Accessibility Policy Guidance

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.

- All core buildings (teaching, service and public access) at least partially accessible[1] 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

(a) Collaboration between Estates Department, the Fire Safety Department, and other relevant consultees/stakeholders on the creation of a policy and procedure for disabled fire evacuation across the estate

(b) To consult the Student Disability Service in all strategic and major projects.

(c) To consult with the Staff Disability Officer in all strategic and major projects.

(d) Where necessary and appropriate, source external consultation in all strategic and major projects.

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.

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

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 ISBN: 0105415103 The Stationery Office Ltd
- 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
- Scottish Technical Standards - Non-Domestic Handbook 2016
- Planning and Access for Disabled People, A Good Practice Guide, Office of the Deputy Prime Minister -www.planning.odpm.gov.uk/index.htm
- 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
  http://www.docs.csg.ed.ac.uk/EqualityDiversity/Strategy.pdf
- Quality Infrastructure: Estate Strategy 2010-2020
  http://www.docs.csg.ed.ac.uk/EstatesBuildings/Strategies/EstateStrategy.pdf
- University Equality Outcomes and Actions
  http://www.docs.csg.ed.ac.uk/EqualityDiversity/Equality_Outcomes.pdf

Websites
- www.equalityhumanrights.com – Equality & Human Rights Commission
- 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

- Access Audits Handbook, Centre for Accessible Environments & RIBA, 2013 edition
- Sign Design Guide – A Guide to inclusive signage Barker, Peter and Fraser, JMU and the Sign Design Society, June 1999, ISBN 185878 412 3
- A Design Guide for the Use of Colour and Contrast to improve the Built Environment for Visually Impaired People, Dulux Technical Group, ICI Paints 1997, ISBN 0 70491 202 3
- 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
- The See it Right Pack – Royal National Institute for the Blind 2002.
- The Access Audit Handbook – CAE & RIBA Publishing 2013 ISBN 978 1 85946 492 2
- The Accessible Office – JMU Access Partnership 2005 ISBN 1 858786584
- The Colour, Light & Contrast Manual – Wiley Blackwell 2010
- Inclusive Mobility – A Guide to Best Practice on Access to Pedestrian & Transport Infrastructure – Department for Transport 2005 Edition.
- Managing Change in the Historic Environment: Accessibility – Historic Environment Scotland
- Easy Access to Historic Landscapes – English Heritage & The Sensory Trust 2005
- Museums & Art Galleries – Making Existing Buildings Accessible – CAE 2007
- Design & Access Statements – How to write, read and Use them – CABE 2007
- The SSL Code for Lighting – The Society of Light & Lighting 2012 ISBN 978-1-906846-21-3
- 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

App Doc M	Building Regulations Approved Document M, Access to and use of buildings, Volume 2 – Buildings other than Dwellings, Office of the Deputy Prime Minister 2015 Edition
BRE	Building Research Establishment
BS	British Standard
CAE	Centre for Accessible Environments
CAE DfA 2012	Centre for Accessible Environments, Designing for Accessibility 2012 Edition.
CIBSE	Chartered Institution of Building Services Engineers
DDA 1995	Disability Discrimination Act 1995 no longer a current piece of legislation – superseded by the Equality Act 2010.
DDA 2005	Disability Discrimination Act 2005 no longer a current piece of legislation – superseded by the Equality Act 2010.
DRC	Disability Rights Commission (no longer in existence replaced by Equality and Human Rights Commission)
EA 2010	Equality Act 2010
EA 2010 Scot	The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012
ECW	Effective clear width
EHRC	Equality & Human Rights Commission
FFL	Finished floor Level
GUAI	The Guild of Architectural Ironmongers
HES	Historic Environment Scotland (formerly Historic Scotland)
NRAC	National Register of Access Consultants
ODPM	Office of the Deputy Prime Minister
RIBA	Royal Institute of British Architects
RNIB	Royal National Institute of the Blind
RNID	Royal National Institute for Deaf People – this is now called Action for Hearing Loss
WHB(S)	wash hand basin(s)