

# Design and Access Strategy (Inception to Completion)

Inclusive design places people at the heart of the design process and acknowledges human diversity and difference. It offers choice where a single design solution cannot accommodate everyone's needs and provides for flexibility in use. Above all inclusive design is about the provision of buildings and environments that are safe, convenient, equitable and enjoyable to use by everyone, regardless of their age, ability or gender.

**This Access Strategy should be submitted as part of the Planning and Building Regulation Application. The completed document is to be included in the building users/occupiers manual.**

**Essential information in this document should be repeated on the plans to ensure that contractors adopt the inclusive design principles you have detailed in this statement.**

|                                         |                                                                                   |          |            |
|-----------------------------------------|-----------------------------------------------------------------------------------|----------|------------|
| Site                                    | Trosnant Infant and Junior SchoolS<br>Stockheath Lane, Havant, Hampshire, PO9 3BD | TMS Code | P01759     |
| Project Name                            | Trosnant Infant and Junior School Expansion                                       |          |            |
| Project Officer                         | Victoria Marlow                                                                   |          |            |
| Consultation (Planning/Stage D)         | Shona Forsyth                                                                     | Date     | 11/11/2016 |
| Consultation (Building Control/Stage F) | ACCESS OFFICER TO SIGN                                                            | Date     |            |
| Consultation (Final Design/Stage J/K):  | ACCESS OFFICER TO SIGN                                                            | Date     |            |
| Revision dates:                         |                                                                                   |          |            |

## 1) Project summary

Summarise the project regarding the access for disabled people and inclusive design principles.

Do to a shortage of primary school place in the area HCC has been asked by Children Services to design a 1FE expansion to the existing 2FE Trosnant Infant and Junior Schools. The expansion will increase pupil numbers from 420 places to 630 places. The project is due to be delivered for September 2018.

The project forms part of the HCC 2017/18 'shared design' programme. The design will be informed by standard planning and detailing of classrooms. The project will be benchmarked against other projects in the programme to maximise efficiency.

### Brief

The project brief is to expand Trosnant Junior and Infant Schools from a 2FE Primary school, to form a 3FE federated school.

The project scope includes:

A new 4 classroom junior block with some ancillary spaces This block will be linked to the current Junior School.

A new Year R classroom & ancillary spaces linked to the existing Children's Centre

Refurbishment of the Children's Centre to convert it into Year R classrooms and the ancillary spaces required

Refurbishment of some areas in the existing Infant and Junior Schools (mainly offices and staff room)

External Works to adapt the play areas

External works to increase the current car Park

## 2) Sources of advice and consultation

Planning Officers, Conservation Officers, Access Officers, historic buildings advisors, fire officer, highways department.

Evidence of consultation with existing/planned building users.

The extent of input from local Access Groups or local organisations reflecting the views of

disabled people.

**Please confirm that an equality impact assessment has been carried out in relation to this project and any equality issues identified have been included in the project design.**

Through the design development stage, consultations have been made with Planning Officers, Highway Officers, and the Property Services Technical Team.

Officers from HCC's Children's Services dept. have met with the design team to agree the project brief and provide feedback on design development.

### 3) Design standards and guidance -

|  |                                                                                                                                                                                                                                                   |
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|  | Approved Document M                                                                                                                                                                                                                               |
|  | BS8300 (2009)                                                                                                                                                                                                                                     |
|  | BB102 designing for disabled children and children with special educational needs (DFES website)                                                                                                                                                  |
|  | BT Countryside for all                                                                                                                                                                                                                            |
|  | English Heritage easy access to historic buildings/landscapes <a href="http://www.english-heritage.org.uk/publications/easy-access-to-historic-buildings/">http://www.english-heritage.org.uk/publications/easy-access-to-historic-buildings/</a> |
|  | Other, please detail below:                                                                                                                                                                                                                       |

### 4) Pedestrians & cyclists travelling to the site

Describe the accessibility/safety of the journey to the site for pedestrians and cyclists in the local area. What reasonable measures are included within the design to improve this (include people using mobility scooters/ wheelchairs, parents with pushchairs, cycle storage) Critical issues: path widths, surface materials, gradients, dropped kerbs, tactile paving, lighting, safe crossing routes, seating) May need to reference back to Green Travel Plan

A safe network of pavements/footpaths are currently available to access the school.

