THE UNIVERSITY of EDINBURGH

Estates Department

Estates Design Guideline No.12

Inclusive Design

Important Comment on Estates Design Guidelines, Assets & Standards

These Design Guidelines, Assets and Standards, and the associated suite of documents, have been produced in order to provide external design consultants and contractors with guidance on the required University standards for inclusion within their proposed project design.

These guidelines are to be used as supplementary information during the project design stages, and as such, detail the minimum standards expected from the University's Estates Department.

Please note that these guidelines do not absolve the project Design Team -including sub-consultants and sub-contractors-, of their legal and contractual obligations under design liability, statutory regulations and health and safety legislation.

Alternative format:
If you require this document in an accessible format please write to

Estates EDI Representative
9 Infirmary Street
Edinburgh
EH1 1NP

or email
estatesedi@ed.ac.uk

EDG No.12 Inclusive Design - Approval Procedure

Estates Design Guidelines (Assets & Standards) No. 12 Inclusive Design Lead: Assistant Design Manager, Small Projects	Name N Walls Signed Off Date: May 2025
Estates Design Guidelines (Assets & Standards) No. XX Title Lead: Role - Check	Name Signed Off Date
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Estates Design Guidelines (Assets & Standards) No. XX Title Approval by XX	Name Signed Off Date
Estates Design Guidelines (Assets & Standards) No. XX Title Approval by Estates Committee	Name Signed Off Date

Version Control for Estates Design Guidelines (Assets & Standards) No. 12- Inclusive Design

Version	Date	Nature of Revision	Author	Approved by	Signed
V 1.0	25/08/2025	New Guideline	N Walls	xx	XX
V 2.0					
V 3.0					

Front cover. Nucleus Building, (Image credit: Keith Hunter)

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Public realm, Bayes & Informatics
(image credit: Whitedog Photography)

1.0 INTRODUCTION & PROJECT PROCEDURES

1 Introduction and project procedures

An inclusive environment recognises and accommodates differences in the way people use the built environment. It facilitates dignified, equal and intuitive use by everyone.*

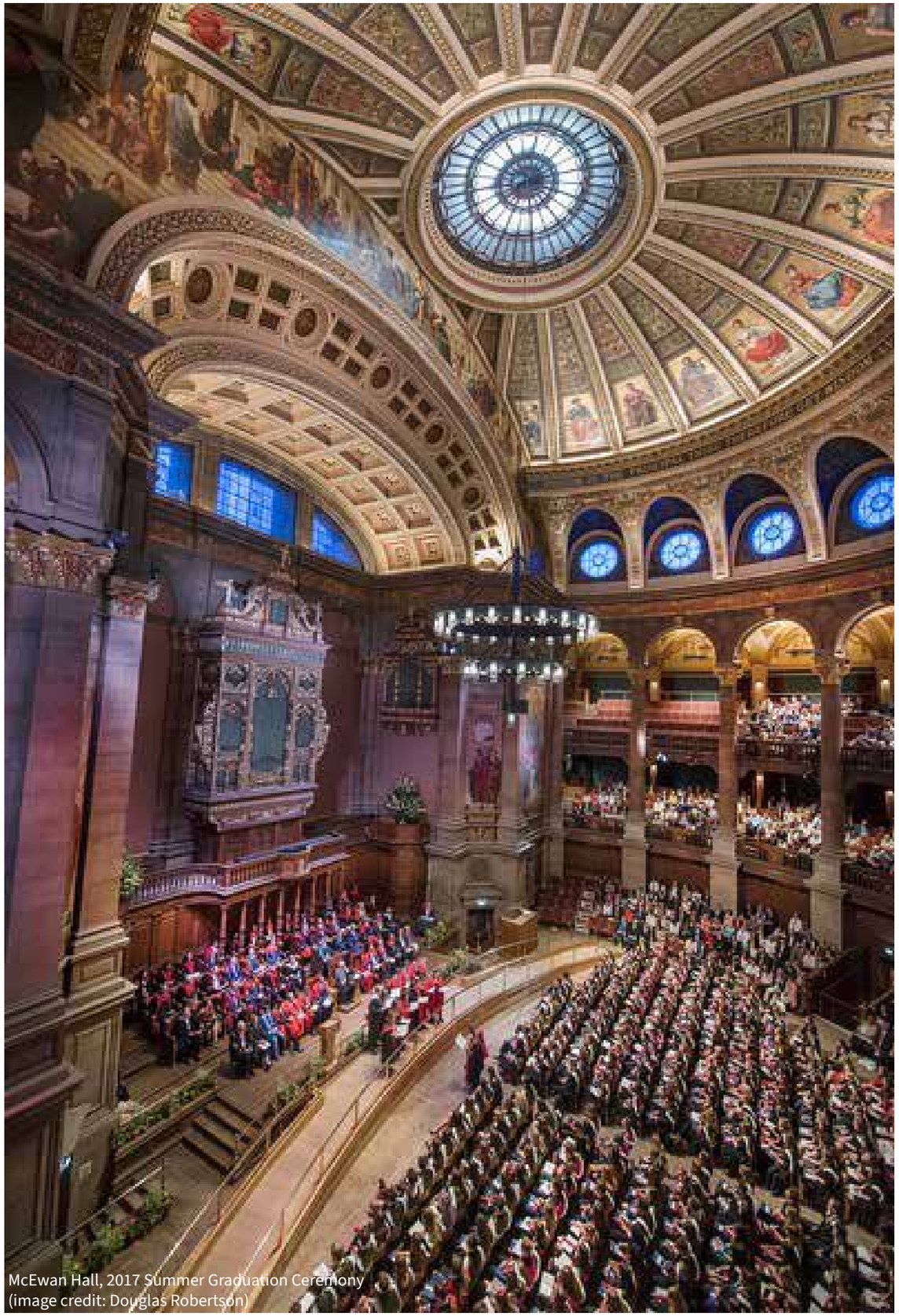
*PAS6364 – Design for the Mind. Note under 4.1.

