

Access Audit City of York Council Chambers City of York Council St Martins Courtyard Coney St York, YO1 9QL

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Version

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Executive Summary

This Disability Access Audit (the Audit) was carried out by NRAC consultant Ian Streets, during August 2022, at the request of Frances Harrison, Head of Legal Services & Deputy Monitoring Officer.

The Audit was carried out via a series of observations and physical measurements which are based on: Approved Documents of the Building Regulations; Equality Act Codes of Practice; BS8300-1 and 2: 2018 Design of an accessible and inclusive built environment. External & Buildings. Code of Practice.

Where possible and reasonable to do so, improvements have been suggested which should lead to greater accessibility without impacting on the character of the building.

No single action will guarantee that a building meets the requirements of the Equality Act. However, in the course of this Audit the following features were deemed to be of particular high risk and should be addressed as a matter of priority.

Consider the use of the Chamber for full council meetings

Largely due to its antique fixed seating, The Guildhall chamber does not offer inclusive or equitable access to the democratic process of City of York full council meetings. For example:

- The council chamber is not accessible for elected members or council staff who use wheelchairs, or who are unable to use the fixed

seating. For example, if the Mayor of York was a wheelchair user, they would be unable to access the rostrum to chair meetings.

- The public gallery is barely accessible for disabled people, having limited access for wheelchair users and offering a restricted view.

In our view, the structure of the chamber and public gallery create a conflict between preserving this listed space and ensuring that the disabled people of York have equitable access to their council. The council will need to decide how best to address this. We have been told that the Chamber was outside the scope of works when the building was refurbished.

Provide comprehensive access information on the website

The website could be used to promote the restored Guildhall as a venue to a wider audience. Providing access information that speaks to pedestrians, cyclists, bus passengers and wheelchair users, as well as drivers, would help them plan their journeys. Best practice would be to provide an easy-to-find access statement, that clearly describes the access journey around the building. This would give visitors the information they need to plan their visit.

Address hazards and obstacles on the route to the Guildhall

Though strictly not part of the site itself, 'getting there' is part of a visit to the Guildhall. Potential trip hazards on the route include; randomly

Executive Summary (cont'd)

placed bollards; dished gullies; and uneven paving slabs, block paving and brick setts. There is also incorrect use of tactile blister paving and lighting that could cause glare. Addressing these issues would make the Guildhall safer and easier to reach for all visitors.

Improve signage in and around the Guildhall

There is a lack of signage to: direct people to the Guildhall; at the entrances to the buildings; and throughout the buildings. There is no wayfinding signage to important facilities, such as WCs, and no floor level signage on stairs or for the lift. Adding clear signage would make the restored Guildhall easier to find and navigate.

Reconsider the 'stramp'

Along with the rest of the access and inclusion community, we consider 'stramps' – the blending of steps and ramps – to be hazardous to all users in a number of ways. Unfortunately, the 'blending' eliminates the safety measures (such as handrails, even height risers, and guards) that protect people from tripping and falling on steps and ramps. Effective lighting and more handrails can mitigate some of the risk.

Consider providing manifestation of two colours across the site

Though there is manifestation to glazing around the site, it is all of one colour. The use of two tonally contrasting colours is recommended to help ensure people can see and avoid the glass, whatever direction they

are coming from and whatever the lighting. Making this change (perhaps over time) would be a straightforward way to reduce the risk of people being injured by walking into glass they did not see.

Consider making door handles more accessible and providing more handrails

Though this is a listed building, it is worth investigating if round twist door handles could be replaced with ones that can be used with a clenched fist. For example, the doors into the Chamber and the public gallery are hard to open for someone with poor manual dexterity. Similarly, it should be considered if handrails can be added to both sides on some staircases where they may have been left off for aesthetic reasons.

Address layout issues in accessible WCs / combined shower and accessible WC

Though much of the layout and fit out does meet with guidance, there are important access issues to address across the accessible WCs. For example:

- the room sizes of all of the accessible WCs are smaller than recommended. Though it will be hard to increase the widths, consider increasing the lengths.
- none of the wash-hand basins are the correct distance from the WC

pans, and soap and paper towel dispensers are out of reach, meaning that people will be unable to wash and dry their hands while seated on the WC – a fundamental requirement of an accessible WC.

- pull rails on the back of WC doors are all too high
- motion sensor taps and flushes have been used, which are not recommended.

Finally

My professional opinion taking all of the above in to consideration is that the Chamber is not fit for modern day life in terms of accessibility and without major interventions it wont be. Those interventions will depend upon what changes can be made to the historic environment. I believe that an alternative accessible venue should be used. However that does not alter the fact that the refurbishment works have not made the building as accessible as it could be, with the entrance steps/ramp perhaps being more hazardous than they should be and requiring care in negotiating. There are also other features that do not meet with Approved Document M of the Building Regulations as a minimum.

Introduction

This report has been made for and on behalf of the City of York Council and carried out by About Access Ltd. The report may only be copied with the consent of About Access Ltd and must not be reproduced in any other format.

The Audit:

- Was carried out following a site visit involving visual inspection and measurement. The weather was bright sunshine and hot.
- Assessed the current state of accessibility and usability of the buildings by people with a range of impairments.
- Gives an opinion of the building at a single point in time, highlighting areas for improvement and prioritising action.

About Access Ltd has taken all reasonable steps to interpret the Acts, Regulations and Approved Codes of Practice. Courts of Law can only interpret these. No guarantees can be given that during any subsequent visit by inspectors with statutory powers other non-compliances may not be found. About Access Ltd will not accept any responsibility for any loss arising as a result.

Description

The Guildhall, York, is a municipal building located behind York's Mansion House. It is a Grade I listed building. The Guildhall is used for civic, ceremonial, office/meeting rooms, public space and retail services. The Guildhall sits around a complex of buildings. The complex contains a collection of Grade I, II* and II listed buildings built around the 15th century hall and Riverside Garden.

Work to restore and repurpose The Guildhall complex began in September 2019. This restoration project was completed in April 2022.

The building has three floors. The first and second floors have mezzanine levels.

The building is let to the University of York, who in turn sublet rooms in the Workspace area to the business community. There is an agreement that City of York Council has access to the Guildhall's Council Chamber on an agreed, set number of days to conduct council meetings. The hall will also be used by the council for ceremonial business as and when required.

The Report

The report contains descriptions of how the physical features and other elements of the building are found at the time of the visit.

Recommendations are made within each section. The priorities should be read in context of the report.

The priorities are: -

1. This item causes a major barrier to access or may be a health and safety issue and should be given immediate consideration or action. For example, entry to a building may be difficult so the recommendation to overcome this should be acted on immediately.

Time scale – action recommended immediately.

M. This item centres on management of the building or policy.

Timescale - This requires immediate action even if there is no issue at present a policy/procedure should be developed ahead of issue arising.

2. This item causes a less significant barrier to access. For example, modification may be needed to an existing feature, e.g. signage.

Time scale – As soon as practicably possible for the recommendation.

3. This is a feature that presents a barrier to access, but it is felt reasonable for improvements to be carried out as part of general day-to-day maintenance.

Time scale – In relation to the recommendation this could be as routine works or when next decorating.

P. These are works that can be regarded as a project. They generally require a plan to be developed and will take longer than previous recommendations to carry out.

QW. Quick Wins are works that can be regarded as easy to do because little cost or effort is required.

Terms and definitions

Access: approach, entry, horizontal and vertical movement or exit, including in cases of emergency.

Accessible route: any route that is used to approach a building or to move between buildings or within a building.

Accessible: capable of being independently accessed and used.

BS8300: BS 8300-1 & 2: 2018 Design of an accessible and inclusive built environment. External & Buildings. Code of Practices. This is UK based guidance for designing to meet the needs of disabled people.

Blister pedestrian crossing surface: form of tactile paving whose surface has parallel rows of flat-topped blisters (domes) to warn people who are blind or partially sighted of the proximity of a carriageway at pedestrian crossing points and other access points to a carriageway. NOTE The paving is installed at the dropped kerbs of both controlled and uncontrolled crossings. The colour of the paving is red for controlled crossings (e.g. signal-controlled and zebra crossings) and generally buff at other crossings.

Controlled door closing device: a device that is capable of closing a door from any angle and against any latch fitted to the door.

Corduroy hazard warning surface: form of tactile paving, the surface of which has raised ribs to warn people who are blind or partially sighted of a potential hazard ahead. NOTE The ribs, spaced at 50 mm centres,

are installed at right angles to the direction of travel.

Desire line: shortest or most easily navigated pedestrian route.

Emergency exit device: exit device intended for use in situations where people are familiar with the emergency exit and its hardware, having prior knowledge of its operation, and therefore a panic situation is unlikely to develop.

Enclosed vertical lifting platform: vertical lifting appliance with enclosed liftway, a speed not greater than 0.15 m/s, a carrier which is not completely enclosed, and primarily intended to permit the access of persons with limited mobility.

Evacuation lift: conventional passenger lift used as part of the evacuation sequence for persons with disability and persons requiring assistance, which has appropriate structural, electrical and fire protection and is capable of being taken under control by a trained and authorized person.

Firefighters lift: conventional passenger lift with fire protection measures, including controls that enable it to be used under the direct control of the fire and rescue service in fighting a fire.

Flight (Steps and ramps): a continuous series of steps or continuous ramp between two landings.

Terms and definitions (cont'd)

Footway: A path running alongside a vehicle route which is for the sole use of pedestrians.

Going (Steps and ramps): horizontal distance between two consecutive nosings, measured along the walking line; horizontal distance between each end of a ramp.

Glare: In this context, glare is brightness that is excessive and uncontrolled. The effects of glare on vision can range from slightly uncomfortable to disabling. The degree of discomfort depends on a person's sensitivity to glare, which can vary a great deal. For example, the effect of ageing on eyes means older people are more sensitive to glare. 'Discomfort glare' is the irritation or pain caused by an overly bright light source. 'Disability glare' refers to a reduction in visibility caused by intense brightness.

Handrails (Steps and ramps): component of stairs, steps or ramps that provides guidance and support at hand level. NOTE A handrail might form the top rail of guarding (balustrading), be supported independently from guarding or be supported from a wall.

Illuminance: amount of light falling on a surface, measured in lumens per square metre (lm/m²) or lux (lx)

Impairment: This is the result of a person's condition. For example, a person with arthritis in the hand could be said to have impaired manual dexterity.

Inclusive design: approach to the design of the environment, including buildings and their surrounding spaces, and managed and natural landscapes, to ensure that they can be accessed and used by everyone.

Landing (Steps and ramps): level platform or part of a floor at the end of a flight of steps or a ramp flight or slope.

Level (Steps and ramps): gradient not steeper than 1:60.

Light reflectance value (LRV): total quantity of visible light reflected by a surface at all wavelengths and directions when illuminated by a light source. NOTE Surfaces that differ sufficiently in LRV can be distinguished from one another by people who are blind or partially sighted.

Manifestation: permanent markings or features within areas of full-height transparent glazing, glazed walls or screens, fully glazed doors or glass doors, which help to prevent collisions by making the glazing more visible to building users.

Non-enclosed vertical lifting platform: vertical lifting appliance having non-enclosed or partially enclosed liftways, a carrier which is not completely enclosed, a speed not greater than 0.15 m/s, and intended for use by persons with limited mobility.

Nosing (Steps): front edge where the riser and tread of a step meet or landing and riser.

Terms and definitions (cont'd)

Panic bar: exit device intended for use where panic situations may arise in public areas where the public are admitted and are not familiar with its surroundings. These operate by pushing the bar to unlock.

Passenger lift: lifting appliance with operating speeds greater than 0.15 m/s, for any travel distance, and intended for the transport of persons or persons and goods.

PEEP: Personal Emergency Evacuation Plan, is a documented plan of how a disabled person is going to safely evacuate a building in the event of an emergency and the assistance that they will require. It will describe the route and method of evacuation. Especially when a person would usually use a lift to move between floors and these are not available during evacuation and when evacuation routes through a building are different to those regularly used. PEEPS should be developed for disabled staff, regular disabled visitors to the building and disabled visitors who are not known.

Ramp: one or more inclined surfaces with a gradient no shallower than 1:20 and no steeper than 1:12.

Refuge: area that is both separated from a fire/smoke by a fire-resisting construction and provided with a safe route to a storey exit. This is a place of temporary safety.

Rise (Stairs): vertical distance between the horizontal upper surfaces of two consecutive treads or between a tread and a floor or a tread and a

landing. The distance between the level surfaces a foot is placed upon.

Slope: inclined surface with a gradient steeper than 1:60 but no steeper than 1:20.

Stair width: The distance between walls, balustrade or upstands whichever is closer to the useable surface of the stair.

Sign board: this is the surface of a sign that text is placed on. There should be tonal contrast (70 points LRV difference) between the text and the sign board and between the sign board and its background.

Title Case: title Case is where the first letter of each word is a capital letter followed by lower case letters. This is recommended because people read by word shape and find it easier to read signs or instructions given in Title Case rather than CAPITALS, where all letters are the same height.

Tonal contrast: perception of a difference visually between one surface or element of a building and another by reference to their light reflectance values (LRV).

Tread: Horizontal part of a step. The area the foot is placed upon.

Terms and definitions (cont'd)



Unisex (WCs): designed for all with or without assistance.


Way-finding: means of ensuring that someone can find their way, avoid obstacles, and know when they have reached their destination.

Wheelchair stairlift: appliance within the scope of BS EN 81-40 for transporting a person in a wheelchair, between two or more landings by means of a guided carriage moving in an inclined plane.

The Access Audit

Ref	Current Findings	Recommendation	Priority
1	Website		
1.1	This is not a review of the accessibility of the website but a comment on the information it provides.		
1.2	Apart from the address, postcode and information about the nearest car parks, there is no other information about how to get to The Guildhall. For many people, planning a journey begins with using the internet to find out how to get to a site and the accessibility of a site once they are there. As well as car drivers, this could include people who cycle, walk or use a wheelchair. None of this information is provided.	It would be ideal to also provide an access statement. Provide further information on the website about how to access the Guildhall. This applies to the websites of both the City of York Council and University of York.	2
2	Getting to the site		
2.1	From the bus stop on Museum Street to the site entrance		
2.1.1	The Guildhall is located within a pedestrianised area. The nearest bus stops can be found on Museum St, more than 100 m away.		
2.1.2	Dropped kerbs with tactile blister paving have been provided at the junction of Museum St and Lendal.		

Ref	Current Findings	Recommendation	Priority
2.1.3	<p>The footways have a surface that is a mix of concrete and stone pavers along with brick setts. These do not always provide an even surface. This can lead to slips and trips.</p>  <p>A section of paving that could cause a tripping hazard.</p>	The council should regularly review paving for unevenness and make good as and when required.	M
2.1.4	<p>There are numerous light fittings along this route. Their effectiveness should be checked during the hours of darkness and illuminance levels increased as necessary.</p>	Check illuminance levels during the hours of darkness and increase as necessary.	M
2.2	Coney Street to the site entrance		
2.3	This is a pedestrianised street with limited access for vehicles.		
2.4	<p>This has a surface with a mix of concrete pavers and block paving. These do not always provide an even surface. This can lead to slips and trips.</p>  <p>A section of paving that could cause a tripping hazard.</p>	The council should regularly review paving for unevenness and make good as and when required.	M

Ref	Current Findings	Recommendation	Priority
2.4.1	<p>A dished gully runs along one side of Coney St. These are problematic for a number of user groups, not least wheelchair users, mobility impaired and blind and partially sighted people. Gullies are difficult to travel across in a wheelchair, and can trap wheels if someone is moving parallel to them. For others, the gully is a tripping hazard. Dished gullies should not be used. When the public realm is upgraded the dished gullies should be replaced with a drainage system that has a flush surface.</p>  <p>A dished gully that can be an issue for some people.</p>	Replace dished gully with a flush surface drainage system.	P
2.4.2	<p>Bollards can be found at random points along the route. These provide good tonal contrast against the background they are seen against and incorporate a tonally contrasting band to the top. They are placed towards the kerb edge. It is not readily apparent why these bollards are provided but they can be a hazard in a pedestrian zone where people walk across the full width of Coney St. Bollards should not be used unless absolutely necessary. We suggest these are removed unless there is a compelling reason for them to be retained.</p>	Remove bollards along Coney St unless absolutely necessary.	2

Ref	Current Findings	Recommendation	Priority
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An example of a randomly placed bollard.

2.4.3	There are numerous light fittings along this route. Their effectiveness should be checked during the hours of darkness and illuminance levels increased as necessary.	Check illuminance levels during the hours of darkness and increase as necessary.	M
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3 Car parking

3.1	There are three car parks listed on the Council’s website to use when attending the Guildhall. These are more than 500 m away from the building. There are no accessible parking bays within 50 m of the building. Coney St does allow vehicle access outside of foot street hours but these may not be compatible with council activities at the Guildhall.
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Ref	Current Findings	Recommendation	Priority
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4 Public realm access - site

Access to the Guildhall for council members and the public is currently via the archway formed in the Mansion House. This route leads into Common Hall Yard (Yard). The public realm area takes in the stramp (combination of ramp and steps),

4.1 From Coney Street to the building entrances

4.1.1 The entrance through the archway next to the Mansion House is obvious but there is no signage that this is a public route to the Guildhall. In fact, there's nothing to indicate that the Guildhall exists at this location. There is an A-board advising of The Guildhall Café and its opening times; there is no other signage once this is removed.

Provide signage advising of the Guildhall. This will be subject to listed building consent.

