

## Overview:

CSJV's focus on equality, diversity and inclusion (EDI) means we have a duty to provide a working environment suited to our workforce. This is to ensure no employee is unfairly discriminated against, and every employee has the ability to perform their duties.

The design requirements below are essential for our *existing workforce* to complete their duties: members of staff have hearing impairments, physical disabilities, visual impairments and maternity requirements. See page 2 for a checklist for sites and offices.

Design requirements are covered by specific pieces of legislation and building regulations:

- [The Equality Act 2010](#) –
  - It is illegal to create an environment which discriminates people, be their age, gender, ethnicity, religion, marriage and civil partnership, disability, maternity, sexual orientation and gender reassignment.
    - **Example:** A pregnant female unable to complete a 12 hour working shift as there is no space allocated for rest.
    - **Adjustment:** Provide a room for rest. Ensure a lock and 'occupied' sign is on the door.
    - **Example:** A 50 year old worker with a knee injury unable to climb 4 flights of stairs to a meeting room.
    - **Adjustment:** Provide meeting rooms and desk space on the first floor.
- [Building Regulations Part M](#) –
  - Guidance and specifications to ensure accessibility.
  - This is complimented by BS8300, which provides specific technical guidance in how to set up an office.

Underpinning this legislation is the requirement that *all* alterations will be considered, and those deemed 'reasonable' will be implemented.

**What is reasonable?** You need to demonstrate that cost, time and impact of the adjustment has been considered. If the adjustment is not implemented, contingency and alternatives need to be outlined.

**Example:** It's too costly to install lifts in site cabins in use for a short period of time.

**Adjustment:** Design a process for reception staff to ask for visitor access requirements in a considerate way. Ensure desk space and meeting rooms are available on the first floor for staff and visitors who need it.

## Checklist:

Below is a checklist of points to consider when designing a site compound, or creating an office for CSJV staff. This list is not exhaustive.

**HELP!** BS8300 includes specific technicalities of all the items listed below. The page numbers refer to where this information can be found. (E.g. exact gradient for access ramp).

Those marked with a \* are mandatory for consideration.

Approach	<ul style="list-style-type: none"> <li>• Accessible by public transport? Car parking / accessible bay close by? *</li> <li>• Wide enough kerbs for a wheelchair with slip resistant surface and aural, tactile and visual clues.</li> <li>• Free of hazards; bollards, outward swinging doors etc. * <i>Page 20, section 5.7.2</i></li> <li>• Clearly sign posted, with adequate lighting.</li> </ul>
Entrance & exit	<ul style="list-style-type: none"> <li>• Suitable permanent or portable ramp – consider gradient, length and handrail. * <i>Page 25, 5.8.10</i></li> <li>• Visible steps with handrails. <i>Page 27, section 5.10</i></li> <li>• Can people be seen each side of the door? Does the door swing provide adequate space for a wheelchair to remain clear? * <i>Page 23, section 5.8.4</i></li> <li>• Door is a suitable weight. * <i>Page 32, section 6.3 and Page 40, section 6.5.2</i></li> <li>• Reception desk height is suited to wheelchair user. * <i>Page 88. Section 11.1</i></li> <li>• Seats provided for waiting. *</li> </ul>
Internal stairs	<ul style="list-style-type: none"> <li>• Treads all of same length, and contrasting colour to stair. *</li> <li>• Handrail each side. *</li> <li>• Visual warning at the top of each flight. *</li> <li>• Each level clearly identifiable. *</li> </ul>
Lifts	<ul style="list-style-type: none"> <li>• Doors open wide enough for a wheelchair user.</li> <li>• Delayed-action closer &amp; override to allow slow entry or exit.</li> <li>• Controls have visual or tactile information.</li> <li>• Unobstructed space immediately outside of lifts.</li> </ul>
Toilets / showers	<ul style="list-style-type: none"> <li>• Is there provision for people with disabilities? *</li> <li>• Toilet area is large enough for manoeuvre. * <i>Page 136, section 12.6 and figures 51-56</i></li> <li>• Hand washing &amp; drying facilities are at a suitable height of someone seated on the toilet pan or in a wheelchair. *</li> <li>• Shower and changing facilities are suitable. <i>Page 130, section 12.4 and figure 50.</i></li> </ul>
Internal surfaces & fittings	<ul style="list-style-type: none"> <li>• Corridor wide enough for wheelchair manoeuvre. *</li> <li>• Visual clues for orientation – e.g. signposting, pillars &amp; doors easily distinguishable from rooms, walk ways distinguished from working areas. * <i>Page 64, section 9.2</i></li> <li>• Busy or distracted wall coverings are avoided. * <i>Page 62, Section 9.1.2 – 9.1.5</i></li> <li>• Level floor surface and thresholds throughout. *</li> <li>• Doors are suitable weight and can be operated by standing and seated users. *</li> </ul>

	<p><i>Page 36, section 6.4</i></p> <ul style="list-style-type: none"> <li>• Slip resistant flooring throughout.</li> <li>• Kitchen facilities are suitable height for someone in a wheelchair or regardless of height. Tea points, microwaves etc. can be reached from a seated position. * <p><i>Page 105, Section 12.1</i></p> <ul style="list-style-type: none"> <li>• Is a quiet room available for staff? (To be used for prayer, pregnant women etc.)</li> </ul> </li></ul>
Means of escape	<ul style="list-style-type: none"> <li>• Audible alarms supplemented by visual alarms. *</li> <li>• Is a refuge area with emergency phone required if a disabled person cannot completely evacuate the building? *</li> </ul>

## Training:

Free 30 minute e-learning is available here -

[https://www.supplychainschool.co.uk/documents/elearning/200/story\\_html5.html?lms=1](https://www.supplychainschool.co.uk/documents/elearning/200/story_html5.html?lms=1) .

It is recommended that reception and security staff are trained to discuss access requirements for staff and visitors.