

## Appendix 5

Access Audit		Kirkby Community Fire Station						
<b>Address</b>	Kirkby Community Fire Station	<b>Date of Inspection</b>	29 April 2013					
	Webster Drive							
	Kirkby. L32 8SJ	<b>Surveyor</b>	D Trowler BSc(Hons), MRICS, RMaPS, NRAC Consultant					
<b>Background Information</b>	<p>The building was opened in 1961 and is a two-storey building with the accommodation arranged in an L shape. The main accommodation block is located to the left-hand side and includes dormitory, toilets and office to the front with rest room and kitchen at the rear. Offices and female firefighters accommodation is located on the first floor.</p> <p>The community rooms are located in a self-contained block to the right of the appliance bay. A gym is provided to the rear of the main building.</p>							
<b>Use of Building</b>	<p>Members of the public may call at the Station to make enquiries.</p> <p>The building has extensive community use including various community groups, local residents etc., all of whom use the community room. The gym is not used by the public.</p>							
		<i>Ambulant Disabled</i>	<i>Hearing Impaired</i>	<i>Visually Impaired</i>	<i>Wheelchair Users</i>	<i>Dexterity</i>	<i>Learning Difficulties</i>	
<b>Accessibility Summary</b>	Access into Building	Red	Red	Red	Red	Red	Red	<b>Key Indicators</b> Public Enquiries
	Internal Circulation	Red	Red	Green	Red	Red	Green	Safe Haven
	Toilets	Green	Green	Red	Red	Green	Green	Accessible Meeting Room
	Employee Facilities	Green	Red	Red	Red	Green	Green	Female Firefighter Facilities
	Communal Facilities	Green	Red	Green	Red	Green	Green	Corporate Signage
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Access Audit	Kirkby Community Fire Station		
<b>Audit Strategy</b>	Taking into account the use of the building and the needs of the various users we consider that the following need to be considered in developing an access strategy:		
	<b>Public (P)</b> Access is required upto the main entrance and community facilities.		
	<b>Visitors (V)</b> Visitors should be able to park, access the main entrance and be able to access office and meeting facilities. Suitable toilet facilities should also be made available.		
	<b>Employees (E)</b> Employees require access to all areas of the building to fulfill their duties. The Act does not require adjustments to be made in anticipation of ever having a disabled employee.		
<b>Guidance Notes</b>	<b>Room References</b>	Rooms are referenced with regard to the floor plans provided.	
	<b>Assessment</b>	An assessment as to whether the premises complies with the requirements for each particular question	
		No = Unsatisfactory	
		Yes = Satisfactory	
	<b>Impairment Affect</b>	A = Ambulant	
		H = Hearing	
		V = Visual	
		W = Wheelchair	
		D = Dexterity	
		L = Learning Difficulties	
	<b>Priority</b>	Priority 1	Work to be required to ensure the services are accessible to the public. Improvements that will assist in complying with duties under the Disability Discrimination Act.
		Priority 2	Improvements to overcome problems with the existing site / building which would be beneficial to users with an impairment. Improvements beneficial to users but not required by Disability
		Priority 3	Recommendations considered Best Practice or to suit a potential future employee. Best Practice is considered to be work that is not required to fulfil a statutory duty but which would bring the item concerned up to modern standards with regard to access/facilities.
		Priority 4	Recommendations affecting accommodation only used by operational personnel.
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Access Audit	Kirkby Community Fire Station		
<b>Access Summary</b>	A detailed assessment of the existing arrangements is provided in the audit report but can be summarised as follows:		
✓	1. The paving leading to the main entrance is uneven. Steps are provided leading upto the entrance but the riser heights are unequal and no handrails are provided. There is no ramp.		
✓	2. The community rooms have a separate entrance from the rear yard. No access path is provided for pedestrians apart from the existing drive. There is a lack of signage to identify the community room.		
✓	3. A disabled parking space is provided in the yard however it is not located adjacent to the building.		
✓	4. There is no ramp to the entrance from the rear yard. This entrance would need to be used to access the toilets from the community rooms.		
✓	5. External doors are of suitable width but have raised thresholds and unsuitable handles.		
✓	6. The internal staircase is steep with narrow treads. The handrails are provided on one side only and difficult to grip.		
✓	7. Internal doors require upgrading to provide extended vision panels and replace ironmongery.		
✓	8. An accessible toilet is provided however it is incorrectly configured. There is a shower however the room is too small to accommodate this. The fittings are incorrectly positioned		
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- |                            |    |   |
|----------------------------|----|---|
| <b>Principle Recommend</b> | 1. | Relay paving leading to main entrance. Construct new access ramp and provide handrails to existing steps.             |
|                            | 2. | Relocate community room door to front of building and / or provide pedestrian footpath to side of drive.              |
|                            | 3. | Re-position disabled parking bay to outside community rooms.  |
|                            | 4. | Construct ramp to rear entrance and provide signage to indicate location of toilets.                                  |
|                            | 5. | Provide low profile thresholds to external doors and replace handles.   |
|                            | 6. | It is impractical to modify internal stairs and they are only used by operational staff. Handrails could be replaced. |
|                            | 7. | Upgrade internal doors including providing extended vision panels and replacing ironmongery.                          |
|                            | 8. | Remove shower from accessible toilet. Re-position fittings and support rails and change door to open outwards.        |

