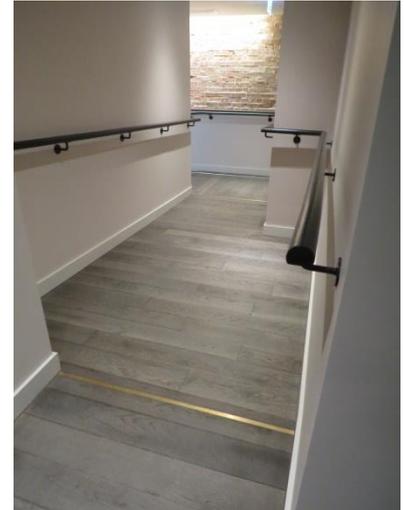
2) A robust booking system should then be put into place to ensure that anybody attending training informs the organisers of their accessibility requirements. The booking system coordinators should then instruct the appropriate staff to put a temporary ramp in place as and when necessary.



## One Moorgate Place Club

### ***Access information***

- Upon exiting the elevator, at lower ground level there is a lift lobby.
- There is no directional signage to the Club in the lift lobby.
  
- Between the lift lobby and the Club there is a glazed automatic opening door.
- The push button to operate the door is 1000mm AFFL.
- The door opens very slowly
- The door offers a clear width of 1020mm
  
- Once through the door a well-designed wooden ramp leads down into the Club.
- The ramp offers a gradient of 1 in 19.
- The ramp has handrails to both sides.
- 
- As you enter the Club there is a long bar.
- The bar top is 1100mm AFFL.
- At table waiter service is available upon request.
- There are many different options for seating, including sofas, and standard chairs.
- All seating and tables are provided with power points and USB positions.



### ***Recommendations***

1) When exiting the elevator at lower ground level there is no directional signage to The Club and this should be addressed. The automatic entrance door is extremely welcome but opens extremely slowly and this should be addressed.

The recently installed wooden ramp down into The Club is extremely well designed and offers the highest standards in terms of gradient and handrails. The bar itself is too high above the finished floor level for easy use by wheelchair users and those of small stature. Nevertheless, the 'at table' waiter service compensates for the comments raised regarding the design of the bar / top.



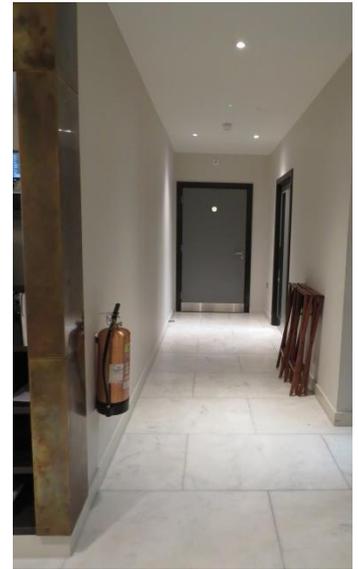
The wide array of seating options is extremely welcome catering to wide variety of needs.



## The Club – unisex accessible toilet

### **Access information**

- At one end of the Club is a unisex accessible toilet.
- This toilet door is outward swinging and has no door closer.
- The entrance door offers 990mm clear width.
- The lever handle and lock combination is located 930mm AFFL.
- The door has a horizontal pull-rail 670mm AFFL.
- The hand dryer is located 940mm AFFL.
- The sink is positioned 740mm AFFL.
- The small wash hand basin is served by a monoblock tap with a lever handle.
- The soap dispenser is 1040mm AFFL.
- The flush is not positioned on the transfer side of the toilet pan.
- This toilet has well designed handrails and a well located toilet pan.
- There is a large full length mirror the bottom of which is 1220mm AFFL.
- The room is 2300mm long and 1490mm wide.
- The handrails in this toilet are silver against a grey or white background.
- There is an emergency pull cord but it has been tied up and so does not reach the floor.



### **Comments**

This accessible toilet works very well with plenty of room to enter, sufficient manoeuvring space and well-positioned grab rails. The entrance door is well-designed offering plenty of clear width and correctly located lever handles and locks.

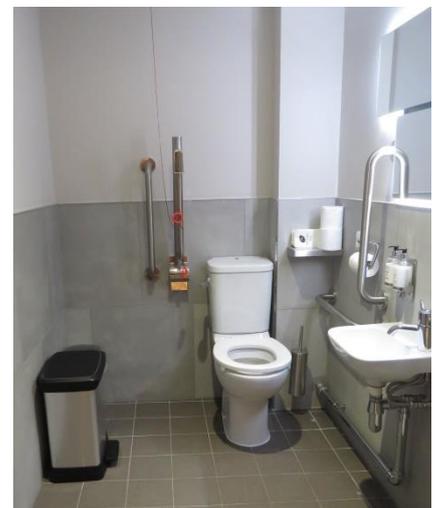
The grab rails and the sanitary ware contrast sufficiently in colour with the background to assist visitors and staff with visual impairments.

The room itself is large and well-designed with plenty of room for manoeuvre and excellently positioned grab rails and shower controls.

Other fittings within the facility are also well located except the mirror which is positioned too high to be easily used by wheelchair user or somebody of small stature.

### **Recommendations**

- 1) The toilet has been provided with an emergency pull cord but it has been tied in such a way that makes it unusable. It is important to brief cleaning staff and others such as the Facilities team to always ensure this pull cord stretches down to the floor.
- 2) Reposition the mirror so it can be used by wheelchair users and persons of small stature.





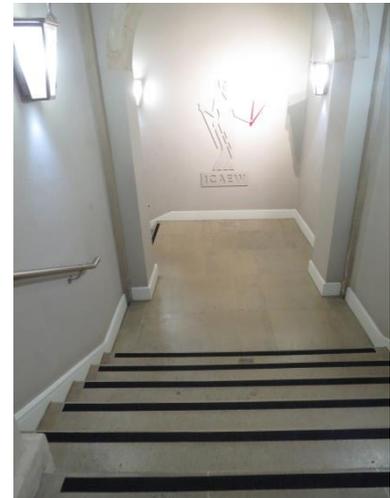
## Cloakroom and toilets

### **Access information**

- Access down to the Cloakroom and the toilets is via a long staircase.
- The staircase benefits from anti-slip strips and handrails to both sides.
- There is no lift access down to the Cloakroom and toilets located on this level.

