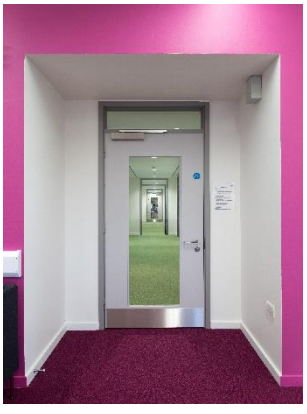
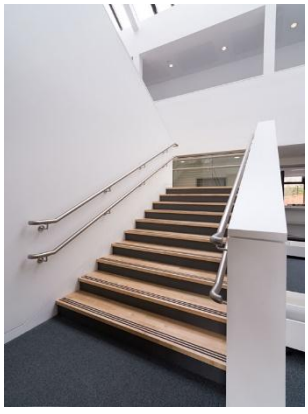
Property Services

Access Strategy

For Planning & Building Control Applications

There are significant changes to the information that is required for Access Strategies using this new format, please take the time to read the introduction on the following page





Access Strategy

For Planning & Building Control Applications

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

It is important that you clearly communicate how your project meets the requirements of the provisions set out in Approved Document M/K - Building Regulations in your working drawings to demonstrate your commitment to design that is accessible and inclusive to all.

If your drawings show that all the relevant Approved Documents and design standards have been met, then you only need to complete the introduction to the Access Strategy.

When an alternative solution is proposed must you be able to demonstrate that your design solution is robust, appropriate, and equivalent to, or better than the provisions set out in Approved Documents M & K. This should be discussed and agreed with the Access Team.

This document will be used to record any dialogue and recommendations between the Project Officer and Access Officer. It will not be signed off until all drawings and specifications are updated prior to Planning/Building Control submission.

Please contact the Access Team to discuss your project prior to any submissions.
(Kim Walsgrove 0370 779 0925 or Shona Forsyth 0370 779 1653)

Advice provided by the Access Team will be based on the requirements of the Approved Documents and other best practice information. Further guidance and best practice information can be found at:
https://hants.sharepoint.com/sites/PS/SitePages/Accessibility.aspx

Site	Crookhorn College	TMS Code	P15431
Project Name	Romsey Block SCOLA Reclad		
Project Officer	Mo Neligan		

Section One – Planning RIBA Stage D	Kim Walsgrove	Date	18/08/26
Section Two - Building Control RIBA Stage F	ACCESS OFFICER Sign and date	Date	
Section Three - Final Design (**only required** if details are not fully agreed at Building Control stage) RIBA Stage J or K	ACCESS OFFICER Sign and date	Date	
Revision dates:			

Introduction (to be completed for ALL projects)

1) Project summary

The proposed works include recladding of Block 007X. In addition, one existing Science Lab on the first floor within the block will be refurbished.

Internally, in areas where original lighting and ceiling finishes remain, any defective or non-LED lighting will be replaced with modern ceiling tiles and energy-efficient LED fittings.

2) Sources of advice and consultation (other than the access team)

Hampshire County Council:

1. Access
2. Fire
3. Hampshire Scientific Services

4. Delivery
5. Development Management

External:

1. Building Control Partnership
2. Greendale

3) Design standards and guidance applied

The design has been developed in accordance with Approved Documents M (Access to and Use of Buildings) and K (Protection from Falling, Collision and Impact).

Relevant best practice guidance including BS 8300-1 & 2 and Building Bulletins 102 and 104 has also been considered where applicable to the refurbishment of the science laboratories.

As the works relate to the recladding and partial refurbishment of an existing school building, the design maintains existing accessibility standards and incorporates reasonable improvements where practicable.

Section One – Planning Application

4) Level approach to and around the site (Pedestrians and vehicles).

No change to the existing site access arrangements is proposed. The development relates to an existing school building and will not impact existing pedestrian or vehicular routes, entrances, or circulation around the site.