<b>Cost Summary</b>	Disability Discriminatio	£	11,515.00
	Improvement	£	10,750.00
	Best Practice	£	1,520.00
	Operational Areas Onl	£	2,555.00
	Female Firefighters Fa	£	-
	<b>Total</b>	£	<b>26,340.00</b>

## Female Firefighter Facilities

Kirkby Community Fire Station

	Location	Description	Recommendation	Cost
Lockers	First Floor	Corridor outside study bedroom		£ -
Changing Facilities	First Floor	Separate study room		£ -
Toilets	First Floor	Ensuite to Study Room with shower, wc and basin.		£ -
Showers	First Floor	Within ensuite to Study Room		£ -
Sleeping Accommodation	First Floor	Separate study room		£ -
Washing & Toilet Facilities to Sleeping Accommodation	First Floor	Ensuite to Study Room with shower, wc and basin.		£ -
				£ -
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Section 1 : External Circulation/Access

Kirkby Community Fire Station

Ref	Question	Assessment	Person Impairment Affected							Comments	Recommendation	Priority	Cost	
			P	V	E	A	H	V	W					D
1.01	Is the building distinguishable from adjacent buildings?	Yes												
1.02	Is the building within convenient walking distance of public highway/	Yes												
1.03	Is there a suitable drop-off point for private cars close to the site entrance?	Yes												
1.04	Is the access route, within the boundary of the site even, level, free	Yes												
1.05	Is the access route, within the boundary of the site wide enough?	Yes									2400mm leading to front door			
1.06	Is the access route, within the boundary of the site surfaced with smooth, firm and slip-resistant	No	●	●	●	●	●	●	●	●	Paving slabs on approach to main entrance are slightly uneven with moss growing to	Relay uneven slabs and re-point joints to eliminate trip hazards.	2	£ 1,200.00
1.07	Is the access route, within the boundary of the site provided with aural, tactile and visual clues/warnings?	No	●	●		●	●	●	●		No defined route leading to Community Room entrance with pedestrians needing to use the access drive to reach the entrance which is located on the rear of the building.	Entrance should ideally be relocated to the front of the building with a corridor being formed to provide access to rooms. The other option would be to narrow the access drive by either marking out a pedestrian walkway or ideally constructing a footpath. The path should extend down to the public footpath.	1	£ 2,600.00
1.08	Is the access route, within the boundary of the site clearly signed or provided with landmarks to aid	No	●	●		●	●	●	●	●	No signage provided to indicate location of community room entrance which is at rear of	Provide directional signage adjacent to front entrance and along access route to side of	2	£ 300.00
1.09	Is the access route, within the boundary of the site adequately lit?	Yes												
1.10	Is the access route, within the boundary of the site free of hazards such as bollards, litter bins, manhole	Yes												
1.11	Is the access route, within the boundary of the site free of hazardous building features such as outward	No	●	●	●	●	●	●	●	●	Door to Community Room opens outwards over the pedestrian walkway parallel with the rear	If possible widen the path to allow clear access past the open door. Install guard rails on	2	£ 250.00
1.13	Are designated disabled parking bays provided?	Yes									Single bay is provided to right of entrance gates in rear yard.			
1.14	Is the disabled parking bay signposted from car park entrance?	No	●	●		●	●	●	●	●	No signage however proximity to gate means it is easy to find.			
1.15	Is the disabled parking bay clearly marked out?	No	●	●	●			●			Markings are beginning to deteriorate / fade. No post mounted sign.	Include for wall mounted sign to new space. (See 1.21)		
1.16	Is the disabled parking bay suitably sized?	No	●	●	●			●			4700mm x 2300mm compared with recommended size of 4800mm x 2400mm. No post mounted sign.	See 1.21		
1.17	Is the disabled parking bay suitably close to facilities served by car park?	Yes												
1.18	Is the disabled parking bay surfaced and in a good state of repair?	Yes												
1.19	Is the disabled parking bay adequately lit?	Yes												
1.20	Are sufficient number of disabled parking bays provided ?	Yes												
1.21	Is there a suitable access route from parking bay to building entrance?	No	●	●	●	●	●	●	●	●	Located on opposite side of drive which means users have to cross drive to reach community room and building. Visitors spaces are marked directly in front of the community room.	Re-locate space to in front of community room and provide 4800mm x 2400mm parking bay complete with 1200mm wide access zones.	2	£ 550.00
1.22	Is there suitable space for vehicles fitted with tail-lifts?	Yes									Rear yard			
1.24	Is external signage consistent and in accordance with current corporate	No									No signage to current standards. Old style community			
														£ 4,900.00