The school will remain accessible for pedestrians from the West and East and will have a direct pedestrian access from the parking.

It is anticipated that the drop off / pick up strategy for the Infant and Junior School children will suffer no modification. Year R children can access their playground from the East entrance to avoid problems and crossing with other kids.

Parents will be encouraged to combine journeys and walk/cycle to avoid drop-off and pick up problems.

Transport consultants have prepared a transport assessment in support of the planning application for the school.

### 5) Public Transport

Describe the distances and accessibility of routes from bus stops and other major public transport modes to site (consider regularity of public transport services, low-floor buses etc pedestrian routes as (4)) May need to reference back to Green Travel Plan

Transport consultants have prepared a transport assessment in support of the planning application for the school.

### 6) Vehicle approach & parking



What approach has been taken to parking on site; for staff, visitors etc? Type of gate? If electrical is there audio/visual warning? Describe controls? How many designated parking bays provided for disabled persons. Size of bays? What are the travel distances from these to relevant entrances? How is vehicular traffic versus pedestrian movement managed? Have dropped kerbs been provided? Are there drop-off zones for cars/taxis/mini-buses?

Parking on site is provided for the use of staff and 4 designated accessible parking bays, 2 taxi, 1 minibus and 1 delivery parking bay are included in the staff car park. There is also a drop off / pick up and visitor's car park available. It includes 2 accessible car parking bays.

The accessible bays will be 2.5m wide by 4.8m long with a 1.2m transfer margin at the rear and side for compliance with approved Doc M..

Dropped kerbs will be provided where footpaths join the car park. The car park gate will be locally managed by the school.

#### 7) Pedestrian approach to the site

Have catchment areas, different approach routes, gradients, barriers, dropped kerbs, signage etc been considered?

It is anticipated that the majority of pupils will come from this local area and therefore will be encouraged to walk / cycle / scooter to school. School signage and dropped kerbs and crossing points will be provided crossing in line with best practice.

#### 8) Pedestrian routes within the site

What measures are included within the design to provide safe, independent and dignified access for people with mobility, sensory impairment? Describe widths of paths, passing places, gradients, dropped kerbs and materials used, lighting, seating, signage. Where hazards such as the swing of doors project onto access routes are unavoidable then barrier protection should be provided.

The school expansion will implement design principles to provide safe, independent and dignified access for people with mobility, sensory impairment will.

Paths around the site will have a minimum width of 1.8m and these will all be set at gentle gradients where there is a change in level. All gradients will be less steep than 1:20. Surfaces will contrast where a distinction of use is required, for example between footpaths and car parking.. Surfacing will also be mute in colour to reduce reflectivity and glare.

#### 9) External steps and ramps

Steps: Detail the use of tactile paving (corduroy), step nosing, handrails and rise and going.  
Ramps: Detail the use of colour contrast between ramp surface and level landings, gradients, handrails. Note: when providing ramped access, complimentary steps are beneficial.

In any new external ramps that have a steeper gradient than 1:21 a handrail will be provided to both sides for compliance with Approved Documents K/M.

#### 10) Landscaping features

External steps to play areas: detail the use of step nosings, handrails, tactile paving, seating, Type of surface, planting, fencing & play areas.

Visual contrast will be provided between risers and goings, together with handrails and surrounding surfaces. Additional seating will be located to help define the play areas, whilst providing space for rest, assembly and social discourse.