### **Comments**

Although there is no accessible route down to the Cloakroom, alternative accessible toilets and shower facilities are available on i.e. the Ground Floor and Level 1. Staff who meet guests and visitors in the Moorgate entrance lobby are briefed to take coats and jackets down to the cloakroom and provide information building facilities.



# GROUND FLOOR

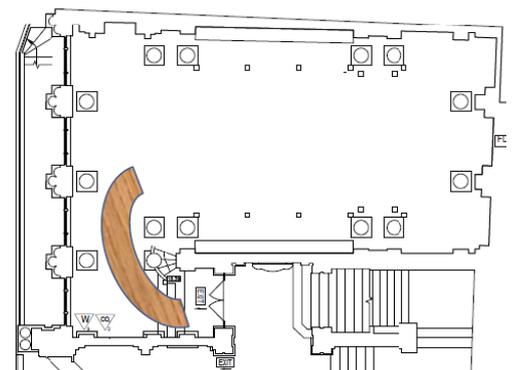
## Members Room

### **Access information**

- Directly off the Moorgate entrance lobby is the Members Room.
- The Members Room accommodates drinks receptions; private dining; boardroom meetings and presentations.
- Access down into the Members Room is via four steps - a change in level of 550mm.
- The space between the entrance door and the external wall is 4610mm.

### **Recommendations**

1) In our opinion, a scheme to make the Members Room permanently accessible with an architectural solution is both viable and desirable. This could be done by designing a full width, curved ramp which begins at the entrance door and curves round to finish between the columns. It may well need listed building consent, with the local authority deciding whether the ramp should blend in with its surroundings or be designed as a stand-alone element.



The ramp would need to offer a gradient of at least 1 in 15 and would therefore need to be approximately 7.5m long with handrails to both sides. In this instance, in our opinion, it might not be necessary to provide an intermediate landing on the ramp.

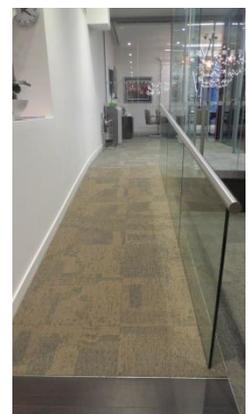
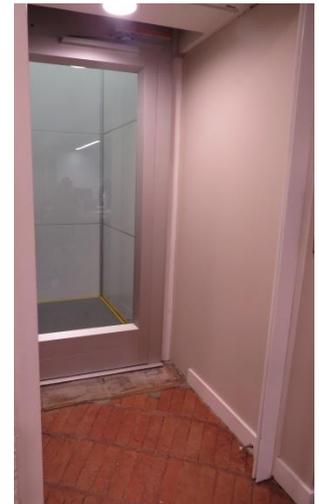


# GROUND FLOOR - MEZZANINE LEVEL

## The Business Centre

### ***Access information***

- Access to the Business Centre at the Mezzanine level (Cophthall side of the building to Moorgate) is via an enclosed platform lift.
- The call button for the enclosed platform lift is located 1120mm AFFL.
- The automatic opening entrance door offers a clear width of 990mm.
- Once inside, the platform is 990mm wide and 1420mm long.
- Inside the platform lift the operating buttons are located 870mm AFFL.
- Once inside the platform lift, it is necessary to conduct a 90° turn to exit.
- The entrance door at Mezzanine level offers 1040mm clear width.
- At Mezzanine level the platform lift opens out onto a landing.
- Directly in front of the entrance door to the platform lift is a large charging station for mobile phones.
- This charging station impedes access between the platform lift and the entrance door to the Business Centre.
- Access into the Business Centre is via an automatically operated entrance door.
- This fully glazed entrance door swings towards the lift.
- The push buttons to operate the door are both located 1010mm AFFL.
- The automatically opening door offers 790mm clear width.
- Once inside the Business Centre there is a reception desk.
- The top of the reception desk is 955mm AFFL, there is no low section.
- The reception desk is always staffed.
- Within the Business Centre there are a number of hot desk positions without desktop PC provision.
- There are also a number of desk locations where a desktop PC is provided.
- Along the corridor leading to the café are Meeting Rooms 1, 2, 3 and 4 which each accommodate up to three people.
- A short ramp leads up to Meeting Rooms 5, 6 and 7.
- The ramp is 3600mm long and offers a gradient of 1 in 9.
- The ramp has a handrail to one side.
- Meeting Rooms 5 and 6 each accommodate three people.
- Meeting Room 7 accommodates 12 people.
- Meeting Rooms 8 and 9 are located close to the Business Centre reception desk.
- Meeting Rooms 8 and 9 each accommodate four people.





## **Comments**

The platform lift, which provides access from Copthall reception up to the Mezzanine level, meets all current standards. The operating buttons are easy to use and the platform is big enough to facilitate a 90° turn to exit.

The automatic entrance door into the Business Centre meets the best standards with plenty of clear width. Once inside, the nearby reception desk does not have a low section. Nevertheless, staff are always at hand to manage the Business Centre and so a low section is not essential.

There are a variety of options for working with and without a desktop PC. These are easy to make use of and i.e. wheelchair users have enough space to freely move / manoeuvre.

There are a variety of meeting rooms which can be used depending on the number of attendees. The ramp which leads up to Meeting Rooms 5, 6 and 7 falls below the standard required and is too steep.



## **Recommendations**

1) The charging station should be relocated to improve access as exiting the platform lift at Mezzanine level is made difficult by the poorly located equipment.

2) We are of the opinion that at least one adjustable height desk within the Business Centre should be provided for those who may need it.

3) ICAEW should investigate the possibility of modifying this ramp to achieve a gradient of 1 in 12. In the meantime, Business Centre staff should always be aware that the ramp constitutes a barrier to access. During the booking process, ensure those with access needs are given priority to Meeting Rooms 1, 2, 3, 4, 8 and 9.