1



The Mansion House with the archway to the right of it and the A-board to the bottom right of the archway.

Ref	Current Findings	Recommendation	Priority
4.1.2	A-boards can be a hazard to many people as they are often unexpected within the access route. Another issue is that they are rarely placed in the same location day after day. A-boards should only be used when they can be placed outside of the pedestrian circulation routes.	Give consideration to other signage alternatives that don't obstruct the circulation routes.	2
4.1.3	The route from Coney St into the courtyard slopes down for approximately 21 m and has an indicative gradient of 1:19. The length and gradient do not meet with current guidance as, at 1:19, the ramp should be no longer than 9 m. It is not seen as reasonable for this to be altered.		
4.1.4	A ramp should have landings to the top and bottom that contrast tonally with the incline. There should also be handrails to both sides of the ramp. This is the route from Coney Street to the approach to the top of the steps.	Investigate the feasibility with the Conservation Officer of providing handrails, if only to one side.	2
4.1.5	The area to the top of the ramp/steps slopes down from the passageway to the top of the steps, this is typically shallower than 1:20 so is not a ramp.		

Ref	Current Findings	Recommendation	Priority
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4.1.6 There is a 'stramp' in the Yard. Stramps blend steps and ramps and can prove hazardous to all users for various reasons, in particular wheelchair users, people using canes or crutches, people who are blind or have low vision, anyone who is distracted. Stramps do not provide the protection of handrails, level landings, appropriate gradients, and visual contrast. For example, a ramp should have handrails to both sides and have stands at least 100 mm each side to prevent people falling off. Steps should have even height risers (height of steps) and treads with a uniform depth. Because there is a gradient passing through the steps, the risers have uneven heights. This can lead to slips and trips. For these reasons, mixing these two features as done here is not recommended.



Provide separate ramp and steps or a platform lift.


1



The steps and ramp within the Yard and uneven height risers.

4.1.7 Ramp: this has an approximate gradient of 1:17 for approximately 18 m This does not meet with current guidance as, at 1:17, the ramp should be no longer than 7 m before there is a level landing.

Ref	Current Findings	Recommendation	Priority
4.1.8	<p>Tactile warning: at the top and bottom of steps there should be corduroy hazard warning to advise people, particularly blind and partially sighted people, that there is a sudden change in level. In this instance this has not been provided. Tactile blister paving has been provided at the top and bottom of the flight of steps at the lower end of the ramp. This 'blister' style of tactile warning is for use at street crossing points. Using the incorrect tactile paving can lead to confusion and so this should be removed and replaced with the correct type.</p>  <p>No tactile warning at the top of the steps. 3976 Tactile blister paving at the top and bottom of steps in the lower end of the ramp.</p>	Provide corduroy tactile paving at the top and bottom of the steps.	1
4.1.9	<p>Ramp: tactile blister paving has been provided at the top of the ramp. Tactile warning is not required at the top and bottom of ramps. However, tonal contrast is recommended. As this is a new feature it would have been feasible to use stone that contrasts tonally with the top and bottom of the ramp to meet with this design feature.</p>  <p>Tactile blister paving at the top of the ramp.</p>	Remove tactile blister paving at the top of the ramp and provide tonal contrast to the top and bottom landings.	P

Ref	Current Findings	Recommendation	Priority
4.1.10	<p>Steps: there is a flight of steps with handrails to both sides at the bottom of the ramp. The handrails provide good tonal contrast against the background they are seen against and are at a height that meets with current guidance. However, the steps do not have even height risers, which they should. The bottom step has a height of approximately 110 mm and the remaining four steps have a height of 175 mm. Having uneven height risers can lead to slips and trips.</p>	Provide steps with even height risers.	1
	 <p data-bbox="712 798 1064 837">Steps with uneven height risers.</p>		
4.1.11	<p>Steps: these have a tonally contrasting band to the tread that is set back from the nosing. The steps should have nosings that are apparent. This means there should be a tonally contrasting band that is 55 mm wide to both the tread and riser.</p>	Provide nosings that contrast tonally with the tread and riser and have a depth of 55 mm.	3
4.1.12	<p>The steps with handrails are placed at the lower end of the ramp. With café furniture out the route to them is obstructed and also they are not clearly visible when entering the courtyard.</p>	Provide an unobstructed route to the steps with handrails. The University of York will have to manage this.	M

Ref	Current Findings	Recommendation	Priority
4.1.13	<p>There are bollards across the full width of the top of the stramp and at the foot of the steps in front of the Hall entrance. These provide good tonal contrast against the background. Bollards should only be used when absolutely necessary as they are a hazard to blind and partially sighted people. We understand the bollards have been installed to prevent vehicles turning from falling down the steps.</p>	<p>Consider removing the bollards or setting further back away from the step edges.</p>	1
4.1.14	<p>The bollards are fitted with lights that illuminate the area. However, lighting at this height will be in the eyeline of people moving up the stramp. This can cause glare and impair people's vision, which could add to the tripping risk of the uneven height risers. We have not witnessed the lighting during the hours of darkness so this should be checked. The rule of thumb for lighting is that it should come from above or above head height.</p>	<p>If the bollards are not removed ensure the lighting from them does not cause glare and if it does, provide lighting that comes from above head height or above to illuminate the area and steps.</p>	1



Bollards with lighting included.

Ref	Current Findings	Recommendation	Priority
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4.2 Riverside Garden



4.3 There are a number of inclines along the route from the Yard. The steepest of these can be found running alongside the Guildhall. This section of path leads directly to the Main entrance and has a maximum gradient of 1:12. Where gradients are 1:20 or steeper, to a maximum of 1:12, they should be designed to meet guidance for ramps. This includes the provision of handrails and landings that contrast tonally with the inclined surface. Providing level landings that contrast tonally with the incline may not be reasonable at this time.


Provide handrails to the section of path with a gradient of 1:20 or steeper.


2




A section of path with a gradient that is approximately 1:12.

Ref	Current Findings	Recommendation	Priority
4.4	<p>There are a number of dark-coloured flush drainage channels along this route. There is a strong tonal contrast between the channels and the paving to either side, which to some people can create the illusion of a step edge or a change in level. As such, bands of strong tonal contrast in flooring can be an issue and should be avoided.</p>  <p>An example of a drainage channel with strong tonal contrast.</p>	<p>Investigate the feasibility of providing flush drainage channels that do not provide strong tonal contrast.</p>	3
4.5	<p>A staircase leads to an open terrace area on the first floor. No guarding has been provided to the underside of the staircase, which is considered to be a hazard.</p>  <p>The underside of the staircase requires guarding to a height of 2500 mm.</p>	<p>Provide guarding to a height of 2500 mm to the underside of the staircase.</p>	1
4.6	<p>There are light fittings along the route from the Main entrance to the garden. The illuminance levels along this route should be checked during the hours of darkness and increased as required.</p>	<p>Check illuminance levels along the route and increase as necessary.</p>	2


Ref	Current Findings	Recommendation	Priority
4.7	The area around the staircase is illuminated by downlighters placed on the wall at approximately 400 mm high. These should not create pools of light and dark when lit. In some instances, the lighting pattern produced by downlighters can create the illusion of changes in level. Lighting should be even.	Check lighting during the hours of darkness to ensure the route is evenly illuminated.	2
4.8	There are a number of steps within the garden. These have all been installed with the correct type of tactile paving, correctly positioned to the top and bottom of the steps.		
4.9	When first entering the garden, there is a flight of three steps. A handrail of a design and at a height that meets with current guidance has been provided to one side. Handrails should be provided to both sides of flights of steps; this allows people to use the steps in either direction, regardless of which side of their body they need to use to support themselves. There is a second flight of steps within the garden that has handrails to both sides and the centre.	Provide a handrail to the opposite side of the steps to the existing handrail.	2
			
	Steps with handrail to one side only.		


Ref	Current Findings	Recommendation	Priority
4.10	Steps: these have a tonally contrasting band to the tread that is set back from the nosing. The steps should have nosings that are apparent. This means there should be a tonally contrasting band that is 55 mm wide to both the tread and riser.	Provide nosings that contrast tonally with the treads and risers and have a depth of 55 mm.	3
4.11	A ramp has been provided as an alternative access route that avoids the steps. The top section has a typical gradient of 1:21. This means it is seen as a slope rather than a ramp and so handrails and contrasting landings are not required. However, this route turns through 90° and the bottom section has a gradient of approximately 1:12 for 1300 mm. This gradient and length means this section is a ramp, and so handrails and tonally contrasting landings should be provided, which they are not.	Provide handrails to both sides of the bottom section.	2
	 <p>Bottom section of the ramp.</p>		
4.12	The garden slope is lit with downlighters, which have a canopy over them, and an uplighter. Uplighters are not recommended as they can cause glare for people who are looking down as they navigate the slope. Generally, there is little overhead lighting to this area.	Review illumination to this area during the hours of darkness and increase if necessary.	2

Ref	Current Findings	Recommendation	Priority
5	<p>Entrances</p> <p>There are three entrances into the building:</p> <ul style="list-style-type: none"> • Reception/event space • Guildhall • Main entrance. 		
5.1	<p>Reception/event space entrance</p>		
5.1.1	<p>The entrance is not obvious when first entering the Yard as it is not in clear view. There is also no signage to the entrance advising that this is the reception/event space.</p>	<p>Provide signage advising of the entrance. This will be subject to listed building consent.</p>	2
5.1.2	<p>This entrance provides double leaf automatic doors that open outwards. These operate on motion sensors when entering the building and have a push button at a height that meets with guidance to press when exiting. The lobby doors are also double leaf and automated. The clear effective width (CEW) of both sets of doors meets with guidance with both leaves open, which is how they would operate in everyday use. If only one leaf opened, they would not provide the recommended CEW of 1000 mm that is required for entrance doors.</p>		


Ref	Current Findings	Recommendation	Priority
5.1.3	<p>The lobby has a weather mat with a pattern that combines black and silver bands. This is visually noisy (has random visual stimulus) and so will be an issue to blind and partially sighted people and to some people who are neuro diverse. A weather mat of a single colour and with a similar light reflectance value (LRV) to that of the flooring either side of it should be provided.</p>	<p>Replace weather mat with a design that is visually calm.</p>	2
	 <p>Visually noisy weather mat.</p>		
5.1.4	<p>The external and lobby doors have a large area of glass. Manifestation of one colour has been provided. Manifestation should be clearly visible when entering or exiting the building. The use of a single colour here generally does allow the glass to be observed but guidance recommends that two tonally contrasting colours are used, so if one colour is lost against the background the other should still be visible.</p>	<p>Provide manifestation of two tonally contrasting colours.</p>	3
5.1.5	<p>The threshold to the doors is level.</p>		


Ref	Current Findings	Recommendation	Priority
5.2	Guildhall Entrance		
5.2.1	The entrance provides a level threshold.		
5.2.2	This is the most prominent entrance of the three. It has outer wooden doors that are held in the open position when the space is being used.		
5.2.3	The lobby has a weather mat with a pattern that combines black and silver bands. This is visually noisy (has random visual stimulus) and so will be an issue to blind and partially sighted people and to some people who are neuro diverse. A weather mat of a single colour and with a similar LRV to that of the flooring either side of it should be provided.	Replace weather mat with a design that is visually calm.	2
5.2.4	The lobby doors have a large area of glass, with the exception of metal bands at the very top and very bottom. Manifestation of round dots in one colour has been provided at two heights. Though this generally allows the glass to be observed, guidance recommends that two tonally contrasting colours should be used, so if one colour is lost against the background the other should still be visible.	Provide manifestation of two tonally contrasting colours.	3
5.2.5	The glass doors are powered by pressing a door release button. At the time of my visit, this was not turned on. The doors can be operated manually. The doors provide a suitable CEW.		

Ref	Current Findings	Recommendation	Priority
5.3	Main entrance		
5.3.1	This entrance is not obvious and there is no signage advising of its location. This entrance will be used when council meetings are taking place in the Chamber.	Provide signage advising of its location. This is the responsibility of the University of York.	1
5.3.2	The entrance provides a level threshold.		
5.3.3	The door slides open and is operated by a motion sensor. This leads into an entrance lobby where there is no door but there are openings within the wall to the lobby at the foot of the main staircase.		
5.3.4	The door and side panel have a large area of glazing with manifestation. The name and logo of 'Barclays' is applied across the fixed side panel in blue text and single-coloured dots serve as manifestation on the sliding door. It is recommended that manifestation of two tonally contrasting colours is provided.	Provide manifestation of two tonally contrasting colours.	3
		Main entrance with coloured manifestation.	

Ref	Current Findings	Recommendation	Priority
5.3.5	<p>The lobby has a weather mat with a pattern that combines black and silver bands. This is visually noisy (has random visual stimulus) and so will be an issue to blind and partially sighted people and to some people who are neuro diverse. A weather mat of a single colour and with a similar LRV to that of the flooring either side of it should be provided.</p>  <p>Example of the matting at the entrance.</p>	Replace weather mat with a design that is visually calm.	2
5.3.6	This is located along from the Main entrance heading towards the Riverside Garden. This is a single leaf door and can only be operated with the use of a security reader.		
5.3.7	The door provides a width that meets with guidance and has a lever handle with good tonal contrast against its background.		
5.3.8	The door and side panel have large areas of glass which has manifestation of round dots at two heights. It is recommended that manifestation of two tonally contrasting colours is provided.	Provide manifestation of two tonally contrasting colours.	3

Ref	Current Findings	Recommendation	Priority
6	Guildhall		
6.1	This hall is on the ground floor and has been used for meetings in the past.		
6.2	In addition to the external entrance, there are three other entrances into the space. These are from: the reception/event space; the Workspace business area; the lobby area of the main stairs.		
6.3	From the reception/event space: there are double doors that are typically held open when people are moving between the areas. Though the threshold to this door is level, a gentle gradient has been used to address different floor levels between areas in the Guildhall and reception/event space. This gradient is not steep enough to be a ramp and so ramp design guidance does not need to be met.		
6.4	From the Workspace business area: there is a single leaf door to the rear of the Guildhall, which provides a CEW that meets with current guidance. The door is fitted with a ring handle that cannot be operated with the use of a clenched fist. Though this is likely to be an original feature, the possibility of replacing it with a handle that can be operated with a clenched fist should be investigated.	Investigate the feasibility of replacing the ring handle with one that can be operated with a clenched fist or provide a management solution of providing assistance as and when required. This will be subject to listed building consent.	2

Ref	Current Findings	Recommendation	Priority
	 <p data-bbox="712 432 974 459">Ring handle to the door.</p>		
6.5	<p data-bbox="315 518 1041 742">From the lobby area of the main stairs: original wooden doors lead into the space. These provide ring handles which will be difficult to operate with a clenched fist. Again, it is likely these are original features. However, it should be investigated to see if they could be replaced with handles that can be operated with a clenched fist.</p>	<p data-bbox="1122 518 1814 662">Investigate the feasibility of replacing the ring handles with ones that can be operated with a clenched fist or provide a management solution of providing assistance as and when required. This will be subject to listed building consent.</p>	2
6.6	<p data-bbox="315 805 1041 997">A hearing enhancement system has been provided to this space. I'm led to believe it is currently not working and is being repaired. There is no obvious signage advising of the system being present; this is recommended so that people who need to use it know that it is there.</p>	<p data-bbox="1122 805 1848 845">Provide signage advising of the hearing enhancement system.</p>	1
6.7	<p data-bbox="315 1061 1041 1209">There is a difference in floor levels between the Guildhall and the cafe/riverside lounge area. The lounge area is at a lower level to the Guildhall and a ramp and steps have been provided to accommodate this difference.</p>		

Ref	Current Findings	Recommendation	Priority
6.8	<p>The steps provide even height risers and treads with a uniform depth. The treads are approximately 20 mm less than the recommended minimum depth of 280 mm. It is not seen as reasonable to alter this. A handrail in the recommended height range has been provided to both sides. Tonally contrasting nosings have not been provided that meet with current guidance, as there are only markings to the treads and not on the risers. Nosings should contrast to both the tread and the riser and measure 55 mm on both.</p>	Provide contrasting nosings to meet with current guidance.	3
	 <p>Nosings not correctly marked.</p>		
6.9	<p>There is also an alternative ramped route. This is a straight ramp with an intermediate level landing. Each ramp section has an indicative gradient of 1:10 for approximately 3300 mm. The intermediate landing has a length 1100 mm. Ramps should be no steeper than 1:12 and at that gradient they should be no longer than 2000 mm. Altering the ramp is not seen as reasonable. Handrails have been provided to both sides and these provide good tonal contrast against their background.</p>		
6.10	<p>Providing tonal contrast between the level landings and inclines is not seen as reasonable.</p>		

Ref	Current Findings	Recommendation	Priority
7	Reception/event space		
7.1	This is a glazed corridor, part of which slopes down to the cafe lounge. The slope has a gradient of approximately 1:21, so it is not seen as a ramp. There is a level landing midway that gives access to the toilet area.		
7.2	There is a café area off this space, where light snacks and drinks can be purchased. This space provides no seating but there is a business lounge area within Workspace, and external seating.		
7.3	The counter has a height of 860 mm, which is seen as being acceptable.		
8	Cafe lounge		
8.1	This provides a space that can be used by people to sit and consume food and drinks bought in the café.		
8.2	The doors to the space are held in the open position and provide a suitable clear effective width (CEW). The doors are fitted with handles that have a twist action and so cannot be operated with a clenched fist.	Provide door handles that can be operated with the use of a clenched fist.	2

Ref	Current Findings	Recommendation	Priority
8.3	This space provides good tonal contrast between floor and walls.		
8.4	The seating is of different styles and heights, which is recommended as it gives people choice of where to sit, according to their needs.		
9	WCs		
	The toilet provision around the building is generally the same design.		
9.1	Signage		
9.1.1	Are all marked up for unisex use. For some faith groups this can be an issue as only single sex toilets can be used. There should be at least one toilet designated for male use and one for female use.	Provide at least one toilet for male and one toilet for female use. The University of York should action this.	QW

Ref	Current Findings	Recommendation	Priority
9.2	Self-contained WCs		
9.2.1	Throughout the building where WC cubicles are provided there is one that is suitable for ambulant disabled people with the exception to the office area on the ground floor where there is no such cubicle. Cubicles suitable for ambulant disabled people require an outward opening door, support rails and a width of at least 1200 mm, see “Appendix 5. WC cubicles” on page 84.	Provide a cubicle suitable for ambulant disabled people to the ground floor office area.	2
9.2.2	There is good tonal contrast within the cubicles between floor and walls. Though the wash-hand basins are white against a white wall, their physical shape, shadows and the taps help to identify them.		
9.2.3	The taps operate via motion sensor. Generally, this approach is welcomed as it saves on water and most people find the taps easy to operate. However, some people with dementia or cognitive impairments can struggle with this style of tap as they are not familiar with how they operate.		
9.2.4	The cubicle locks are easy to operate with a clenched fist.		
9.2.5	The WC pans are fitted with white seats and lids, which can make it difficult to identify if the seat is up or down. It is recommended that the seats contrast tonally against the WC pans and lids.	Provide tonally contrasting seats.	3

Ref	Current Findings	Recommendation	Priority
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9.3 Accessible WCs

The combined accessible WC and shower are considered in the following section.