Existing level access, gradients, and surface conditions will be retained, and no alterations are proposed that would affect inclusive access. The School Travel Plan remains applicable, and no update is anticipated because of these works.

5) Car-parking and setting down points

No change to existing car parking or setting down arrangements is proposed. The development relates to works to an existing school building and will not affect existing accessible parking provision or drop-off points.

Current pedestrian and vehicular movements are managed in accordance with the School Travel Plan, which remains applicable. No changes are proposed that would impact accessibility or require amendments to existing management arrangements.

6) External ramps and steps

Not applicable. The proposed works do not include or impact any external ramps or stepped access routes. Existing arrangements will remain unchanged.

7) External handrails

Not applicable. No new external handrails will be installed.

8) Hazards (on external access routes)

No changes to existing external access routes are proposed.

The works will not introduce any new hazards, and existing routes will be maintained in a safe and accessible condition. Any temporary works during construction will be managed to always ensure safe pedestrian and vehicular access.

Section Two - Building Regulations Application
9) Accessible entrances and external doors (inc. accessible doors)
10) Entrance lobby and reception
11) Internal doors, corridors and internal lobbies
12) Lifts, stairs and ramps
13) Internal spaces and facilities (wet areas, staff room, kitchenettes, specialist teaching areas)
14) Switches, sockets and controls
15) Aids to communication
16) Sanitary accommodation (general and accessible facilities inc. hygiene rooms where applicable)
17) Means of escape for disabled people
18) Manifestation

Guidance Notes

Introduction

The guidance notes and checklists provided do not need to be submitted to the Access Team or Building Control they are to assist Project Officers in demonstrating their commitment to a design that is accessible and inclusive to all.

1) Project summary

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

2) Sources of advice and consultation

- Who have you consulted with? Planning Officers, Conservation Officers, Access Officers, Historic Buildings Advisors or Highways Department. Also, 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.

3) Design standards and guidance

- Approved Document M: Access to and use of buildings
- Approved Document K: Protection from falling, collision and impact
- BS8300-1 & 2:2018: Design of an accessible and inclusive built environment
- Building Bulletin 102: Designing for disabled children and children with special educational needs. (Area guidance is superseded by BB104 but general guidance is still relevant.)
- Building Bulletin 104: Area guidelines for SEND and alternative provision.
- English Heritage easy access to historic buildings/landscapes
- Sport England guidance for accessible sports and changing facilities
- Property Services Access team pages

Section One checklist – Planning Application

4) Level approach to and around the site (Pedestrians and vehicles)

Approach (AD M vol2 1.13) P17

Approach gradient	☐	Signage & lighting	☐	Passing places	☐
Surface width	☐	Tactile paving use	☐	Surface materials	☐

5) Car-parking and setting down points

Car parking & setting down points (AD M vol2 1.18) P19

Number of bays	☐	Dropped kerb	☐	Bay dimensions	☐
Setting down point	☐	Surface materials	☐	Signage	☐
Car park entry system	☐				

6) External ramps and steps

6) External ramped access (AD M vol2 1.26) P20

Location apparent	☐	Visual contrast	☐	Gradient suitable	☐
Landings level	☐	Total rise <2m	☐	Passing places	☐
Surface width	☐	Handrails	☐	Slip resistance	☐
Sign posting	☐	Up-stands	☐		

External stepped access (AD M vol2 1.33) P21

Level landing	☐	Nosings	☐	Width	☐
Rise & going length	☐	Tactile surface	☐	Rise not open	☐
Side access	☐	Handrails	☐	Door swings	☐
Visual Contrast	☐	Step protection	☐	No single steps	☐

7) External handrails

External handrails (AD M vol2 1.33) P23

Vertical height	☐	Visual contrast	☐	Step protection	☐
No single steps	☐	Second rail	☐	Termination detail	☐
Continuous	☐	Profile	☐	Length it protrudes	☐
Handrail wall clearance	☐				

