



Access Handbook



**Charing Cross Campus
Reynolds, Lab Block and Glenister Hall
St Dunstan's Road
London
W6 8RP**

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1. Introduction

1.1 Purpose of Access Handbook

This Access Handbook has been designed as an internal document for the use of management, maintenance personnel, new staff and students; and which all staff should be aware of. The purpose of the access handbook is to provide a simple way of listing and explaining the features and facilities at Charing Cross Campus in order to ensure access for everyone.

Management and maintenance personnel can use this handbook to ensure that a high standard of accessibility is maintained throughout day-to-day running of the building. For all new staff, the access handbook can be a useful document to familiarise them with the building and the structures of their organisation. This handbook is not an exhaustive guide.

This Access Handbook highlights:

- Background information on access;
- How to get to the Charing Cross Campus using various modes of transport;
- Guidelines for accessible signage;
- Management responsibilities;
- Means of escape.

1.2 Barriers faced by disabled people

Everyone requires equal consideration from those who commission, design, construct or manage buildings and the external environment, for example:

- Someone who is short of breath or has a broken ankle will find stairs difficult or impossible;
- A smooth circular doorknob will be very difficult to use if a person has poor grip;
- Street furniture or bollards that are poorly sited and/or do not contrast with the background, are a hazard for people with poor vision;
- Even a single step can deny entry to a person using a wheelchair.

1.3 Access and the legislative context: Part M of the Building Regulations

Accessibility of the built environment for disabled people is mainly controlled by Part M of the Building Regulations (2010) - updated in 2015 - entitled "Access to and use of buildings". The underlying philosophy of Part M is to ensure that as far as is reasonable and practicable, buildings should be usable by disabled people. The main changes in 2015 is that Approved Document M has been split into two parts:

- Volume 1 – Dwellings
- Volume 2 – Buildings other than dwellings

Part M Volume 1 deals solely with dwellings. Part M Volume 2 deals with Buildings other than dwellings. Volume 2 has three sections – M1 Access and use of buildings other than dwellings, M2 Access to extensions to buildings other than dwellings and M3 Sanitary conveniences in extensions to buildings other than dwellings.

The Equality Act 2010 imposed duties on service providers (such as schools, public bodies etc) in relation to access for people with disabilities. Part M is written to ensure that the design of a building does not create physical barriers to a building's inclusive use over its lifetime. This 2015 edition of Approved Document M: Access to and use of buildings - Volume 2: Buildings other than dwellings' incorporates previous amendments but there have been no technical changes.

2 Charing Cross Campus

Charing Cross Campus is one of our medical teaching and research campuses. Based around Charing Cross Hospital, facilities on site for Imperial students and staff include a campus library, cafe and fitness gym

The Reynolds Building (originally built for Charing Cross and Westminster Medical School), lies adjacent to the hospital within the campus and is used extensively by Imperial College School of Medicine. It consists of a lecture theatre (Brian Drewe Lecture Theatre), the Campbell-Adamson library and various seminar and teaching rooms. In addition to this it houses the Reynolds Bar, a centre for the various functions that the Students' Union holds. It also contains a music room and gym.

Glenister Hall in Margravine Road, to the rear of Reynolds, has three seminar rooms with moveable walls and a lecture theatre.

The Lab Block at Charing Cross Hospital houses teaching rooms, labs, offices and research spaces over several floors occupied by ICL. There is a tiered lecture theatre on the 10th floor and the two lecture theatres on 8th and 9th have recently been completely redesigned as innovative 'teaching rooms' to deliver flexible teaching spaces.

3 Getting to Charing Cross Campus

3.1 Buses

The following bus routes pass close to Charing Cross Campus.

295	Clapham Junction
190	West Brompton
211	Waterloo
220	Wandsworth



All London Buses are accessible to all disabled persons and assistance dogs. The only restriction is for travellers using a very large electric wheelchair or large mobility scooter.

3.2 Tubes

The nearest tube stations are Barons Court and Hammersmith.

Hammersmith underground has two stations, served by **four** lines:

Circle, District, Piccadilly and Hammersmith & City Lines. Barons Court is on the Piccadilly Line.