## The Cafe

### **Access information**

- The Café is open from 07:30 until 15:00 (for food) and 17:00 (snacks and refreshments) every day.
- The Cafe self-service counter is located 770mm AFFL.
- There is plenty of space to manoeuvre.
- Staff are available to provide assistance.
- A self-serve hospitality station with serviettes and plastic cutlery is provided.
- The top of this hospitality station is 990mm AFFL.
- There is a wide variety of furniture and seating options available.
- It is possible to access the café from Moorgate Reception via four steps.



### **Comments**

The Café offers excellent accessibility all areas. Manoeuvring around is easy and during the assessment staff were extremely helpful. The different seating options are practical and welcoming. Currently, it is only possible to access the Café by making use of the Copthall entrance and then the platform lift.

## LEVEL 1

### The Great Hall and Main Reception

#### **Access information**

- The Great Hall has a maximum capacity of 270 people seated and 470 standing.
- The Great Hall can be configured and utilised for a range of events including conferences; presentations; dinners and weddings.
- The Great Hall has a large stage which is located 410mm AFFL.
- The Great Hall has state-of-the-art audio-visual equipment.
- The Great Hall is provided with an infrared induction loop.
- There are three steps up onto the stage.
- The steps have anti-slip strips to highlight a change in level but no handrail.
- When required a sturdy, rollout ramp is put in place to the right of the stage.
- The ramp is constructed from aluminium and has a load-bearing weight of 435kg.
- The rollout ramp is modular and can be extended if required.
- The roll out ramp is approximately 4200mm long.
- The rollout ramp has additional supports underneath to maintain sturdiness.





- This ramp offers a gradient of 1 in 10.
- The rollout ramp is not provided with handrails.
  
- Adjoining the Great Hall is the Main Reception (vice versa).
- Access to the Main Reception is via three steps onto the Great Hall stage, then a staircase which leads up to The Main Reception.
- This staircase consists of seven risers with anti-slip strips to highlight a change in level.
- This staircase has no handrail provision.
  
- Access for disabled people from The Great Hall up to the Main Reception is by using a large Vimec platform stair lift.
- The stairlift begins on the floor of the Great Hall, then travels continuously up the three steps onto the stage and then the seven steps to the Main Reception.
  
- The Vimec 65 has a maximum weight capacity of 250kg.
- The control button for the platform lift is 1040mm AFFL.
- The platform itself is 1250mm long and 1000mm wide.
- The platform left travelling time from the floor of the Great Hall up to the Main Reception is 38 seconds.



- At Great Hall level, the platform did not fully rest correctly on the floor of the Hall.
- This meant that the automatic safety edge which provides ramp access onto the platform was very steep.
  
- At Main Reception level the automatic safety edge provides a safe bridge between the platform and the top step.
- The automatic safety edge did not fully meet the top step.
- The automatic safety edge provides a safe bridge with the top step.
  
- Upon leaving the platform the Main Reception double entrance doors offer 1200mm clear width.
- The Main Reception is often used in conjunction with the Great Hall.
- The Main Reception can be used for drinks receptions; breakout area; private dining and exhibitions.
- It is well lit with plenty of space to manoeuvre.



**Comments**

The Great Hall is large and spacious with plenty of space for wheelchair users to manoeuvre and has no columns that could present a hazard to a visually impaired person. The OMP Events Team can produce a plan and layout of the room to assist the needs of the client, ensuring easy access to all areas of The Great Hall. The provision of an infrared induction loop offers excellent accessibility for those with hearing impairments.



Access onto the stage is provided via an excellent rollout ramp which is put in place at one end of this stage when requested by the event organisers. The ramp is extremely well manufactured and offers a firm and even access route onto the stage. In our opinion, this ramp could be improved by extending it to ensure that the gradient is 1 in 12. Modular ramps can also be fitted with handrails and this should be made available as an option for all clients.



The Vimec platform stair lift is an excellent and efficient means of providing access between the Great Hall and the Main Reception. The lift itself is well made, offers plenty of space for even the largest wheelchair user and has a very short travel time between levels.

During the visit, staff operating the platform lift initially appeared unsure on how to activate the lift but this was quickly addressed in order to demonstrate how the equipment operates. Appropriate staff should be briefed on the operation of the lift and also receive refreshers training on an ongoing basis.

The only problem encountered when using the platform stair lift was in relation to its resting points at the top and the bottom of the stairs. At Great Hall level, it was apparent that the platform had not fully landed correctly at the floor level and so the automatic safety edges were therefore steep. Ongoing maintenance should ensure that the platform reaches the floor fully and safety edges provide a gentle smooth means of getting onto the platform itself.

At Main Reception level, the platform did not fully reach the top step of the staircase. The automatic safety edge does not rest completely on the top step and so will be under more pressure as people exit the platform lift. This could lead to damage to the safety edge in the future. It appears to us that ongoing maintenance should ensure that the platform fully reaches the top step to allow the safety edge to comfortably reach Main Reception level.



The Main Reception room has an entrance door offering plenty of clear width and the room itself offers sufficient manoeuvring space. The room itself is stunning and we are of the opinion that guests and clients with accessibility needs should be encouraged to use the platform lift to experience Main Reception.

Please note: electric wheelchairs are not recommended to be used on the Vimec platform stairlift and the rollout ramp in the Great Hall and Main Reception.

### ***Recommendations***

1) The installation of a ramp could improve accessibility to the stage by extending the ramp to ensure that the gradient is 1 in 12. Another option for wheelchair users is the installation of a modular ramp that can be fitted with handrails.

2) OMP staff should be briefed on how to competently use the platform lift in the Great Hall so they know how to use the equipment more easily.



## The Great Hall – unisex accessible toilet

### **Access information**

- On Level 1 a unisex accessible toilet is the closest to The Great Hall.
- Access to it is via a series of single and double doors.
- The toilet itself is 1870mm long and 1360mm wide.
- Access to the toilet is via a sliding door offering an 810mm clear width.
- The toilet pan is directly positioned and the handrails are well located.
- The sink is located 720mm AFFL.
- The soap dispenser is 1070mm AFFL.
- The paper towel dispenser is located 1240mm AFFL.
- There is no mirror in the toilet.