8) Hazards

Hazards on access routes (AD M vol2 1.39) P24

Projections guarded	☐	Kerbs	☐

Section Two checklist - Building Regulations Application

9) Accessible entrance and external doors (Inc. accessible doors)

Accessible entrances (AD M vol2 2.4) P24

Sign posted	☐	Weather protection	☐	Entry systems	☐
Easily identified	☐	Floor surfaces	☐	Level threshold	☐
Structural hazards	☐	Mat wells	☐	Alternative entrance	☐
Level landing	☐				

Doors to Accessible entrances (AD M vol2 2.8) P24

Opening force	☐	Effective clear widths	☐	Vision panels	☐

Manually operated non-powered entrance doors (AD M vol2 2.14) P25

Opening force	☐	Door furniture	☐	Pull side clearance	☐
Visual contrast	☐	Effective clear width	☐		

Powered entrance doors (AD M vol2 2.18) P26

Controls design	☐	Safety stop systems	☐	Controls position	☐
Manual control	☐	Warnings	☐	Opening projection	☐
Sensors	☐				

Glass entrance doors & glazed screens (AD K 7.1) P39

Manifestation height	☐	Manifestation design	☐	Leading edge identified	☐
Visual contrast	☐	Differentiation	☐		

10) Entrance lobby and reception

Entrance lobbies (AD M vol2 2.25) P27

Dimensions	☐	Mat wells	☐	Floor surfaces	☐
Glazing	☐	Circulation hazards	☐		

Entrance hall and reception area (AD M vol2 3.2) P29

Location	☐	Desk height & recess	☐	Circulation	☐
Hearing system	☐	Space in-front	☐	Floor surfaces	☐

11) Internal doors, corridors and internal lobbies

Internal doors (AD M vol2 3.7) P29

Opening force	☐	Leading edge	☐	Widths	☐
Vision panels	☐	Pull side space	☐	Manifestations	☐
Door furniture	☐	Glazing differentiation	☐	Furniture contrast	☐
Fire doors held open	☐	Frame contrast	☐	Low energy doors	☐

Corridors (AD M vol2 3.11) P31

Projections	☐	WC doors	☐	Width	☐
Wider leaf position	☐	Passing places	☐	Floor surface position	☐
Gradients	☐	Slip resistance	☐	Rest areas	☐
Manifestations	☐	Exposed edges	☐	Lockers	☐
Door opening onto	☐				

Internal lobbies (AD M vol2 3.15) P32

Dimensions	☐	Floor surface junctions	☐	Glazing	☐
Hazards	☐				

12) Lift, stairs and ramps

Provision for lifting devices (AD M vol2 3.21) P32

Is lift provided	☐	Lift type complies	☐

General requirements for lifting devices (AD M vol2 3.25) P33

Approach	☐	Control visual contrast	☐	Lift floor colour	☐
Landing call buttons	☐	Handrails	☐	Emergency comms.	☐

Passenger lifts (Part M vol2 3.29) P33

Meet SI 1992/3073	☐	Door opening safety	☐	Dimensions	☐
Car controls	☐	Suitable mirror	☐	Landing controls	☐
Entrance width	☐	Visual contrast	☐	Manifestations	☐
Audible & Visual info.	☐	Fire lift	☐	Serve all storeys	☐

Lifting platforms (AD M vol2 3.35) P35

Meet SI 1993/3073	☐	Landing call buttons	☐	Vertical travel limit	☐
Visual contrast doors	☐	Controls position	☐	Audible & Visual warn.	☐
Control design	☐	Manifestations	☐	Dimensions	☐
Instructions	☐	Door width	☐	Speed	☐

Internal stairs (AD K 1.1) P4

Level landing	☐	Nosing projection	☐	Landing length	☐
Step going	☐	Door swing	☐	Riser not open	☐
Door swing	☐	Riser not open	☐	Flight width	☐
Handrail	☐	No single steps	☐	Number of risers	☐
Nosing apparent	☐	Step rise	☐		

