

Accessibility Audit Action List

Work around / unable to do
To be looked at
complete

Report Observation	Suggested Action	Action Priority	Comments	Status Updated July 24
MAIN ENTRANCE				
At night the gate is closed and access is by using a proximity card. This gate has quite a heavy closer. Some people may find this difficult to manage.	Consider either powering this gate or adjusting the closer to reduce the force needed to open it.	2	Look at options to power the gate or adjust the closer (DC)	£2k per gate - suggest that using the intercom is a good work around
Observatory and Observatory Street Both of these entrances have very heavy metal gates. These may be difficult for some people to manage.	Consider either: · Powering these gates · Adjusting the closers to reduce the force needed to open them	2	Look at options to power the gate or adjust the closer (DC)	£2k per gate - work around to use the main gates and using the intercom
The access controls are 1500 mm and 1550 mm from the floor. BS 8300 Figure 18 recommends a maximum height of 1400 mm for door controls. This control is also partially obstructed by the post box underneath it. Some people may find these controls difficult to reach.	As there are alternative level entrances to the college with controls within the recommended height range this is just for information rather than a recommendation for change.		is this ent likely to be used by someone in a wheelchair - more likely to come to the front of the building?? Poss issue if walk with sticks etc could be a problem	

Rac gate has a heavy closer which some people may find difficult to manage.	Consider either powering the gate or adjusting the closer to reduce the force needed to open it	2	Look at options to power the gate or adjust the closer (DC)	£2k per gate - work around to use the intercom to ask the lodge to open the car park gates
The keypad to contact the flats is between 1320 mm and 1420 mm from the floor. This is between 120 mm and 220 mm above the recommended maximum height for things requiring fine hand control.	Consider relocating the keypad to within the recommended 750 mm to 1200 mm range.	3	EH - not a priority and depends how easy to do	
The contrast colour of the numbers has largely worn away meaning that individual numbers may be difficult for people with visual impairments to distinguish.	Consider getting the numbers repainted in a contrasting colour.	2	This is getting replaced in the next couple of months (DC)	
The vehicle entrance is accessed from Woodstock Road. There is an intercom on the gate which is 1300 mm from the floor. Drivers have to get out of the car in order to use this which some people may find difficult	Consider installing an intercom or access control on a pillar away from the gate so that it can be operated from the car	3	The Porters can be telephoned to request that the gate is opened. This is also Security services and not us	
rac vehicle entrance is accessed by using a fob. This may be difficult for some people.	Consider locating the access control on the pillar away from the gate so that it can be reached from the car	2	If anyone has difficulty getting in and out of the car easily they can ring the Lodge and the Porters will open the gate remotely.	

<p>There are no designated accessible parking spaces in either parking area. ADM, 1.18, advises a space 2400mm x 4800mm with a 1200mm accessibility and safety zone, (Diagram 2). There are no upright signs which would also help to identify a designated parking space.</p>	<p>Consider marking out a space on the ground in the car parking areas and including a safety zone so that it is easily visible and maintains the width of the space. Consider providing signage to indicate the location of the accessible parking space.</p>	1	if can reserve a place is this necessary	This is a system that has worked to date
<p>There is minimal signage outside the college which may make it difficult for some people to find.</p>	<p>Consider adding a link to the University Access Guide page for Green Templeton: https://www.accessguide.ox.ac.uk/greentempleton</p>	1	<p>Look at signage options (TC) Link in to webpage listed (EH)</p>	<p>Can we put new signage on the gate? (TS) Access guide on webpage - complete</p>
LODGE				
<p>The door to the Lodge has a step and a raised threshold. · Step - 60 mm high · Inner threshold - 15 mm high ADM 2.7 e, recommends that any threshold should not be more than 15 mm high. Any upstands should not be more than 5 mm high and should be chamfered or rounded. Some people may find this entrance difficult to manage. There is no contrast marking on the outside to indicate there is a step here which may be a trip hazard, particularly for the visually impaired.</p>	<p>Consider adding a small angled timber fillet to the step to provide a mini ramp. Consider rounding or chamfering the threshold or providing a portable ramp to make access easier. Consider using non slip tape or paint in a contrasting colour to indicate a step here</p>	1	<p>Look at the fillet option in a contrasting colour (JO)</p>	<p>A wedge has been put on the inside but not the outside. Update quote for relaying slabs to raise the paving on the outside Estimated cost £390+vat each ramp (TS)</p>