### **Comments**

Although this accessible toilet is located on Level 1, the same level as the Great Hall, it is extremely difficult to access. It requires the user to navigate a number of doorways and in our view this means that the majority of guests would need assistance from OMP staff to reach the toilet.

The toilet itself falls below the best standards as it is neither long enough, nor wide enough for a wheelchair user to manoeuvre satisfactorily.

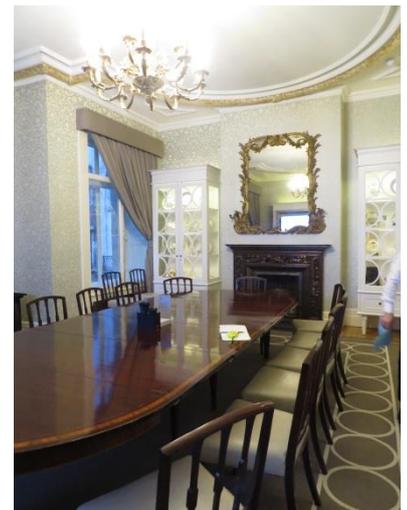
### **Recommendations**

- 1) It is our opinion that this toilet is only useful for the ambulant disabled, and that staff should direct wheelchair users to the elevator to use a well-designed unisex accessible toilet on the ground floor, close to the Copthall Reception desk.

## Small Reception Room and Boardroom

### **Access information**

- On Level 1 is the Small Reception Room and the adjoining Boardroom
- Entry into the Small Reception Room is via double doors offering 1170mm clear width.
- The Small Reception Room holds up to 30 people for business meetings; drinks receptions or private dining.
- There is a door that leads through to the Boardroom.
- This doorway offers a clear width of 880mm.
- The Boardroom has its own entrance offering a clear width of 870mm.
- The Boardroom is a modern space accommodating up to 24 people.
- The Boardroom is mostly used for larger meetings; presentations and training.



### **Comments**

In our opinion, once accessible via the lift these rooms are extremely accessible offering high-quality facilities, sufficient clear width on the door and plenty of room to manoeuvre.



## Meeting Rooms 1.2, 1.3, 1.4 and 1.5

### **Access information**

- Meeting Room 1.2 entrance door offers 810mm round table with chairs.
- Meeting Room 1.3 entrance door offers 810mm.
- Meeting Room 1.4 entrance door offers 810mm.
- Meeting Room 1.5 entrance door offers 720mm.
- Meeting Rooms 1.4 and 1.5 can be joined together as one function space.



### **Comments**

In our opinion, once the visitor / wheelchair user exits the lift these meeting rooms are extremely accessible and offer high-quality facilities. There is sufficient clear width of the door and plenty of room to manoeuvre. The only exception is Meeting Room 1.5 which has an exceptionally narrow door.

### **Recommendations**

Ensure that Room 1.5 is not booked by anyone using a wheelchair in particular, unless access can be provided via Meeting Room 1.4.

## LEVEL 2

### Staff work spaces, facilities and kitchenette

#### **Access information**

- Upon exiting the elevator, there is a lift lobby.
- Between the lift lobby and the office space there are fire doors.
- These fire doors are held open and operate on a magnetic locks system.
- When the fire alarm is activated, the magnets disengage and the fire doors close to create a fire and smoke protected area by the elevator.
- There is a ramp from the elevator lobby into the workspace.
- The ramp is 2m long.
- The ramp has a gradient of 1 in 12.
- Level 2 operates a hot desk system and consists of open plan workstations; the President's Office; staff lockers; meeting pods; and meeting rooms.
- Each floor has zoned areas where staff can book a hotdesk, unless they have a designated desk due to a health condition or a departmental need.





- Members of staff have their own secure locker space for their personal belongings.
- The staff lockers are stacked two lockers high.
- The highest button on these lockers is 860mm AFFL.
- The President's Office entrance door offers 920mm clear width.
- The open plan workstations offer a variety of furniture including different seating options / designs.
- One section is provided with adjustable height desks.
- Circulation spaces are generous and well lit.
- The Chief Executive's Office is provided with a large meeting table that seats up to eight people.
- The staff kitchenette is accessed via a single large step.
- The step is 200mm high and a short grab rail is provided.
- The fitted kitchenette has a work surface by 850mm AFFL
- There is a full height fridge.
- There is an instant hot water tap.
- There is a microwave.
- There are tea and coffee making facilities.
- There is a high dining table and stools.



## Comments

Access into the work areas is provided via a ramp with a gentle gradient. The system to hold the fire doors open with magnets is excellent and offers a barrier free route into the office.

Staff work spaces are highly accessible with plenty of space to manoeuvre. A section of the floor accommodates adjustable height desks for those who wish to book them. Although a hot desk system is in operation, should a disabled member of staff need one they will be given priority to use this office equipment.

Secure lockers spaces are provided and are all located at a height which is easy to use for wheelchair users and those of small stature. A disabled member of staff can make a request for a particular locker which suits their needs.



The staff kitchenette at this level is down a very large step. In our opinion, this step is a significant impediment to access even for ambulant disabled people.

Once inside the kitchenette, facilities are easy-to-use but the high dining table and high stools, are an impediment to access. This has already been incorporated within the kitchenette design – with standard alternative chairs and dining tables in place to meet different people's requirements.



## **Recommendations**

The most appropriate course of action is to modify the step and create two small steps each with a riser 100mm high and a generous tread. If a member of staff is recruited who needs level or ramped access into the kitchenette, a 2.4 m long ramp will need to be provided.