The University of Edinburgh has a strong and long-standing commitment to equality, diversity and inclusion (EDI) and to promoting a positive environment, which ensures fairness, challenges prejudice, and celebrates difference.

By mainstreaming EDI in all that we do, we deliver on the values set out in Strategy 2030, ensuring that **"we foster a welcoming community, where staff, students, alumni and friends feel proud to be part of our University"** and that we are **"diverse, inclusive and accessible to all."**

The physical environment - both our buildings and the public realm - are important in meeting the University of Edinburgh's vision, aspirations and commitment.

This design guideline highlights issues to be considered in the design, refurbishment and maintenance of the University of Edinburgh estate. It has been informed by the principle that inclusive design is good design.



McEwan Hall, 2017 Summer Graduation Ceremony
(image credit: Douglas Robertson)

1.1 Important Notice – Essential Prior Reading

It is essential for readers of this document to first refer to the Guide No1 – entitled Estates Design Guidelines (Assets & Standards) Introduction and Application – which serves to provide the principles and overview with vital information and context that apply to all projects.

1.2 Purpose of the University of Edinburgh Estates Design Guidelines (Assets and Standards) – UoE Design Guidelines

The UoE Design Guidelines (as a whole) have been developed for employees of the UoE, Design Teams, architects, engineers, project managers, external consultants and contractors. The purpose of the UoE Design Guidelines is to give an overview of the design requirements, constraints and challenges presented by the University of Edinburgh's requirements specialist needs.

It applies to all major new-build and refurbishment projects, changes of use including property to be leased by the University. These Inclusive Design Guidelines also apply to Small Projects &, Minor Works, Statutory Compliance Works, Major Replacements and Maintenance Projects.

The UoE Design Guidelines aims to discuss strategic matters and does not provide an exhaustive treatment of statutory or best practice design and compliance requirements; its primary purpose is to establish a starting point for design briefs, support the consultation process and outline existing assets and standards. It is the responsibility of Design Team readers/duty holders to ensure subsequent designs are complete, compliant and able to meet the final approved brief when measured in use.

This document should be read in conjunction with the other Estate Design Guidelines. Engineering design | The University of Edinburgh

1.3 Purpose of UoE Design Guideline No 12

The purpose of this document is to set out the guidelines and standards that apply to University of Edinburgh (hereby referred to as UoE) Estate and its design requirement for inclusive design and accessibility. This document will apply to newly constructed buildings and existing buildings, that are scheduled to be refurbished.

The Building (Scotland) Regulations 2024 set out to ensure that new buildings and works achieve the objectives of the Building (Scotland) Act 2003 in terms of health, safety, welfare and convenience of persons, conservation of fuel, power and sustainable development.

These Inclusive Design Guidelines standard exceeds the Building Regulation requirements, encouraging, where practicable, the adoption of best practice recommendations in BS8300-Parts 1&2: Inclusion in the Built Environment 2018 and PAS 6463 Design for the Mind.

A full list of inclusive design guidance is provided in Appendix A.

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
- Building (Scotland) Regulations 2004
- Health and Safety at Work Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992

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 the Appendix – Reference Documents and Information Resources.

To avoid a breach of the Equality Act 2010 requires an analysis of a complex set of factors and is not merely a matter of building standards. There are separate standards for public service providers, employers and educational institutions.

Different levels of access will be possible for existing buildings and new build, and in the case of listed buildings, the character and historic interest of the building must be taken into account when planning adaptations. Consultation with an access consultant is recommended when developing an access strategy for compliance with the Equality Act 2010.

Refer to the Appendix for a full list of reference documents.

This UoE Design Guideline No 12 is for designers, engineers, specifiers, installers and commissioning and maintenance engineers. It is relevant to all planned and procured works for maintenance, refurbishment and new developments and applies to all the RIBA Stages of Work.

- To align the requirements of the Scottish Buildings Standards Technical Handbook/Building (Scotland) Regulations, BS8300 – Parts 1 & 2, the Equality Act 2010 and the University.

- There is potential conflict between these as the Technical Handbook/Building Regulations are generic and often prescriptive, whilst the BS8300 provides more detailed recommendation. The Equality Act 2010 does not prescribe solutions but rather prohibits certain actions and behaviours, which can be avoided and overcome through design approach, attitude and an understanding of people's needs.

- This Inclusive Design Guideline content is not intended to replace existing British or European technical standards or national guidance and reference to these will still be necessary. This guidance is to facilitate high standards, best value and sustainability in terms of access related issues in the design and use of buildings and raise awareness of the importance of Inclusive Design.

- If an access aspect is not covered in these guidelines and standards, the relevant Codes of Practices, British Standards and Building Regulations shall be referred to and applied. For any general and specific queries, advice can be obtained from the Estates EDI Representative . In the event that documents referred to within this document have been superseded, the most recent versions are to be referred to. Any other doubts, concerns or points of clarification on accessibility matters are to be referred to the Estates EDI Representative

- This document applies to all buildings managed or owned by the UoE.

Where the UoE are tenants in a building owned and managed by another party, they should be mindful that facilities, services, approaches, entrances and access generally to the UoE service provided from that building may be restricted or hindered and this may affect who can access their service and have a reputational effect. It may also raise the risk of discrimination claims against the University. Ideally, the accessibility of a building should be reviewed before lease negotiations take place and safeguards put in place before a lease or license is signed.

The Scottish Building Regulations are regarded as a minimum standard. This guidance incorporates Inclusive Design requirements as set out in BS8300: Parts 1 and 2:2018. Reference is also made to PAS 6463 Design for the Mind – Neurodiversity and the built environment.

1.4 Interpretation

Any part of the Estates Design Guidelines may be referenced in project contractual documentation (Terms & Conditions) for the UoE to control quality. The following interpretations apply:

1.4.1 Enforced Requirements

The use of the word(s) 'shall', 'are required', 'is required' 'must' or 'will be' denotes a requirement that is non-negotiable and shall be used as the basis for designs, technical submissions and/or activities. If such a statement conflicts with a statutory obligation then a report to the Director of Estates Operations shall be produced highlighting the conflict, for consideration regarding exceptions and compliance.