<p>The Porters desk is 890 mm from the floor. ADM, 3.6,e recommends reception desks should accommodate standing and seated visitors with a lower section which is 760 mm from the floor as well as a higher section. Some people may find this desk difficult to access. It may be possible to provide a shelf although this may be difficult due to the width of the Lodge</p>	<p>Consider either: · Providing a lowered section of desk at the recommended height or · Providing a shelf such as the one at the Rothermere Institute.</p>	<p>1</p>	<p>Porters desk to be part of a refurb next year where this will be reviewed</p>	<p>To be done as and when a new desk is put in.</p>
<p>TOILETS</p>				
<p>Dining Room The floor space in this accessible toilet is 1858 mm at its widest, narrowing to 1467 mm. It is 2516 mm long. The space for manoeuvre in this toilet is reduced by the shelf in the transfer space next to the toilet which is 610 mm deep. It reduces the width of the transfer space to 530 mm.</p>	<p>Consider either: · Reducing the width of the shelf to allow room to manoeuvre a wheelchair in the transfer space · Removing the shelf</p>	<p>1</p>	<p>Remove the shelf (JO)</p>	<p>Complete</p>
<p>ADM Diagram 19 recommends the emergency assistance alarms should have two bangles. The lower bangle should be 100mm from the floor and the higher bangle between 800 – 1000mm from the floor. Both the lower bangles are beneath the recommended 100 mm: · Walton Building – 75 mm · Dining Room – 60 mm</p>	<p>Consider adjusting the cords so that the lower bangles are at the recommended height.</p>	<p>1</p>	<p>Adjust the cords ((JO)</p>	<p>Complete</p>
<p>Both of the upper bangles are just outside the recommended height range at 1060 mm</p>	<p>Consider adjusting the assistance alarm cords so that the upper bangles are within the recommended height range.</p>	<p>1</p>	<p>Adjust the cords ((JO)</p>	<p>Complete</p>

<p>The bangle in the Dining Room toilet is broken. This may make it difficult for some people to grasp.</p>	<p>Consider replacing this bangle.</p>	<p>1</p>	<p>Replace the bangle (JO)</p>	<p>Complete</p>
<p>ADM, (5.4hii) recommends that the reset control for the emergency assistance alarm should be reachable from the toilet. The reset should be within the height range 800mm – 1000mm, (ADM Diagram 19).</p>				
<p>Walton Building The alarm reset button has been placed next to the toilet. This reset button is 1290 mm from the floor. This is this is 290 mm above the recommended height. This may be difficult for some people to reach.</p>	<p>This is good practice. Consider relocating the reset button to within the recommended height range.</p>	<p>3</p>		<p>Do we want to spend £200 to do this as not far out on the distance (TS)</p>
<p>Dining Room The reset button is 1050 mm from the floor next to the door. This may be difficult for anyone using the toilet needing to use it.</p>	<p>Consider relocating the reset button so that it is next to the toilet and within the recommended height range.</p>	<p>1</p>		<p>Do we want to spend £200 to do this as not far out on the distance. Usually staff who would reset the system (TS)</p>
<p>Dining Room · Toilet seat - 450 mm high Some people may find this difficult to manage ADM diagram 18 and BS8300, Fig. 42 advises that toilet seats should be 480mm high.</p>	<p>Consider replacing this seat with one at the recommended height.</p>	<p>1</p>		<p>Would need to replace the whole toilet at approx £500(TS)</p>