9.3.1 The doors to the WCs are obvious. The door furniture can be operated with a clenched fist and provides good tonal contrast against its background.

9.3.2 The doors provide the recommended clear effective width (CEW).

9.3.3 Though there are horizontal pull rails on the back of each door, these are too high. They should be at a height of 680 mm above the floor.

Lower horizontal rails on the back of the doors to a height of 680 mm above the floor.

QW



Horizontal rail to the back of the door is too high.

Ref	Current Findings	Recommendation	Priority
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9.3.4 The accessible WC in the events area has a room which measures 1540 mm wide x 2065 mm deep. The accessible WC on floor 1a measures 1450 mm x 2075 mm and 2a measures 1430 mm x 1880 mm . The rooms should measure no less than 1500 mm x 2200 mm. Current guidance now recommends that accessible WCs should have a width of no less than 1700 mm with current Approved Document M of the Building Regulations recommending 1500 mm. Increasing the width will not be easy to achieve and may be unreasonable for 50 - 70 mm. The reduced space in front of the WC pans can make manoeuvring difficult for a wheelchair user.

Investigate the feasibility of extending the room lengths to provide a length of 2200 mm minimum.

2





The accessible WC on floor 2a which measures 1430 mm wide x 1880 mm deep.

9.3.5 It is essential that people can reach the wash-hand basin from the WC pan so they can wash and dry their hands before getting dressed or transferring back to their wheelchair. The recommended distance between the front of the pan and the wash-hand basin is 140 mm – 160 mm. The distance for the events accessible WC is 75 mm, for the upper-level WC, it is 190 mm – 220 mm, see “Appendix 10. Accessible WC pan / wash basin and transfers” on page 87

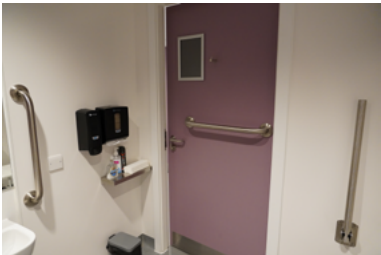
When the opportunity arises, reposition the wash-hand basin so it is 140 mm – 160 mm from the front of the WC pan.

3

Ref	Current Findings	Recommendation	Priority
9.3.6	<p>If someone is able to reach the wash-hand basin, it's unlikely they can wash and dry their hands because the soap and paper towel dispensers are out of reach, see "Appendix 9. Accessible WC for Independent Use - elevation" on page 86. These should be positioned where the mirrors can currently be found above the wash-hand basins.</p>	<p>Reposition soap and paper towel dispensers to meet with current guidance.</p>	QW
		<p>Mirror is positioned where the soap and paper towel dispensers should be.</p>	
9.3.7	<p>The taps to the wash-hand basins are operated by motion sensor. In accessible WCs, single lever mixer taps are recommended as these allow people to regulate water flow and temperature.</p>	<p>Insert single lever mixer tap.</p>	2
9.3.8	<p>The toilet flushes are operated by motion sensors, which are located on the wall directly behind the pans. It's assumed that this will flush the toilets as soon as a person moves out of the way of the sensor. Manually operated flushes are preferable as these can be operated by a person once they have moved back to their chair.</p>		
9.3.9	<p>All the recommended support rails have been provided. These have good tonal contrast against the background they are seen against.</p>		

Ref	Current Findings	Recommendation	Priority
9.3.10	The recommended shelves have been provided.		
9.3.11	The toilet seats provide good tonal contrast against the WC pans.		
9.3.12	There are emergency pull cords with bangles at the recommended height ranges, and alarm reset buttons that are correctly positioned.		
9.3.13	Two clothes hooks have been provided at the recommended height ranges.		
9.3.14	<p>Events space: a mirror has been provided on the wall directly opposite the WC pan. Although this meets with guidance regarding its height range, the position is far from ideal. Few people like to see themselves sat on the toilet and some, those with dementia for example, could find it confusing and distressing because they don't recognise the reflection as themselves.</p> 	Reposition mirror to the side wall.	3

Mirror directly opposite the WC pan.

Ref	Current Findings	Recommendation	Priority
9.4	Combined accessible WC and shower		
9.4.1	This is located on the ground floor near the offices.		
9.4.2	The door is obvious and the door furniture can be operated with a clenched fist. The handle also provides good tonal contrast against the background.		
9.4.3	The door provides the recommended CEW.		
9.4.4	There is a horizontal pull rail on the back of the door but this is too high. It should be at a height of 680 mm above the floor.	Lower horizontal rail on the back of the door to a height of 680 mm above the floor.	QW
			
9.4.5	The room measures 2355 mm wide x 2370 mm deep. The minimum recommended size is 2400 mm wide x 2500 mm deep. Increasing the room size is not seen as being reasonable.		


Horizontal rail to the back of the door is too high.

Ref	Current Findings	Recommendation	Priority
9.4.6	WC: it is essential that people can reach the wash-hand basin from the WC pan so they can wash and dry their hands before getting dressed or transferring back to their wheelchair. The recommended distance between the front of the pan and the wash-hand basin is 140 mm – 160 mm, in this instance, the distance is 185 mm. We do not see this as being a major issue in this instance.		
9.4.7	WC: although it's possible for someone to reach the wash-hand basin they cannot wash and dry their hands as the soap and paper towel dispensers are out of reach. These should be positioned where the mirror can currently be found above the wash-hand basin.	Reposition soap and paper towel dispensers to meet with current guidance.	QW
9.4.8	WC: the tap to the wash-hand basin is operated by a motion sensor. In an accessible WC it is recommended that a single lever mixer tap is installed as this allows people to regulate water flow and temperature.	Insert single lever mixer tap.	2
9.4.9	WC: the toilet flush is operated by a motion sensor which is located on the wall directly behind the pan. It is assumed that this will flush the toilet as soon as a person moves out of the way of the sensor. It is preferable if a flush is manually operated so that a person can operate it once they have moved back to their chair.		

Ref	Current Findings	Recommendation	Priority
9.4.10	WC: all the recommended support rails have been provided. These have good tonal contrast against the background they are seen against.		
9.4.11	WC: the recommended shelves have been provided.		
9.4.12	WC: the toilet seat provides good tonal contrast against the WC pan.		
9.4.13	WC: there is an emergency pull cord with bangles at the recommended height range and a correctly positioned alarm reset button.		
9.4.14	WC: two clothes hooks have been provided at the recommended height ranges.		
9.4.15	Shower: the centre line of the drop-down shower seat is approximately 400 mm from the nearest side wall; this should be 500 mm.	Reposition shower seat so the centre line is 500 mm from the nearest side wall.	2
9.4.16	Shower: the height of the shower seat meets with guidance.		

Ref	Current Findings	Recommendation	Priority
9.4.17	<p>Shower: the shower controls are at each end of the controller. This puts them at 345 mm and 640 mm from the nearest side wall. The recommended distance is 500 mm for a single lever mixer tap. To alter would require a new controller which is not seen as reasonable.</p>		
9.4.18	<p>Shower: the rod for the shower head has a range of 1045 mm – 1980 mm above the floor. The adjustable shower head should go no higher than 1400 mm above the floor; this is to allow people to use the shower without getting their face or hair wet. Any higher than 1400 mm can be out of reach from a seated position. There is also a fixed shower head.</p>	<p>Restrict height of adjustable shower head.</p>	<p>2</p>
	<div data-bbox="315 778 568 1158" data-label="Image"> </div> <p data-bbox="584 1034 1064 1141">Adjustable shower rail allows the shower to go too high and could be out of reach from a seated position.</p>		
9.4.19	<p>Shower: the recommended support rails have been provided and have good tonal contrast against their background.</p>		
9.4.20	<p>Shower: an emergency pull cord and reset have been provided.</p>		

Ref	Current Findings	Recommendation	Priority
9.4.21	Shower: a shower curtain has not been provided. This should be positioned 1200 mm from the wall with the shower controls are located on.	Provide a shower curtain.	QW
9.4.22	Shower: there is no shelf within reach of the shower seat or from a wheelchair before or after transferring should be provided.	Provide a shelf to the shower area.	QW
10	Adult Changing Place		
10.1	There is no adult changing place facility within the building. These require a room measuring no less than 3 m x 4 m with a ceiling height of 2.4 m. These are not a replacement for a corner accessible WC but an additional facility for people with complex needs who require extra space, an adult changing bed and the use of a hoist. The building housing the council meeting room would be an ideal location for such a facility. The Guildhall does not provide one. York Library Learning Centre on Museum St is the nearest registered facility. However it closes 8 pm Monday to Thursday, 6 pm Friday, 5 pm Saturday and 4 pm Sunday which may not fit in with the use of the building and is certainly not offering an equitable service.	Investigate the feasibility of adding an adult changing place.	P
11	Main staircase		
11.1	This is located close to the Main entrance. This staircase provides access to all floors but not the mezzanine levels.		

Ref	Current Findings	Recommendation	Priority
11.2	The stairs provide even height risers and treads with a uniform depth.		
11.3	<p>The stairs have a solid balustrade to the right side when climbing. Though people using the stairs could use the balustrade for support, it cannot be considered a handrail because it's too large for a hand to wrap around it. A handrail has been provided on the wall side at a height that meets with guidance and provides good tonal contrast with its background. This handrail is only provided on the main parts of the stairs and not where there are single steps to intermediate landings. Handrails should extend across all landings so a person does not have to let go when using the stairs. Providing a handrail to pass in front of the window at the intermediate landing may not be feasible. At the start and end of the flights the handrail should extend horizontally for a minimum of 300 mm; this is to allow people to take support from the handrail while still on level ground and indicates to blind and partially sighted people where the stairs start and finish.</p>	Provide a handrail which extends horizontally beyond the first and last steps by a minimum of 300 mm. This will be subject to listed building consent.	2
	 <p>Handrail does not extend around the landings.</p>		

Ref	Current Findings	Recommendation	Priority
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11.4 The stairs have tonally contrasting nosings to the treads but not to the risers. The contrasting strips do not start at the nosing edge.


11.5 There is poor tonal contrast between the stairs, balustrade and walls. Though the nosings help identify where the balustrade and walls are located, there are no identifiable features at the landings. Blind and partially sighted people use tonal contrast to assess how big a space is. There should be 30 points light reflectance value (LRV) difference between the stairs and the balustrade/wall.

Converting a photograph to black-and-white gives an indication as to the level of tonal contrast. Improve tonal contrast between stairs and balustrade/wall.

3



Colour and black-and-white photographs show the lack of tonal contrast.

Ref	Current Findings	Recommendation	Priority
11.6	There is no floor level signage to advise people of the level they have reached. Floor level signage helps people orientate themselves within the building and, for emergency evacuation, understand how much further they have to travel to reach the building exit level.	Provide floor level signage.	2
12	Horizontal circulation ground floor office area		
12.1	This route will be used by anyone attending a council meeting who cannot use the stairs and requires the lift. This area is not open to the public and the doors leading into this area have magnetic locks. People who need to use the lift have to be accompanied.		
12.2	The doors leading into this area are located in the lobby of the main staircase and are activated by use of a proximity reader. Though the proximity reader is at an acceptable height, access to it is obstructed by recycling bins and a fire extinguisher station.	Provide unobstructed access to the proximity reader.	M
	 <p>Access to the proximity reader is obstructed.</p>		

Ref	Current Findings	Recommendation	Priority
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12.3 The doors by the reception desk to the corridor are powered and open into the stair lobby covering the proximity reader used to open them. This means that a person using the proximity reader might be caught by the door swing as the doors open. Moving the proximity reader further away from the doors would resolve this issue.

Reposition proximity reader outside of the door swing.

3



The proximity reader is located within the door swing.


12.4 All the doors in the circulation route are fully glazed with manifestation of round dots of one colour at two heights. Manifestation should be clearly visible when approaching the door from either direction. Guidance recommends that two tonally contrasting colours should be used, so if one colour is lost the other should still be visible.

Provide manifestation of two tonally contrasting colours.

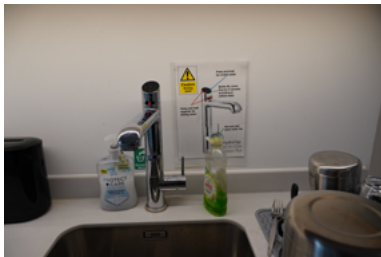
3



Manifestation to doors can be easily lost in the background.

Ref	Current Findings	Recommendation	Priority
12.5	The doors provide the recommended clear effective width (CEW).		
12.6	There is good tonal contrast between floor and walls and illuminance levels meet with guidance.		
13	Kitchens		
13.1	A kitchen area can be found on all floors. The areas are all of a similar design.		
13.2	The worktops have a typical height of 900 mm above the floor. There is no knee space below any of the worktops, which is problematic for people of short stature or using wheelchairs. This can be alleviated by providing: fixed-height low sections; height adjustable sections; worktops at a height of 850 mm above the floor, which are deemed suitable for both standing and seated users.	Provide sections of worktop suitable for standing and seated users with knee space below.	2
			
Kitchen areas at ground and first floor.			

Ref	Current Findings	Recommendation	Priority
13.3	There is reasonable tonal contrast between the worktops and the back walls; this helps blind and partially sighted people identify worktop depth.		
13.4	Multi-function taps have been provided. These deliver hot and cold water, boiling water and chilled water. The hot and cold mixers can be operated with a clenched fist, as can the buttons for chilled water. However, delivery of boiling water requires two controls to be pressed at the same time. Manufacturers do provide an easy access button, which should be considered.	Consider the provision of easy access control buttons.	2
13.5	The taps are placed at the back of the worktops. The reach distance would be reduced and access improved if the taps were on the side of the worktops.	Consider repositioning tap to the side of the sinks.	P
13.6	There is space in front of the worktops for people to easily manoeuvre.		



Multi-function tap.

Ref	Current Findings	Recommendation	Priority
14	Lift		
14.1	The building has three floors with two mezzanine levels; the lift gives access to all.		
14.2	The lift provides adequate manoeuvring space to the landings.		
14.3	The lift car controls are at a height that meets with guidance.		
14.4	There is no floor level signage opposite the lift doors. To help people clearly identify what floor level they have arrived at there should be signage on the wall opposite the lift doors or on the reveal of the lift doors that can be clearly seen from within the lift car.	Provide clear floor level signage to the landings that can be seen from within the lift car.	2
14.5	The lift car provides a clear effective width (CEW) of 900 mm into a car measuring 1100 mm wide by 1400 mm deep. This meets with current guidance. The lift is a through lift, with one side providing access to the main floor levels and the other providing access to the mezzanines.		
14.6	Though the lift car provides an audible tone on arrival at a floor, there is no audible information about the floor level reached.	Provide audible announcement of the floor level reached.	2

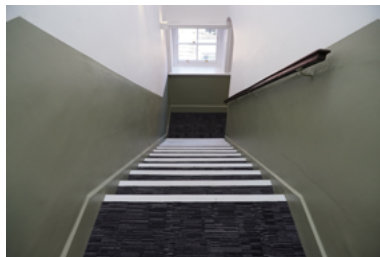
Ref	Current Findings	Recommendation	Priority
14.7	There is good tonal contrast between the floor and the walls of the lift car. However, walls and doors are highly reflective and offer no tonal contrast. There is a large mirror on the wall opposite the lift car controls; this is purely decorative and has no access benefits.		
14.8	The car controls are in the height range of 935 mm – 1135 mm above the floor. Guidance recommends controls should be in the height range of 900 mm – 1200 mm above the floor. The control panel is in the middle of the side wall, giving easy access.		
14.9	Illuminance levels meet with current guidance.		
14.10	There is an alarm call button but there is no indication of an intercom. An intercom allows people to be reassured that assistance is on the way. This should be accompanied by an inductive coupler with clear signage advising of its presence.	Provide an emergency communication system incorporating an inductive coupler.	1

Ref	Current Findings	Recommendation	Priority
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15 Stairs 2 and 5

15.1 Stairs 2 provides access to the Workspace business lounge and a female toilet, this is the only single sex WC. Stair 5 provides access to the main floors.