1.4.2 Requirements Needing Confirmation

The use of the word 'may' denotes a negotiable requirement or indication of a solution, where innovation and further calculation, design and discussion may be required to arrive at an optimised solution.

1.4.3 Quality

The Design Guidelines aim to deliver the UoE's highest design aspirations, benefits realisation, to the required standards, which can be maintained. It may be that, at the UoE's sole discretion, solutions are value managed and engineered during design process and subsequent design iterations; however, this must not significantly impact future operation and maintenance provision or tie the UoE into any long term unmanageable and uneconomic arrangements.

The impact on protected characteristic groups must be assessed when value management and engineering are being considered. An Equality Impact Assessment should be conducted.

Design Teams are encouraged to consider where value engineering may result in an improved financial performance should funding constraints occur, i.e. less maintenance requirements.

1.4.4 Currency of Third Party Documents

Where superseded standards and regulatory documents are referred to in the text, the reader shall apply current versions and disregard superseded versions.

1.5 Review Design Data Process (RDD)

All proposed designs shall be submitted to the project manager and respective Estates Teams and Building Services Group for review and comments. The response will be categorised as follows:

a) Design Team to acknowledge comments and continue to develop the design to the next stage

b) Design Team to acknowledge comments and update the design in accordance with comments and resubmit for consideration before proceeding to the next stage

c) Design Team to acknowledge comments and completely review and update the design in accordance to the agreed design principles and resubmit for consideration before proceeding to the next stage.

In addition to the above, the UoE may request specific technical submission to support the RDD, which may include setting out with proof, e.g. calculations, drawings, etc.

The purpose of the RDD is to ensure designs meet the strategic requirements of the UoE and do not compromise the future operations and maintenance provision. The obligations owed by external architects, consultants and contractors to UoE and their liabilities to UoE are not in any way diminished or otherwise reduced by the RDD.

1.6 Version Control and Updates

The Estates Design Guidelines will be reviewed and updated at the end of January in each calendar year. The version number will, using 2025 as an example, move from 2025 V1.0 at the end of January to 2026 V1.0 for the following year.

The UoE Estates respective PM teams will send e-mail notifications to the directory of current Design Teams and contractors appointed, following any update or change.

Any updates to the Design Guidelines, which cause significant change to a project design, should be discussed with the respective Project Management team and application of the Change Control Process will be required.

In future versions of the Inclusive Design guide any new items or amended content will be highlighted in yellow to enable identification of changes from previous versions.

1.7 Background Information

The University of Edinburgh seeks to provide an inclusive environment for all staff, students and visitors. An inclusive environment will be one that is easily used by as many people as possible without undue effort, special treatment, or separation.

It should aspire to offer people safe and independent access and egress, as well as an unaided means of movement around the building. There should be integrated participation with the use of facilities and recognition that people are all different and will have diverse needs that may be met in a variety of ways. The design of new University buildings should, where practicable, achieve the BS8300 standard for access, as a minimum.

1.7.1 Legal Framework

Building design is primarily governed by (among other legislation) Building Regulations Technical Handbooks, British Standards' Code of Practice and duties under the Equality Act 2010. These regulations, codes, and act provide the legal and regulatory framework for good practice standards.

1.7.2 Technical Handbook – Non-Domestic

The Building Regulations, covered in this Technical Handbook, set a minimum standard in the following areas:

- Section 2: Fire – egress
- Section 3: Environment – sanitary facilities
- Section 4: Access to and within buildings, including stairs, ramps and seating
- Section 5: Noise
- Section 7: Sustainability (7.2 Electric Vehicle Charging)

1.7.3 British Standards BS8300 – 1 & 2:2018

Design of an Accessible and Inclusive Built Environment

This document explains how an environment and building should be designed to anticipate and overcome the restrictions imposed by barriers and provides best practice guidance on how to make environments more inclusive.

1.7.4 Equality Act 2010

This act makes discrimination against people with protected characteristics illegal and outlines steps that should be taken to prevent discrimination and promote equality.

The nine protected characteristics are as follows:

- Age
- Disability – both visible and hidden
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

The Design Team will be required to meet at least the standards set within the current legal framework. None of the information provided in this document shall override the legal requirements. In addition, the University of Edinburgh will provide further guidance based on its experience of managing and maintaining buildings as informed by feedback from students, staff and visitors.

1.7.5 BS7000-6 – Guide to Managing Inclusive Design

Inclusive design is comprehensive, integrated design that encompasses all aspects of a product (or service) throughout its lifecycle from conception to final disposal. The goal is to meet the needs of consumers of diverse age and capability in a wide range of contexts because appropriate access to information, products, services and facilities is a fundamental human right.

The standard concentrates on the management of inclusive design, not the practice of inclusive design.

1.8 University Approval Procedures

The University governance procedures are described in the Project Delivery Process Map. This includes development of a consultation strategy at RIBA Work Stage 0 and ensuring that there are Inclusive Design focused consultations with the Estates EDI Representative as part of the project stage approval. . See section 4.1 on the adoption of the RIBA Inclusive Design Overlay to the Plan of Work. This recommends regular Inclusive Design reviews at all Work Stages.

An Inclusive Design consultation plan should be developed for each project, in recognition that consultation with those with lived experience will ensure the best project outcomes.

Regular UoE consultees external to Estates Department should be

- Disability Information team, ISG
- Staff Disability and Wellbeing Advisor Officer
- Disabled Staff Network
- Disability and Learning Support Services (students)

Final consultees will depend on the nature of the project.

The following project procedures are to be followed:

- A cross reference to the Inclusive Design Policy, Inclusive Design Policy guidance and these Inclusive Design Guidelines should be included in project briefing documents and consultant appointments.

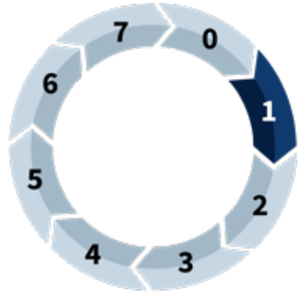
- The agenda for project meetings and project reviews is to include a section for Inclusive Design.