<p>BS 8300, 18.1.7 recommends that toilet seats should contrast in colour with the cistern and the pan as this aids people with visual impairments. The Dining Room toilet seat is the same colour as the cistern and the pan. Some people may find this seat difficult to distinguish.</p>	<p>Consider replacing this toilet seat with one in a contrasting colour to the cistern and the pan.</p>	<p>1</p>	<p>Look at options to replace although noted that the shape of this loo is not standard (JO)</p>	<p>Would need to replace the whole toilet at approx £500 as per above (TS)</p>
<p>Lids on toilets can impede transfers for some wheelchair users. The Dining Room toilet has a lid.</p>	<p>Consider removing the toilet lid to facilitate wheelchair transfers</p>	<p>1</p>		<p>Hold on this for now</p>
<p>The Dining Room toilet has a push button flush which is behind the toilet. The button is small in size and in addition its location means that some people may find this toilet very difficult to flush. Push button flushes can also require a high force to operate which some people may find difficult. For toilet flushes BS8300:2 (18.5.3.4) recommends a spatula type lever on the transfer or open side of the toilet.</p>	<p>Consider replacing the push button with either a paddle flush or a proximity flush on the transfer side of the toilet</p>	<p>1</p>	<p>Job logged</p>	<p>Complete</p>
<p>Both of the toilets have bins in the transfer spaces. As these bins reduce the amount of space available for transfers this may make these toilets difficult for some people to use.</p>	<p>Consider a management policy to ensure that the transfer spaces are kept clear.</p>	<p>1</p>	<p>Bins to be moved and scouts briefed (KK)</p>	<p>Complete</p>

<p>The sink in the Dining Room toilet is 680 mm from the floor. This is 40 mm below the minimum recommended height. Some people may find this sink difficult to manage.</p>	<p>Consider relocating the sink to within the recommended height range.</p>	<p>2</p>		<p>The height is not far out and no reports of users being unable to use it including those in wheelchairs</p>
<p>ADM, Diagram 19 shows that the following items should be located between 800mm – 1000mm from the floor: · Soap Dispenser · Paper Towel Dispenser · Hand Drier · Toilet Roll Dispenser</p>				<p>Job logged to measure distance. (JO)</p>
<p>Walton Building - This dispenser is behind the toilet opposite the sink. Some people may find this difficult to manage.</p>	<p>Consider relocating the dispenser so that it is within reach of the sink.</p>	<p>2</p>	<p>Look at options to move (JO)</p>	<p>Complete</p>
<p>Dining Room This dispenser is 1080 mm from the floor. This is 80 mm above the maximum recommended height. This may be difficult for some people to manage.</p>	<p>Consider relocating this dispenser within the recommended height range.</p>	<p>2</p>	<p>Look at options to move (JO)</p>	<p>Complete</p>

STAIRS				
<p>The stairs across Green Templeton reflect the different ages of the buildings. Some of the staircases lack nosings, (contrast markings), on the risers and treads. There are also stairs where the markings are present but are worn or difficult to distinguish. There are some stairs with contrast markings on the tread only. ADK recommends nosings which are a minimum of 55mm wide on the tread and the riser. They should be in a material that contrasts visually with the stairs and of non-slip materials.</p>				
<p>Below are some examples of stairs without contrast markings on treads and/or risers or which have markings with poor contrast: · Radcliffe Observatory · Observers House · New Block · Walton Building</p>	<p>Consider adding stair nosings on the tread and riser, as described in ADK, using high contrast, non-slip materials or paint, where they are absent. Consider replacing where the markings are worn or in poor contrast.</p>	2	<p>Obs - looked at during refurb Obs House - cannot get anything for the staircase New - ? Admin - not on stone stairs Walton - not on stone stairs</p>	<p>These are most of our properties Doll, Admin, New, Walton, half in 5 st Mgt - none in the others. Suggest we install these as and when new carpets go in, or work is done on the stairs</p>

<p>Most of the stairs at Green Templeton have only one handrail, or only bannisters. Some people may find these stairs difficult to use. Bannisters can be difficult to grasp for some people and therefore handrails are preferred to bannisters. ADK advises a continuous handrail on each side of the stairs. The handrails should contrast visually with the background against which they are seen without being highly reflective. Handrails should not project into an access route. A handrail on each side of the stairs is recommended making access easier for all.</p>				
<p>The following are examples of stairs either without hand rails, only one handrail, or bannisters: · New Block · Doll Building · Walton Building</p>	<p>Consider installing additional handrails as advised in ADK, (1.35 and 1.6) in those areas without handrails or only one handrail. Consider this for any stairs lacking handrails including the examples listed in this report. Consider installing contrasting handrails which are easy to distinguish and to grasp.</p>	<p>2</p>		<p>Job logged to investigate further. (JO)</p>