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| <b>11) Main entrances to buildings</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Are entrances step-free (level access), if stepped what are the alternative entrances/routes in? Type of door (minimum clear opening width 1000mm). Door weight (Max 20 Newtons) if this cannot be achieved it should be powered? Thresholds; if unavoidable max height is 15mm. Is a canopy provided over the entrance? Automatic door control options? Barrier matting? Manifestation? Visual contrast?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>The schools main entrance will remain in the same place and will only undergo internal refurbishment. Entry in to the lobby and the main reception area is controlled via a pair of automatic doors. Barrier matting to be shallow pile, non-directional type to avoid limiting manoeuvrability for wheelchair users.</p> <p>Manifestation to be provided to all full height glazing. Manifestation to incorporate solid colours with one light and one dark colour to ensure that the manifestation is visible through the glass in all light conditions.</p>                                                                                                                                                                                                                                                                                                                         |
| <b>12) Security &amp; entry phone systems</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Ensure these are accessible to deaf and hard of hearing people and people who cannot speak. Height of control should be easily reached by all. Should be clearly visible to all. Position should be 1400mm clear of leading edge of door.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>The schools main entrance will remain in the same place and will only undergo internal refurbishment. Access into the main waiting reception area is via an intercom link which is controlled from the main reception. Call points and control buttons will be located to be clearly visible and easily reached. Should it be appropriate, reception staff will be able to engage and receive visitors from within the lobby or alternatively buzz them through the second automated door to the main reception waiting area.</p>                                                                                                                                                                                                                                                                                                                                                      |
| <b>13) External doors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Provide details of door weights, clear opening through single leaf, automatic door control options, manifestation of glass, door handles, barrier protection. Thresholds as (11). Detail of vision panels.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p>New external doors are to be metal framed, and fully glazed; pivoting type with an integral overhead closer and anti-finger trap stile. The closer will be calibrated to be within the opening pressures specified in BS 8300 and Part M of the Approved Documents. Visual contrast will be made between door, frame and ironmongery.</p> <p>There will be a LRV contrast between doors and their surroundings. Where doors are fully glazed, manifestation will be provided, in line with BS 8300 and Part M of the Approved Documents. Manifestation should be provided at two heights (850-1000mm, and 1400-1600mm affl) and should be in solid colours with manifestation on the door (e.g. school logo) more prominent to help distinguish the door from the adjacent glazed screen.</p> <p>Thresholds will be level, and where exposed, protected by heel guard slot drains.</p> |
| <b>14) Lobbies &amp; lobby doors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Detail dimensions of lobby and door details, also barrier matting, lighting/glare.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Refer to description under Item 11.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>15) Ironmongery</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Height and style of door furniture, lever handles, colour contrast, pull handles (15 point LRV difference)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| For reasons of durability door furniture is to be brushed stainless steel. Depending on their application these will be either straight or cranked and contrast with the door to which they are fixed. Door furniture will be                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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| fixed at standard heights.                                                                                                                                                                                                                                                                                                      |
| Door handles to be in compliance with Approved document M and BS8300:2009 requirements and that the handles can be operated with a closed fist, and that they have a contrast with the door. LRV contrast between door handles and doors to be in 15 points minimum. Pull handles should not be used on the push side of doors. |
| <b>16) Reception Area</b>                                                                                                                                                                                                                                                                                                       |
| Heights and layouts of counters. Staff & visitor access. Knee space. Induction loops, seating arrangements.                                                                                                                                                                                                                     |
| The counter will be seating height within the main reception, stepping up to standing height within the lobby area. A staggered knee hole arrangement will be provided for both staff and visitors.                                                                                                                             |
| <b>17) Additional spaces i.e. office, kitchen, meeting rooms, prayer rooms etc.</b>                                                                                                                                                                                                                                             |
| Consider furniture types, chairs, work tops heights, induction loops, colour contrast, rise and fall equipment. Consider hand and feet washing facilities for prayer rooms.                                                                                                                                                     |
| Additional specialist rooms will be designed to the relevant standards and in close consultation with Children's Services.                                                                                                                                                                                                      |
| <b>18) Horizontal circulation</b>                                                                                                                                                                                                                                                                                               |
| Circulation routes around building; corridor widths (pinch points); fire doors; 300mm to leading edge of manual doors, corridor doors – widths and weight.                                                                                                                                                                      |
| The corridor width will have a minimum of 1.8m clear.                                                                                                                                                                                                                                                                           |
| <b>19) Internal ramps &amp; steps</b>                                                                                                                                                                                                                                                                                           |
| How are changes in level on circulation routes and into unique facilities dealt with? Internal ramp surface should contrast visually with level landings. Step nosings should be highlighted. Provision of handrail (if more than 2 steps)?                                                                                     |
| Not applicable – single storey                                                                                                                                                                                                                                                                                                  |
| <b>20) Vertical circulation (inc lifts)</b>                                                                                                                                                                                                                                                                                     |
| Lifts & stairs: handrails, contrasting nosings, rise & going. Any unique facilities not wheelchair accessible? Is there a lift, is it accessible? What size is the lift? Where are call buttons located? Have you considered alternative means of escape for wheelchair users? (see section 24 - Egress)                        |
| Not applicable – single storey                                                                                                                                                                                                                                                                                                  |
| <b>21) Standard wc's</b>                                                                                                                                                                                                                                                                                                        |
| Provision for ambulant disabled people, larger cubicle, urinal heights, lever taps, colour contrast, door furniture. If the building is extended/altered with WC provision please provide an explanation if it is not to include ambulant cubicles.                                                                             |
| All the existing WCs will remain the same and 6 extra pupil toilets will be provided in the Junior expansion. Ambulant disabled cubicles will be provided within each set of WCs, with outward opening doors.<br><br>The new provision for Year R children will have separate dedicated WCs.                                    |
| <b>22) Accessible wc's</b>                                                                                                                                                                                                                                                                                                      |
| Overall provision & location. Please detail dimension of space, layouts, colour contrast,                                                                                                                                                                                                                                       |