- The University Fire Safety Unit should be consulted at an early stage regarding any work to existing buildings to advise on any implications arising from the Fire Risk Assessment for the building, and impact on **Personal Emergency Evacuation Plans** (PEEPs).

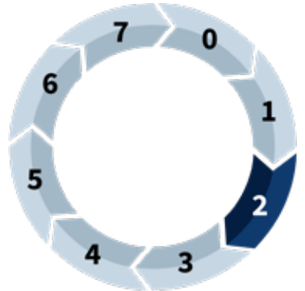
- Any conflicts between the guidelines and other legislation, e.g., Planning, should be discussed with the UoE Project Manager/ Project Leader.

- The Estates EDI Representative should receive timely copies of design layout drawings and the access statement via the University Estates Department, to review and ensure that inclusive design principles have been fully considered and embedded.

0 Strategic Definition



1 Preparation and Brief



2 Concept Design

3 Spatial Coordination

1.8.1 RIBA Inclusive Design Overlay to the Plan of Work

The RIBA Inclusive Design Overlay to the Plan of Work should be adopted and an Inclusive Design champion identified. This is to be the Inclusive Design Consultant if appointed.
Inclusive Design Overlay to the RIBA Plan of Work (architecture.com)

RIBA Works Stages 0/1

- Heads of Department / School are to be consulted at the preliminary stages of projects to establish whether the project must accommodate any existing staff members or students with a disability.
- Heads of Department / School are to prepare an Equality Impact Assessment (EqIA) with input from Estates Department where necessary. Guidance and template | Equality, Diversity and Inclusion (ed.ac.uk) Consultation with building users is required in preparation of the EqIA.
- Undertake an access audit on existing buildings if appropriate. This should follow the checklists provided here architecture.com/knowledge-and-resources/resources-landing-page/access-audit-handbook-checklists#available-resources
- Review existing AccessAble reports The University of Edinburgh | AccessAble and amplify as required with specific recommendations that can help shape the brief / scope of works. These reports will be provided by the UoE Project Manager/ Project Leader.

RIBA Work Stage 2

- Ensure that, where appropriate, a project based Inclusive Design Strategy is developed and that this feeds into the concept design. Note: This is different from the EqIA, providing more detail on the project aims in terms of accessibility. The ID Strategy should be incorporated into the Stage 2 Report.
- In tandem develop an Inclusive Evacuation Strategy in liaison with the UoE Fire Safety Unit.
- Reference relevant guidance such as BS8300 and PAS6463 Design for the Mind.
- Inclusive Design review of Stage 2 proposals and report.

RIBA Work Stage 3

- Inclusive Design review of Stage 3 information.
- Change control procedure to assess impact on ID Strategy.
- Develop Inclusive Design section in the Design & Access Statement.

RIBA Work Stage 4

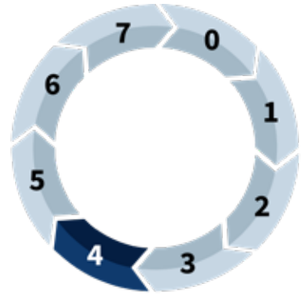
- Inclusive Design review of Stage 4 information, including specification and drawings.
- Change control procedure to assess impact on ID Strategy.
- Incorporate ID clauses into Contract documents.

RIBA Work Stage 5

- Change control procedure to assess impact on ID Strategy.
- Access audit of site works mid-contract and nearing completion.

RIBA Work Stages 6/7

- Access audit after handover.
- Ensure O&M manuals incorporate ID information in an Access & Inclusion File.
- Undertake an Inclusive Design POE with user group & share lessons learnt.



4 Technical Design

5 Construction

6 Handover

7 In Use

1.9 Access Information and AccessAble Guide

The University of Edinburgh has appointed “AccessAble” to undertake access surveys of its main campus buildings. The information resulting from these surveys is available to students, staff and visitors about general access to University buildings and their facilities. The AccessAble information does not specifically cover egress. Links to the AccessAble webpages are via the University web and a mobile app is available. The University of Edinburgh | AccessAble

In addition to the public facing webpages, AccessAble provides information on the areas of non-compliance with BS8300. This information will be made available to Design Teams.

The Design Team should review both the “AccessAble” Access Guides and the areas of non-compliance when developing proposals for existing buildings and take account of any shortcomings in access where possible.

1.10 Equality Impact Assessment

All projects should produce an Equality Impact Assessment (EqIA) at RIBA Stage 1. An Equality Impact Assessment is required where the change proposed will have an impact on the University’s current policies or practices in relation to their general duty under the Equality Act to; eliminate discrimination, harassment and victimisation; to advance equality of opportunity; and to foster good relations between people who share relevant protected characteristics and people who do not.

The Equality Impact Assessment should be produced and managed by the Project Sponsor, as the person who has control over the proposed changes, although others may be required to contribute through consultation. Designers should ask for a copy of the Equality Impact Assessment if not provided.

1.11 Access Statement

Prior to meeting the Estates EDI Representative and any consultations the Design team should provide an access statement explaining the ambitions of the project in terms of improving accessibility and providing an inclusive environment. This should cover building management arrangements for access and egress, and evacuation strategies / procedures for assisted emergency evacuation from the building.

1.12 O&M Manuals

The Design Team should ensure that full information is made available in the O&M manuals on the provision, maintenance and operation of equipment and aids. Full training should be provided to relevant key members of staff for the use of fixed and moveable specialist equipment, as part of the building handover upon completion of the works and provision should be made to refresh this training regularly and provide training to new members of staff, as required.

O&M Manuals should include an Access & Inclusion File to include a section on Fire Safety for people with additional evacuation requirements, and important information such as evacuation devices, use of lifts to evacuate, copies of GEEPs (Generic Emergency Evacuation Plan) and PEEPs (Personal Emergency Evacuation Plan), and the arrangement for different types of emergency.