Section 2 : Building Entrance

Kirby Community Fire Station

Ref	Question	Assessment	Person Impairment Affected		Comments	Recommendation	Priority	Cost			
			P	V					A	H	V
2.01	Is the entrance to the building level?	No	●	●	●	●	●	Main Entrance - 3 no. steps			
2.01	Is the entrance to the building level?	No	●	●	●	●	●	Side Entrance - 1 no. step.			
2.01	Is the entrance to the building level?	Yes						Gym			
2.01	Is the entrance to the building level?	Yes						Community Room			
2.02	Are there less than two steps on the approach to the building entrance?	No	●	●	●	●	●	Main Entrance - 3 no. steps			
2.03	Are the steps provided with suitable handrails on both sides?	No	●	●	●	●	●	Main Entrance - No handrails provided.	Round profile handrails should be provided on either side and extend 300mm beyond top and bottom step. Handrails should be used to reduce width of steps to 1800mm to avoid need for a central handrail.	1	£ 350.00
2.04	Are the steps provided with visual and tactile warnings at top and bottom?	No	●	●	●	●	●	Main Entrance - No tactile warning provided.	As part of re-design to accommodate ramp ribbed tactile paving can be incorporated to landing and base of steps.		
2.05	Are the steps provided with treads of adequate length and of same length?	Yes									
2.06	Are the steps provided with non-slip finish to treads?	Yes									
2.07	Are the steps provided with uniform risers of suitable height and unlikely to trip users?	No	●	●	●	●	●	Main Entrance - Risers are 170mm / 170mm and 200mm. Bottom step is too high and unequal heights will cause problems.	Adjust level of paving on approach to reduce the riser height of the first step to 170mm. (See 1.06)		
2.08	Are the steps provided with readily identifiable nosings?	No	●	●	●	●	●	Main Entrance - No nosings.	Consider fitting slip resistant tread complete with coloured	2	£ 220.00
2.09	Are the steps provided with adequate lighting?	Yes									
2.10	Are the steps provided with landings of suitable size, including intermediate	Yes									
2.11	Is there a permanent entrance ramp?	No	●	●	●	●	●	Main Entrance - No ramp provided.	Sufficient space exists alongside steps to construct a ramp, complete with intermediate landing. Ramp should have handrails to both sides and kerbs to open sides. Length of ramp may be reduced through use of existing shallow gradients on approach to entrance.	1	£ 5,250.00
2.11	Is there a permanent entrance ramp?	No	●	●	●	●	●	Side Entrance - No ramp provided.	This would be the primary entrance from the rear yard and would be used by community room users to access the toilets and therefore requires ramped access. Ramp should have handrails to both sides and kerbs to open sides.	1	£ 1,100.00
2.12	If no ramp is provided, would a portable ramp be a suitable option?	No	●	●	●	●	●	Main Entrance			
2.20	Is the emergency telephone accessible to all users ?	No	●	●	●	●	●	1140mm high but located to side of entrance door and only accessible by steps which are unsuitable.	Relocate to wall at base of steps. Mounting height to be 1000mm.	1	£ 275.00
2.21	Where access is only by steps is there a bell or intercom at the bottom of the steps at a suitable height and with correct signage?	No	●	●	●	●	●	Main Entrance - Bell is at top of steps. No bell to side entrance.	See 2.11		
2.22	Is the entrance door easy to find and clearly distinguishable from the	Yes						Main Entrance			
2.22	Is the entrance door easy to find and clearly distinguishable from the	No	●	●	●	●	●	Community Room - No signage to identify.	Provide sign adjacent to door.	2	£ 150.00
2.23	Is a canopy provided over the entrance or are the entrance doors	No	●	●	●	●	●	Main Entrance	Not considered necessary		
2.24	Is the door approach level for a minimum of 1200mm clear of any door	No	●	●	●	●	●	Main Entrance - 175mm step at door threshold.	See 2.11		
2.24	Is the door approach level for a minimum of 1200mm clear of any door	No	●	●	●	●	●	Side Entrance - 450mm going and 150mm step at door	See 2.11		
2.24	Is the door approach level for a minimum of 1200mm clear of any door	Yes						Community Room			
2.25	Is the entrance door opening wide enough for all users?	Yes						Main and Side Entrances			