4240 Stair 5 4426 Stair 2



Stair 5



Stair 2


15.2 The stairs provide uniform height risers and treads with an equal depth. Handrails are provided to one side only. Handrails should be provided to both sides of flights of steps; this allows people to use the steps in either direction, regardless of which side of their body they need to use to support themselves.

15.3 Providing a second handrail is recommended but advice should be sought from building control as this will reduce the stair width and may impede emergency evacuation.

Provide a second handrail only after consultation with building control and the conservation officer.

2

Ref	Current Findings	Recommendation	Priority
15.4	The existing handrails are at a suitable height above the line of pitch. They do not extend beyond the top and bottom steps horizontally. Altering the handrail to Stair 2 to extend is not practicable but this could be done for Stair 5.	Stair 5: provide a handrail that extends horizontally beyond the top and bottom steps for a minimum of 300 mm.	3
15.5	Nosings: these have been provided to Stair 5 but not Stair 2. The nosings to Stair 5 meet with guidance as they can also be seen on the risers. Stair 2 is wooden and providing nosings may be an issue for conservation reasons, but this should be checked.	Provide tonally contrasting nosings to Stair 2 after consulting with the conservation officer.	2
15.6	The stairs provide good tonal contrast between treads and the sidewalls/balustrade.		
15.7	Illuminance levels meet with current guidance.		
15.8	There is no floor level signage to advise people of the level they have reached. Floor level signage helps orientate people within the building and, for emergency evacuation, understand how much further they have to travel to reach the building exit level.	Provide floor level signage.	2

Ref	Current Findings	Recommendation	Priority
16	Horizontal circulation: first floor and second floor		
16.1	There are a number of doors on the corridors and these are either single or double leaf. They provide a clear effective width (CEW) to meet with guidance.		
16.2	The doors closest to the main staircase are secured on magnetic locks in the same way as those on the ground floor.		
16.3	The doors are fully glazed with manifestation of round dots of one colour at two heights. Manifestation should be clearly visible when approaching the door from either direction. Guidance recommends that the use of two tonally contrasting colours should be provided, so if one colour is lost the other should still be visible.	Provide manifestation of two tonally contrasting colours.	3
	 <p>Door leading to Stair 5 with manifestation that is not readily apparent.</p>		
16.4	There is good tonal contrast between floors and walls and illuminance levels meet with guidance.		

Ref	Current Findings	Recommendation	Priority
16.5	At one end of each corridor there is a short flight of steps down to the mezzanine level. These provide risers of a uniform heights and treads of an even depth. Handrails are provided to both sides; these are at a height that meets with current guidance. The handrails do extend beyond the top and bottom steps horizontally. The lift is next to the steps and provides access between the upper and lower levels.		
17	Council chamber		
17.1	Public gallery		
17.1.1	The door to the public gallery is clearly signed and obvious. The door provides the recommended clear effective width (CEW) but requires more than the maximum recommended opening force of 30 N. The recommended force required to open a door is 30 N from 0° closed to 30° and then 22.5 N from 30° to 60°. As a rule of thumb, if the door can be pulled open easily with a little finger it will probably be acceptable.	Reduce the door opening force to a maximum of 30 N.	2
17.1.2	The door is fitted with a round twist handle that cannot be operated with the use of a clenched fist. People with poor manual dexterity will find this difficult to operate. The door handle also provides poor tonal contrast against the door, making it difficult for some people to identify.	Provide a door handle that can be easily operated with the use of a clenched fist and one that provides good tonal contrast against the face of the door.	2

Ref	Current Findings	Recommendation	Priority
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17.1.3 When the door is in the closed position, there is no 300 mm clear space to the leading edge of the door, the door reveal and the step on the inside of the chamber. This makes it difficult for a wheelchair user to reach the door handle and turn it. Options that could be considered are: provide assistance from a member of staff; provide a power door activated by a button.

Provide means of access to the door handle.

1



Door handle in the corner with obstructed access to it.

17.1.4 Once through the door, there is an area identified as being for wheelchair users. This measures 1790 mm wide x 2200 mm deep and is the same level as the corridor. Beyond this space there are two steps up, with a total rise of 345 mm, to the rest of the viewing gallery. This has benches for members of the public to sit and view the proceedings. There is a guardrail in front of the viewing area which has a total height of 940 mm from the floor at the lower level.

Ref	Current Findings	Recommendation	Priority
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17.1.5 The recommended space for a wheelchair user is 900 mm wide x 1400 mm deep. In addition to this, there should be a manoeuvring space behind the wheelchair space of at least 900 mm but preferably 1200 mm. The minimum size for one wheelchair user will be 900 mm wide x 2300 mm (1400 mm + 900 mm) deep but preferably 2600 mm (1400 mm + 1200 mm) deep. Approved Document M recommends that there should be 1% of the total seating capacity that provides wheelchair spaces. It should then be possible to make up to a total of six spaces with removable seating. The total seating capacity of the public area of the chamber is not known. Increasing the area for wheelchair users may be feasible but of course will be subject to further investigation. Some of the fixed raised seating area in the front row could be replaced by removable seating.

Consider removing part of the raised area and replacing with removable seating.

P



View of the accessible viewing area and raised seating.

Ref	Current Findings	Recommendation	Priority
17.1.6	The view from the wheelchair spaces is limited. The back row of the members' seating in the chamber is raised and the view is further restricted if these seats are occupied. While people sitting in the raised bench seating have an elevated view of the whole chamber, wheelchair users have a restricted view. Without major interventions such as a platform lift giving an elevated view for wheelchair users, I believe is not reasonable or practical to improve the view for wheelchair users.		
17.1.7	Access to the seating is up two steps. There is a contrasting nosing to the tread but no handrail to the steps.	Provide handrails. This will be subject to listed building consent.	2
17.1.8	The seating area provides bench seating with a back rest and some metal arm rests but only to one side. If a person needs to use arm rests to each side the present design does not provide this. The metal arm rests are narrow/thin. A mix of seating styles with and without arm rests is recommended.	Provide some seating with arm rests to each side of a seat. This will be subject to listed building consent.	2
17.1.9	There are alternative methods for members of the public to view and participate in council meetings. For example, meetings can be watched remotely via live video links, and questions can be submitted ahead of time.		
17.1.10	Lighting to the Chamber as a whole should be increased to provide a maintained illuminance level of 500 lx.	Provide illuminance level of 500 lx	2

Ref	Current Findings	Recommendation	Priority
17.2	Non-public area		
17.2.1	This area is for elected members and officers of the council. Only with agreement can members of the public enter this area when meetings are in progress.		
17.2.2	There are two entrances into the non-public area of the Chamber. The design of these is similar to the design of the public door.		
17.2.3	The door in the river side of the Chamber is generally not used due to access being obstructed by the electrical equipment needed for live streaming the meetings.		
17.2.4	The doors are fitted with a round twist handle. This cannot be operated with the use of a clenched fist and so will be difficult to operate for people with poor manual dexterity. The door handle also provides poor tonal contrast against the door, making it difficult for some people to identify.	Provide a door handles that can be operated easily with the use of a clenched fist and one that provides good tonal contrast against the face of the door.	2

Ref	Current Findings	Recommendation	Priority
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17.2.5 The floor of the chamber provides two rows of fixed wooden seating, arranged in a semi ellipse. These seats are used by elected council members. The rear row of seats is raised. These seats face the rostrum, which seats the Lord Mayor of York and the Leader of the Council, along with council officers. The rows of seating are reached via a gap between the semi ellipse and the rostrum. At approximately 600 mm wide, this gap is not wide enough to allow a wheelchair to pass through.




Council Chamber.

17.2.6 Assuming it were possible to create a gap wide enough for a wheelchair, a suitable location would be needed for a wheelchair user to sit. One option would be to have the first seat at the lower level made removable, to create space for wheelchair access. However, due to seats being allocated along party lines, this would need to be replicated on both sides of the chamber. It would also provide limited space for a wheelchair user's personal assistant. This is far from ideal, as wheelchair users should have the same opportunity to sit where they like just as non-disabled people can.

Ref	Current Findings	Recommendation	Priority
17.2.7	<p>Seating for officials of the council, including the Lord Mayor and the Leader of the Council, is all raised and not accessible. I believe it is not reasonable or practical to make any of these seats accessible (without major changes).</p>		
17.2.8	<p>The position of the seating, behind fixed desks, may also be an issue for some people who require more space when trying to get to their seat. The seating is also an issue for short people as the desk can be too far away from the seat. In other words the lack of flexibility between desk and chair means they cannot be positioned to suit the individual. This is not good for a person's posture.</p>		
17.2.9	<p>Unless in exceptional circumstances, a councillor who cannot take their seat in the chamber cannot vote or carry out their duty at a meeting. For this reason, it is essential that the chamber is made accessible ahead of any need. It is known that a current Councillor is likely to start using a wheelchair.</p>		

Ref	Current Findings	Recommendation	Priority
17.2.10	<p>The chamber is obviously a historic environment and discussions would need to take place with the conservation officer and English Heritage as to what adjustments could be made. I am of the opinion that without wholesale changes to the furniture and layout, only minor improvements in physical accessibility could be made. The options to consider are:</p>	<p>The options to consider are:</p> <ul style="list-style-type: none"> • to provide an accessible route to the semi ellipse of seating and provide seats that can be removed. If this cannot be achieved then an alternative venue should be used when there are council members who cannot access the chamber • for the officials' seating, an alternative venue should be used if any of these officials cannot access the chamber • replace all the seating, including the public gallery, to make it accessible for all • don't use the chamber and use a permanent alternative that is accessible 	M
17.2.11	<p>There is a hearing enhancement system. I understand this is not currently in working order but is in the process of being made good.</p>		

Ref	Current Findings	Recommendation	Priority
18	Council meeting rooms		
18.1	There are a number of meeting rooms that are made available to councillors for private discussions.		
18.2	The Ouse and Wharf Rooms are of a similar size. There are steps down into the Ouse Room. If any member of the group wanting to use a room cannot negotiate steps, they should be given Wharf Room to use.	Manage rooms to suit the occupants.	M
18.3	Ouse Room: the steps do not have any handrails or tonally contrasting nosings.	Provide handrails and nosings to the steps in the room. This will be subject to listed building consent.	1
	 <p>Steps in the Ouse Room.</p>		
18.4	The doors to the meeting rooms have round twist knobs; these are not recommended as they cannot be operated with the use of a clenched fist.	Provide door handles that can be operated with a clenched fist. This will be subject to listed building consent.	2
18.5	The rooms provide good tonal contrast between floor and walls and illuminance levels are good.		

Ref	Current Findings	Recommendation	Priority
18.6	The rooms are fitted with a hearing enhancement system but there is no signage advising of its presence.	Provide signage advising of hearing enhancement systems.	2
18.7	Induction loops and hearing enhancement systems can be susceptible to overspill. This is where a person outside of the room can connect their hearing aid to the system in the room and hear the conversation that is going on. Although this is not an accessibility issue it should be checked that none of the systems installed allow this to happen.	Check for overspill from rooms where hearing enhancement systems are installed.	M
19	Signage		
19.1	There is no wayfinding signage throughout the building. Signage should be provided to key rooms and facilities within the building.	Provide wayfinding signage. This is the responsibility of the University of York and will be subject to listed building consent.	1
19.2	Room names are located on the doors, this is likely to be historical. It is recommended that room identification signage is placed on the wall to the latch side of the door in the height range 1400 -1700 mm above the floor. This allows the sign to be visible when the door is open. Braille should be included with the sign.	Consider adding additional room name signs to the wall on the latch side of the door.	2

Ref	Current Findings	Recommendation	Priority
20	Emergency egress		
20.1	Exits are clearly signed.		
20.2	Exit areas are clearly lit.		
20.3	Fire doors are clearly marked. It was observed that some fire doors in circulation routes were wedged open.	Remind all building occupiers that fire doors should not be wedged open.	M
20.4	There are clearly defined refuge areas.		
20.5	There are communication points in the refuges.		
20.6	Exits are clear of debris and overgrowth.		
20.7	We are awaiting confirmation about the use and availability of evacuation chairs. These are not suitable for all users and appropriate training and trained staff should always be available in the event of an emergency.		
20.8	The location of muster points is not known and we are awaiting information about this.		
20.9	Fire alarm call points are typically sited at 1200 mm high.		

Ref	Current Findings	Recommendation	Priority
20.10	The fire alarm provides audible warning and visual warning.		
20.11	Means of escape from the building is from ground floor exits which are step free. From the first floor there are stairs to the ground floor or an exit onto a roof terrace from where further stairs can be accessed.		
20.12	There are no evacuation lifts in the building.		
20.13	The University of York advised that PEEPS are developed.		
20.14	The evacuation of all building occupants is a management responsibility and appropriate risk assessments, including evacuation, must be in place. For specific disabled employees it may be relevant to provide them with a personal emergency egress plan. A separate strategy will be required for visitors and people who cannot transfer from their own wheelchair.	Assess current management strategies, take advice from a suitably competent person if necessary, and upgrade the means of escape provisions to meet, or exceed, current (minimum) standards.	M
21	Alternative locations		
21.1	The Council currently uses a room at York Race Course for full council meetings, sub meetings are typically held in the Hudson Room at the West Offices, Station Rise, York YO1 6GA. The Council has also used the Hall in the Guildhall.		

Ref	Current Findings	Recommendation	Priority
21.2	The Hall in the Guildhall appears to provide a substantial amount of reverberation. My visit on the 19th August 2022 with two officers of the council and two Councillors I was advised that the acoustics are particularly poor for a meeting. For this reason I would not recommend its use as an alternative.		
21.3	The Hudson room has been used for a Scrutiny meeting but the numbers attending are far less than there would be for a full council meeting. This room and the associated facilities would appear to be suitable as an alternative venue. However, a dry run should be carried out to make sure that the room is large enough to accommodate all the potential occupants and furniture.		
21.4	For an alternative venue see “Appendix 10. Considerations for an alternative venue” on page 89 for a list of considerations.		

Declaration

We can confirm this access audit has been undertaken by Ian Streets NRAC
Consultant of About Access Ltd.

Signed

A handwritten signature in black ink that reads "Ian Streets". The signature is written in a cursive style with a horizontal line underneath the name.

Ian Streets NRAC Consultant

Date 20th September 2022

Appendix 1. Disability & Legislation

Who is a disabled person?

A disabled person is defined as someone who has a mental or physical impairment that has a substantial effect on the ability to carry out normal day-to-day activities.

Impairments are listed as:

- Mobility
- Doing something with your hands
- Physical coordination
- Continence (controlling your bladder and bowels)
- Ability to lift, carry or move everyday objects
- Speech, hearing or eyesight
- Memory or ability to concentrate, learn or understand or
- Perception of the risk of physical danger.

Substantial means that it is more than minor or trivial.

Impairment covers, for example, long-term conditions like asthma or diabetes and conditions that come and go. Mental impairments include mental health conditions (e.g. bipolar disorder, depression), learning difficulties (e.g. dyslexia) and learning disabilities (autism or Down's

syndrome).

Making Adjustments

We at About Access take the view that it is physical features and policy that make people disabled. For example, a building with a flight of steps at the entrance will not be accessible to a person who uses a wheelchair. But by providing a ramp of suitable design, a wheelchair would then be able to enter the building. It is the steps that are disabling not the fact that the person uses a wheelchair.

There are three options to consider when making adjustments.

- Change the way things are done, formal or informal policies, and rules.
- Physical features:
 - Remove,
 - alter,
 - avoid a physical feature
- Provide auxiliary aids or services.

Requirement 1: change the way things are done. An organisation has rules about the way it carries out its business, which could have been written or adopted on the basis of 'that's the way we've always done it'. These rules may be a barrier to a disabled person.

Appendix 1. Disability & Legislation (cont'd)

These rules may have to change or be dropped so that they no longer make it unreasonably difficult for a disabled person to use the service or amenity.

Requirement 2: consider physical features that are disabling. Where features are disabling then making adjustments should be considered in the following order:

- Remove the feature
- Alter it so that it no longer has the disabling effect
- Avoid the feature

Provide a reasonable alternative method of making the service available to disabled people.

Requirement 3: provide auxiliary aids and services if this would let disabled people use the organisation's services.

The type of auxiliary aid or service will depend on what the organisation does or offers. Where equipment is offered, it must be in working order, maintained and staff must be trained in its use. Also, the need for back-up service should be considered. The type of auxiliary aid would typically be a hearing enhancement system - induction loop.

Adjustments

In most environments, reasonable adjustments have to be made to remove physical or any other types of barrier – created by policies or attitudes for example – that could make it difficult or impossible for disabled person to use or access the building.

The aim of making the adjustment is to ensure that a disabled person (e.g. someone who may be deaf or visually impaired or have difficulty in walking) can use the building or service to a standard as close as reasonably possible to the standard usually offered to a non-disabled person.

What is seen as reasonable will depend on the type of service being offered.

Things to consider are:

- Would the suggested steps be effective in improving accessibility?
- Is it practical to take the recommended steps?
- How much disruption will be caused while making the adjustments?

Appendix 1. Disability & Legislation (cont'd)

Types of Discrimination

Direct

This occurs when someone receives worse treatment than someone who does not have a disability. For example, a person is asked to leave a restaurant because they have Tourette's Syndrome.