## **Auditorium and lounge area**

### **Access information**

- On Level 2, close to the staff kitchenette, a door leads through to the Auditorium, Atrium, and meeting rooms (adjacent to the Atrium).
- This automatic entry door offers a clear width 900mm.
- The automatic entry door is operated by a proximity tag.
- The proximity tag reader is located 1100mm AFFL.
- Once through the door, a short ramp goes down to 2 meeting rooms 2.1 & 2.2.
- The ramp offers a gradient of 1 in 12.
- The balustrade on the right-hand side juts out unnecessarily.
- Meeting Rooms 2.1 and 2.2 both have an entrance door offering 945mm clear width.
- Meeting Rooms 2.1 and 2.2 both have a large meeting table and 14 seats.
- Close to these meeting rooms is the annex room referred to as the Atrium.
- The annex room is used to register participants for events held in the auditorium also used as breakout space for i.e. networking.
- The annex room provides space for serving tea and coffee and light refreshments at events.
- The Auditorium is accessed via double doors which swing outwards into the Atrium.
- These doors are held open using magnetic lock system.
- When the fire alarm is activated, the magnets disengage and the fire doors close.
- These double doors offer a clear width of 1150mm.
- Each leaf offers a clear width of 650mm.
- The Auditorium can accommodate 90 people and has recently been completely refurbished to a very high specification.
- This high specification includes an infrared induction loop.
- Each Auditorium seat is provided with a writing table and a microphone.
- There are at least 15 seats which can be reached without using steps.
- The Auditorium has two wheelchair spaces located in the front row.





- The two wheelchair spaces are allocated to each side of the dais.
- Each wheelchair space can be provided with a writing table and microphone.
- The steps to the tiered seating have white anti-slip strips on a brown background.
- The steps are illuminated but are not provided with handrails.
- At the front of the Auditorium is a raised dais to accommodate those giving presentations.
- Access onto the dais is via a step 150mm high.
- The dais has five seating positions and each position has a microphone.

## Comments

The automatic entry door, close to the staff kitchenette leading through to meeting rooms and the Auditorium is extremely well-designed with plenty of clear width and a well-positioned proximity tag reader which is easy to reach.

The ramp down to the meeting rooms has a gradient which meets current standards although the handrail / balustrade to the right-hand side protrudes unnecessarily and could, in the assessor's opinion, be modified to improve safety. We are of the view that this rail should be modified for reasons of safety.

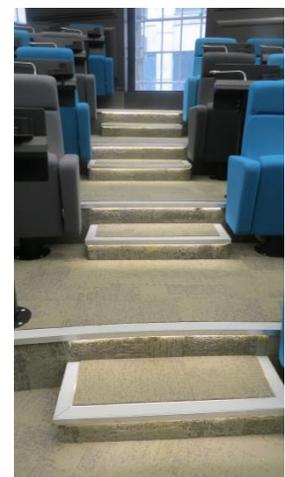
Rooms 2.1 and 2.2 along with the annex / Atrium to the Auditorium offer plenty of room to manoeuvre and are also generously clear in terms of the width on the doors. It is essential to ensure that a portable induction loop is always available to those who need it at meetings in these spaces.

Entering the Auditorium is made easy due to the system to hold the fire doors open with magnets which release if the fire alarm is activated. In our opinion this system is excellent and offers a barrier free route into the facility.

Once inside, the Auditorium is extremely well-designed offering high-quality facilities, including an excellent induction loop system, well located wheelchair spaces and plenty of seats which can be reached without climbing steps.

Wheelchair spaces can be made available by the removal of seats in the front row allowing for flexibility in the number / types of seats required. Each wheelchair space can be provided with a microphone and writing table if needed.

In our opinion, it is unfortunate that the raised dais was not provided with a permanent ramp to provide level access. Nevertheless, OMP has a booking system in place that should ensure that the venue's staff are given advance notice of any contributor to the event who would need level access onto the stage. This would allow for a temporary ramp to be provided for those who request / need it.



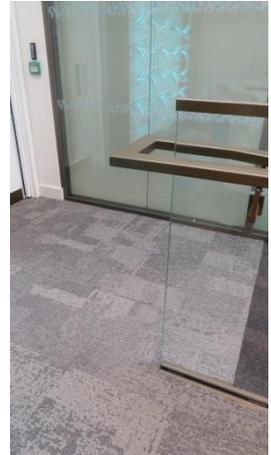


## **Recommendations**

1) The ramp down to the meeting rooms has a gradient which meets current standards although the handrail / balustrade to the right-hand side protrudes unnecessarily and could, in the assessor's opinion, be modified to improve safety. We are of the view that this rail should be modified for reasons of safety.

2) Although the steps in the Auditorium have good anti-slip strips to highlight the change in level and are well illuminated, we recommend that handrails should be fitted to the walls on either side of the Auditorium to assist ambulant disabled people.

3) We recommend that a standard question regarding the accessibility requirements of contributors is introduced to the booking form for organisers wishing to make use of the Auditorium.



## **Auditorium - unisex accessible toilet**

### **Access information**

- Located by the annex / Atrium to the Auditorium there is an accessible toilet.
- The outward swinging entrance door offers 840mm clear width.
- The entrance door has been provided with a very strong door closer.
- The door can be opened and locked using a lever handle located 1000mm AFFL.
- The entrance door has a horizontal pull rail for closing the door located 700mm AFFL.
- The room is 2320mm long and 1510mm wide.
- The handrails in this toilet are silver against a grey or white background.
- The toilet pan and sink are white against a grey or white background.
- The handrails in this toilet are well located.
- The toilet pan is well located.
- The push button toilet flush is located 1000mm AFFL.
- There is an emergency pull cord which has been tied up and does not reach the floor.
- There is a full length mirror.
- There is a small wash hand basin well located, close to the toilet pan.
- The small wash hand basin is located 720mm AFFL.
- The small wash hand basin is served by a monoblock tap with a lever handle.
- The paper towel dispenser is 890mm AFFL.
- The soap dispenser is located 1050mm AFFL.

### **Comments**

This accessible toilet works very well with plenty of room to enter, sufficient manoeuvring space and well-positioned grab rails.

### **Recommendations**

1) The entrance door is well-designed but has a closer which is far too strong and should be altered to make it easier to open the door.