<p>I was not able to test the lighting levels in the stairs and corridors at night. Poor light levels can make space difficult for people to negotiate, particularly those with visual impairments.</p>	<p>Consider improving the lighting levels in those staircases which are poorly lit to make access easier for all.</p>		<p>It is considered that lighting in the stairs are adequate</p>	<p>Complete and ongoing monitoring What is the correct level? Doesn't define which stairs or what the minimal level is - it is considered adequate</p>
<p>Many of the manual doors are heavy or have heavy closers. These doors may be difficult for some people to manage, particularly on key routes. ADM 3.7 recommends the use of self-closing devices should be minimized as they disadvantage many people with limited upper body strength. In addition any double doors where each leaf has an effective clear width less than 750 mm tend to be difficult for wheelchair users to manage.</p>				<p>Door closers have been adjusted where possible.</p>
<p>Below are some examples of doors on key routes or to key areas which have heavy closers: · Walton Building · Bar · Hayloft Gallery · Gym · Library · EP Abraham Lecture Theatre</p>	<p>Consider: · Powering doors where appropriate · Adjusting the closers on doors to reduce the force needed to open them · Use of hold open devices</p>	<p>2</p>	<p>Look at the Walton building as a start as this is an accessible building with accessible loo (DC)</p>	<p>Motorising the doors easy but need at least 105mm on the inside of the doors.(DC) £7k cost (TS)</p>

<p>Many of the doors, have door knobs and are unlocked with keys. Door knobs can be difficult for some people to use. ADM 3.10c recommends that door furniture should be easy to operate with one hand using a closed fist i.e. a lever handle.</p>	<p>Where rooms are heavily used consider replacing the door knobs with the recommended lever handles or access control so doors are unlocked with proximity cards</p>	<p>2</p>		<p>Going forward door handles will be the preferred choice to install/replace over knobs. Some are part of a listed building if needed we can replace specific knobs were a problem has been identified</p>
<p>ADM 3.10 F, recommends there should be good visual contrast between the walls and the door frames. This assists people with visual impairments and others to distinguish the doors easily</p>				<p>Ongoing as and when repainting is done</p>
<p>many of the doors have either limited or no visual contrast between the door frames and the walls so they may be difficult for people with visual impairments to distinguish. The following are examples of this: · Observers House · New Block · Doll Bedrooms · Walton Building</p>	<p>Consider painting the door frames in a contrasting colour</p>	<p>2</p>	<p>As part of continuing refurb plans this will be picked up</p>	<p>Ongoing as and when repainting is done</p>
<p>QUADS</p>				
<p>The surface of Lankester Quad is a mixture of paving and stone setts. The stone The stone setts are uneven in places.</p>	<p>Consider repairing the surface to make it level.</p>	<p>3</p>		

<p>It was not possible to assess the level of lighting in the outside areas at night. Good lighting is crucial, particularly around buildings, to ensure that partially sighted people and people with sensory/neurological processing difficulties are able to negotiate spaces, (BS8300:2,14)</p>	<p>Consider reviewing the lighting in the outside areas and where necessary adding additional lighting to ensure that there is good visibility.</p>	<p>1</p>	<p>Many improvements have been made to the lighting outside and it is considered adequate</p>	<p>Complete and ongoing monitoring</p>
<p>GARDEN</p>				
<p>The grassed area in front of the Observatory has gravel footpaths. This surface can be difficult for some people to manage.</p>	<p>Consider replacing the gravel with a surface which is easier to negotiate such as level paving or a tarmac type surface or resin bonded gravel.</p>	<p>2</p>		
<p>There is a metal edge along the edge of the paths which may make it difficult for some people to get onto the grass.</p>	<p>Consider providing ramped access to the different areas of grass as these are used as a social space.</p>	<p>3</p>	<p>Look at options for a ramped area (JO)</p>	<p>Plastic wheelchair ramp has been ordered. Decision needs to be made where it is kept. Lodge, delivery area? Is versatile and can be used elsewhere</p>
<p>LIBRARY</p>				
<p>The other building door, (leading to the lift), has a heavy closer. Some people may find it difficult to manage this door.</p>	<p>Consider: · Powering this door · Adjusting the closer to reduce the force needed to open it</p>	<p>2</p>		<p>Door closer has been adjusted.</p>
<p>The door in the corridor has a medium weight closer. Some people may find this door difficult to manage.</p>	<p>Consider adjusting the closer to reduce the force needed to open this door.</p>	<p>2</p>		<p>Door closer has been adjusted.</p>