The O&M Manual should be in accessible format. For guidance refer to Publishing accessible documents - GOV.UK

2.0 PUBLIC REALM

South side of George Square
(image credit: Whitedog Photography)

2 Public Realm

Pre-arrival information
All pre-arrival information should include reference to the accessible route and entrance to each campus building. Leaflets should avoid non-specific statements e.g. 'limited access' and should outline specific access difficulties in each building. It should identify a contact point for help at specific buildings.

2.1 Car parking

By own car
An accessible parking bay should be provided where accessible entrances are located. Refer to **Scottish Technical Standards Section 7.2** and **City of Edinburgh Design Guidance** for requirements for electric vehicle charging at accessible bays.

Parking bay design criteria
All parking bays should be designed to following criteria:-

- Bays will generally be allocated on an as-needed basis, but in large public parking areas 5% of total parking bays is a recognised standard, although statistics suggest less than 5% may be required. Individual parking requirements may vary and 5% is only a guide. Refer to the City of Edinburgh Design Guidance for expected percentage allocation .
- Bays should be not more than 45m from the principal entrance to the building.
- Bays should be clearly marked with the International Symbol of Access, i.e. wheelchair symbol, with both markings on the road and a sign at drivers' eye-level. Refer to Figure 1.
- Bays should be positioned so the wheelchair users can reach a dropped kerb.
- 2.4m x 4.8m with 1.2m wide transfer zone adjacent is the most common size for an accessible parking bay. The transfer zone may be shared between two spaces. If possible, a 1.2m transfer zone should be indicated at the end of an accessible parking bay.

Figure 1 International symbol of access

- Where parking payments are required, there should be level access to ticket machines, clearly displayed pricing and machine controls mounted between 900mm and 1.2m height.
- Electric vehicle charging point stations should follow the recommendations in **PAS 1899 Electric Vehicles - Accessible Charging** – Specification.
- Accessible parking areas should not have barriers unless necessary as these can be difficult to negotiate. If a barrier is necessary, there should be a help button linked to a reception point to give assistance.
- A drop-off bay/set down point is desirable adjacent to the main entrance points.
- 2.4m x 4.8m bay with 1.2m wide transfer zone adjacent or 6.0m long bay are the most common sizes for an accessible drop-off bay.
- Dropped kerbs and tactile strips should be to DETR requirements.

Refer to the City of Edinburgh Council's Design Guidance, or appropriate local authority, and Transport for Scotland's Roads for All Section 4.5.8.

2.2 Cycle racks
Racks and storage to be provided for adapted cycles in line with City of Edinburgh Council's Design Guidance and University of Edinburgh's Travel and Transport team's recommendations.

Cycle racks must not obstruct access routes when in use.

2.3 Route to the entrance
The route to the entrance should be straightforward with the entrance clearly visible.

Design Criteria - Detailed criteria for ramps and external steps are given in more detail in section 5.

The minimum basic dimension criteria follow:-

Ramps should be 1.8m wide for most of its length to allow two wheelchairs to pass, with the minimum width of 1.200mm at any local obstructions, as set out in **BS 8300-Part1:2018, Section 8**.
For existing situations where this width is difficult to achieve, the minimum clear path width permissible is 1.2m, dropping to 900mm.

Gradients of ramps should have the lowest practicable gradient within the range 1:20 to 1:12 and the maximum corresponding length between landings, as set out in **BS 8300-Part1:2018, Section 9**. The crossfall gradient on a ramp is to be no less than 1:50.

Handrails to be provided to all ramps with a gradient of more than 1:20. A handrail either side is preferred.

Surfaces should be firm, non-slip and non-reflective, clearly delineated by different colour, surface or other markings. These should be free from tripping hazards, obstacles, level gratings, no overhanging features. Consider delineating a level route through cobbled surfaces.

A 100mm upstand edge protection is to be provided to any open edges, to contrast with the ramp surface. Tactile warning surfaces should be used at the top and bottom of external stair flights and ramps.

Avoid tapering steps as these are a trip hazard.

Slip resistant contrast nosings to steps be provided to meet recommendation of **BS8300-Part 1 Section 9.1.5.** Contrasting material should extend 50-65mm width from the front edge of the tread and 30-55mm from the top of the riser. Note: insert nosings are not suitable.

External handrails should be provided for all external steps. The handrail profile should be easy to grasp i.e.not a flat plate.

External platform lifts should be avoided.

Crossings enroute - Every vehicular crossing en-route should have dropped kerbs and tactile surfaces to DETR requirements. There may be scope to use raised tables to give a level crossing across routes where pedestrian use dominates.

On longer entrance approaches consider the provision of seating.

2.4 External seating
External seating should offer a choice of heights and some seating with back and arm rests. In larger landscape proposals at least one bench should be designed to allow a person to transfer from their wheelchair.

Ensure the external environment is 'clutter free' to minimise obstructions, with considered locations for street furniture, bins, cycle stands etc.

2.5 Lighting
Lighting of external spaces and pedestrian routes should follow the **CIBSE Lighting Guide 6 – The Outdoor Environment**, specifically section 3.4. A minimum illuminance of 20 lux shall be provided to designated accessible parking spaces and access routes to the building entrance, but with an illuminance of100lux on ramps or steps. The choice and positioning of luminaires are also important, and luminaires should be selected / positioned to avoid glare. In ground luminaires should be avoided.

2.6 Entrance signing
The building name or address sign should be easily understood and positioned close to the building entrance. Refer to the University of Edinburgh Signage protocol.

3.0 ENTRANCES / RECEPTION

Accessible entrance to 13 South College Street
(image credit: Assistant Design Manager)

3 Entrances / Reception

Main entrance
All new buildings should have one entrance for all people, which does not present a barrier for disabled students and staff to use unaided.

Secondary entrance
Where the entrance door to an existing building is not accessible and cannot be made so due to topography, listed building status or physical constraints, then a secondary entrance for staff and students is acceptable. The decision process for a secondary entrance should be justified and documented relative to the Inclusive Design Strategy developed at RIBA Work Stages 1 / 2.

3.1 Entrance criteria
Main and adapted entrances should conform to the following criteria:

- The entrance door should be obvious and, if set within a glazed screen, it should have a contrasting frame and clear manifestation for easy identification by people with vision impairment. The manifestation proposals should be to the approval of an Edinburgh University Project Manager.

