

## **Access Statement:**

### **Building**

#### **College of Central London**

#### **Tower Bridge Business Centre 46-48 East Smithfield London, E1A 1AW**

The building consists of seven floors. The college is located on the 3rd floor.

The building is relatively modern and fairly accessible overall. Wheelchair users have easy access through the main entrance door since they open automatically and there is no step to negotiate.

### **Entrance**

The main entrance labelled Tower Bridge Business Centre 46-48 East Smithfield and has an automatic sliding door with a receptionist available during day time hours who will assist on arrival.

### **Reception**

The main reception desk is at ground level. Visitors need to sign in there and the receptionist will direct you to the double lifts. They will call us upstairs to announce your arrival. The Lenta Business Centre staff anticipates the needs of disabled people (where the impairment is apparent to an observer) and will direct you to the easy chairs located opposite the reception desk. Sometimes the receptionist is occupied with another customer(s), so your patience is appreciated.

The lifts are to the left of reception and the stairwell.

### **Vertical Access**

The main building complex has seven floors by two lifts accessible to the left of reception desk

The lifts in this building are suitable for a standard manual wheelchair power chair users.

### **Emergency Refuges**

The designated refuge spaces around the main building complex are in the rear stairwell of the building. See Appendix for the Emergency Evacuation Procedure.

The refuge are in the rear of the building and your presence there will be known to us so you are reassured that someone is coming to help.

A **manual evacuation chair** is available in College building. It is kept in the Principal's office and can be brought to other locations as needed, provided it is safe for someone to bring it to the location. The evacuation chair is serviced annually and college staff have been trained in their use.

### **Access to teaching rooms**

All teaching rooms are accessible; thanks to good horizontal access with the building especially on the third floor where the teaching room is located and the 5<sup>th</sup> floor where the meeting rooms and break out areas.

## **Disabled Toilets**

This are situated on 1<sup>st</sup>, 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> floors. These facilities are **gender-neutral toilets**. Anyone who wishes to use these is welcome to do so.

## **Facilities within the building**

### **Assistance dogs**

Assistance dogs are welcome on the ground floor only. Please ask your host to arrange drinking water for the dog. There is a grassy area outside the building in Braham Street which can be used for toileting if necessary. Please pick up after your animal where applicable.

## **Appendix**

### **The Emergency Evacuation Plan for College building at the Business Centre.**

The following plan applies to visitors. Staff and students who require assisted emergency will need to wait in the landing by the lifts which acts as a refuge. Do not use the lifts

**If you are able to exit the building unassisted**, please do so via the nearest available staircase route and with appropriate speed. Do not use the lifts.

**If you are able to exit without assistance, *but* need more time than other people to do so**, please move first to the landing area by the lifts and wait for others to clear your floor. Once the route is clear, follow at a pace which is comfortable for you and report to the assembly point when you reach the ground.

**If you are not able to use the stairs to exit the building please follow these instructions:**

1. When the alarm rings, if you are **above ground** level (floors 3-5):
  - move as quickly as you can to one of the designated refuge spaces (see labels on staircases and landings).
  - If you have a support worker, they should accompany you.
  - At the landing area by the lifts, you should call the Main Reception. Dial 020 7709 2000 and state what assistance you require. The person responding will inform you whether you need to evacuate or not.
  - The description of your location should be on the sign on the landing.
2. Using a stable office chair with wheels and armrest as an evac-chair, two staff members will act as operators and will carry you down the staircase as quickly as they are able to manage safely.
3. Go to the usual assembly point and make sure that the person in charge has noted that you and your assistant are both safely out of the building.
4. Security or fire Marshalls will sweep the building to ensure it is evacuated and will advise the lead fire marshal on exiting.

Entrance doors in the centre of the building and open automatically during normal office hours 9.00am – 5.00pm.