Preceding station	London Underground	Following station
Terminus	Circle line	Goldhawk Road towards Edgware Road (via Aldgate)
	Hammersmith & City line	Goldhawk Road towards Barking

Preceding station	London Underground	Following station
Ravenscourt Park towards Richmond or Ealing Broadway	District line	Barons Court towards Upminster or High Street Kensington
Turnham Green Early morning, late evening and Friday and Saturday Nights service only towards Uxbridge or Heathrow Airport (Terminal 4 or Terminal 5)	Piccadilly line	Barons Court towards Cockfosters
Acton Town towards Uxbridge or Heathrow Airport (Terminal 4 or Terminal 5)		

Please press control and click on the below link to access the step free London Underground Guide.

<http://content.tfl.gov.uk/step-free-tube-guide-map.pdf>












Assistance dogs are permitted to travel on the tube network free of charge, but they must have a certificate to prove that they have been trained in using moving escalators. The Guide Dogs for the Blind Association has developed training in association with TfL. For further information on how to access this training, please contact The Guide Dogs London Mobility Team – Telephone 0345 143 0213 or e mail london@guidedogs.org.uk

However, if the assistance dog has not been trained in using moving escalators, then stairs and elevators can be used to access the tube network. TfL members of staff will also assist.

3.3 Overground – Shepherds Bush

Shepherds Bush provides services to and from Clapham Junction and East Croydon in the South and up to Milton Keynes to the North of London and Stratford in East London. Rail services at the station are provided by Southern and London Overground.

Accessibility Information

Drop off point	 No
Accessible car parking	 No
Step free access	 Yes
Ticket gates	 Yes
Help point	 Yes
Accessible toilets	 No
Baby Changing facilities	 No
Left Luggage	 No
Ticket Office Opening hours	Monday to Friday: 07:25 - 20:30 Saturday: 08:25 - 15:00 Sunday: 09:15 - 16:30
Induction loop available	 Yes
Height adjusted ticket office counter available	Height adjusted ticket office counter is available at this stations
Ramp for train access availability	 Yes
Wheelchairs available	 No

Kensington Olympia (Combined tube and Overground Station) is approximately a 22 minute walk from the hospital. The Overground is on the same line as Shepherd’s Bush.

Assistance dogs are permitted to travel on the overground and the DLR free of charge.

3.4 Taxis

All London Black cabs can accommodate wheelchair passengers without wheelchair users having to leave their wheelchair.

The nearest taxis are at Hammersmith underground station. However, you can book a taxi from the information point within Charing Cross Hospital – Inside main entrance opposite reception desk, or by asking Reynolds Security to call you a taxi to pick you up at Reynolds Building. If you call from the hospital Information point, then the pick-up point will be outside the hospital main entrance in Fulham Palace Road, not from Reynolds building.

Drivers of London Black Cabs and private hire drivers cannot refuse to take an assistance dog. Please click on the link below which gives more information on your rights if travelling in a taxis with an assistance dog.