- The objective is to design a door which is operable independently by a disabled person using a variety of mobility aids, including sticks or a wheelchair. A positive improvement would be to increase the clear width from 800mm to 1000mm as per **BS8300-2 Section 8.3.1**, to accommodate clear passage for motorised scooters and electric wheelchairs.

- Automatic side sliding doors are preferred to revolving doors which people using mobility aids cannot use. If a revolving door is necessary, there must be a pass door which is kept unlocked during normal business hours.

- Doors should have a clear glazed panel or panels giving a zone of visibility from a height of not more than 900mm to at least 1500mm above finished floor level.

- Automatically activated powered entrance doors that open towards people entering a building should incorporate clear text
- indicating their automatic operation and direction of swing.

- External entrance doors should be operated by an automatic device, have 1000mm clear width opening when a single leaf door, or one leaf of double doors is open, as per B**S8300-2 Section 8.3.1.** Where it is not possible to automate the door and the clear width is less an 800mm, a help bell at max. 1400mm with sign should be positioned so the user can summon assistance is permissible.

- The door should have suitable space for a wheelchair user to open it independently, e.g. a 300mm offset at leading edge of door, which will allow the door to swing open freely without being obstructed by the wheelchair.

- There should be a level landing outside the entrance door of at least 1500mm clear of any door swings.

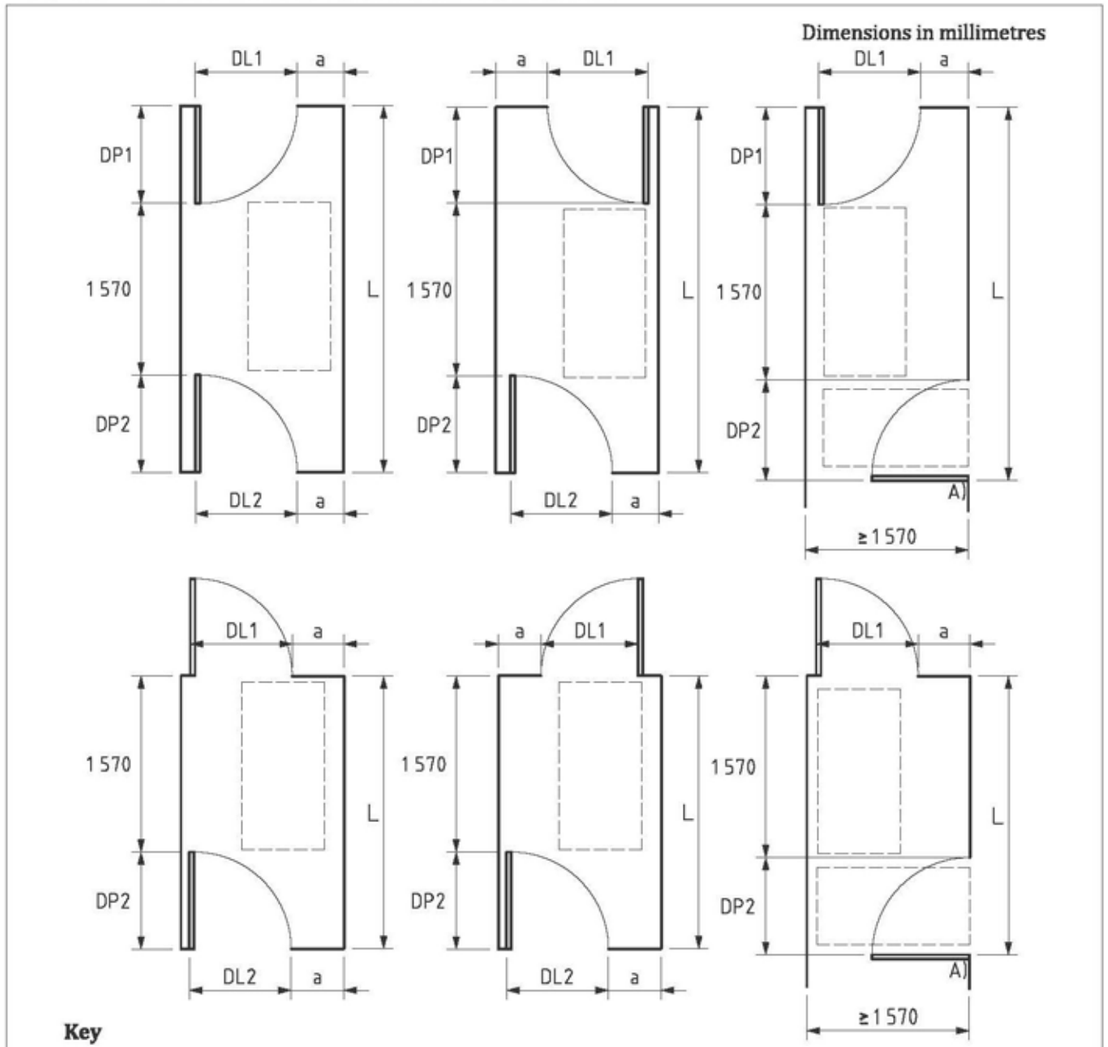
- Thresholds should be level.

When a wheelchair user approaches a door circulation space is necessary on both sides of the door to allow a wheelchair user to operate. Lobby dimensions vary depending on door swing and position. Lobbies must be sized to permit a wheelchair user to move clear of one door before using the next; allow for someone assisting a wheelchair user; permit an ambulant person to pass. A rectangular area of at least 1600mm long by 750 mm wide, outwith any door swing should be provided. **Refer to figure 4.3, Technical Standard 4.2.4.**

Where either door can be secured by a locking device, the lobby should be not less than 1.5 m wide, to permit a wheelchair or pram to be turned around should passage be denied.

For lobbies with single leaf doors there should be a clear space of 1570mmm free of the door swing forward and behind, as per **BS8300-2 Section 8.2 and Figure 1**.

