1. Introduction
This Accessibility Policy Guidance has been produced in order to provide guidance on how to implement the Accessibility Policy and sources of supporting information regarding best practice. This Guidance supplements the Accessibility Policy adopted by the University of Edinburgh in [insert date]. Both the Accessibility Policy and Guidance document are available on the University of Edinburgh website [insert link].

2. Background
The University of Edinburgh has stated its commitment to ensure that equality and diversity are guiding principles in the pursuit of academic excellence through the adoption of its Equality and Diversity Strategy, and subsequently the introduction of the University Equality Outcomes.

The Accessibility Policy has been developed in order to:

- To set out a framework of how accessibility will be monitored, maintained and enhanced across the University estate through, development, refurbishment and maintenance activities;
- To provide a greater awareness amongst building users and visitors about the accessibility of the estate, and facilities and services available in our buildings.

The introduction and adoption of this policy will assist in achieving an environment that is accessible, inclusive and safe.

3. Legislative Framework
The key pieces of legislation related to this policy area are listed below:

- Equality Act 2010
- Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012
- Building (Scotland) Act 2003
- Health and Safety at Work Act 1974

In addition, various technical documents and guidance/advisory notes produced by the UK and/or Scottish Government, other advisory bodies and charities are also available. A selection of these guidance and advisory documents are listed in Appendix A – Reference Documents and Information Resources. Further information in respect of Design Guidelines for the University, specifically relating to Disability Access Standards, is also available there.

4. Targets
In implementing this Policy, the following targets for proposed:

- All new building developments should be fully accessible.
Estate Department

- All core buildings (teaching, service and public access) at least partially accessible to University services by 2020.
- Year on year improvements in numbers of fully accessible buildings
- Year on year improvements in numbers of accessible teaching spaces
- Planned capital spend of £3m p/a on access improvement projects over the period 2016/17 to 2020/2021.

5. Policy Objectives

The objectives of the Policy have been collated into a number of categories outlined below. In order to implement the policy aims, the University will meet the following objectives across each of these categories:

5.1 Staff

To ensure that staff are aware of their duties in respect of maintaining and improving accessibility to the estate and the services provided on it:

(a) Provide Disability Awareness Training to Estates Department staff and ensure all staff within Estates Development have undertaken this training by the end of 2017.

5.2 Communication

The University will ensure that up to date information on access to buildings and the services within them is provided on the University website, and that information on the University’s overall approach and progress in improving accessibility to the estate is also published. Specifically, this will mean that:

(a) We will communicate information on facilities, services and access to buildings for staff, students and the public by way of Access Guides.
(b) Ensure an appropriately qualified representative will be present at Welcome Week in order to promote the use of the Access Guides to new student intake
(c) Ensure the Accessibility Policy, Guidance, Action Plan and other relevant documents are available for public view on the University website and available in a range of formats on request.
(d) In buildings where access is managed, appropriate procedures will be developed and implemented by the Department or School that is responsible for access to ensure that access is effectively managed and maintained.
(e) Estates Department will produce an Annual Report detailing the work undertaken within the last year to improve accessibility of the estate.
(f) We will communicate how information on accessibility issues and building faults can be reported.

5.3 Consultation and Collaboration (both Internal and External)

A commitment to work closely with other stakeholders within and out with the University to ensure accessibility is addressed in a holistic fashion specifically:

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1 Level access to a minimum of the ground floor with basic provision of accessible WC and ability to access the service
5.4 New Builds
As part of any new build project, the following will be carried out:

(a) All new building developments will have accessibility requirements considered from the start through consultation with stakeholders including the Student Disability Service and Staff Disability Officer and through accessibility audits. Each new building development will have provide a brief written summary of how the needs of disabled users of the building will be addressed.

(b) All new builds will have one main entrance accessible to all, accessible toilet provision, induction loops at help desks and in meeting rooms for 15 or more and a fire evacuation lift (if appropriate). As a minimum work will be conducted to BS8300 level.

(c) An Equality Impact Assessment will be completed in conjunction with the School or department residing in the premises to ensure all aspects of Equality and Diversity are considered as is our legal duty under the Equality Act Scottish Specific Duty Regulations 2012.

(d) A disabled fire evacuation procedure will be agreed with the school and department residing in the premises and the Fire Safety Department.

(e) Where Planning legislation allows, appropriate disabled parking will be provided, along with accessible routes to/from these allocated spaces.

5.5 Leases
The University estate has to be flexible to meet strategic requirements, and at times this can involve leasehold acquisitions of buildings. As part of this process, the following items will be taken into account:

(a) Accessibility audits will be undertaken and their results considered before entering into any lease.

(b) If necessary accessibility requirements will be specified as part of any leasing agreements wherever practical i.e. upgrading of disabled fire evacuation provision (this may be especially relevant in multi-occupancy buildings where common areas are under landlord control.

(c) An Equality Impact Assessment will be completed in conjunction with the School or department residing in the premises to ensure all aspects of Equality and Diversity are considered as is our legal duty under the Equality Act Scottish Specific Duty Regulations 2012.
5.6 Redevelopments/Changes in Purpose
As part of any redevelopment/change of purpose on a building, the following will be carried out:

(a) Before commencement of any redevelopments Estates Department will consult with relevant disability stakeholders
(b) An Equality Impact Assessment will be completed in conjunction with the School or department residing in the premises to ensure all aspects of Equality and Diversity are considered as is our legal duty under the Equality Act Scottish Specific Duty Regulations 2012
(c) A disabled fire evacuation procedure will be agreed with the school and department residing in the premises and the Fire Safety Department.
(d) Where practicable, improvements to buildings will be carried out in accordance with BS8300.
(e) Where technically feasible and where Planning legislation allows, appropriate disabled parking will be provided, along with accessible routes to/from these allocated spaces.