Discrimination Arising from Disability

This occurs when someone is discriminated against because of something connected with their disability and the unfair treatment cannot be justified. This differs from direct discrimination, where the discrimination results because of the disability. In 'arising from disability' the discrimination is because of something associated with the disability.

Discrimination will not be unlawful if it was not known or it could not have reasonably been expected to know that the person was disabled.

This means that reasonable steps should be taken to find out if someone is disabled or not, but care needs to be taken not to infringe on the disabled person's dignity or privacy.

Indirect Discrimination

This occurs because of rules, policy or practice that applies to all but puts people with particular impairments at a disadvantage when compared to a non-disabled person and cannot be shown to be justified and meet a legitimate aim in a balanced, reasonable and fair way.

Reasonable Adjustments

In most environments, reasonable adjustments have to be made to remove physical or any other types of barrier – created by policies or attitudes for example – that could make it difficult or impossible for disabled customers to use or access the services or information being provided.

The aim of making the adjustment is to ensure that a disabled person (e.g. someone who may be deaf or visually impaired or have difficulty in walking) can use an organisation's service to a standard as close as reasonably possible to the standard usually offered to a non-disabled person.

The duty to make changes is anticipatory. The organisation must think in advance about how people who have impairments may be affected in accessing their services and what could be done to remove any barriers.

If an organisation finds there are barriers to access for disabled people, then it has a duty to consider making changes to remove or adjust any barriers to access. It will be up to the organisation to consider if the adjustments are reasonable to make.

If barriers to access are identified and the organisation concerned believes they are not reasonable to remove, alter, avoid or provide the service by an alternative means, then the organisation should make a dated record of the reasoning along with any evidence to support this belief.

Appendix 1. Disability & Legislation (cont'd)

The evidence could be:

- A letter from the local conservation officer stating that proposed changes to a listed building are not allowed
- A quote from a lift supplier giving details of installation costs.
- This information should also include a review date.
- An organisation has to do what is reasonable, which will depend on a wide range of factors. These include but are not limited to:
 - Cost
 - Disruption caused in making the adjustment
 - Resources, other than cost, available
 - The types of service being offered
 - Time needed to make adjustment.

Adjustments do not have to be made to make the building or service more accessible if it will lead to a breach of any other legal duties.

However, this is likely to be in exceptional circumstances and only where the other legal duties are very specific, and the service provider has no other choice.

The duty to make reasonable adjustment falls into three main areas.

Service providers can:

- Change the way things are done — the provision, criterion or practice
- Provide auxiliary aids and services
- Overcome a physical feature by
 - removing the feature, or
 - altering it, or
 - avoiding it, or
 - providing services by alternative methods.

What is seen as reasonable will depend on the type of service being offered, along with the size of the provider, taking into account the nature of the service and resources available to it.

Appendix 1. Disability & Legislation (cont'd)

Things to consider are:

- Would the suggested steps be effective in improving accessibility?
- Is it practical for the service provider to take the recommended steps?
- What is the financial cost of the recommendations?
- How much disruption will be caused while making the adjustments?
- What financial resources are available?
- How much has already been spent making improvements to access?
- What other resources (financial or otherwise) are available?

Evidence should be gathered for not making adjustments. For example, this could show the financial implications, disruption caused and the number of visitors affected. This evidence should be recorded and reviewed. It could then be part of a defence against a claim of discrimination.

Harassment

This is unwanted behaviour related to disability that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment. This is unlawful treatment.

Victimisation

It is unlawful for a person to be treated badly if they:

- Make a complaint about discrimination or harassment relating to the Act, or
- Help another person make a complaint, or
- Are believed to have helped or complained.

This applies whether or not the person being treated badly is disabled.

Positive Action

Positive action toward disabled people is allowed; this can be used to target a particular group, in this case disabled people. Guidance states that under-representation of a group of people should not be assumed and that research is needed to confirm that they are.

Appendix 1. Disability & Legislation (cont'd)

Public sector Equality Duty

The public sector Equality Duty is Section 149 of the Equality Act 2010.¹ It applies to public bodies listed in Schedule 19 of the Act.

Schedule 19 includes sections such as armed forces, broadcasting and local government. Examples of public bodies listed under health, social care and social security include: an NHS trust; a primary care trust; a special health authority; the Care Quality Commission, schools.

The Equality Duty ensures that all public bodies play their part in making society fairer by tackling discrimination and providing equality of opportunity for all.

General Duties

Under the Equality Duty a public body when exercising its functions must have due regard to the need to:

- eliminate unlawful discrimination, harassment, victimisation and any other conduct that is prohibited under the Act;
- advance equality of opportunity between people who share a relevant protected characteristic and persons who do not share it; and
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

It must consider its duties under the Act across its duties, as a service provider and an employer. For example, a hospital trust cannot ignore its duties to staff while meeting those to patients.

It must not directly or indirectly discriminate, harass or victimise anyone in relation to one or more protected characteristics.

Specific Duties

Specific Duties place further duties on public bodies to enhance performance of the General Duties. They must demonstrate their compliance with the Equality Duty and set themselves specific, measurable equality objectives.

A public body is required to:

- publish equality information to demonstrate its compliance with the general duties
- prepare and publish one or more equality objectives it aims to achieve under the general duties

Listed Buildings

The Equality Act does not override existing legislations such as Planning Permission or Listed Building Approval. However, this does not mean that listed buildings cannot be altered: many have already been altered numerous times through their history. We suggest you work with conservation officers and English Heritage to make any alterations that

Appendix 1. Disability & Legislation (cont'd)

you feel would be a benefit.

Saying 'the building has listed status, so we can't do anything' is not enough. Evidence that a particular change is not allowed should be obtained from the local conservation officer or English Heritage. Alternatives should then be sought to overcome the particular access issue.

Building Regulations

Building Regulations Approved Document M - Buildings other than dwellings 2000:2015 Edition (AD M) provides guidance on access and facilities for disabled people in non-domestic buildings and dwellings.

AD M also gives reference to Part K of the Building Regulations (Protection from falling, collision and impact) (Part K). Where there appears to be conflict between the guidance in AD M and Part K, AD M takes precedence.

Under the Equality Act it is seen as not reasonable for service providers, a public authority carrying out its functions or an association, to remove or alter a physical feature that has been provided in accordance with the design standards/objectives of AD M. This lasts for 10 years from when construction was completed, or the feature installed.

However, this does not mean there is a total exemption from the Equality Act. Features that are outside the scope of AD M may still require reasonable adjustment and reasonable adjustment in other ways, such

as policies should be considered when features do fall within the scope of AD M and are disabling.

Equality Act, Building Regulations, BS 8300 & Accessibility Compliance

The Equality Act is not about buildings or physical features. It is about not putting disabled people at a substantial disadvantage, and if physical features have a disabling effect, then reasonable adjustments need to be made to remove that effect.

The Equality Act covers buildings (irrespective of age) and sites. For example, this includes parks, whether used free or in return for payment or as a place of employment. Importantly, they are part of the public realm, which is usually the responsibility of a local authority.

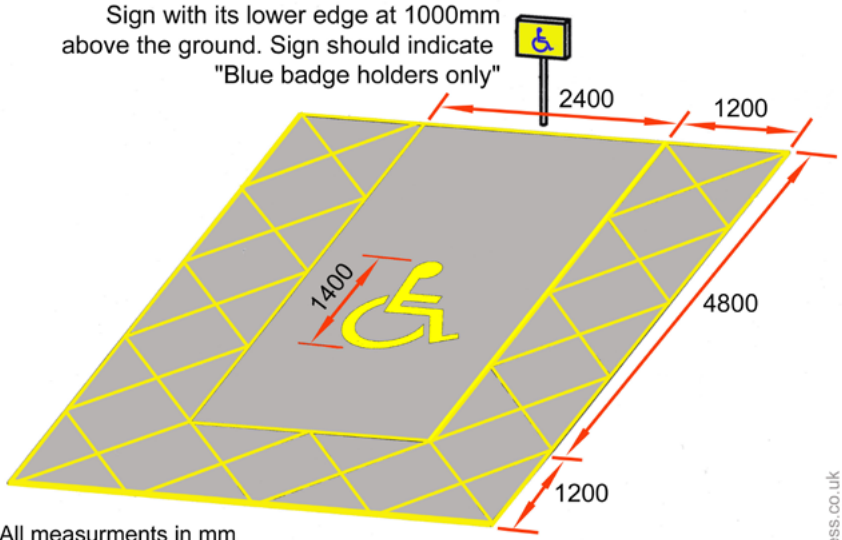
However, the Equality Act does not give guidance about design or where to get design guidance when looking to make environments accessible. It cannot therefore indicate whether a building or site complies with the legislation.

Building Regulations apply to new builds and extensions. Building Regulations are lawful and compulsory, whereas deviation from the AD M is allowed, subject to approval, as this is only guidance. A physical feature designed to meet building regulations or the AD M is not necessarily Equality Act compliant.

Appendix 1. Disability & Legislation (cont'd)

BS8300-1 & 2: 2018 Design of an accessible and inclusive built environment. External & Buildings. Code of Practices, is guidance only. It is frequently used as a benchmark to assess accessibility of the built environment and is seen as complementing AD M. It exceeds the scope of design features when compared to AD M. Following this guidance will not mean a building is Equality Act compliant.

Appendix 2. Accessible parking bay

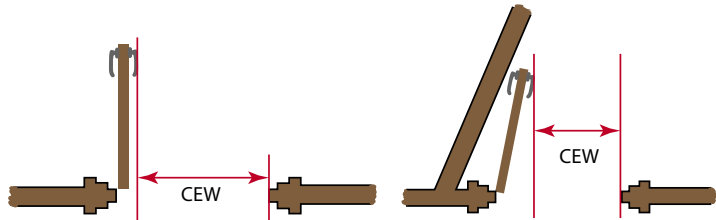


Designated Off-Street Parking Bay

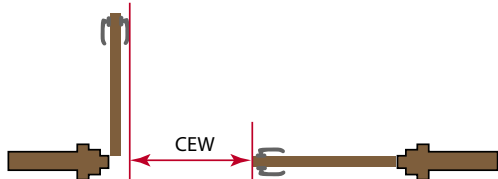
aboutaccess.co.uk

Appendix 3. Door CEW, opening force and door handles

Clear effective width (CEW)



Clear effective width is the width of the door opening when approached head on taking account of how far the door opens and any door furniture or other items projecting from the door.



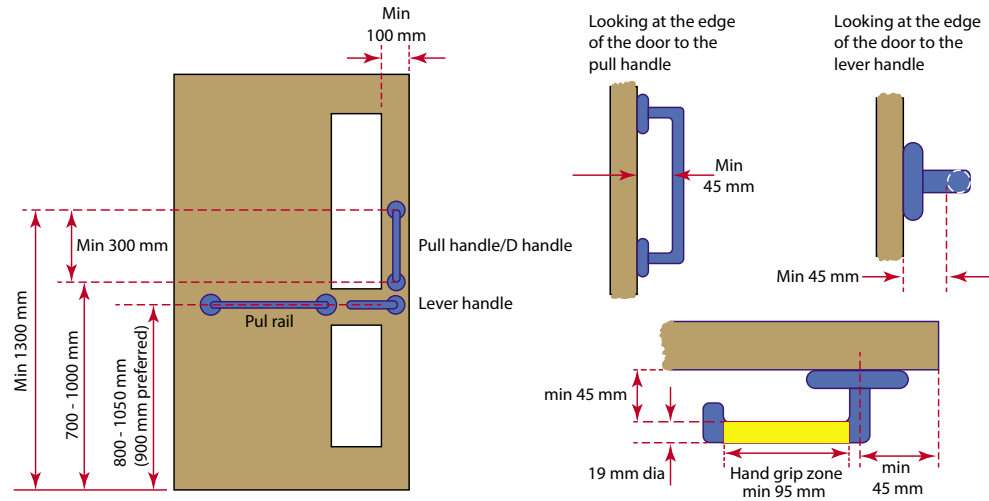
On double doors or doors of unequal width it is the main leaf in use. It is not with both doors open.

Where possible double doors should provide a double swing action rather than interlocking.

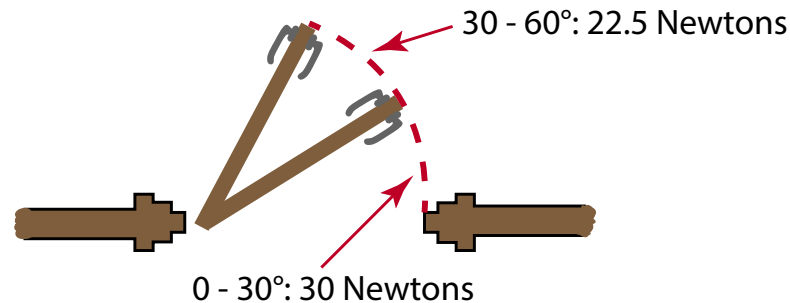
Corridors where unequal (1 ½) leaf doors are used, the full leaf should be placed on the same side.

General design principles for door handles

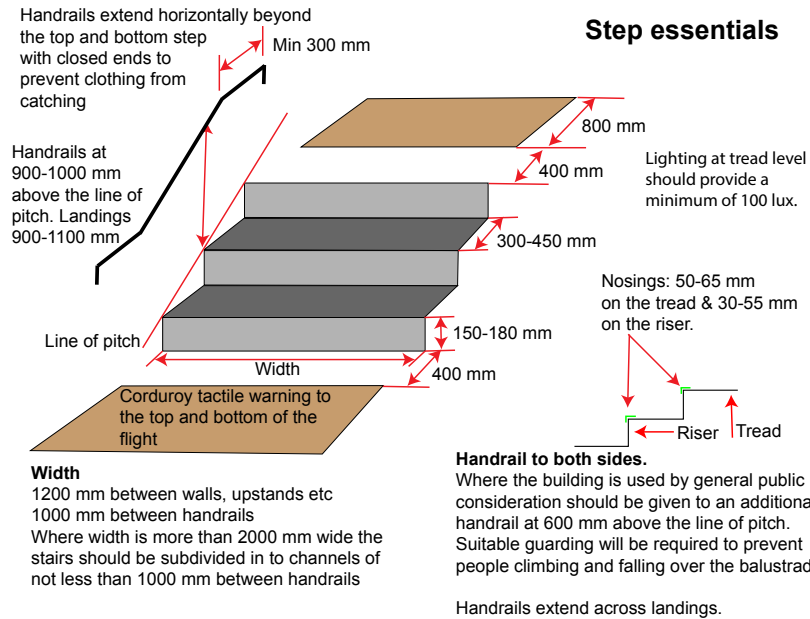
Handles to be operated with a clenched fist or elbow



Door opening force

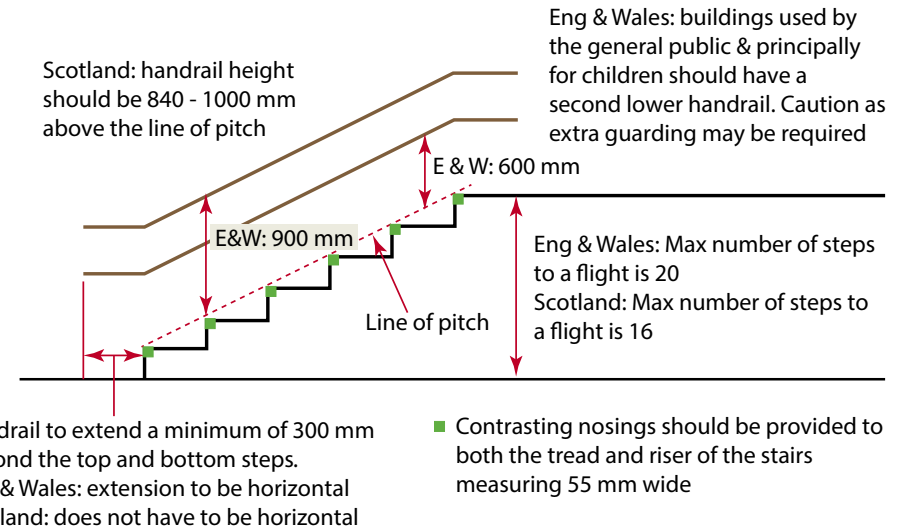


Appendix 4. Stairs



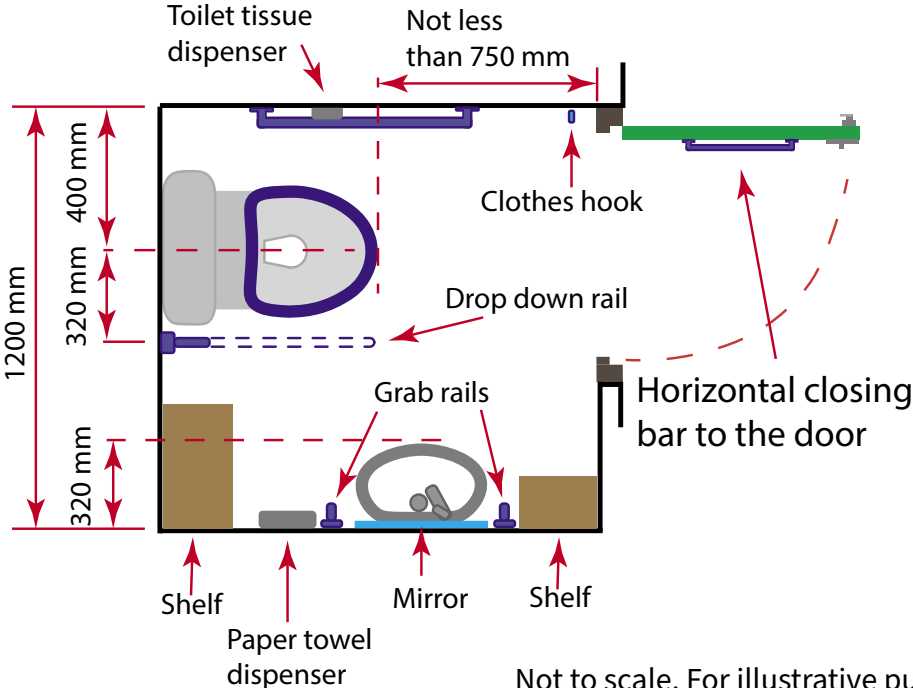
Width
1200 mm between walls, upstands etc
1000 mm between handrails
Where width is more than 2000 mm wide the stairs should be subdivided in to channels of not less than 1000 mm between handrails

