

## **Access Statement – Prepared by dMFK**

Access Statement for submission in accordance with Approved Document Part M (2004) requirement of the Building Regulations in respect of proposed refurbishment of existing office building.

### **Background and Philosophy**

The premises are an existing office building within central London – located on Russell Square. The client, Bedford Estates, is the owner & developer of the premises. They intend to refurbish the existing office accommodation to make it suitable for modern day users. The client's ownership and control of the site is limited to the ground, basement & upper floors of the building and does not extend to the external approach.

*The client acknowledges their responsibilities under the Disability Discrimination Act 1995 and are committed to ensuring that the facilities the provided afford all building users the opportunity to enjoy safe and, wherever possible, independent use of the building.*

The client is keen to provide accessible accommodation to an appropriate standard and within the constraints of the site and premises. The proposal is to provide good quality office accommodation with wheelchair access to all principal floors.

### **Consultations and Legislation**

Guidance has been taken from consultation with Building Control and with reference to Approved Document Part M (2004) of the Building Regulations. Further detailed reference may be made to BS 8300:2001 and to ICI/Rainbow Project or RNIB, and Chartered Institute of Building Services Engineers (CIBSE) Code for Lighting for guidance upon visual contrast and lighting.

### **Approach**

Principle approach to the premises may be considered to be on foot from Russell Square & Bedford Place public carriageways with existing pavement. As previously noted the client's ownership and control of the site is limited to the existing building, and does not extend to the public highway, transport network or any car parking areas. Provision of crossing points and car parking are therefore excluded from our clients scope of works.

*The existing pavement is level. This footpath is generally laid with paving slabs to a level or very gentle slope, and level access is provided to the Bedford Place entrance which can be used for wheelchair access.*

### **Entrance**

The entrances are clearly identified by both the building form – with signage located adjacent to each doorway.

Management policy is for all customers to be provided with assisted entrance with doors to be kept locked and call bell located in close proximity to each entrance and clearly signed.

Call bell entry controls by management to be provided, located in accordance with current best practice guidance, British Standard 8300. Call bells to be located at 1200mm above ground level (minimum 350mm from any corner or obstruction) and clearly signed all in accordance with recommended guidance. This system will allow for management to provide assisted entry for visitors if required.

Level entrance threshold off hard paved approach, with fluted non-slip plate (120mm width) and internal recessed matwell with appropriate corded matting.

A wheel chair accessible entrance with level access is provided from Bedford Place.

## **Circulation**

Level access is provided to rear building from Bedford Place at ground floor level.

Internal circulation between floors within the premises is provided via existing staircases within front & rear buildings with the existing lift refurbished & upgraded to be fully DDA compliant. The new lift car is to be double sided to allow access for wheelchair users to all principal floors of the building.

Pinch points are a minimum of 900mm clearance, generally 1200mm, with doorsets to staff, office and wc facilities single 900mm door leaf providing clear opening width in excess of minimum 750mm recommendation. Doorsets to be installed and maintained to ensure opening pressure not in excess of 20N with all door furniture to be in accordance with current best practice guidance for profile, operation and positioning, lever handles located at 1050mm high.

Internal refurbishment to provide lighting and visual contrast in accordance with recommended guidance. Lighting to be in accordance with CIBSE Code of Practice.

## **Emergency Egress**

Existing exits to street level accessed via front & rear exits, level to Bedford Place exit, stepped to Russell Square exits.

Management policy to ensure safe evacuation for all visitors with assisted egress via alternative exits for disabled staff or visitors. Alternative level exit may be made via Bedford Place, with stepped exits via the front building facing Russell Square at ground & basement levels.

Lighting to be in accordance with CIBSE Code of Practice and not less than 100 lux to stair flight.

## **Accommodation & Facilities**

Existing front & rear buildings are arranged over split levels. Significant refurbishment of the existing lift with provision of a new double sided lift car will allow access for wheelchair users to all principal floors of both buildings. The existing link building connecting front & rear buildings is to be extended at 1<sup>st</sup> floor level to provide wheelchair access to the 1<sup>st</sup> floor of the rear building.

Existing openings are to be increased in width where necessary. Doors & liners are to be removed between exiting stair & lift lobby to improve circulation.

A unisex wheelchair accessible wc and regular wc are provided for building users at ground level with clear circulation 1200mm width approach to 900mm door leaf. Internal finishes will ensure excellent visual contrast of sanitaryware against background surfaces and emergency alarm will be provided with all indicators and reset controls in accordance with current best practice guidance.

Staff facilities of office accommodation & basement kitchen are provided with clear level access with 900mm wide door leaf. Specific adaptation to facilities may be made subject to assessment of any specific staff requirement.

The selection and specification of finishes have been made with reference to current best practice guidance for contrast of tone and luminance, non-reflective finishes and appropriate acoustic qualities. Lighting design and levels of luminance are guided by current industry standards and reference to BS8300:2001, Building Sight (RNIB) and the CIBSE Code for Interior Lighting.

## **Reference Documents**

- The Approved Document to Part M (2004)

- BS 8300:2001
- The Sign Design Guide (The Sign Design Society)
- Building Sight (RNIB)
- DRC Codes of Practice
- Inclusive Projects (DPTAC)
- Planning and Access for Disabled People – A Good Practice Guide (ODPM)
- Inclusive Mobility (Department for Transport)
- CIBSE Code for Lighting.