<p>This desk has a recess which is 1170 mm wide and 400 mm deep. On my visit there was a set of drawers in the recess space. This may make it difficult for wheelchair users to access this desk.</p>	<p>Consider removing these drawers to provide a recess which can be used by wheelchair users.(photo 23)</p>	<p>1</p>	<p>Speak to KT about moving the drawers (JO)</p>	<p>Complete</p>
<p>The main library door (nearest the lift end) has a heavy quite fast closer which some people may find difficult to manage.</p>	<p>Consider adjusting closer on this door to reduce the force needed to open it.</p>	<p>2</p>		<p>Door closer has been adjusted.</p>
<p>The door to the study room currently sticks, reducing the effective clear width to 710 mm. This is 40 mm below the recommended 750 mm for an existing building. Some people may find this door difficult to manage.</p>	<p>Consider adjusting this door so that it opens to its full range.</p>	<p>1</p>	<p>Assess what is possible (JO)</p>	<p>Complete (Windrush)</p>
<p>The skeleton room door is light and sticks which may make it difficult for some people to manage.</p>	<p>Consider adjusting this door to stop it from sticking.</p>	<p>2</p>	<p>Adjust to stop sticking (JO)</p>	<p>JO has assessed this and the door does not seem to stick to the extent it needs work</p>
<p>MEETING ROOMS</p>				
<p>New block entrance - Both these doors have medium closers which some people may find difficult to manage</p>	<p>Consider: · Powering the door · Adjusting the closer to reduce the force needed to open it</p>	<p>2</p>		<p>Door closer has been adjusted.</p>
<p>The building door has a Yale lock which is 1370 mm from the floor. This is 170 mm above the maximum height range for anything needing fine hand control. Some people may find this difficult to reach and some people may find the key difficult to manage. The Porters would assist anyone having trouble with access to these meeting rooms.</p>	<p>Consider: Changing the access control to a proximity card system located within the recommended height range. This is a good example of a reasonable adjustment.</p>	<p>2</p>	<p>The reasonable adjustment is in place with the porters and when fitting fob access controls going forward the height will be considered</p>	<p>This is not a wheel chair accessible area - there is no space to maneuver so the door The LT is the accessible room</p>

MR1 and MR2 - The doors to these rooms have effective clear widths of 700 mm. This is 50 mm below the recommended clear width for an existing door. Some people may find this door difficult to manage.	As all the other seminar rooms can only be reached by using stairs consider identifying another room within the college which can be used as a seminar room and has level access with doors of the recommended width.	1	The Lecture Theatre is our accessible seminar room	Complete
BR - The corridor door from the stairs has an effective clear width of 750 mm. This door has a medium closer which some people may find difficult.	Consider adjusting the closer on this door to reduce the force needed to open it	2		Door closer has been adjusted.
KR - The building door has a step up which is 70 mm high. Some people may find this difficult to manage.	Consider providing a portable ramp to facilitate access into this building	2	EH- not enough space	
The two steps up to the room door are 170 mm and 175 mm high.	Consider if a portable ramp could be used here. The gradient should be no more than 1:12.	3	As above	
This door has a medium fast closer which some people may find difficult to manage	Consider adjusting the closer on this door to reduce the force needed to open it.	2		Door closer has been adjusted.
Per Saugham - This room is reached by using steps. The steps are of uneven heights which some people may find difficult.	Consider taking advice on creating access to this area from an architect or building surveyor	3		Does this need to be added to the feasibility study ?
LT - The building door has a heavy closer which some people may find difficult to manage.	Consider: · Powering this door · Adjusting the closer to reduce the force needed to open it			Door closer has been adjusted.
LT door - This door has a medium heavy closer which some people may find difficult to manage.	Consider: · Powering this door · Adjusting closer to reduce the force needed to open it	2		Door closer has been adjusted.
There is space to manoeuvre a wheelchair in this room as long as the furniture is arranged to allow this	Consider a management plan to ensure that room is left to allow wheelchair access.	1		Complete