Stairs key features



Appendix 5. WC cubicles

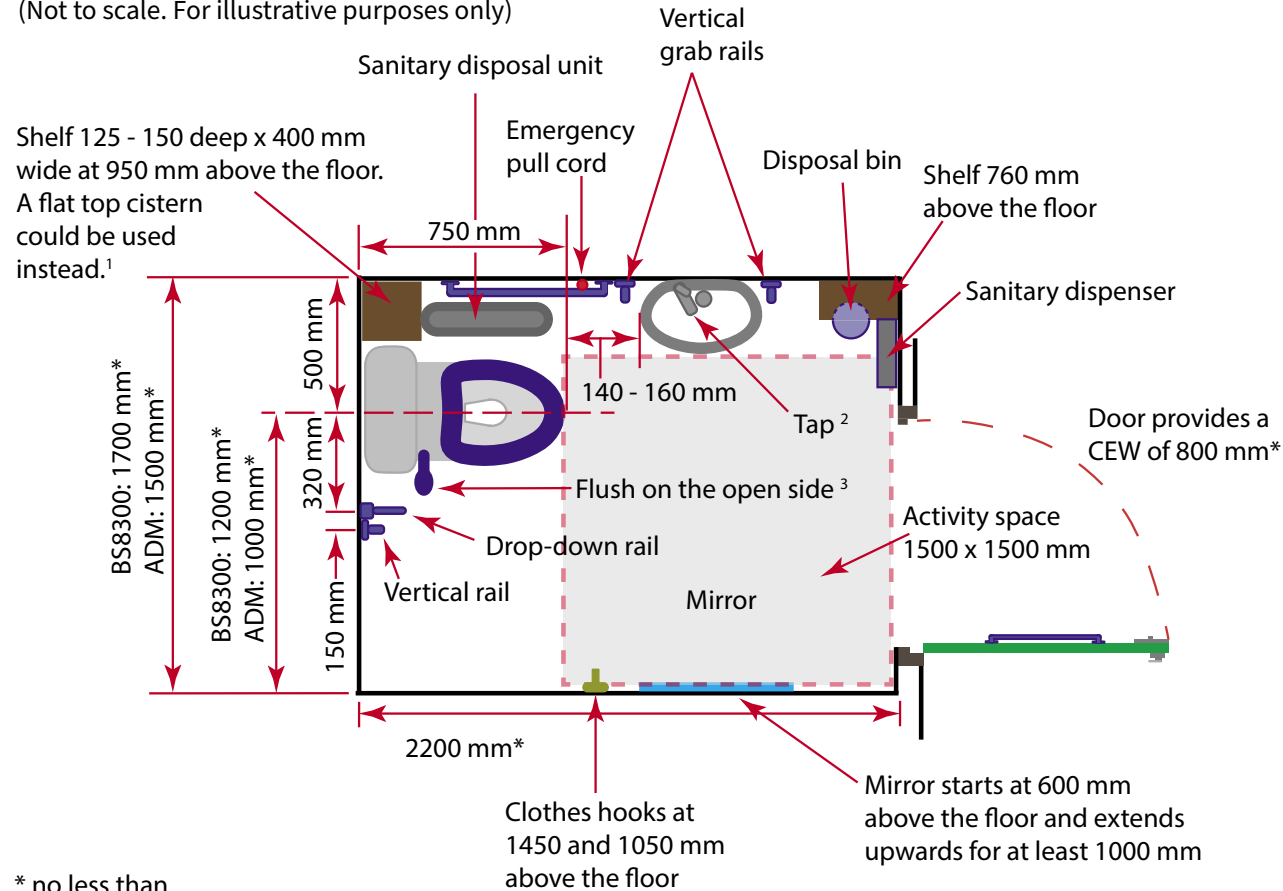
Self contained WC cubicle for people with ambulant mobility impairments



Appendix 6. Accessible WC for Independent Use - Plan

Plan of accessible WC (left transfer)

(Not to scale. For illustrative purposes only)



¹ When a high or low level cistern is used a padded back rest and colostomy shelf (as shown) should be provided. Where a close coupled cistern is used and the lid is flat this could be used instead of the shelf.

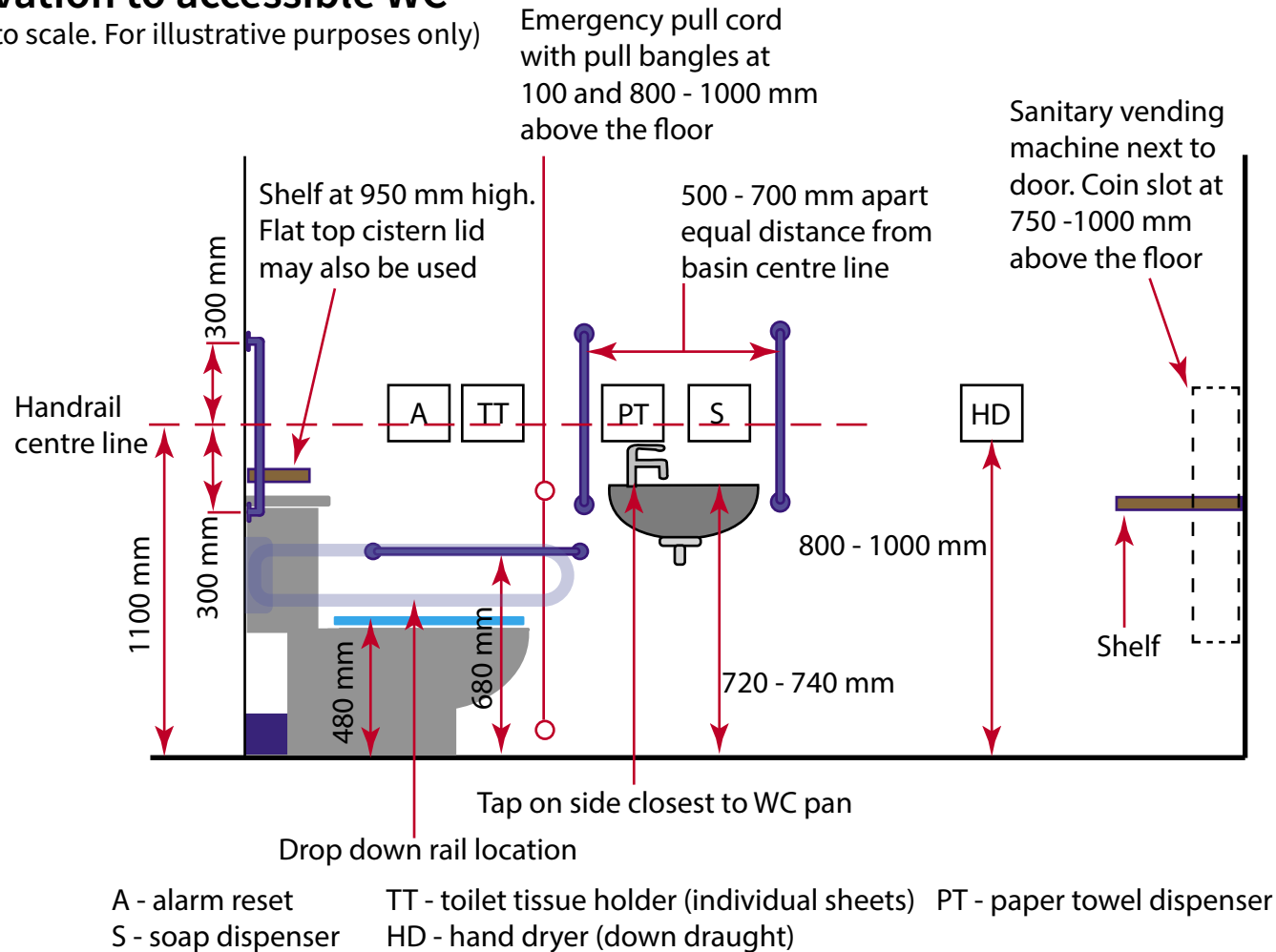
² The tap to the handrinse basin should be placed in the corner closest to the WC pan.

³ If the flush-handle is on the wrong side, many people will be unable to reach or use the handle and the WC will remain unflushed, which is unhygienic and causes embarrassment to users. It is imperative that the cistern flush-handle is positioned on the transfer side of the WC so that it can be reached by a person who has transferred back into their wheelchair. The handle should be spatula-shaped so that it is easier for people with reduced manual dexterity to use.

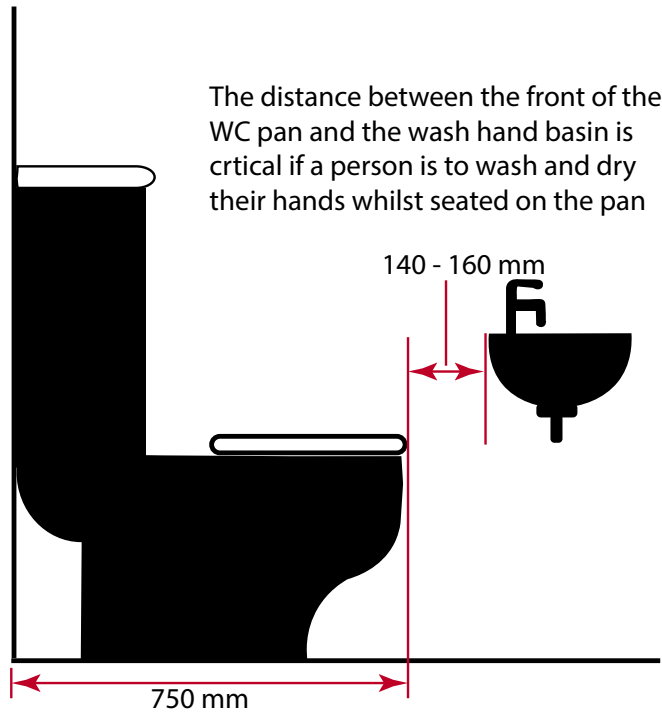
Appendix 7. Accessible WC for Independent Use - elevation

Elevation to accessible WC

(Not to scale. For illustrative purposes only)

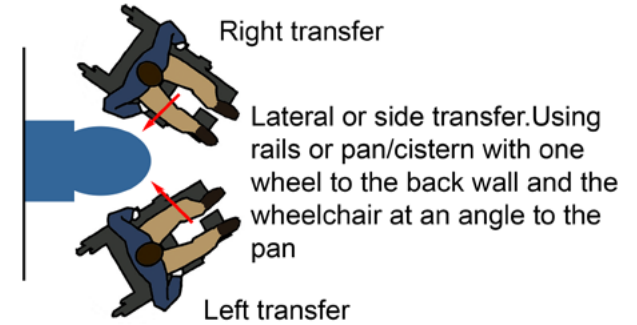
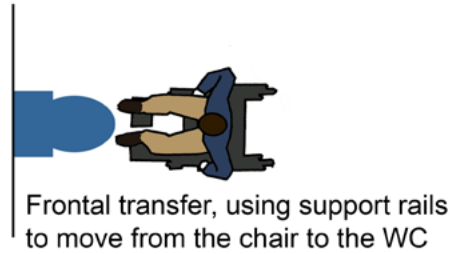


Appendix 8. Accessible WC pan / wash basin and transfers

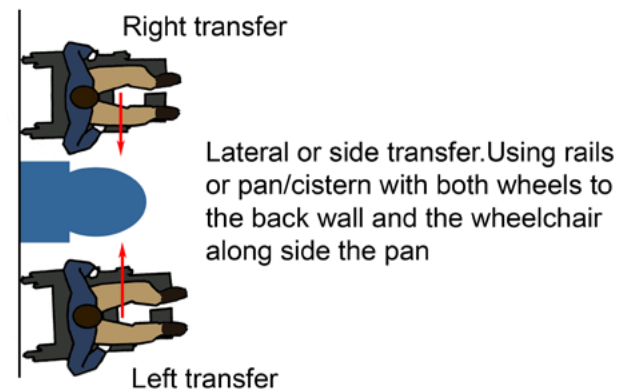
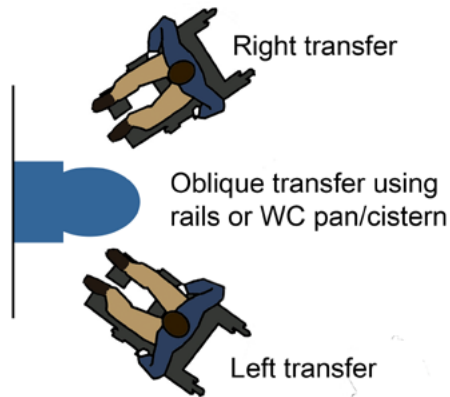


The distance between the front of the WC pan and the wash hand basin is critical if a person is to wash and dry their hands whilst seated on the pan

The distance from the front of the WC pan to the rear wall is critical if a wheelchair user is going to transfer side ways between their chair and the pan and not diagonally

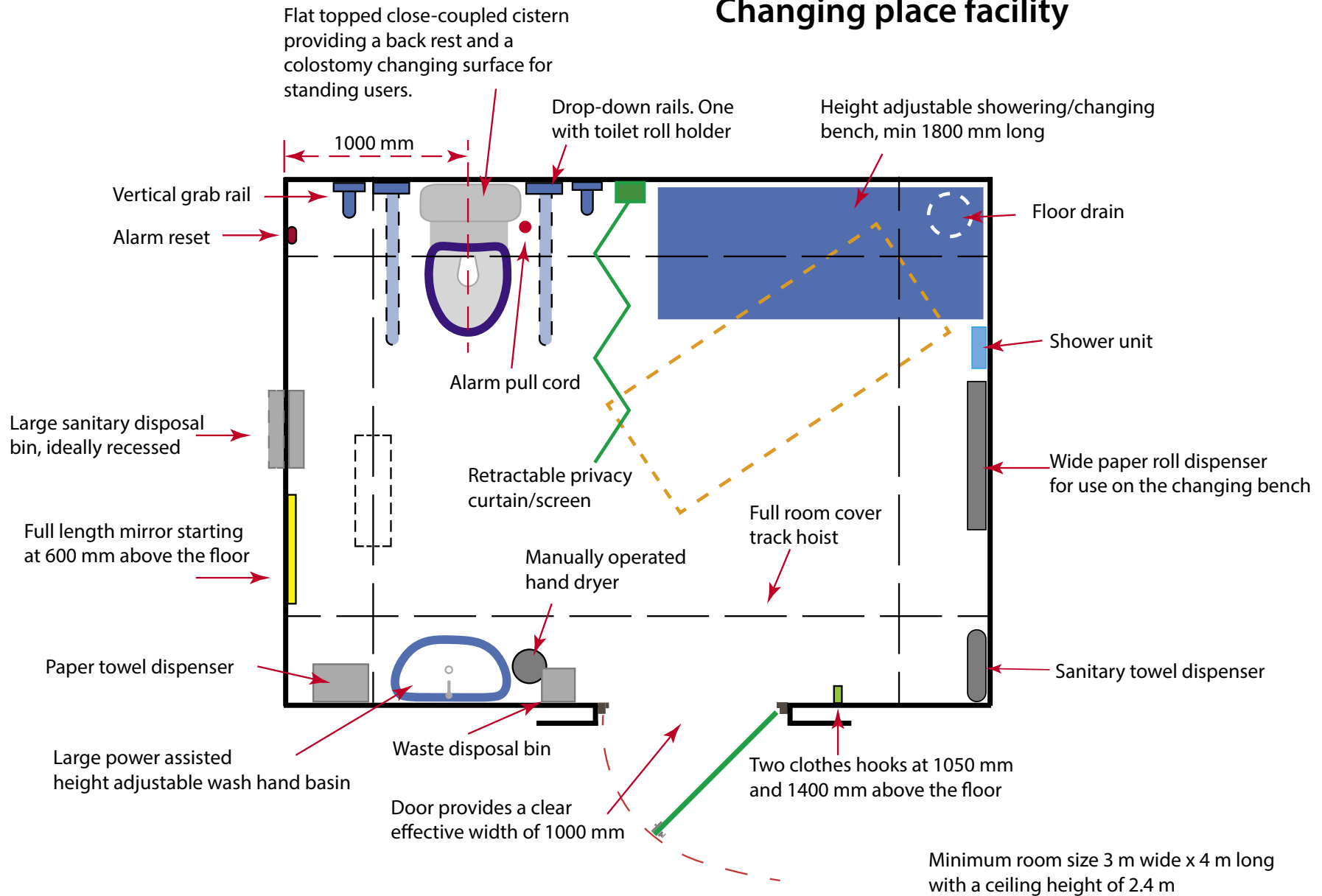


Transfer techniques



Appendix 9. Changing Place

Changing place facility



Appendix 10. Considerations for an alternative venue

The following should be considered when looking at an alternative venue:

- On a public transport route with easy access to the nearest bus stop
- Car parking within easy reach and accessible parking ideally less than 50 m from the accessible entrance
- Public realm routes are safe and accessible
- All enter the building using the same entrance and provides step free access
- Either the meeting room on the ground floor or lift access to the meeting room
- The door in to the room provides at least a CEW of 800 mm
- The room provides suitable width to the circulation space
- The room is fitted with a hearing enhancement system that works
- Consider a venue where an accessible stage can be provided for the Mayor, Council Leader and executive of the council
- Furniture provides a mix of seating styles, with and without arm rests, desks have a floor to underside height of at least 700 mm. Have available a height adjustable table. Furniture provides good tonal contrast against its background. Furniture can be easily moved ie not too heavy
- Refreshments are located in an accessible location
- Meeting rooms are accessible and include hearing enhancement systems
- WCs, accessible WCs and a changing place is provided and meet with current guidance
- Provide a BSL signer or palantypist.
- Lighting provides an illuminance level of 500 lx
- There is good tonal contrast between floor, walls and doors.
- Ensure there is accessible, safe and dignified emergency evacuation procedures

Recommendations by Priority

Reference	Current Finding	Recommendation	Priority
4.1 From Coney Street to the building entrances	4.1.1 The entrance through the archway next to the Mansion House is obvious but there is no signage that this is a public route to the Guildhall. In fact, there's nothing to indicate that the Guildhall exists at this location. There is an A-board advising of The Guildhall Café and its opening times; there is no other signage once this is removed.	Provide signage advising of the Guildhall. This will be subject to listed building consent.	1
4.1 From Coney Street to the building entrances	4.1.6 There is a 'stramp' in the Yard. Stramps blend steps and ramps and can prove hazardous to all users for various reasons, in particular wheelchair users, people using canes or crutches, people who are blind or have low vision, anyone who is distracted. Stramps do not provide the protection of handrails, level landings, appropriate gradients, and visual contrast. For example, a ramp should have handrails to both sides and have stands at least 100 mm each side to prevent people falling off. Steps should have even height risers (height of steps) and treads with a uniform depth. Because there is a gradient passing through the steps, the risers have uneven heights. This can lead to slips and trips. For these reasons, mixing these two features as done here is not recommended.	Provide separate ramp and steps or a platform lift.	1

Reference	Current Finding	Recommendation	Priority
4.1 From Coney Street to the building entrances	4.1.8 Tactile warning: at the top and bottom of steps there should be corduroy hazard warning to advise people, particularly blind and partially sighted people, that there is a sudden change in level. In this instance this has not been provided. Tactile blister paving has been provided at the top and bottom of the flight of steps at the lower end of the ramp. This 'blister' style of tactile warning is for use at street crossing points. Using the incorrect tactile paving can lead to confusion and so this should be removed and replaced with the correct type.	Provide corduroy tactile paving at the top and bottom of the steps.	1
4.1 From Coney Street to the building entrances	4.1.10 Steps: there is a flight of steps with handrails to both sides at the bottom of the ramp. The handrails provide good tonal contrast against the background they are seen against and are at a height that meets with current guidance. However, the steps do not have even height risers, which they should. The bottom step has a height of approximately 110 mm and the remaining four steps have a height of 175 mm. Having uneven height risers can lead to slips and trips.	Provide steps with even height risers.	1
4.1 From Coney Street to the building entrances	4.1.13 There are bollards across the full width of the top of the stramp and at the foot of the steps in front of the Hall entrance. These provide good tonal contrast against the background. Bollards should only be used when absolutely necessary as they are a hazard to blind and partially sighted people. We understand the bollards have been installed to prevent vehicles turning from falling down the steps.	Consider removing the bollards or setting further back away from the step edges.	1

Reference	Current Finding	Recommendation	Priority
4.1 From Coney Street to the building entrances	4.1.14 The bollards are fitted with lights that illuminate the area. However, lighting at this height will be in the eyeline of people moving up the stramp. This can cause glare and impair people's vision, which could add to the tripping risk of the uneven height risers. We have not witnessed the lighting during the hours of darkness so this should be checked. The rule of thumb for lighting is that it should come from above or above head height.	If the bollards are not removed ensure the lighting from them does not cause glare and if it does, provide lighting that comes from above head height or above to illuminate the area and steps.	1
4.2 Riverside Garden	4.5 A staircase leads to an open terrace area on the first floor. No guarding has been provided to the underside of the staircase, which is considered to be a hazard.	Provide guarding to a height of 2500 mm to the underside of the staircase.	1
5.3 Main entrance	5.3.1 This entrance is not obvious and there is no signage advising of its location. This entrance will be used when council meetings are taking place in the Chamber.	Provide signage advising of its location. This is the responsibility of the University of York.	1
6 Guildhall	6.6 A hearing enhancement system has been provided to this space. I'm led to believe it is currently not working and is being repaired. There is no obvious signage advising of the system being present; this is recommended so that people who need to use it know that it is there.	Provide signage advising of the hearing enhancement system.	1

Reference	Current Finding	Recommendation	Priority
14 Lift	14.10 There is an alarm call button but there is no indication of an intercom. An intercom allows people to be reassured that assistance is on the way. This should be accompanied by an inductive coupler with clear signage advising of its presence.	Provide an emergency communication system incorporating an inductive coupler.	1
18 Council meeting rooms	18.3 Ouse Room: the steps do not have any handrails or tonally contrasting nosings.	Provide handrails and nosings to the steps in the room. This will be subject to listed building consent.	1
19 Signage	19.1 There is no wayfinding signage throughout the building. Signage should be provided to key rooms and facilities within the building.	Provide wayfinding signage. This is the responsibility of the University of York and will be subject to listed building consent.	1
17.1 Council chamber - Public gallery	17.1.3 When the door is in the closed position, there is no 300 mm clear space to the leading edge of the door, the door reveal and the step on the inside of the chamber. This makes it difficult for a wheelchair user to reach the door handle and turn it. Options that could be considered are: provide assistance from a member of staff; provide a power door activated by a button.	Provide means of access to the door handle.	1

Reference	Current Finding	Recommendation	Priority
2.1 From the bus stop on Museum Street to the site entrance	2.1.3 The footways have a surface that is a mix of concrete and stone pavers along with brick setts. These do not always provide an even surface. This can lead to slips and trips.	The council should regularly review paving for unevenness and make good as and when required.	M
2.1 From the bus stop on Museum Street to the site entrance	2.1.4 There are numerous light fittings along this route. Their effectiveness should be checked during the hours of darkness and illuminance levels increased as necessary.	Check illuminance levels during the hours of darkness and increase as necessary.	M
2.2 Coney Street to the site entrance	2.4 This has a surface with a mix of concrete pavers and block paving. These do not always provide an even surface. This can lead to slips and trips.	The council should regularly review paving for unevenness and make good as and when required.	M
2.2 Coney Street to the site entrance	2.4.3 There are numerous light fittings along this route. Their effectiveness should be checked during the hours of darkness and illuminance levels increased as necessary.	Check illuminance levels during the hours of darkness and increase as necessary.	M

Reference	Current Finding	Recommendation	Priority
4.1 From Coney Street to the building entrances	4.1.12 The steps with handrails are placed at the lower end of the ramp. With café furniture out the route to them is obstructed and also they are not clearly visible when entering the courtyard.	Provide an unobstructed route to the steps with handrails. The University of York will have to manage this.	M
12 Horizontal circulation ground floor office area	12.2 The doors leading into this area are located in the lobby of the main staircase and are activated by use of a proximity reader. Though the proximity reader is at an acceptable height, access to it is obstructed by recycling bins and a fire extinguisher station.	Provide unobstructed access to the proximity reader.	M

Reference	Current Finding	Recommendation	Priority
17.2 Council chamber - Non-public area	17.2.10 The chamber is obviously a historic environment and discussions would need to take place with the conservation officer and English Heritage as to what adjustments could be made. I am of the opinion that without wholesale changes to the furniture and layout, only minor improvements in physical accessibility could be made. The options to consider are:	<p>"The options to consider are:</p> <ul style="list-style-type: none"> • to provide an accessible route to the semi ellipse of seating and provide seats that can be removed. If this cannot be achieved then an alternative venue should be used when there are council members who cannot access the chamber • for the officials' seating, an alternative venue should be used if any of these officials cannot access the chamber • replace all the seating, including the public gallery, to make it accessible for all • don't use the chamber and use a permanent alternative that is accessible <p>"</p>	M
18 Council meeting rooms	18.2 The Ouse and Wharf Rooms are of a similar size. There are steps down into the Ouse Room. If any member of the group wanting to use a room cannot negotiate steps, they should be given Wharf Room to use.	Manage rooms to suit the occupants.	M

Reference	Current Finding	Recommendation	Priority
20 Emergency egress	20.14 The evacuation of all building occupants is a management responsibility and appropriate risk assessments, including evacuation, must be in place. For specific disabled employees it may be relevant to provide them with a personal emergency egress plan. A separate strategy will be required for visitors and people who cannot transfer from their own wheelchair.	Assess current management strategies, take advice from a suitably competent person if necessary, and upgrade the means of escape provisions to meet, or exceed, current (minimum) standards.	M
18 Council meeting rooms	18.7 Induction loops and hearing enhancement systems can be susceptible to overspill. This is where a person outside of the room can connect their hearing aid to the system in the room and hear the conversation that is going on. Although this is not an accessibility issue it should be checked that none of the systems installed allow this to happen.	Check for overspill from rooms where hearing enhancement systems are installed.	M
20 Emergency egress	20.3 Fire doors are clearly marked. It was observed that some fire doors in circulation routes were wedged open.	Remind all building occupiers that fire doors should not be wedged open.	M
9.4 Combined accessible WC and shower	9.4.4 There is a horizontal pull rail on the back of the door but this is too high. It should be at a height of 680 mm above the floor.	Lower horizontal rail on the back of the door to a height of 680 mm above the floor.	QW

Reference	Current Finding	Recommendation	Priority
9.3 Accessible WCs	9.3.3 Though there are horizontal pull rails on the back of each door, these are too high. They should be at a height of 680 mm above the floor.	Lower horizontal rails on the back of the doors to a height of 680 mm above the floor.	QW
9.4 Combined accessible WC and shower	9.4.7 WC: although it's possible for someone to reach the wash-hand basin they cannot wash and dry their hands as the soap and paper towel dispensers are out of reach. These should be positioned where the mirror can currently be found above the wash-hand basin.	Reposition soap and paper towel dispensers to meet with current guidance.	QW
9.3 Accessible WCs	9.3.6 If someone is able to reach the wash-hand basin, it's unlikely they can wash and dry their hands because the soap and paper towel dispensers are out of reach, see "Appendix 9. Accessible WC for Independent Use - elevation" on page 86. These should be positioned where the mirrors can currently be found above the wash-hand basins.	Reposition soap and paper towel dispensers to meet with current guidance.	QW
9.1 Signage	9.1.1 Are all marked up for unisex use. For some faith groups this can be an issue as only single sex toilets can be used. There should be at least one toilet designated for male use and one for female use.	Provide at least one toilet for male and one toilet for female use. The University of York should action this.	QW

Reference	Current Finding	Recommendation	Priority
9.4 Combined accessible WC and shower	9.4.21 Shower: a shower curtain has not been provided. This should be positioned 1200 mm from the wall with the shower controls are located on.	Provide a shower curtain.	QW
9.4 Combined accessible WC and shower	9.4.22 Shower: there is no shelf within reach of the shower seat or from a wheelchair before or after transferring should be provided.	Provide a shelf to the shower area.	QW
1 Website	1.2 Apart from the address, postcode and information about the nearest car parks, there is no other information about how to get to The Guildhall. For many people, planning a journey begins with using the internet to find out how to get to a site and the accessibility of a site once they are there. As well as car drivers, this could include people who cycle, walk or use a wheelchair. None of this information is provided.	It would be ideal to also provide an access statement. Provide further information on the website about how to access the Guildhall. This applies websites of both to the City of York Council and University of York.	2

Reference	Current Finding	Recommendation	Priority
2.2 Coney Street to the site entrance	2.4.2 Bollards can be found at random points along the route. These provide good tonal contrast against the background they are seen against and incorporate a tonally contrasting band to the top. They are placed towards the kerb edge. It is not readily apparent why these bollards are provided but they can be a hazard in a pedestrian zone where people walk across the full width of Coney St. Bollards should not be used unless absolutely necessary. We suggest these are removed unless there is a compelling reason for them to be retained.	Remove bollards along Coney St unless absolutely necessary.	2
4.1 From Coney Street to the building entrances	4.1.2 A-boards can be a hazard to many people as they are often unexpected within the access route. Another issue is that they are rarely placed in the same location day after day. A-boards should only be used when they can be placed outside of the pedestrian circulation routes.	Give consideration to other signage alternatives that don't obstruct the circulation routes.	2
4.1 From Coney Street to the building entrances	4.1.4 A ramp should have landings to the top and bottom that contrast tonally with the incline. There should also be handrails to both sides of the ramp. This is the route from Coney Street to the approach to the top of the steps.	Investigate the feasibility with the Conservation Officer of providing handrails, if only to one side.	2

Reference	Current Finding	Recommendation	Priority
4.2 Riverside Garden	4.3 There are a number of inclines along the route from the Yard. The steepest of these can be found running alongside the Guildhall. This section of path leads directly to the Main entrance and has a maximum gradient of 1:12. Where gradients are 1:20 or steeper, to a maximum of 1:12, they should be designed to meet guidance for ramps. This includes the provision of handrails and landings that contrast tonally with the inclined surface. Providing level landings that contrast tonally with the incline may not be reasonable at this time.	Provide handrails to the section of path with a gradient of 1:20 or steeper.	2
4.2 Riverside Garden	4.6 There are light fittings along the route from the Main entrance to the garden. The illuminance levels along this route should be checked during the hours of darkness and increased as required.	Check illuminance levels along the route and increase as necessary.	2
4.2 Riverside Garden	4.7 The area around the staircase is illuminated by downlighters placed on the wall at approximately 400 mm high. These should not create pools of light and dark when lit. In some instances, the lighting pattern produced by downlighters can create the illusion of changes in level. Lighting should be even.	Check lighting during the hours of darkness to ensure the route is evenly illuminated.	2

Reference	Current Finding	Recommendation	Priority
4.2 Riverside Garden	4.9 When first entering the garden, there is a flight of three steps. A handrail of a design and at a height that meets with current guidance has been provided to one side. Handrails should be provided to both sides of flights of steps; this allows people to use the steps in either direction, regardless of which side of their body they need to use to support themselves. There is a second flight of steps within the garden that has handrails to both sides and the centre.	Provide a handrail to the opposite side of the steps to the existing handrail.	2
4.2 Riverside Garden	4.11 A ramp has been provided as an alternative access route that avoids the steps. The top section has a typical gradient of 1:21. This means it is seen as a slope rather than a ramp and so handrails and contrasting landings are not required. However, this route turns through 90° and the bottom section has a gradient of approximately 1:12 for 1300 mm. This gradient and length means this section is a ramp, and so handrails and tonally contrasting landings should be provided, which they are not.	Provide handrails to both sides of the bottom section.	2
4.2 Riverside Garden	4.12 The garden slope is lit with downlighters, which have a canopy over them, and an uplighter. Uplighters are not recommended as they can cause glare for people who are looking down as they navigate the slope. Generally, there is little overhead lighting to this area.	Review illumination to this area during the hours of darkness and increase if necessary.	2

Reference	Current Finding	Recommendation	Priority
5.1 Reception/ event space entrance	5.1.1 The entrance is not obvious when first entering the Yard as it is not in clear view. There is also no signage to the entrance advising that this is the reception/event space.	Provide signage advising of the entrance. This will be subject to listed building consent.	2
5.1 Reception/ event space entrance	5.1.3 The lobby has a weather mat with a pattern that combines black and silver bands. This is visually noisy (has random visual stimulus) and so will be an issue to blind and partially sighted people and to some people who are neuro diverse. A weather mat of a single colour and with a similar light reflectance value (LRV) to that of the flooring either side of it should be provided.	Replace weather mat with a design that is visually calm.	2
5.2 Guildhall Entrance	5.2.3 The lobby has a weather mat with a pattern that combines black and silver bands. This is visually noisy (has random visual stimulus) and so will be an issue to blind and partially sighted people and to some people who are neuro diverse. A weather mat of a single colour and with a similar LRV to that of the flooring either side of it should be provided.	Replace weather mat with a design that is visually calm.	2
5.3 Main entrance	5.3.5 The lobby has a weather mat with a pattern that combines black and silver bands. This is visually noisy (has random visual stimulus) and so will be an issue to blind and partially sighted people and to some people who are neuro diverse. A weather mat of a single colour and with a similar LRV to that of the flooring either side of it should be provided.	Replace weather mat with a design that is visually calm.	2