2) The horizontal pull rail provided is not required and should be removed to offer more space to enter. The grab rails, the flush and the sanitary ware are well located and there is some contrast with the background, sufficiently enough to assist those with visual impairments.

3) The toilet has an emergency pull cord however, it has been tied in such a way that makes it unusable. It is important to brief cleaning staff and others to always ensure this pull cord stretches down to the floor.

## LEVEL 3

### Staff work spaces, facilities and kitchenette

#### ***Access information***

- Upon exiting the elevator, there is a lift lobby.
- Between the lift lobby and the office space there are fire doors.
- These fire doors are held open using magnetic Hold Open doors connected to the building's fire alarm system.
- When the fire alarm is activated, the magnets door hold open releases and the fire doors close to create a fire and smoke protected area by the elevator.
- There is a ramp from the elevator lobby into the workspace.
- The ramp is 2m long.
- The ramp has a gradient of 1 in 12.
- Level 3 operates a hot desk system and consists of open plan workstations; Meeting Room 3.1, 3.2 and 3.3; staff lockers; meeting pods; and meeting rooms.
- Meeting Rooms 3.1, 3.2 and 3.3 entrance doors offer 920mm clear width.
- Meeting Room 3.1 is a large room with a big meeting table and eight seats.
- Meeting Rooms 3.2 and 3.3 have small desks and four seats.
- Each floor has identifiable zoned areas which staff can book via the hotdesk system. On each floor the hotdesk system is in operation unless desk space has been allocated for i.e. a department, individuals due to work commitments or a health issue etc. On this level carpets and walls are pale blue is the signature colour.
- Members of staff have their own secure locker space for their personal belongings.
- The staff lockers are stacked two lockers high.
- The highest button on these lockers is 860mm AFFL.
- The open plan workstations offer a variety of furniture including different seating options.
- One section is provided with height adjustable desks.
- There are soundproofed seating pods offering quiet enclosed locations for small meetings.
- Seating pods have a central table top of which is 750mm AFFL.
- Individual quiet workstations can be pre-booked using the intranet booking system.





- Circulation spaces are generous and well lit.
- Access to the staff kitchenette is completely level.
- The fitted kitchenette has a work surface 850mm AFFL
- There is a full height fridge.
- There is an instant hot water tap.
- There is a microwave.
- There are tea and coffee making facilities.
- There is a standard height dining table and standard height seats.



### **Comments**

Access into the work areas is provided via a ramp with a gentle gradient. The system to hold the fire doors open with magnets is excellent and offers a barrier free route into the office.

Staff work spaces are highly accessible with plenty of manoeuvring space and a section with adjustable height desks. Although a hot desk system is in operation, should a disabled member of staff need a particular location, or a guaranteed piece of office equipment this is always provided.

The seating pods are provided with a central table at a reasonable height and it is possible for a wheelchair user to participate in discussions by joining the table at the end.

Secure lockers spaces are provided and are all located at a height which is easy to use for wheelchair users and those of small stature. A disabled member of staff can make a request for a particular locker which suits their needs.

Access into the staff kitchenette at this level is excellent with no impediments to access. Once inside the kitchenette, facilities are easy-to-use and the dining table and chairs are also accessible.



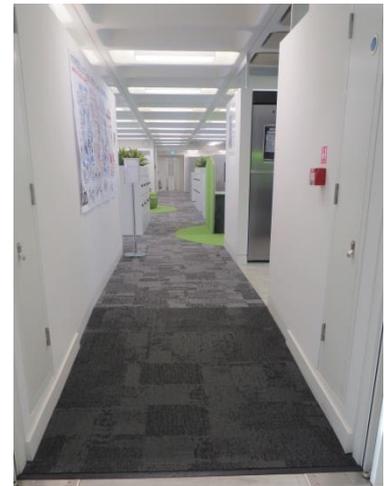


# Mezzanine Level

Staff work spaces, facilities and kitchenette

## **Access information**

- Upon exiting the elevator, there is a lift lobby.
- The lift lobby leads to a ramp that opens onto a level floor.
- Within this location is an open plan office with a bank of desks and singular workstation on the far right hand side of the space.
- From the open plan office there are three offices.
- There is a kitchenette that connects to the right-hand side of the open plan office which accommodates a fridge, and tea point.
- A staircase leads from the Moorgate side of the building to the Mezzanine steps leading into the space.
- There is plenty of light within this area due to the glass-shaped roof dome / lantern.
- Anyone requiring accessible access to this area can use the lift.



## **Comments:**

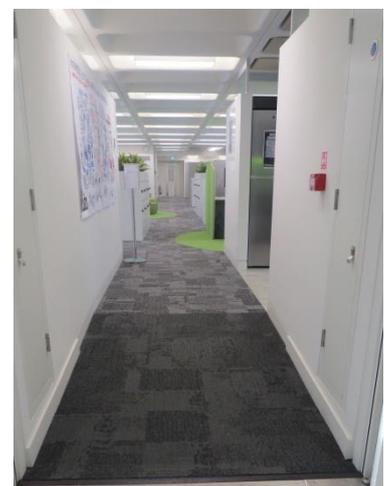
Anyone requiring access to Level 3 Mezzanine that uses a wheelchair can enter Moorgate Reception where a ramp will be deployed by Front of House staff to access Moorgate lifts which services Level 3, Mezzanine. If entering the building via Copthall Reception, the wheelchair user should take the lift to Level 3, making their way across the floor to Moorgate lift which services Level 3 Mezzanine.

# LEVEL 4

Staff work spaces, facilities and kitchenette

## **Access information**

- Upon exiting the elevator, there is a lift lobby.
- Between the lift lobby and the office space there are fire doors.
- These fire doors are held open using magnetic Hold Open doors connected to the building's fire alarm system.
- When the fire alarm is activated, the magnetic door hold open releases and the fire doors close to create a fire and smoke protected area by the elevator.
- There is a ramp from the elevator lobby into the workspace.
- The ramp is 2m long.
- The ramp has a gradient of 1 in 12.