DINING ROOM				
<p>The dining room can only be reached by using steps or a steep portable ramp. The total height of the steps is 475 mm. The current ramp has a gradient of between 1:6 and 1:9. ADM, Table 1 states that the maximum gradient should be no more than 1:12. Some people will find this ramp difficult to use.</p>	<p>Consider consulting an architect or building surveyor about replacing the current portable ramp about a permanent solution to improve access into this building. Another possibility is a timber temporary ramp. The carpenters in Estates Services are very experienced at creating these ramps and could also be consulted.</p>	1	Contact and architect and to look at options (SW)	Awaiting costs for feasibility study
<p>The double doors at the top of the ramp each have an effective clear width of 700 mm. This is 50 mm below the recommended 750 mm width for an existing building. Double doors with narrow leaves are difficult for wheelchair users to manage. The steepness of the ramp will also make these doors difficult to manage. Both doors have heavy closers which some people may find difficult to manage.</p>	<p>Consider: · Powering the doors · Adjusting the closers on the doors to reduce the force needed to open them</p>	2	The doors to be considered as part of the ramp plan (SW)	Linked to above
<p>The double doors from the entrance hall into the dining room each have an effective clear width of 660 mm. They have a medium closer. Some people may find these doors difficult to manage.</p>	<p>Consider: · Powering the doors · Adjusting the closers on the doors to reduce the force needed to open them</p>	2		Listed building. Cannot automate doors. Reviewed as part of the Obs project

<p>The undersides of the tables in the dining room are 650 mm from the floor. This may be difficult for the users of larger wheelchairs. BS8300, Fig 21 recommends tables should have a knee recess which is not less than 700 mm from floor level and between 760 mm and 860 mm the surface.</p>	<p>Consider providing some tables with the recommended clearance.</p>	<p>1</p>	<p>the Grzeslo could be used</p>	
<p>CR</p>				
<p>The Common Room can only be reached by using a long staircase.</p>	<p>This is a difficult area to improve access to. Consider providing an alternative area with level access and similar provision.</p>	<p>1</p>	<p>The Gallery is the alternative area</p>	<p>Complete</p>
<p>There are rugs on the floor which seemed to be well secured. Rugs can be a trip hazard and difficult for some people to manage.</p>	<p>Consider a management plan to ensure that the rugs remain held in place.</p>	<p>1</p>	<p>Pantry and scouts to report this in (KK/HQ)</p>	<p>Complete</p>
<p>CR RAC</p>				
<p>The keypad buttons are between 1360 mm and 1420 mm from the floor. ADM, 4.30.c, and BS8300 both recommend a range of 750 mm to 1200 mm for things requiring precise hand control. Some people may find the keypad difficult to manage.</p>	<p>Consider relocating the keypad to within the recommended height range.</p>	<p>3</p>		
<p>There is no contrast between buttons and the numbers on them which some people may find difficult to distinguish.</p>	<p>Consider installing a keypad with high contrast numbers or painting the numbers so that they are easy to see.</p>	<p>2</p>	<p>To be reviewed and costed (DC)</p>	<p>now on a fob</p>
<p>The kitchen countertops are 920 mm from the floor. This is 60 mm higher than the maximum recommended height of 850 mm, BS 8300, Figure 50.</p>	<p>When the kitchen is refurbished consider installing countertops within the recommended height range.</p>	<p>1</p>		<p>Would make adjustments for individuals if needed</p>