Reference	Current Finding	Recommendation	Priority
6 Guildhall	6.4 From the Workspace business area: there is a single leaf door to the rear of the Guildhall, which provides a CEW that meets with current guidance. The door is fitted with a ring handle that cannot be operated with the use of a clenched fist. Though this is likely to be an original feature, the possibility of replacing it with a handle that can be operated with a clenched fist should be investigated.	Investigate the feasibility of replacing the ring handle with one that can be operated with a clenched fist or provide a management solution of providing assistance as and when required. This will be subject to listed building consent.	2
6 Guildhall	6.5 From the lobby area of the main stairs: original wooden doors lead into the space. These provide ring handles which will be difficult to operate with a clenched fist. Again, it is likely these are original features. However, it should be investigated to see if they could be replaced with handles that can be operated with a clenched fist.	Investigate the feasibility of replacing the ring handles with ones that can be operated with a clenched fist or provide a management solution of providing assistance as and when required. This will be subject to listed building consent.	2
9.3 Accessible WCs	9.3.4 The accessible WC in the events area has a room which measures 1540 mm wide x 2065 mm deep. The accessible WC on floor 1a measures 1450 mm x 2075 mm and 2a measures 1430 mm x 1880 mm . The rooms should measure no less than 1500 mm x 2200 mm. Current guidance now recommends that accessible WCs should have a width of no less than 1700 mm with current Approved Document M of the Building Regulations recommending 1500 mm. Increasing the width will not be easy to achieve and may be unreasonable for 50 - 70 mm. The reduced space in front of the WC pans can make manoeuvring difficult for a wheelchair user.	Investigate the feasibility of extending the room lengths to provide a length of 2200 mm minimum.	2

Reference	Current Finding	Recommendation	Priority
9.4 Combined accessible WC and shower	9.4.8 WC: the tap to the wash-hand basin is operated by a motion sensor. In an accessible WC it is recommended that a single lever mixer tap is installed as this allows people to regulate water flow and temperature.	Insert single lever mixer tap.	2
8 Cafe lounge	8.2 The doors to the space are held in the open position and provide a suitable clear effective width (CEW). The doors are fitted with handles that have a twist action and so cannot be operated with a clenched fist.	Provide door handles that can be operated with the use of a clenched fist.	2
9.3 Accessible WCs	9.3.7 The taps to the wash-hand basins are operated by motion sensor. In accessible WCs, single lever mixer taps are recommended as these allow people to regulate water flow and temperature.	Insert single lever mixer tap.	2
9.4 Combined accessible WC and shower	9.4.15 Shower: the centre line of the drop-down shower seat is approximately 400 mm from the nearest side wall; this should be 500 mm.	Reposition shower seat so the centre line is 500 mm from the nearest side wall.	2

Reference	Current Finding	Recommendation	Priority
9.4 Combined accessible WC and shower	9.4.18 Shower: the rod for the shower head has a range of 1045 mm – 1980 mm above the floor. The adjustable shower head should go no higher than 1400 mm above the floor; this is to allow people to use the shower without getting their face or hair wet. Any higher than 1400 mm can be out of reach from a seated position. There is also a fixed shower head.	Restrict height of adjustable shower head.	2
9.2 Self- contained WCs	9.2.1 Throughout the building where WC cubicles are provided there is one that is suitable for ambulant disabled people with the exception to the office area on the ground floor where there is no such cubicle. Cubicles suitable for ambulant disabled people require an outward opening door, support rails and a width of at least 1200 mm, see “Appendix 5. WC cubicles” on page 84.	Provide a cubicle suitable for ambulant disabled people to the ground floor office area.	2

Reference	Current Finding	Recommendation	Priority
11 Main staircase	<p>11.3 The stairs have a solid balustrade to the right side when climbing. Though people using the stairs could use the balustrade for support, it cannot be considered a handrail because it's too large for a hand to wrap around it. A handrail has been provided on the wall side at a height that meets with guidance and provides good tonal contrast with its background. This handrail is only provided on the main parts of the stairs and not where there are single steps to intermediate landings. Handrails should extend across all landings so a person does not have to let go when using the stairs. Providing a handrail to pass in front of the window at the intermediate landing may not be feasible. At the start and end of the flights the handrail should extend horizontally for a minimum of 300 mm; this is to allow people to take support from the handrail while still on level ground and indicates to blind and partially sighted people where the stairs start and finish.</p>	<p>Provide a handrail which extends horizontally beyond the first and last steps by a minimum of 300 mm. This will be subject to listed building consent.</p>	2
11 Main staircase	<p>11.6 There is no floor level signage to advise people of the level they have reached. Floor level signage helps people orientate themselves within the building and, for emergency evacuation, understand how much further they have to travel to reach the building exit level.</p>	<p>Provide floor level signage.</p>	2

Reference	Current Finding	Recommendation	Priority
13 Kitchens	13.2 The worktops have a typical height of 900 mm above the floor. There is no knee space below any of the worktops, which is problematic for people of short stature or using wheelchairs. This can be alleviated by providing: fixed-height low sections; height adjustable sections; worktops at a height of 850 mm above the floor, which are deemed suitable for both standing and seated users.	Provide sections of worktop suitable for standing and seated users with knee space below.	2
13 Kitchens	13.4 Multi-function taps have been provided. These deliver hot and cold water, boiling water and chilled water. The hot and cold mixers can be operated with a clenched fist, as can the buttons for chilled water. However, delivery of boiling water requires two controls to be pressed at the same time. Manufacturers do provide an easy access button, which should be considered.	Consider the provision of easy access control buttons.	2
14 Lift	14.4 There is no floor level signage opposite the lift doors. To help people clearly identify what floor level they have arrived at there should be signage on the wall opposite the lift doors or on the reveal of the lift doors that can be clearly seen from within the lift car.	Provide clear floor level signage to the landings that can be seen from within the lift car.	2
14 Lift	14.6 Though the lift car provides an audible tone on arrival at a floor, there is no audible information about the floor level reached.	Provide audible announcement of the floor level reached.	2

Reference	Current Finding	Recommendation	Priority
15 Stairs 2 and 5	15.3 Providing a second handrail is recommended but advice should be sought from building control as this will reduce the stair width and may impede emergency evacuation.	Provide a second handrail only after consultation with building control and the conservation officer.	2
15 Stairs 2 and 5	15.5 Nosings: these have been provided to Stair 5 but not Stair 2. The nosings to Stair 5 meet with guidance as they can also be seen on the risers. Stair 2 is wooden and providing nosings may be an issue for conservation reasons, but this should be checked.	Provide tonally contrasting nosings to Stair 2 after consulting with the conservation officer.	2
15 Stairs 2 and 5	15.8 There is no floor level signage to advise people of the level they have reached. Floor level signage helps orientate people within the building and, for emergency evacuation, understand how much further they have to travel to reach the building exit level.	Provide floor level signage.	2
17.1 Council chamber - Public gallery	17.1.1 The door to the public gallery is clearly signed and obvious. The door provides the recommended clear effective width (CEW) but requires more than the maximum recommended opening force of 30 N. The recommended force required to open a door is 30 N from 0° closed to 30° and then 22.5 N from 30° to 60°. As a rule of thumb, if the door can be pulled open easily with a little finger it will probably be acceptable.	Reduce the door opening force to a maximum of 30 N.	2

Reference	Current Finding	Recommendation	Priority
17.1 Council chamber - Public gallery	17.1.2 The door is fitted with a round twist handle that cannot be operated with the use of a clenched fist. People with poor manual dexterity will find this difficult to operate. The door handle also provides poor tonal contrast against the door, making it difficult for some people to identify.	Provide a door handle that can be easily operated with the use of a clenched fist and one that provides good tonal contrast against the face of the door.	2
17.1 Council chamber - Public gallery	17.1.7 Access to the seating is up two steps. There is a contrasting nosing to the tread but no handrail to the steps.	Provide handrails. This will be subject to listed building consent.	2
17.1 Council chamber - Public gallery	17.1.8 The seating area provides bench seating with a back rest and some metal arm rests but only to one side. If a person needs to use arm rests to each side the present design does not provide this. The metal arm rests are narrow/thin. A mix of seating styles with and without arm rests is recommended.	Provide some seating with arm rests to each side of a seat. This will be subject to listed building consent.	2
17.1 Council chamber - Public gallery	17.1.10 Lighting to the Chamber as a whole should be increased to provide a maintained illuminance level of 500 lx.	Provide illuminance level of 500 lx	2

Reference	Current Finding	Recommendation	Priority
17.2 Council chamber - Non-public area	17.2.4 The doors are fitted with a round twist handle. This cannot be operated with the use of a clenched fist and so will be difficult to operate for people with poor manual dexterity. The door handle also provides poor tonal contrast against the door, making it difficult for some people to identify.	Provide a door handles that can be operated easily with the use of a clenched fist and one that provides good tonal contrast against the face of the door.	2
18 Council meeting rooms	18.4 The doors to the meeting rooms have round twist knobs; these are not recommended as they cannot be operated with the use of a clenched fist.	Provide door handles that can be operated with a clenched fist. This will be subject to listed building consent.	2
18 Council meeting rooms	18.6 The rooms are fitted with a hearing enhancement system but there is no signage advising of its presence.	Provide signage advising of hearing enhancement systems.	2
19 Signage	19.2 Room names are located on the doors, this is likely to be historical. It is recommended that room identification signage is placed on the wall to the latch side of the door in the height range 1400 -1700 mm above the floor. This allows the sign to be visible when the door is open. Braille should be included with the sign.	Consider adding additional room name signs to the wall on the latch side of the door.	2

Reference	Current Finding	Recommendation	Priority
4.1 From Coney Street to the building entrances	4.1.11 Steps: these have a tonally contrasting band to the tread that is set back from the nosing. The steps should have nosings that are apparent. This means there should be a tonally contrasting band that is 55 mm wide to both the tread and riser.	Provide nosings that contrast tonally with the tread and riser and have a depth of 55 mm.	3
4.2 Riverside Garden	4.4 There are a number of dark-coloured flush drainage channels along this route. There is a strong tonal contrast between the channels and the paving to either side, which to some people can create the illusion of a step edge or a change in level. As such, bands of strong tonal contrast in flooring can be an issue and should be avoided.	Investigate the feasibility of providing flush drainage channels that do not provide strong tonal contrast.	3
4.2 Riverside Garden	4.10 Steps: these have a tonally contrasting band to the tread that is set back from the nosing. The steps should have nosings that are apparent. This means there should be a tonally contrasting band that is 55 mm wide to both the tread and riser.	Provide nosings that contrast tonally with the treads and risers and have a depth of 55 mm.	3
5.1 Reception/event space entrance	5.1.4 The external and lobby doors have a large area of glass. Manifestation of one colour has been provided. Manifestation should be clearly visible when entering or exiting the building. The use of a single colour here generally does allow the glass to be observed but guidance recommends that two tonally contrasting colours are used, so if one colour is lost against the background the other should still be visible.	Provide manifestation of two tonally contrasting colours.	3

Reference	Current Finding	Recommendation	Priority
5.2 Guildhall Entrance	5.2.4 The lobby doors have a large area of glass, with the exception of metal bands at the very top and very bottom. Manifestation of round dots in one colour has been provided at two heights. Though this generally allows the glass to be observed, guidance recommends that two tonally contrasting colours should be used, so if one colour is lost against the background the other should still be visible.	Provide manifestation of two tonally contrasting colours.	3
5.3 Main entrance	5.3.4 The door and side panel have a large area of glazing with manifestation. The name and logo of 'Barclays' is applied across the fixed side panel in blue text and single-coloured dots serve as manifestation on the sliding door. It is recommended that manifestation of two tonally contrasting colours is provided.	Provide manifestation of two tonally contrasting colours.	3
5.3 Main entrance	5.3.8 The door and side panel have large areas of glass which has manifestation of round dots at two heights. It is recommended that manifestation of two tonally contrasting colours is provided.	Provide manifestation of two tonally contrasting colours.	3
9.2 Self-contained WCs	9.2.5 The WC pans are fitted with white seats and lids, which can make it difficult to identify if the seat is up or down. It is recommended that the seats contrast tonally against the WC pans and lids.	Provide tonally contrasting seats.	3

Reference	Current Finding	Recommendation	Priority
6 Guildhall	6.8 The steps provide even height risers and treads with a uniform depth. The treads are approximately 20 mm less than the recommended minimum depth of 280 mm. It is not seen as reasonable to alter this. A handrail in the recommended height range has been provided to both sides. Tonally contrasting nosings have not been provided that meet with current guidance, as there are only markings to the treads and not on the risers. Nosings should contrast to both the tread and the riser and measure 55 mm on both.	Provide contrasting nosings to meet with current guidance.	3
9.3 Accessible WCs	9.3.5 It is essential that people can reach the wash-hand basin from the WC pan so they can wash and dry their hands before getting dressed or transferring back to their wheelchair. The recommended distance between the front of the pan and the wash-hand basin is 140 mm – 160 mm. The distance for the events accessible WC is 75 mm, for the upper-level WC, it is 190 mm – 220 mm, see “Appendix 10. Accessible WC pan / wash basin and transfers” on page 87	When the opportunity arises, reposition the wash-hand basin so it is 140 mm – 160 mm from the front of the WC pan.	3
9.3 Accessible WCs	9.3.14 Events space: a mirror has been provided on the wall directly opposite the WC pan. Although this meets with guidance regarding its height range, the position is far from ideal. Few people like to see themselves sat on the toilet and some, those with dementia for example, could find it confusing and distressing because they don’t recognise the reflection as themselves.	Reposition mirror to the side wall.	3

Reference	Current Finding	Recommendation	Priority
11 Main staircase	11.5 There is poor tonal contrast between the stairs, balustrade and walls. Though the nosings help identify where the balustrade and walls are located, there are no identifiable features at the landings. Blind and partially sighted people use tonal contrast to assess how big a space is. There should be 30 points light reflectance value (LRV) difference between the stairs and the balustrade/wall.	Converting a photograph to black-and-white gives an indication as to the level of tonal contrast. Improve tonal contrast between stairs and balustrade/wall.	3
12 Horizontal circulation ground floor office area	12.3 The doors by the reception desk to the corridor are powered and open into the stair lobby covering the proximity reader used to open them. This means that a person using the proximity reader might be caught by the door swing as the doors open. Moving the proximity reader further away from the doors would resolve this issue.	Reposition proximity reader outside of the door swing.	3
12 Horizontal circulation ground floor office area	12.4 All the doors in the circulation route are fully glazed with manifestation of round dots of one colour at two heights. Manifestation should be clearly visible when approaching the door from either direction. Guidance recommends that two tonally contrasting colours should be used, so if one colour is lost the other should still be visible.	Provide manifestation of two tonally contrasting colours.	3
15 Stairs 2 and 5	15.4 The existing handrails are at a suitable height above the line of pitch. They do not extend beyond the top and bottom steps horizontally. Altering the handrail to Stair 2 to extend is not practicable but this could be done for Stair 5.	Stair 5: provide a handrail that extends horizontally beyond the top and bottom steps for a minimum of 300 mm.	3

Reference	Current Finding	Recommendation	Priority
16 Horizontal circulation: first floor and second floor	16.3 The doors are fully glazed with manifestation of round dots of one colour at two heights. Manifestation should be clearly visible when approaching the door from either direction. Guidance recommends that the use of two tonally contrasting colours should be provided, so if one colour is lost the other should still be visible.	Provide manifestation of two tonally contrasting colours.	3
2.2 Coney Street to the site entrance	2.4.1 A dished gully runs along one side of Coney St. These are problematic for a number of user groups, not least wheelchair users, mobility impaired and blind and partially sighted people. Gullies are difficult to travel across in a wheelchair, and can trap wheels if someone is moving parallel to them. For others, the gully is a tripping hazard. Dished gullies should not be used. When the public realm is upgraded the dished gullies should be replaced with a drainage system that has a flush surface.	Replace dished gully with a flush surface drainage system.	P
4.1 From Coney Street to the building entrances	4.1.9 Ramp: tactile blister paving has been provided at the top of the ramp. Tactile warning is not required at the top and bottom of ramps. However, tonal contrast is recommended. As this is a new feature it would have been feasible to use stone that contrasts tonally with the top and bottom of the ramp to meet with this design feature.	Remove tactile blister paving at the top of the ramp and provide tonal contrast to the top and bottom landings.	P

Reference	Current Finding	Recommendation	Priority
10 Adult Changing Place	10.1 There is no adult changing place facility within the building. These require a room measuring no less than 3 m x 4 m with a ceiling height of 2.4 m. These are not a replacement for a corner accessible WC but an additional facility for people with complex needs who require extra space, an adult changing bed and the use of a hoist. The building housing the council meeting room would be an ideal location for such a facility. The Guildhall does not provide one. York Library Learning Centre on Museum St is the nearest registered facility. However it closes 8 pm Monday to Thursday, 6 pm Friday, 5 pm Saturday and 4 pm Sunday which may not fit in with the use of the building and is certainly not offering an equitable service.	Investigate the feasibility of adding an adult changing place.	P
13 Kitchens	13.5 The taps are placed at the back of the worktops. The reach distance would be reduced and access improved if the taps were on the side of the worktops.	Consider repositioning tap to the side of the sinks.	P

Reference	Current Finding	Recommendation	Priority
17.1 Council chamber - Public gallery	17.1.5 The recommended space for a wheelchair user is 900 mm wide x 1400 mm deep. In addition to this, there should be a manoeuvring space behind the wheelchair space of at least 900 mm but preferably 1200 mm. The minimum size for one wheelchair user will be 900 mm wide x 2300 mm (1400 mm + 900 mm) deep but preferably 2600 mm (1400 mm + 1200 mm) deep. Approved Document M recommends that there should be 1% of the total seating capacity that provides wheelchair spaces. It should then be possible to make up to a total of six spaces with removable seating. The total seating capacity of the public area of the chamber is not known. Increasing the area for wheelchair users may be feasible but of course will be subject to further investigation. Some of the fixed raised seating area in the front row could be replaced by removable seating.	Consider removing part of the raised area and replacing with removable seating.	P

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