- Level 4 operates a hot desk system and consists of open plan workstations; meeting room 4.1.; staff lockers; meeting pods; and meeting rooms.
- Meeting Room 4.1 has an entrance door offering 920mm clear width.
- Meeting Room 4.1 is a large room with a big meeting table and eight seats.
  
- Each level has zoned areas, with Level 4 carpets and walls in a green signature colour.
  
- Members of staff have their own secure locker space for their personal belongings.
- The staff lockers are stacked two lockers high.
- The highest button on these lockers is 860mm AFFL.
  
- The open plan workstations offer a variety of furniture including different seating options.
- One section is provided with adjustable height desks.
- There are soundproofed seating pods offering quiet enclosed locations for small meetings.
- Seating pods have a central table top of which is 750mm AFFL.
- Individual quiet workstations can be pre-booked using the intranet booking system.
  
- Circulation spaces are generous and well lit.
  
- Access to the staff kitchenette is completely level.
- The fitted kitchenette has a work surface by 850mm AFFL
- There is a full height fridge.
- There is an instant hot water tap.
- There is a microwave.
- There are tea and coffee making facilities.
- There is a standard height dining table, standard height seats and bench seating.



### **Comments**

Access into the work areas is provided via a ramp with a gentle gradient. The system to hold the fire doors open with magnets is excellent and offers a barrier free route into the office.

Staff work spaces are highly accessible with plenty of manoeuvring space and a section with adjustable height desks. Although a hot desk system is in operation, should a disabled member of staff need a particular location, or piece of office equipment this will be provided.

The seating pods are provided with a central table at a reasonable height and it is possible for a wheelchair user to participate in discussions by joining the table at the end.

Secure lockers spaces are provided and are all located at a height which is easy to use for wheelchair users and those of small stature. A disabled member of staff can make a request for a particular locker which suits their needs.

Access into the staff kitchenette at this level is excellent with no impediments to access. Once inside the kitchenette, facilities are easy-to-use and the dining table and chairs are also accessible.



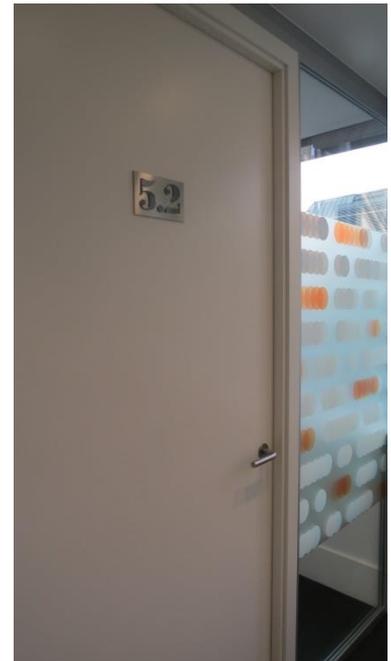


# LEVEL 5

## Staff work spaces, facilities and kitchenette

### ***Access information***

- Upon exiting the elevator, there is a lift lobby.
- Between the lift lobby and the office space there are fire doors.
- These fire doors are held open using magnetic Hold Open doors connected to the building's fire alarm system.
- When the fire alarm is activated, the magnets door hold open releases and the fire doors close to create a fire and smoke protected area by the elevator.
- There is a ramp from the elevator lobby into the workspace.
- The ramp is 2m long.
- The ramp has a gradient of 1 in 12.
- Level 5 operates a hot desk system and consists of open plan workstations; Meeting Room s5.1, 5.2 and 5.3; staff lockers; meeting pods; and meeting rooms.
- Meeting Room 5.1 has an entrance door offering 920mm clear width.
- Meeting Room 5.1 is a large room with a big meeting table and eight seats.
- A single step leads down to Meeting Rooms 5.2 and 5.3.
- This single step has a riser of 150mm.
- Meeting Room 5.2 and 5.3 have entrance doors offering 920mm clear width.
- Each level has zoned areas, with Level 5 carpets and walls in a signature orange colour.
- Members of staff have their own secure locker space for their personal belongings.
- The staff lockers are stacked two lockers high.
- The highest button on these lockers is 860mm AFFL.
- The open plan workstations offer a variety of furniture including different seating options.
- One section is provided with height adjustable desks.
- There are soundproofed seating pods offering quiet enclosed locations for small meetings.
- Seating pods have a central table top of which is 750mm AFFL.
- Individual quiet workstations can be pre-booked using the intranet booking system.
- Circulation spaces are generous and well lit.
- Access to the staff kitchenette is completely level.
- The fitted kitchenette has a work surface by 850mm AFFL
- There is a full height fridge.
- There is an instant hot water tap.
- There is a microwave and tea and coffee making facilities.
- There is a standard height dining table, standard height seats and bench seating.





## Comments

Access into the work areas is provided via a ramp with a gentle gradient. The system to hold the fire doors open with magnets is excellent and offers a barrier free route into the office.

Staff work spaces are highly accessible with plenty of manoeuvring space and a section with height adjustable desks. Although a hot desk system is in operation, should a disabled member of staff need a particular location, or piece of office equipment this will be provided

The seating pods are provided with a central table at a reasonable height and it is possible for a wheelchair user to participate in discussions by joining the table at the end.

Secure lockers spaces are provided and are all located at a height which is easy to use for wheelchair users and those of small stature. A disabled member of staff can make a request for a particular locker which suits their needs.

Access into the staff kitchenette at this level is excellent with no impediments to access. Once inside the kitchenette, facilities are easy-to-use and the dining table and chairs are also accessible.



# LEVEL 6

## Gender neutral toilet

### Access information

- In the lobby by the elevator there is a gender neutral toilet.
- This toilet has signage to indicate that it is gender neutral.
- This facility is the only unisex accessible toilet located in the staff work spaces.
- The outward swinging entrance door offers a width of 860mm.
- It is fitted with a strong door closer.
- The entrance door has a horizontal grab rail for pulling the door closed.
- The entrance door horizontal grab rail is located 720mm AFFL.
- The entrance door is opened using a lever handle located 1050mm AFFL.
- The entrance door has a lock 960mm AFFL.
- The room is 2016mm long and 1500mm wide.
- The handrails in this toilet are silver against a grey background.
- The toilet pan and sink are white against a grey background.
- The push button for the toilet flush is located 1040mm AFFL
- The handrails in this toilet are well located.