<http://content.tfl.gov.uk/assistance-dogs-know-your-rights.pdf>

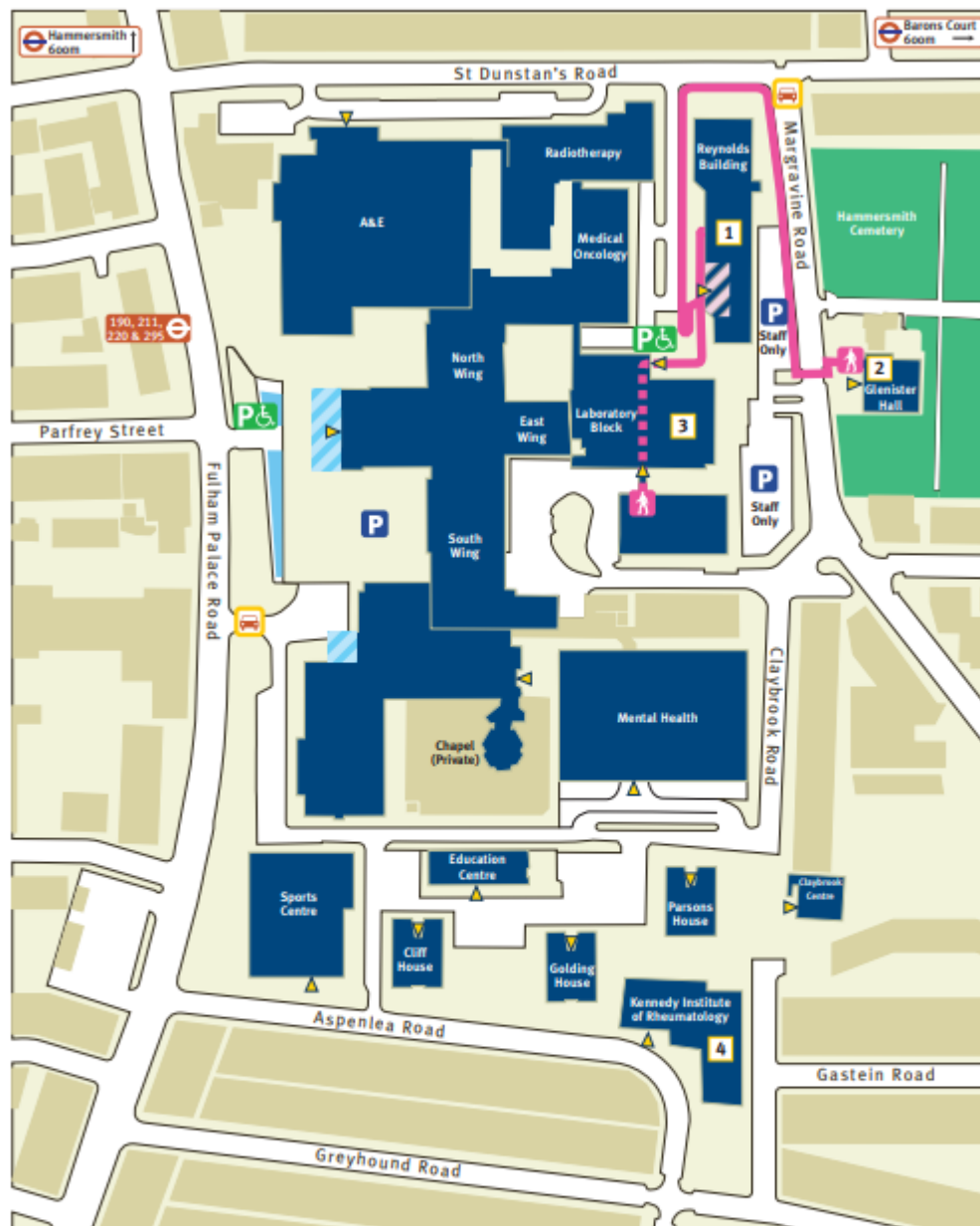
3.5 Parking

There is no parking on site for Staff or Visitors at Reynolds Building. There are limited spaces for contractors. Requests for contractor parking are to be made via e mail to the Reynolds Security cxsec.frontdesk@imperial.ac.uk . Dedicated disabled parking is available outside Reynolds Building, facing the Lab Block – Security Staff will also book this and show you the designated space/s.

Students should contact the College's Disability Advisory Service who will assist and advise them - <http://www.imperial.ac.uk/disability-advisory-service/>

Members of staff can receive advice from the College Equality, Diversity and Inclusion Centre - <http://www.imperial.ac.uk/equality/support-for-staff/>

3.6 Map of Campus and Surrounding Area



College main entrance
 Hospital main entrances

Underground station
 Bus stops
 Vehicle entrance
 Parking

Building entrances
 Disabled car park

50 metres

- | | |
|---|------------------------|
| 1 | Reynolds Building |
| 2 | Glenister Lecture Hall |
| 3 | Laboratory Block |

<https://www.accessible.co.uk/organisations/imperial-college-london>

4 Facilities at Charing Cross Campus

4.1 Lifts in Reynolds and Glenister Buildings

The Reynolds building is served by 2 passenger lifts.

- Main Reception – serving floors basement to 3

There are no lifts in the Glenister Building, but disabled users can access the Lecture Theatre step-free via the ground floor.

4.2 Lifts in Lab Block

The Lab Block is served by 3 passenger lifts.

- Lifts 18, 19 and 20 Lab Block Lift Lobby – all 3 serve ground to Level 14

There are also 2 goods lifts, but these are located within the hospital itself. These lifts are for contractors to carry goods. For further information and access to these goods lifts, contact Building Managers

<https://www.imperial.ac.uk/estates-facilities/about-us/our-teams/buildings-managers/>

4.6 Step Free Access to Charing Cross Campus

To the right of the steps going up to Reynolds Building, there is a ramp. This ramp will take you up to the entrance to Reynolds Building. Also use this ramp to access the Lab Block, just turn right at the top, then proceed to the main rear hospital automatic doors, then turn left to go to the Lab Block Lift Lobby.