Internal ramps (AD K 2.1) P18

Handrails	☐	Visual contrast	☐	Gradient	☐
Kerb	☐	Flight length/rise	☐	Steps	☐
Width	☐	Landings	☐	Slip resistant	☐

Handrails to internal steps, stairs and Internal ramps (AD K 1.34) P14

Vertical height	☐	Second rail	☐	Termination detail	☐
Continuous	☐	Profile	☐	Nosing extension	☐
Length It protrudes	☐	Visual contrast	☐	Handrail wall clearance	☐
Slip resistance	☐	Support clearance	☐		

13) Internal spaces and facilities (wet areas, staff room, kitchenettes, specialist teaching areas)

Audience and spectator facilities (AD M vol2 4.5) P38

Approach route	☐	Space provision	☐	Handrails to steps	☐
Assistance dog space	☐	Level of provision	☐	Detachable arms	☐
Provision in pairs	☐	Accessible podium	☐	Range of locations	☐
Hearing enhancement	☐	Level surface	☐		

Refreshment facilities (AD M vol2 4.13) P40

Access to all areas	☐	Height and clearance	☐	Surface height	☐
Knee Space	☐	Tap	☐	Self / table service	☐

14) Switches, sockets and controls

Switches, outlets and controls (AD M vol2 4.25) P43

Socket heights	☐	Pull cord switches	☐	Switch heights	☐
Light switch design	☐	Location	☐	Visual contrast	☐

15) Aids to communication

Aids to communications (AD M vol2 4.31) P45

Visual & audio	☐	Enhancement system	☐	Signage	☐
Lighting	☐				

16) Sanitary accommodation (general and accessible)					
Sanitary accommodation generally (AD M vol2 5.3) P47					
Tap handle design	☐	Heat emitters	☐	Door handles	☐
Visual contrast	☐	Door bolts/locks	☐	Assistance alarms	☐
Emergency access	☐	Lighting controls	☐	Emergency egress	☐
Flush control	☐				
Provision of toilet accommodation (AD M vol2 5.5) P48					
Larger WC needed	☐	Ambulant disabled	☐	Accessible WC	☐
Enlarged cubicle	☐				
Wheelchair accessible unisex toilets (AD M vol2 5.8) P48					
Location	☐	Multi-storey location	☐	Handed layouts	☐
Door opening direction	☐	Dimensions	☐	Travel distances	☐
Approach	☐	Position of fittings	☐	Alarm provision	☐
Flush handle position	☐	Heat emitters	☐		
Toilets in separate sex washrooms (AD M vol2 5.11) P51					
Door swing	☐	Enlarged compartments	☐	Dimensions	☐
WC Pan height	☐	Wheelchair access	☐		
Wheelchair accessible changing and shower facilities (AD M vol2 5.15) P52					
Choice of layouts	☐	Limb storage	☐	Dimensions	☐
Location of fittings	☐	Subdivisions	☐	Flooring	☐
Mixed provision	☐	Rail & seats	☐	Alarms	☐
Shower curtain	☐	Shelf	☐	Control positions	☐
Wheelchair accessible bathrooms (AD M vol2 5.19) P56					
Dimensions	☐	Flooring	☐	Fittings & fixtures	☐
Transfer seat	☐	Layout choice	☐	Entrance doors	☐
Alarms	☐				
Changing places/Hygiene rooms (BS8300) (AD M vol2 revision 2020 5.6 & 5.7) P48 & Access Team guidance					
Minimum size	☐	Visual contrast	☐	Changing bed	☐
Outward opening door	☐	Peninsular layout	☐	1000mm door	☐
Two basins	☐	Hoist	☐		
17) Means of escape for disabled people					
Refuge areas	☐	Evac lifts	☐	Evac chairs	☐
Audio/visual alarms	☐	Staff training	☐	Management procedure	☐