- The toilet pan is well located.
- There is an emergency pull cord which reaches down to the floor.
- There is a full-length mirror.
- There is a hand towel paper dispenser located 900mm AFFL.
- There is a small wash hand basin well located, close to the toilet pan.
- The small wash hand basin is located 710mm AFFL.
- The small wash hand basin is served by a monoblock tap with a lever handle.

### **Comments**

This toilet facility has signage to indicate that it is a gender neutral facility. It has sufficient space and all the appropriate handrails for use as a unisex accessible toilet.

Generally speaking, as an accessible toilet it works very well with plenty of room to enter, sufficient manoeuvring space and well-positioned grab rails. The background wall, grab rails and the sanitary ware contrast in colour to assist anyone i.e. visitors and staff with visual impairments.

The toilet flush, sink and all the other facilities are well-designed and well located.

### **Recommendations**

- 1) Once inside the accessible toilet, the signage does not indicate it can be easily used by people with disabilities. The signage should be rectified to address this.
- 2) The entrance door to the toilet offers plenty of clear width but the extremely strong door closer creates a barrier to access and should be removed or the tension reset to make it easier to operate.

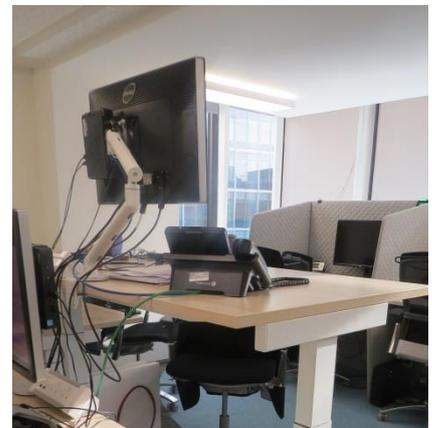
## **Staff work spaces, facilities and kitchenette**

### **Access information**

- Upon exiting the elevator, there is a lift lobby.
- Between the lift lobby and the office space there are fire doors.
- These fire doors are held open using magnetic Hold Open doors connected to the building's fire alarm system.
- When the fire alarm is activated, the magnets door hold open releases and the fire doors close to create a fire and smoke protected area by the elevator.
- There is a ramp from the elevator lobby into the workspace.
- The ramp is 2m long.
- The ramp has a gradient of 1 in 12.



- Level 6 operates a hot desk system and consists of open plan workstations; Meeting Rooms 6.1, 6.2 and 6.3; staff lockers; meeting pods; and meeting rooms.
  - Meeting Room 6.1 has an entrance door offering 920mm clear width.
  - Meeting Room 6.1 is a large room with a big meeting table and eight seats.
  - Meeting Room 6.2 has an entrance offering 920mm clear width.
  - Meeting Room 6.2 accommodates a very high table and high stools.
  - Meeting Room 6.3 is much smaller accommodating a small table with four seats.
- 
- Each level has zoned areas, with Level 6 carpets and walls in a signature sky-blue colour.
  -
- 
- Members of staff have their own secure locker space for their personal belongings.
  - The staff lockers are stacked two lockers high.
  - The highest button on these lockers is 860mm AFFL.
- 
- The open plan workstations offer a variety of furniture including different seating options.
  - One section is provided with height adjustable desks.
  - There are soundproofed seating pods offering quiet enclosed locations for small meetings.
  - Seating pods have a central table top of which is 750mm AFFL.
  - Individual quiet workstations can be pre-booked using the intranet booking system.
- 
- Circulation spaces are generous and well lit.
- 
- Access to the staff kitchenette is completely level.
  - The fitted kitchenette has a work surface by 850mm AFFL
  - There is a full height fridge.
  - There is an instant hot water tap.
  - There is a microwave.
  - There are tea and coffee making facilities.
  - There is a standard height dining table, standard height seats and bench seating.



## Comments

Access into the work areas is provided via a ramp with a gentle gradient. The system to hold the fire doors open with magnets is excellent and offers a barrier free route into the office.

Staff work spaces are highly accessible with plenty of manoeuvring space and a section with height adjustable desks. Although a hot desk system is in operation, should a disabled member of staff need a particular location, or piece of office equipment this will be provided

The seating pods are provided with a central table at a reasonable height and it is possible for a wheelchair user to be involved in discussions by joining the table at the end.



Secure locker spaces are provided and are all located at a height which is easy to use for wheelchair users and those of small stature. A disabled member of staff can make a request for a particular locker which suits their needs.

Access into the staff kitchenette at this level is excellent with no impediments to access. Once inside the kitchenette, facilities are easy-to-use and the dining table and chairs are also accessible.

### ***Recommendations***

1) Meeting Room 6.2 has an inaccessible table and correspondingly high stools. It is suggested this table and chairs should be replaced with standard height desk / table and seats or ensure an alternative room is made available at the time of the booking.



## Appendices:

Appendix 1 - Map of the local area and transportation links for One Moorgate Place

Appendix 2 - Gradient Level Table for One Moorgate Place

Appendix 3 - Transportation links



**The nearest transportation links are detailed below. Please refer to Transport for London website and the map included within the appendix.**

Rail: Canon Street (South-Eastern, Circle, District)  
Liverpool Street (Central, Circle, Hammersmith, Metropolitan)  
Underground: Moorgate Station (Great Northern Railway)  
Bank (Central, Waterloo City, Northern)  
Bus: 21, 43, 76, 141 – Great Swan Alley and London Wall  
11, 133, N11, N133, N551 – Threadneedle Street  
8, 26, 242, 11, 133, N8, N551, N11, N26, N133 – Bank and Threadneedle Street  
21, 43, 76, 141 – Bank and Princess Street  
43, 214 – Finsbury Square  
15, 17, 521, N15, N199 – Canon Street