The patio doors have a threshold which is 80 mm high. Some people may find this difficult to manage.	Consider providing a ramp for the threshold.	1	Will be part of the ongoing refurb at RAC	New patio door means there will not be a threshold
The surface of the slope is in poor repair in some places which may make it difficult for some people to negotiate.	Consider repairing the surface of the slope. Photo 26	1	Outside area does need looking at	
The tables on the patio have attached fixed seating. This may make it difficult some people and particularly for wheelchair users to access the tables.	Consider providing some tables with separate seating to improve access.	1	Will be part of the ongoing refurb at RAC	As and when new furniture is bought.
HAYLOFT				
The Hayloft can only be reached by using stairs.	This is a difficult area to improve access to. As the Common Room is also inaccessible to wheelchair users and others unable to manage stairs consider providing a similar facility with level access in another area of the college.	1	Gallery	
has a heavy fast closer. Some people door may find this door difficult to manage.	Consider adjusting the closer to reduce the force needed to open it and also the speed at which it closes.	2		Door closer has been adjusted.
ACCESSIBLE BEDROOMS				
	Consider consulting an architect about the provision of accessible bedrooms with accessible bathrooms.	1		
GALLERY				
Lankester Quad This entrance has a threshold which is 40 mm high. Some people may find this entrance difficult to manage.	Consider either rounding threshold or providing a portable or temporary ramp for the step.	1	Look at a ramp for this (JO)	Estimated costs for the 2 ramps Total £390 + vat but now have a portable ramp

The door has a medium closer which some people may find difficult to manage.	Consider adjusting the closer to reduce the force needed to open this door.	2		Door closer has been adjusted.
BAR ENT				
This entrance into the gallery has a step which is 90 mm high which will be difficult for some people to manage. If the threshold on the Lankester Quad door is adjusted this would provide alternative access.	Consider installing a portable or temporary ramp here to facilitate access.	2	Will look at the LQ ramp first	Work around to access via McApl Look at Gallery lobby quad ramp. Ramp is now available
The kitchen countertop in this room is 930 mm from the floor. This is 70 mm higher than the maximum recommended countertop height, 760 mm – 850 mm, (BS 8300, Figure 21). Some people may find this counter difficult to use.	Consider replacing this counter with one within the recommended height range	2		
Mc Alpine outer door has a heavy closer which some people may find difficult to manage.	Consider: · Powering the door · Adjusting the closer to reduce the force needed to open it	2		Door closer has been adjusted.
Inner door - When I visited there was a door wedge holding the door open. This makes the door easier to manage.	Consider replacing the door wedge with a hold open device	2	Check if this is in place (EH)	The inner door from the main bar does have a hold open device - complete
Lankester bar - This door has a medium closer which some people may find difficult to manage	Consider adjusting the closer on this door to reduce the force needed to open it.	2		Door closer has been adjusted.
COMPUTER ROOM				
This door has a heavy closer which some people may find difficult to manage.	Consider adjusting the closer on this door to reduce the force needed to open it.	2		Door closer has been adjusted.

LAUNDRY				
There is a 150 mm high step into this laundry. This will be difficult for some people to manage.	Consider providing a portable or temporary ramp to facilitate access.	1	Will look at this if and when we have a student on site who requires ramp access to this facility	Would not get a chair through this door and we now have a portable ramp for those who might need it
This door has a medium closer which some people may find difficult to manage.	Consider adjusting the closer on this door to reduce the force needed to open it.	2		Door closer has been adjusted.
The handles of the other washing machines and the driers are 600 mm from the floor which may be difficult some people to manage.	Consider installing an additional plinth at the recommended 200 mm height, (BS 8300 19.1.7.3.).	2		cannot get wheelchair in this area
The access to the payment machine is obstructed by a rubbish bin. This may make it difficult for some people to reach.	Consider a management plan to ensure that access to the payment machine is left clear.	1	Look at moving (KK)	Complete
RAC LAUNDRY				
The washing machine and dryer handles are 600 mm from the floor. Some people may find this difficult to manage. None of the machines are on a plinth. A plinth 200 mm high is recommended if a laundry may be used by a wheelchair user, (BS 8300 19.1.7.3.).	Consider providing a plinth as described in BS 8300.			Laundry rooms have been installed and managed by contractor.