emergency alarms and door furniture. Specialist areas, eg Hygiene Rooms, therapy rooms. If the building is extended/altered with WC provision please provide an explanation if it is not to include a fully accessible toilet. Please note: wheelchair accessible toilets should not be used for baby changing and should be provided in a separate room for all to use. Consider the need for RADAR locks as this will restrict the use of the facility for those who do not have a RADAR key.

The current Hygiene room and AWCs will remain and a new dedicated accessible WC to Approved Doc M layout will be located within the new classroom teaching wing.

### 23) Changing place facility

BS:8300 2009 introduced a recommendation for changing place facilities. A changing place facility is a combined toilet, shower and changing room for use of people with complex and multiple disabilities that require the help of 2 assistants. The space needs to be fitted with a fixed track hoist system. Any larger building where the public have access such as major transport terminals, motorway services, sport and leisure facilities, hotels, museums, concert halls, art galleries, stadiums, shopping centres, key buildings within town centres, education establishments and hospitals are all suitable sites. These facilities are not to replace accessible toilets but to be provided in addition.

For more info <http://www.changing-places.org/>

The school have a hygiene –changing room which will remain untouched.

### 24) Egress

Means of escape from upper floors; refuge areas, evac lifts; evacuation chairs, audio visual alarm systems, communication systems.

Management procedures/staff training.

Exits from ground floor.

Emergency exits – explain & detail emergency door release furniture i.e. push bar, thumb turn etc do these visually contrast with door background? (Min 15 points LRV contrast)

All new exits will have flush thresholds and safe accessible routes externally. All spaces and exits will be adequately indicated. All exits to have flush thresholds and safe accessible routes externally. Details of escape door ironmongery etc. to be developed during the detailed design stage.

### 25) Acoustics

Induction loops, soundfield systems, PA's, infra-red, passive acoustic treatment. Reverberation in teaching spaces. Sound absorption in corridors, entrance halls and stairwells. (Please refer to BB93 – Acoustic Design of Schools).

Consideration to be given to providing a mobile hearing loop. Note that anticipated flexible use of spaces may compromise the effectiveness of a fixed system.

Teaching facilities and all circulation spaces will receive acoustic treatment as BB93.

### 26) Signage

Follow Sign Design Guide as best practice document. Distinguish between information signs and directional signs. Entrance signage: there needs to be 70 point difference between lettering and board background and 70 point difference between board against wall or surrounding area (BS 8300 2009)

To be developed during the detailed design stage. All signage will comply with all current regulations.

### 27) Colour contrast

Door furniture – LRV difference 15 points  
Wall to floor LRV difference 30 points  
Skirting to wall same LRV  
Door and architrave different LRV to wall  
Signage – Letters to sign & sign to back ground LRV difference 70 points  
Light switches  
Please ensure this information is detailed on plans.

To be developed during the detailed design stage but will comply with all current regulations.

#### 28) Local management issues

Building elements needing regular maintenance: e.g. transfer space in wc's, overhead door closers. Are there specific procedures for means of escape: from upper floors, use of portable induction loops, alternative entrances, marking of accessible bays, high level reception desks.

To be discussed with Children's Services Client for the project development and reviewed by the school's management team.

**It is important that this document is completed in conjunction with the Access Team.**

**A final copy should be sent to the Access Team on submission to Building Control.**

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