Figure 1 — *Minimum dimensions of lobbies with single leaf doors*



Key

a	At least 300 mm wheelchair access space (can be increased to reduce L)
DL1/DL2	Door leaf dimensions of the doors to the lobby
DP1/DP2	Door projection into the lobby (normally the door leaf size)
L	Minimum length of lobby, or length up to door leaf for side entry lobby

NOTE 1 For every 100 mm increase above 300 mm in the dimension a (which gives a greater overlap of the wheelchair footprint over the door swing), there can be a corresponding reduction of 100 mm in the dimension L, up to a maximum of 600 mm reduction.

NOTE 2 The 1 570 mm dimension represents the length of an occupied wheelchair with a companion or assistant pushing (or a large electric mobility scooter).

A) No return wall within 600 mm of the doorway to enable a wheelchair user to manoeuvre into a position straight on to the door.

Extract from BS8300-2, Figure 1

Special considerations apply when both outer and inner doors open into the lobby. The clear space between open doors should be 1570mm.

Ironmongery should contrast with door colour, with a minimum 30-point difference in light reflectance value.

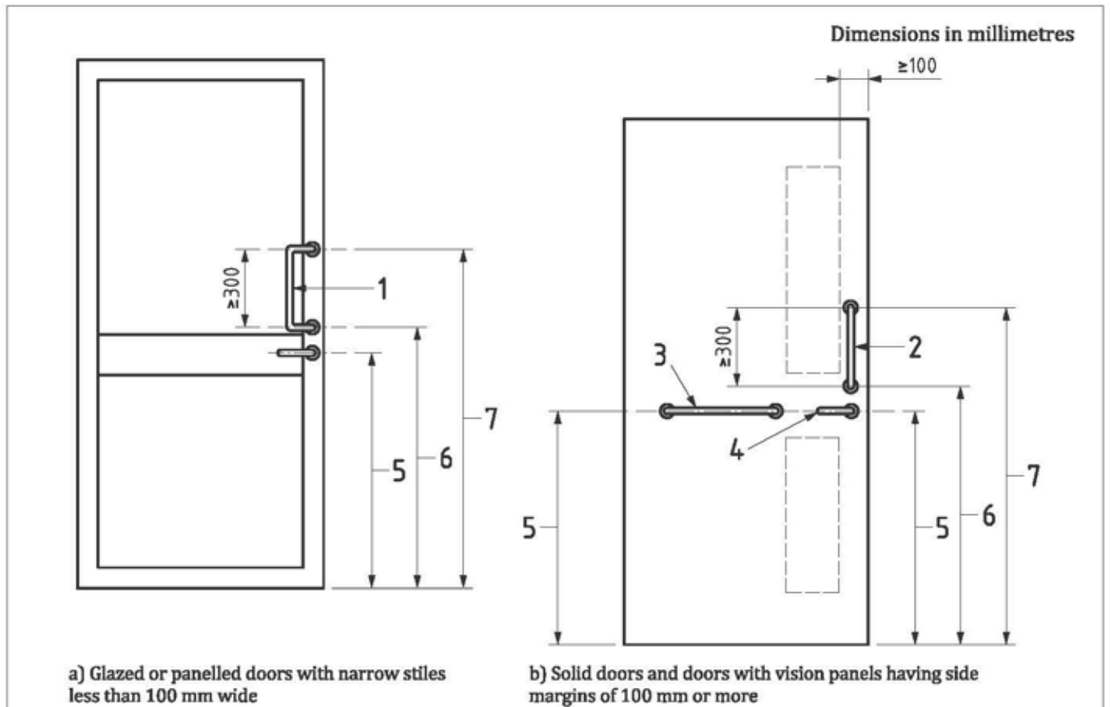
Door handles should be easy to grip i.e. tubular profile of 45-55mm diameter.
Door handles should be lever action type rather than knob.
Door handles should be mounted between 800 – 1050mm above FFL, with 900mm preferred, as per as per **BS8300-2 Section 8.4 and Figure 5**.

Back-to-back pull handles should be avoided as these can be confusing.

Force needed to open a door with a door closer should be suitable, i.e. below 30N to assist people with limited body strength. This can usually be done by adjusting closers.

The doormat should be close fitting, flush with adjacent floors and firm i.e. not coir, or with a deep pile. Avoid entrance matting with sharply contrasting blades and inserts as these can be visually disturbing.

Figure 5 — *Location of door opening and closing furniture*



NOTE 1 Figure 5 continues on the following page, with the key.

Extract from BS8300-2, Figure 5

3.2 Reception
At all reception/servitor points there should be at least one section of lowered counter at a height between 750mm-850mm above FFL and minimum 1400mm in length. Avoid putting this as the end of the counter.

The preferred practice is to adopt a single lower height counter at a max height of 860mm AFFL.

A kneehole space should be designed to allow a wheelchair to pull up to the counter. A knee recess of 500mm depth should be provided for staff, and a recess of 300mm depth provided on the reception side.

For further guidance refer to **BS8300-2 Section 16**.

An induction loop, with international symbol should be available at all reception points. Induction loops provision must be coordinated with the AV installation and agreed with the UoE Learning Spaces Technology Team.

At larger reception points where waiting areas are provided, there should be accessible seating areas. They should be designed to the following criteria:

- Space for wheelchairs (1500mm x 1500mm)
- Sufficient circulation space 1.2m gangways

Seating should have a variety of height (380 mm, 480 mm and 580 mm), backrests and arm rests. Bench seating should ideally allow for a wheel-chair user to transfer. Refer to **BS8300-2 Section 15.1.1.**

Security access gates should be provided with one wider aisle and lower card reader at 900mm above FFL. The opening time of the barriers is to be sufficient to allow passage of disabled people and their assistance dogs.

Consider glare from any fixed glazed screens and wall mounted TV / digital monitors behind receptionist's heads which can make lip reading difficult.

Where a public telephone is provided one phone should be at a low level, i.e. with buttons and controls between 700 – 1000mm AFFL as per **BS8300-2 Section 15.6.** The phone should be equipped with an audio coupler, and a sign to identifying this facility. Best practice is to provide a text phone.