Section 4 : Corridors / Circulation

Kirkby Community Fire Station

Ref	Question	Assessment	Person Affected		Comments	Recommendation	Priority	Cost
			P	V				
4.01	Are corridors wide enough for a wheelchair user to manoeuvre and for other people to pass?	Yes						
4.02	Are corridors free from obstructions to wheelchair users and from hazards to	Yes						
4.03	Is there adequate turning space for wheelchair users?	Yes						
4.04	Are floor surfaces suitable for passage of wheelchairs?	Yes						
4.05	Are junctions between different floor surfaces correctly detailed?	Yes						
4.06	Are floor surfaces slip-resistant?	Yes						
4.07	Are there no bright or boldly patterned floor coverings?	Yes						
4.08	Do walls, floors and doors contrast in colour and have surfaces that are non-	Yes						
4.09	Is adequate well-positioned lighting provided? Is natural and artificial lighting designed to avoid glare and	Yes						
4.11	Are internal lobbies of adequate size to allow wheelchair users to clear one door before approaching the second?	Yes						
								£ -

Section 5 : Internal Stairs / Lift

Kirkby Community Fire Station

Ref	Question	Assessment	Person Affected		Comments	Recommendation	Priority	Cost
			P	V				
5.01	Are stair locations adequately signed with clear visual information at each	Yes			Located on main corridor in close proximity to entrances.			
5.02	Are visual and tactile warnings provided at the top and bottom of each flight?	No	●	●	No warnings provided - not considered necessary given configuration of stairs in two storey building			
5.03	Are suitable continuous, easy to grip, colour contrasting handrails provided to each side?	No	●	●	Handrail is provided on one side only and does not extend for the full length of the staircase. Profile is difficult to grip. At the bottom the open side of the stairs is protected by three vertical metal bars, with no handrail.	Provide round profile timber or coated handrails, maximum 50mm diameter to both sides. Where practical extend 300mm beyond top and bottom and ensure rails are continuous around landings.	2	£ 4,000.00
5.04	Do handrails extend 300 mm beyond top and bottom steps?	No	●	●	No projection to base of stairs.	See 5.04		
5.05	Is the staircase wide enough, with treads of uniform length and suitable width?	No	●	●	960mm clear width which is slightly narrower than recommended. 230mm going compared with minimum of 250mm.	Impractical to modify without replacement of the staircase. Accommodation is under utilised with access only being required by operational staff.		
5.06	Are all risers of the same height, shallow enough with no open or ribbed	No	●	●	190mm riser compared with maximum of 170mm.	See 5.05		
5.07	Are all nosings easily identifiable?	Yes						
5.08	Are landings of suitable size provided at intermediate levels in long flights?	Yes						
5.09	Are stairs free from obstructions to users and from hazards to people with	No	●	●	Desk stored at top of stairs restricts access.	Remove desk.		
5.10	Is adequate well-positioned lighting provided?	Yes						
5.11	Is a passenger lift available?	No	●	●	No lift to small first floor section of building.	Impractical to install a lift. It would be more cost effective to relocate the offices to the ground floor if access is required by a wheelchair user.		
								£ 4,000.00