GYM				
The approach from the gates to the gym is across a surface with a deep layer of gravel. This surface is particularly difficult for wheelchair users to manage. It may also be difficult for other people.	Consider replacing this surface with resin bonded gravel or tarmac or creating a level paved footpath here to provide easy access to the gym	2	photo 29	Gravel is pebbles and moved if replaced with triangular chipping would not be so difficult
There is a step up to the threshold which is 150 mm high and a step down on the inside of the threshold which is 100 mm high. This means that accessing the gym will be difficult for some people and particularly for wheelchair users	Consider providing a ramp or slope on each side of the threshold to make the gym accessible to all.	2	photo 30	Ramp available. JO
The inner door has a heavy closer which some people may find difficult to manage.	Consider adjusting the closer on this door to reduce the force needed to open it	2		Door closer has been adjusted.
Some of the equipment has been placed on dark mats meaning there is limited contrast between the floor surface and the equipment. Some people may find this equipment difficult to distinguish	Consider replacing these mats with some in a stronger contrasting colour.	3		
SQUASH AND TENNIS				
The access to the squash and tennis courts is up a slope with a gradient of 1:7. This is much steeper recommended maximum 1:12.	Consider extending the slope to reduce the gradient so that it is as close as possible to the recommended maximum.			Take alternative route between admin and fellowship house as a work around. It is not wheelchair usable
The surface of this slope is uneven. Some people may find this difficult to manage.	Consider repairing the surface to make it easier to use		Photo 32	See above

Once through the archway the access to the tennis court is level. The surface is a mixture of grass and gravel. Some people may find this difficult to manage.	Consider providing a firm surface to facilitate access to the tennis court.	3		The tennis courts will be built on at some stage
The Squash Court can only be accessed by using stairs.	This is a difficult area to provide access to as there is limited space to accommodate a ramp or slope of some sort	3		Unable to change at this time
The squash door also has a threshold which is 85 mm outside and 60mm inside. Some people may find this doorway difficult to manage.	This is a difficult area to improve access to due to the confined space.			The Steps are steeper and thus this would need to be addressed first
ROTUNDA				
This room can only be reached by using stairs. The total rise of the three steps is 450 mm. Access to this room will be difficult for some people.	Creating access to this area is difficult due to its location next to the vehicle gate. Consider exploring whether a portable ramp could be used to provide access to this room.	1	Due to the steepness and the gates it is not possible to put a ramp here. If required instruments can be moved to another location for practice	
OBSERVATORY				
None of the stairs have nosings to assist in distinguishing the edges of the steps. This may make access difficult for some people	Consider adding nosings using either contrasting tape or paint as described in section 5.1 above	3		Listed building. cannot fit nosings but part of Obs project
HEARING SUPPORT				
I could not see any signage to indicate that hearing support systems were present. It is crucial that signage is in place to indicate the presence of hearing support systems.	Consider installing signage to indicate where there is a support system available.	1	Put signage in place (DC)	Testing on 1 March 23

<p>BS8300, 13.2 recommends a hearing support system should be installed in reception areas, rooms and spaces used for meetings, lectures, and classes.</p>	<p>Consider installing a hearing support system in such areas or the use of a portable system if suitable. For advice on hearing support systems please contact the University Accessibility Adviser: benjamin.smith@admin.ox.ac.uk</p>	<p>1</p>	<p>Look at options for the lodge, BR, KR (DC)</p>	<p>EH to discuss options with DC and TS</p>
<p>I was not able to test the hearing systems on my visits to the College to check if they were working.</p>	<p>Consider a regular system of testing of the hearing loops that are currently in place and also regular staff training on their use.</p>	<p>1</p>	<p>Put a system in place to test these (DC)</p>	<p>EH to put a system in place once system is known</p>