

	Recommendation No.	Access	Audit	Part A	Priority rating
		Current situation	Recommendation	Cost	1 low - 5 high
Entrance	1	Front entrance door is awkward to open	Investigate the potential for reducing spring assistance to door closer. Consider the need to maintain the weather tightness of the entrance area. Possibly consider automatic door.	<ul style="list-style-type: none"> Adjusting spring assistance. Minimal cost. Automatic door £4,500 	4
Reception area	4	No induction loop is provided for use at the reception desk.	Install induction loop for this area.	£360 to £600	5
Reception area	7	Reception desk is not designed to take account of people in wheelchairs. Access to both sides of the desk is not good.	Re-consider design of desk when the reception area is next refurbished. Consideration to be given to providing a facility which allows a wheelchair user free access to either side of the desk. Basically provision needs to be provided to allow space for people's knees.	As part of planned maintenance programme.	2
Reception area	8	Limited contrast with regard to main entrance door frames, glazed panels and flooring.	Review decoration as part of planned maintenance programme	As part of planned maintenance programme.	2
Main building	8	Limited contrast between walls, floors, doors and doorways.	Review decoration as part of planned maintenance programme	As part of planned maintenance programme.	2
Wayfinding and signage	2	Signage is currently limited and the signs are not easily visible and not in a format that would allow the information to be available to all people.	Re-consider design, positioning and content of signs. For example signs should be well lit, contrast with its background, text in lower case in a contrasting colour, symbols to supplement text, limit glare and have signs at a convenient level.	Typical good quality sign, size 600x450, cost £250 / unit	3

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Accessible WC	3	Situated at first floor level. The facility is not easy to access and the space within the toilet area would not be easy to use for a person in a wheelchair.	Up-grade existing WC facility to standards outlined in BS8300. Address minor issues such as the position of the coat hook, the emergency pull cord and the mirror. Review height of washbasin and consider the colour and provision of lifting aids.	£4000	4
Lift	5	The lift can only be used when a member of staff is available to operate the unit. The lift car is small and is not suitable for all types of wheelchair.	<p>This is a particular problem for this building. The existing lift is believed to be in the original shaft for a food delivery system.</p> <p>Consideration will need to be given to the upgrading of the lift but it will be necessary to measure the benefits against the cost and to make a judgement on the reasonableness of the modification.</p> <p>It is likely that a more acceptable option would be to develop the management systems so that the short-comings in the existing design of lift are limited.</p>	<p>Cost of lift £27,000 approx</p> <p>Cost of associated building works £40,000 Approx</p> <p>Minimal cost</p>	4
Rear access door	5	The access door to the rear of the building is not well identified, the ramp facility does not allow for a level landing area, the ramp facility is in a roadway, the call facility is not simple to use.	<p>This is another major problem with the basic design of this building and of the adjacent library building. Whatever action is undertaken the facility will not be totally acceptable.</p> <p>Consideration should be given to investigating the need for the access point and also whether it would be more effective to change the service delivery system so that all wheelchair users access the building from the front.</p>	Minimal cost	3

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Ramp system	5	Ramp is the only system by which a wheelchair user can access the lift facility. The ramp is narrow with a very tight bend. The design is limited by the size of the	Once again the design of the original dwelling limits the space available to develop a suitable ramp system. It is suggested that consideration is given to a platform lift, possibly in association with a reduced length of ramp. The aim must be to ensure that the entrance level, lift level and access level at rear are linked in a useable manner.	Cost of platform lift £3850 to £7320 Build costs £1500	4
Improved signage with regard to exhibits	6	Very small printed explanatory signs are provide for each exhibit. The signs are at various levels, usually on white paper and in very small print.	Consideration to be given to audio systems that are actuated by the viewer's proximity to an exhibit. The nature of the exhibits presents a number of problems with regard to providing information. It is suggested that consideration is also given to large print guide books, large clear exhibit description, lower level display units.	No data available	1
Rest areas around the exhibits	11	Limited numbers of rest areas some chairs not of a suitable design.	Consider the provision of additional firm seating with varying width of seat and armrests.	£750 approx	3
Facility management	9	Due to the type of service provided there is no control over the number of people in the facility.	Management systems are developed to ensure that staff have clearly defined areas of responsibility with regard to evacuation. Staff have training that allows them to identify and assist, as necessary, people who need help to exit the building.	Within existing training budget	4

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		Current situation	Recommendation	Cost	1 low - 5 high
Facility management	9	Due to the type of service provided there is no control over the number of people in the facility.	Develop a sounder system that provides visual and audible warning. Or develop a staff alerting system which ensures that people with hearing or vision problems are made aware of the need to evacuate.	No data available	4

	Recommendation No.	Access	Audit Part B		Priority rating
		Current situation	Recommendation	Cost	1 low - 5 high
Access to workshop and storage area.	10	<p>The workshop and storage areas are located in adjacent dwellings within the terrace. The design of these buildings means that access around the units is via the existing domestic style stair ways and corridors.</p> <p>Generally these areas are not open to the public.</p>	<p>This area contains a substantial amount of stored material and there is not a practical way to allow access. There is already a management system in place which allows a person to view items from store area, items as requested are moved to the main exhibition area. It is not possible to improve on this system.</p> <p>The workshop facility cannot be easily altered to allow access, however, the facility manager is fully aware of the problem and would be willing to make reasonable adjustments to the facility if a person who is employed or who maybe employed identifies a need to them.</p>	No cost	1

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		Current situation	Recommendation	Cost	1 low - 5 high
Management	10	No data available	With due regard to privacy systems should be developed so that staff who are experiencing problems due to a disability have the ability to request changes to working practices.	Nil	3
Management	10	No data available	Staff appraisals should be developed to include discussion on access issues, both related to the individual and the building generally.	Nil	3
Management	10	No data available	Review interviewing system so that potential new recruits are made aware of the working environment and any reasonable requirements that they might consider they would to fulfil the needs of the post.	Nil	3
Management	10	There are currently no accessible toilet facilities available on the 'back of house' side of the building	Review need with regard to data collected through the previous three items	Nil	3
Management	10	Colour scheme does not clearly identify door openings etc.	Although the current situation is not particularly bad the opportunity to improve definition should be taken when the building is next decorated	As part of planned maintenance programme.	3
Management	10	Carpets are damaged and repaired inadequately.	Replace or repair effectively all carpets review access routes to reduce trip hazard.	As part of planned maintenance programme.	3