Glenister building has step free access and, if need be, building users can be dropped by car to the Glenister Building, alighting in the street (Margravine Road) or, by prior arrangement, directly into the Glenister car park.

There is also step free access to Reynolds and Lab Block from the Charing Cross Hospital Main Entrance on Fulham Palace Road. Enter the hospital main entrance, walk straight ahead to the left of the main reception desk, pass the lift bank on your right, go straight down the corridor immediately ahead of you to the end, turn left at the stained glass window and then turn immediately right and follow the corridor to

the main back doors to Charing Cross Hospital. Reynolds is slightly to the left and Lab Block is to your right.

4.4 Accessible Toilets, Gender Neutral Showers

There are accessible toilets at various locations in Reynolds and Glenister. All these toilets are unisex. All assisted toilets have alarms which go back to Security Lodge from where Security staff will send assistance.

- Glenister Ground Floor – facing toilet, transfer is right hand
- Reynolds Ground Floor – facing toilet, transfer is left hand
- Reynolds 2nd Floor – facing toilet, transfer is left hand

There are some accessible toilets in the Lab Block but these have not been surveyed as they come under the control of the NHS Trust.

There are no gender neutral showers at Reynolds or Glenister.

4.5 Hearing/Induction Loops

- Reynolds Building - Brian Drewe Lecture Theatre has a hearing loop installed
- Reynolds Building – Library Reception 2nd Floor has a hearing loop installed
- Glenister Seminar Rooms – G1, G2 and G3 have hearing loops installed
- Lab Block Teaching Rooms 8th and 9th (8L76 and 9L76) both have hearing loops installed
- Lab Block Lecture Theatre 10th (10L76) has a hearing loop installed

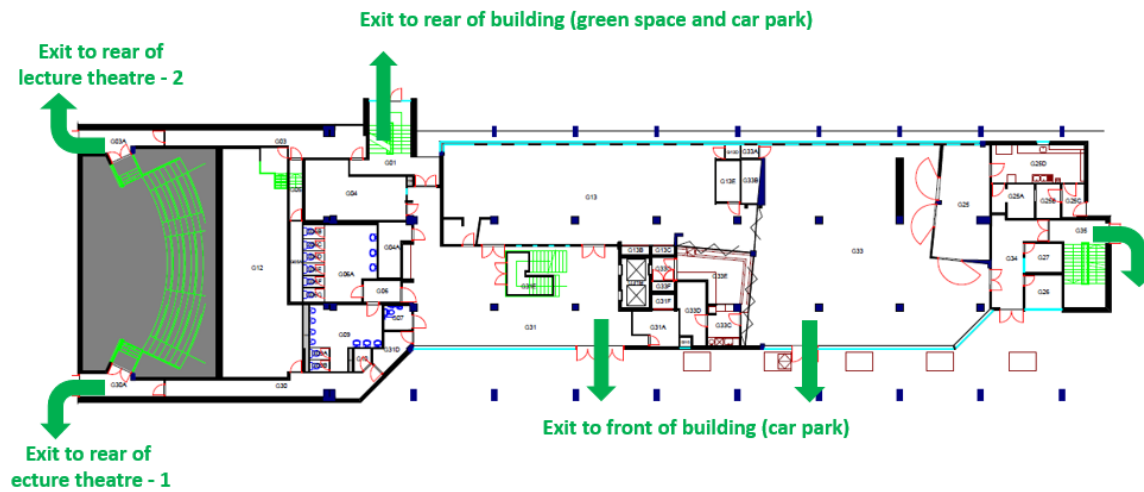
5 Fire Evacuation Procedures

Reynolds and Glenister buildings have a single stage alarm. On hearing the continuous ringing of bells you should evacuate the building by the nearest fire escape and make your way to the external assembly points identified on the local 'Fire Action' notices. Maps of ground floor exit routes and fire assembly points are shown on page 12 of this handbook.