5.7 Maintenance
Maintenance of the University estate is carried out by a number of internal and external parties, all under the management and control of the Estates Department. This incorporates planned maintenance and servicing of buildings, systems and equipment, to reactive call-out maintenance for unexpected failures. In delivering this service, there will be:

(a) The opportunity to make accessibility improvements as part of any maintenance work will be considered e.g. improving colour contrasts whilst carrying out redecoration work.
(b) All relevant parties will be made aware of any required alterations to the information provided regarding accessibility or regarding required changes in the disabled fire evacuation procedures.

5.8 Exemplar of Good Practice
The University will aim for Best Practice on large scale projects and developments. In addition, we will:

(a) On a rolling basis Estates Department will look to create “desired accessibility design criteria” for staff to work from that go above and beyond the British Standards for instance for accessible toilet provision, meeting room design, helpdesk design etc. with the aim that wherever possible these enhanced standards would be adhered to when any work was undertaken.
Appendix A - Reference Documents & Information Resources

Legislation
- The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012
- BS 8300:2009+A1:2010 Design of buildings and their approaches to meet the needs of disabled people, Code of practice, British Standards Institution
- BS 9999:2008 Code of practice for fire safety in the design, management and use of buildings
- Building (Scotland) Act 2003
- Health and Safety at Work Act 1974, HMSO.
- Occupiers’ Liability Act 1984, HMSO.
- The Construction (Design and Management) Regulations 2007 HMSO.
- The Highways Act 1980, HMSO.

Related University of Edinburgh Policies and Strategies
- Equality and Diversity Strategy
- Quality Infrastructure: Estate Strategy 2010-2020
- University Equality Outcomes and Actions

Websites
- www.legislation.gov.uk/ukpga/2010/15/contents
- www.sensorytrust.org.uk/
- www.rnib.org.uk/jmu/ Joint Mobility Unit (RNIB/GDBA)
- www.disability.gov.uk Government web page
- www.duluxtrade.co.uk - colour advice by Colin Wilkie, Dulux, 2003, Trade UK

Journals
- Access by Design, Centre for Accessible Environments
- The Guild of Architectural Ironmongers Technical Update March 2005 (Nr. 2).

University of Edinburgh Design Guides
- University of Edinburgh Disability Access Standards -
  http://www.ed.ac.uk/estates/about/design-guidelines/planning

Design Guides
- The Access Manual; Auditing and managing inclusive Built Environments
  Second Edition 2007, Blackwell Publishing Ltd
- Designing for Accessibility, Alison Grant, Centre for Accessible
  Environments, 2012 Edition
Code for Lighting, CIBSE, Butterworth Heinemann 2002
Good Loo Design Guide, CAE/ RIBA Enterprises 2004
Platform Lifts – Specifier’s Handbooks for Inclusive Design CAE/ RIBA Enterprises 2005
Automatic Door Systems – Specifier’s Handbooks for Inclusive Design CAE/ RIBA Enterprises 2005
Door Ironmongery – Specifier’s Handbooks for Inclusive Design CAE/ RIBA Enterprises 2005
Managing Change in the Historic Environment: Accessibility – Historic Environment Scotland
Easy Access to Historic Landscapes – English Heritage & The Sensory Trust 2005
Design & Access Statements – How to write, read and Use them – CABE 2007
Accessible sports Facilities – Design Guidance Note – Sport England 2010
Stairs, Ramps and Escalators – Inclusive Design Guidance – CAE & RIBA 2010

Means of Escape
BS 9999:2008 Code of practice for fire safety in the design, management and use of buildings
Emergency Lighting and Wayfinding Systems for visually impaired people, BRE Information Paper, Webber, G M B, and Cook, G K, August 1997, IP9/97 CI/Sfb (63.8) (U35)
### Appendix B - List of Abbreviations of Common Access Related Terms

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>BRE</td>
<td>Building Research Establishment</td>
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<tr>
<td>BS</td>
<td>British Standard</td>
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<tr>
<td>CAE</td>
<td>Centre for Accessible Environments</td>
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<tr>
<td>CIBSE</td>
<td>Chartered Institution of Building Services Engineers</td>
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<tr>
<td>DRC</td>
<td>Disability Rights Commission (no longer in existence replaced by Equality and Human Rights Commission)</td>
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<tr>
<td>EA 2010</td>
<td>Equality Act 2010</td>
</tr>
<tr>
<td>EA 2010 Scot</td>
<td>The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012</td>
</tr>
<tr>
<td>ECW</td>
<td>Effective clear width</td>
</tr>
<tr>
<td>EHRC</td>
<td>Equality &amp; Human Rights Commission</td>
</tr>
<tr>
<td>FFL</td>
<td>Finished floor Level</td>
</tr>
<tr>
<td>GUAI</td>
<td>The Guild of Architectural Ironmongers</td>
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<tr>
<td>HES</td>
<td>Historic Environment Scotland (formerly Historic Scotland)</td>
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<tr>
<td>NRAC</td>
<td>National Register of Access Consultants</td>
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<tr>
<td>ODPM</td>
<td>Office of the Deputy Prime Minister</td>
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<tr>
<td>RIBA</td>
<td>Royal Institute of British Architects</td>
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<tr>
<td>RNIB</td>
<td>Royal National Institute of the Blind</td>
</tr>
<tr>
<td>RNID</td>
<td>Royal National Institute for Deaf People – this is now called Action for Hearing Loss</td>
</tr>
<tr>
<td>WHB(S)</td>
<td>wash hand basin(s)</td>
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