Section 7 : Internal Doors

Kirkby Community Fire Station

Ref	Question	Assessment	Person		Impairment Affected		Comments	Recommendation	Priority	Cost
			P	V	E	A				
7.01	Are doors absolutely necessary for safety or functional reasons?	Yes								
7.02	Are they distinguishable from their surrounds? Are glass doors clearly visible when closed?	No	●	●		●	Poor colour contrast to Kitchen Toilet door and small meeting room door to Community Rooms.	Re-decorate doors or frames in a contrasting colour when due for re-decoration.		
7.03	Do doors have bottom edge protection?	No	●	●	●	●	General lack of kick plates to ground floor.	Provide kick plates to 9 no. doors.	3	£ 270.00
7.04	Can people each side of the door, either standing or seated in a wheelchair see each other and be seen?	No	●	●	●	●	Where vision panels are provided they are only to upper section of door.	Provide vision panel from 500mm to 1500mm to 10 no. doors.	2	£ 2,000.00
7.05	Are clear opening widths sufficient for a wheelchair user?	Yes					Where wheelchair accessible			
7.06	Is there sufficient space alongside the leading edge for a wheelchair user or someone with limited mobility to reach the door control while clear of its swing?	No	●	●		●	Restricted clearance to office door.	Modification not considered necessary as visitors will be accompanied.		
7.07	Are door controls at a height suitable for both standing and seated users?	No		●		●	High level locks to 2 no. doors. Only used by operational staff.			
7.08	Are controls clearly distinguishable from the door itself and easy to grasp?	No	●	●		●	Door controls to 3 No. doors are unsuitable.	Replace ironmongery to 3 no. doors.	4	£ 360.00
7.09	Are doors easy to open with door closers of an appropriate type requiring minimum opening pressure?	Yes								
										£ 2,630.00

Section 8 : Wayfinding/Mean of Escape

Kirkby Community Fire Station

Ref	Question	Assessment	Person		Impairment Affected		Comments	Recommendation	Priority	Cost	
			P	V	E	A					H
8.01	Are direction and information signs clearly visible from both a standing and seated position?	No	●	●		●	●	Minimal signage provided.	Not considered necessary as public access is restricted to Community Room and visitors are escorted.		
8.02	Are signs tactile?	No	●	●	●		●	Only tactile sign is to 1 no. toilet door.	Tactile signs could be provided to Community Room	2	£ 120.00
8.04	Is the overall layout of the building reasonably clear and logical?	Yes									
8.08	Are fire alarm points capable of being operated by a wheelchair user?	Yes						Community Room			
8.09	Is the audible alarm system supplemented by a visual system?	No	●	●		●		Sounder only	Visual alarm could be installed in the Community Room and	3	£ 100.00
8.10	Are ground floor exit routes as accessible to all, including wheelchair users, as entrance routes?	No		●		●	●	Single step to all exit doors.	See Section 2 for improvements to Main and Side Entrances. Kitchen corridor exit door could have a level landing constructed externally. Only	4	£ 300.00
8.12	Are the exits clearly signed?	No	●	●	●	●	●	Rear ground floor lacks fire exit signage.			
8.13	Can doors be opened by a disabled person?	No	●	●		●	●	External doors have thumb turns which are too high and	Install panic latch to exit door. Remove upper thumb turns to	2	£ 250.00
8.14	If people with disabilities cannot completely evacuate the building can	Yes									
										£ 770.00	