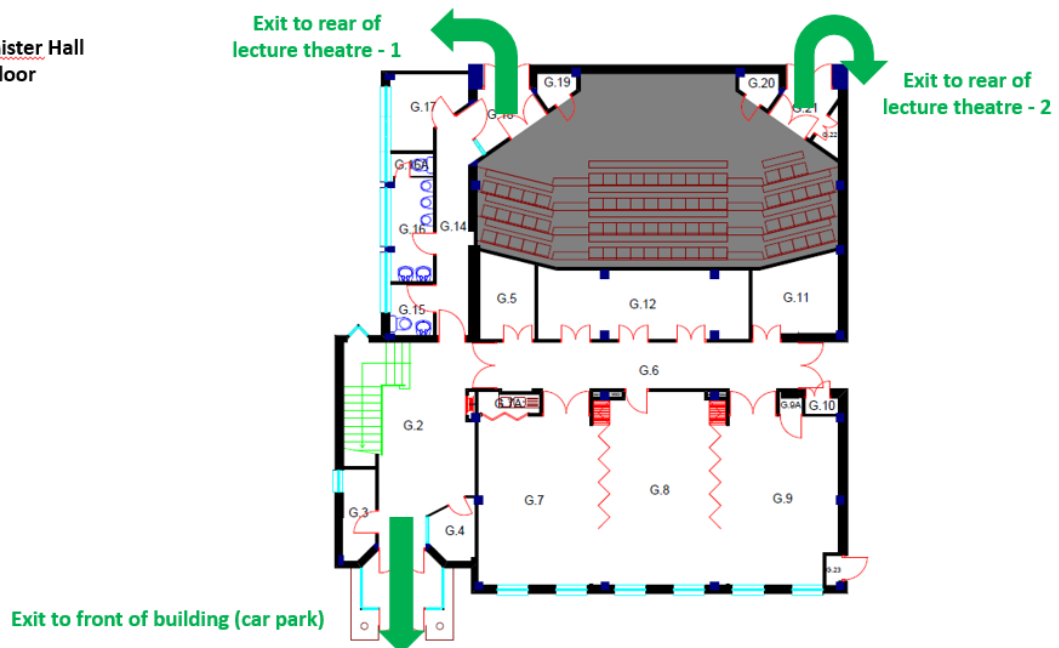
If you discover a fire, break the nearest fire alarm call point to sound the alarm, then leave the building as described above and proceed to the designated Assembly Point. Do not re-enter the building until told it is safe to do so by either Security Staff or the Fire Brigade.

People who are unable to exit the building without assistance will need to be issued with a Personal Emergency Evacuation Plan (PEEP) (see Section 5.1 below).

CX – Reynolds Building Ground floor



CX – Glenister Hall
Ground Floor



5.1 Evacuation Arrangements for anyone who is unable to exit the building without assistance

A Personal Emergency Evacuation Plan (PEEP) for staff, students or visitors who need assistance to leave the building will be prepared by the relevant Fire Safety Co-ordinator in conjunction with the Fire Safety Team, Building Manager and the student/visitor/member of staff.

An example of a blank PEEP form is attached in Appendix A of this document. Security, Faculty Safety Adviser and Building Managers should all be provided with a copy of any active PEEPs. Once a PEEP is no longer active, all relevant parties should be informed and the PEEP hard copies disposed of as confidential waste. Information on the number of current active PEEPs for Reynolds and Glenister can be found in Section 10 of this document.

6 Signage

The Imperial College signage strategy has been based on measurements of usability and inclusivity. Clearly defined external accessible routes have been established at each campus that enable the user to locate a building of their choice. Then, via internal signage, to navigate to the appropriate point within the building.

The design of the signage has been carefully considered to enhance ICL's brand image whilst utilising best practice associated with the Equality Act 2010.

Sign content and layout must consider:

Viewing distances

Sans Serif typefaces

Upper and lower case – not CAPITALS

Letter spacing

Minimal use of bold, italics, condensed or lightweight forms

Text tracking

Consistent font stem widths

Left justification

Standard arrows (ISO 7001)

Borders

Certain colour selections and tonal contrasts

Materials

Tactile/embossed, with or without Braille

7 Management Responsibilities

In order to maximise accessibility for all, management will ensure that:

- Circulation routes and spaces are kept free of obstruction;
- Facilities are kept clean and function properly;
- Spaces primarily intended for disabled people, including safety zones and wheelchair accessible toilets, are properly maintained, not used as storage spaces or locked-off during business hours;
- Safety and orientation features to assist disabled people, e.g. colour contrasting door furniture, tactile surfaces on floors and colour contrasting strips, are present and renewed when necessary;
- Signage is clear, legible and is consistent throughout the building, and is revised after any modification to building use or layout;
- Staff are aware of how best to facilitate disabled users
- Carpets and soft furnishings are kept free of dust;
- Filters are replaced in mechanical ventilation systems;
- Smoking restrictions are enforced – all ICL buildings operate a strict No Smoking Policy

8 Staff Training

ICL will ensure that:

- Everyone understands their role in ensuring that the building operates efficiently, both on a day-to-day basis and in an emergency;
- Appropriate skills and disability/equality and diversity training are included in staff induction training; <http://www.imperial.ac.uk/admin-services/equality/support-for-staff/training/>
- Training is updated routinely;
- Contractors undergo Day One Safety Induction Training before commencing any works on site

9 Building Manager Contact Information

<https://www.imperial.ac.uk/estates-facilities/about-us/our-teams/buildings-managers/>

10 Current number of Active PEEPS – Reynolds Building

There are currently no active PEEPs for Reynolds/Glenister Buildings.

11 Conclusion

An accessible built environment is a key element for the realisation of a society based on equal rights, and provides its citizens with autonomy and the means to pursue an active social and economic life (EC Group of Experts, 2003). Lack of access to the built environment is one of the greatest barriers to participation faced by people with disabilities from all manner of activities throughout society. This handbook has highlighted a broad range of issues that will make St Mary's Medical School more accessible for all its users.

Accessibility of the building will be reviewed annually or in the light of changes (whichever is sooner) by the Estates Operations team, to ensure that the building is managed and maintained to the highest possible accessibility standard.

APPENDIX i)
PERSONAL EMERGENCY EGRESS PLAN
STUDENTS - ALL

PERSONAL DETAILS:

Name:		Date of issue:	Select Date
Emergency contact details (i.e. mobile phone No)			

PLACE OF STUDY (Separate plan required for each building / location used):

Building	
Floor	
Room Number	
Times when applicable	

PERSONAL AWARENESS OF PROCEDURES:

Knows how to raise the alarm	Select	Explanation (if necessary) ¹
Will know when alarm raised	Select	Explanation (if necessary) ²
Knows how to exit	Select	Explanation (if necessary)
Knows where to assemble	Select	Explanation (if necessary)

EGRESS PROCEDURE:

Details to be provided here of the specific emergency procedures from first alarm up to the building user arriving at the agreed external assembly point. The details provided should include a step-by-step account of the process. It should identify any persons nominated to assist, agreed safe routes, any refuges or equipment that are part of the plan along with agreed communication methods.

¹ For instance, is able to access and operate fire alarm break glass units, use phone or will verbally inform....

² For instance, if a vibrating pager is used or reliant on others to make aware.

Where equipment is used, it should outline any necessary maintenance and servicing regimes (such as changing batteries in vibrating pagers or servicing of evacuation chairs) and confirm they have been put in place.

Where physical assistance is required, it should be provided by relevant departmental staff, tutors, supervisors etc. and not rely on others to be called to the building which might result in unnecessary delay and risk of serious harm.

Where the plan relies on protection by the buildings structural features and installed systems (such as fire resisting construction or operation of firefighters lifts), advice should be sought from the Fire Safety Office, who may also assist with training, such as operation of evacuation chairs.

DESIGNATED ASSISTANCE:

Where applicable, the following people have been designated to give assistance to the person this plan applies to.

Name:		Location:	
Contact details / phone number:			
Name:		Location:	
Contact details / phone number:			
Name:		Location:	
Contact details / phone number:			
Name:		Location:	
Contact details / phone number:			

Designated assistants have been trained in the emergency procedures drafted **Select**

SIGN-OFF:

Building User (Consenting for distribution as below)	
Assessor (print name and sign) (To distribute as below)	

IMPORTANT

Copies of this plan **must** be provided to:

- The person the plan applies to
- The Assessor (person responsible for the Student's general safety)
- Security Control (who may forward to local security control rooms)
- All designated assistants
- Building Manager
- Fire Safety Office
- Head of the Disability Advisory Service

THIS PLAN IS TO BE REVIEWED AT LEAST ANNUALLY OR UPON ANY MATERIAL CHANGE OF CIRCUMSTANCE IF SOONER