Section 11 : Employee Facilities

Kirkby Community Fire Station

Ref	Question	Assessment	Person Impaired Affected							Comments	Recommendation	Priority	Cost
			P	V	E	A	H	V	I				
11.01	Are suitable designated disabled parking bays provided for staff (state	Yes								1 no. space in yard. (See Section 1)			
11.02	Is external communication possible by minicom (text-phone) as well as a	No		●		●				None provided	Provide if needed to suit a specific need		
11.03	Are induction loops fitted in conference/ meeting rooms?	No		●		●				None Provided. Not considered necessary.	Provide if needed to suit a specific need		
11.04	Are suitable staff welfare facilities available on an accessible floor?	Yes											
11.05	Are tea point or kitchen facilities set out appropriately for all users?	Yes								Kitchen has stainless steel units / benches at standard height with no clear space beneath for wheelchair users. Only used by operational staff.			
11.05	Are tea point or kitchen facilities set out appropriately for all users?	No		●		●				Small kitchenette is provided to end of first floor corridor. 470mm clear width between table and fridge.	If kitchen is to be provided on the first floor it would be better to replace the toilets with a new kitchen.		
11.06	Are staff facilities suitably located with regard to the location of access points and work areas ?	No		●		●				Kit Room is an external portakabin. 280mm step at entrance. Door is of suitable width but handle is unsuitable profile.	Provide new steps incorporating 2 no. risers and level landing to top. Provide handrails to both side and around landing. Replace door furniture	4	£ 1,250.00
11.07	Is the room free from hazards to people with impaired sight ?	No		●		●	●			Gym equipment is similar tone to flooring and some items have projecting feet which could be a potential hazard. Clear space between equipment is very limited and creating a hazard particularly where there are moving parts.	Ideally the number of machines should be reduced and all the machines arranged to provide a clear access route. Alternative floor colour should be used when due for replacement.		
11.08	Is the room laid out in a such a way as to allow free access by wheelchair users ?	No		●		●	●			Very restricted circulation space in the small single bedroom off the main dormitory.	Two other larger rooms are available and only used by operational personnel.		
11.08	Is the room laid out in a such a way as to allow free access by wheelchair users ?	No		●		●	●			Office to Rear Corridor - limited circulation due to amount of furniture. 430mm clearance	Re-arrange furniture to improve circulation space.		
11.08	Is the room laid out in a such a way as to allow free access by wheelchair users ?	No		●		●	●			Limited clearance in one of the study rooms - 530mm clear width between door and bed.	Two other larger rooms are available and only used by operational personnel.		
11.09	Are light switches/sockets at suitable height for employees with restricted	No		●		●				1400mm generally. Pull cord in Gym is 1660mm high.	Lower switches or install automatic lighting controls if		
11.10	Are floor surfaces suitable for passage of wheelchair users with correctly detailed joints between	Yes											
11.11	Do walls, floor and door surfaces contrast in colour and have surfaces	Yes											
11.12	Are lockers / storage facilities accessible to all users ?	Yes											
11.13	Is suitable seating / tables provided for wheelchair users and the ambulant	Yes											
												£ 1,250.00	

Section 12 : Communal Facilities

Kirkby Community Fire Station

Ref	Question	Assessment	Person Impaired Affected							Comments	Recommendation	Priority	Cost
			P	V	E	A	H	V	I				
12.01	Are communal facilities accessible to all users ?	Yes											
12.02	Are conference / meeting rooms accessible to all users ?	Yes											
12.03	Are induction loops fitted in conference/ meeting rooms?	No		●	●		●			None Provided. Not considered necessary.			
12.04	Is the room free from hazards to people with impaired sight ?	Yes											
12.05	Is the room laid out in a such a way as to allow free access by wheelchair users ?	No		●				●		Community Room Lobby - small kitchen provided adjacent to door. Standard unit height with no clear space for wheelchair user.	If kitchen facility is to be provided consider a lowered base unit 850mm high with clear space beneath to allow for use by a wheelchair user.	2	£ 400.00
12.06	Are light switches/sockets at suitable height for users with restricted	Yes											
12.07	Are floor surfaces suitable for passage of wheelchair users with correctly detailed joints between different surfaces?	Yes											
12.08	Do walls, floor and door surfaces contrast in colour and have surfaces	Yes											
12.09	Is suitable seating / tables provided for wheelchair users and the ambulant	Yes											
												£ 400.00	