Reception desk, Main Library centre for Research Collections (image credit: Paul Dodds)

4.0 CIRCULATION

ECCI main circulation
(image credit: Dave Morris)

4 Circulation

Reference should be made to **BS8300-2: Section 9** horizontal movement and **Section 10 vertical movement.**

Every facility within the building should have an accessible approach route. Refer to earlier Sections 3 and 4 of these guidelines.

For people to use a building independently, circulation routes need to allow easy movement and provide a sense of location and direction. Corridors and passageways need to have sufficient space to provide convenient access to rooms and, if necessary, to turn through 180°. Doors from rooms into corridors and doors across corridors also need to be accessible.

The minimum space required for two wheelchair users to pass each other on an access route is 1800 mm. The minimum width for corridors is 1200mm

Where work is carried out to existing buildings, it is the university policy to improve access wherever possible. Any proposals which do not meet the regulatory requirements should be discussed with both the Estates Project Manager and local authority. Non-compliant solutions can be acceptable as providing betterment, dependent on circumstances, subject to approval by the Local Authority.

4.1 Vertical circulation

Principles
It is good practice to position vertical circulation 'nodes', e.g. lifts, stairs or ramps together, in an obvious position for ease of location.

Start and finish points of ramps and stairs should also ideally be located near to each other.

Wherever possible over short rises, it is preferable to use a ramp, rather than a mechanical means of moving vertically, e.g. a short rise platform lift.

4.1.1 Stairs

Refer to **Technical Standards 4.3** and guidance in **BS8300-2: Section 10.1**

The maximum rise in any one flight should be 1.8m for internal steps, (1.2m for external steps). This applies where no lift is provided but is good practice for any staircase design. It is noted that in some building types e.g. labs, floor to floor heights may dictate a greater rise in stair flight, but where practicable the maximum 1.8m rise should be adhered to.

The unobstructed width between handrails should be a minimum of 1000mm, depending on occupancy Refer to **Technical Standards 2.9.3**.

Top, bottom, and intermediate landings should match the width of the stair or have a minimum dimension of 1200mm, whichever is the greater. Open risers and tapered treads are a hazard for disabled people using mobility aids and many people can feel a sense of insecurity when looking through these. Open risers should be avoided.

Risers should be between 150mm - 170mm. External steps should be as shallow as practicable. Goings should be a minimum of 280mm deep for external steps, or 270mm for internal steps. **Note: BS8300-Part 2 10.1.1 recommends a minimum going of 300mm which should be adopted for new buildings**.

On a stair with tapered treads, goings should be a minimum of 280mm (external), or 270mm (internal) at a point 270mm from 'inside' edge of stair.

Non-slip contrast nosings should be provided in line with **BS8300-Part2 10.1.4**. Inserts on treads only should be avoided as these do not assist people with visual impairment or spatial perception difficulties.

For listed buildings with stone steps painted nosings should be considered, subject to Listed Building Consent.

The step surface should be firm, even, easily cleaned and non-slip when wet or dry.

Handrails should be installed at 900mm height above the pitch line on both sides of the stair, extending 300mm past the top and bottom step with scrolled or wreathed end, that will not present a risk of entrapment to users.

Handrails must contrast visually with adjacent walls. A minimum of 30-point difference in LRV with the background is recommended.

Handrail section should be 45-50mm in diameter to allow a firm grip, be continuous across landings. Balustrades and handrails are to be 1100mm high above landings.

A raised stud should be fitted on handrail above first and last step to alert visually impaired people.

Avoid recessed handrail details as these can be confusing and difficult to grasp.

Temporary waiting spaces can be provided on escape stair landings. These must have an unobstructed clear area of at least 700mm x 1200mm and alarm call points with voice communication. **Refer to Technical Standards 2.9.30** and Section 13.2.

4.1.2 Ramps & slopes

Refer to **Technical Standards 4.3** and guidance in **BS8300-2: Section 10.2.**

Where practicable, buildings should be designed to avoid, as far as is practicable, the need for ramps or slopes (steeper than 1:60 and shallower than 1:20) on internal circulation routes.

Where slopes are provided, they should have landings not less than 1500mm long for the full width of the slope at every 500mm rise of the route, and at the top and bottom of the slope, clear of any door swing or other obstruction.

View of main stair at Nucleus Building, Kings Buildings with contrast nosings and extended handrails (image credit: Keith Hunter).

It is good practice to always provide a stepped route as an alternative to a ramp where the level change exceeds 300mm, as this provides choice.

A ramp should have the lowest practicable gradient within the range 1:20 to 1:12, and the maximum length between the landings. Refer to **Table 4.4 in Technical Standard 4.2.10**.
If possible, a ramp gradient should be minimum 1:15 with level landings at least every 5m.
1:12 is the maximum gradient with level landings at least every 2m, but is not preferred as in practice most users find a 1:12 gradient too steep.

Intermediate ramp landings, and landings at the top and bottom should be minimum 1500mm in length, clear of any door swings.

The ramp width should be 1200mm minimum, with an effective clear width of 1000mm between handrails. For ramps which form part of an escape route the minimum effective width between handrails is 1200mm. Refer to T**echnical Standard 4.3.11**.

There should be a kerb or other upstand barrier at least 100mm high on open sides of the ramp.

If a ramp exceeds 2m length, handrails should be installed on both sides of the ramp.

Handrails should:
- Be at 900mm height and continuous across landings at 1100mm;
- Extend 300mm at the top and bottom of the ramp;
- Have 45-50mm diameter section to allow for people with limited use of fingers/ gripping action.

Avoid recessed handrail details as these can be confusing and difficult to grasp.

The surface of the ramp or slope should contrast visually with the landings.

4.1.3 Surfaces

Floor surfaces should be firm, even, easily cleaned and non-slip when wet or dry.

Floors should have a non-reflective surface, which does not look slippery, e.g. polished tiles & terrazzo.

The Nucleus Building, Ramp defined by change in floor finish and handrails (image credit: Keith Hunter)

4.1.4 Lifts

Refer to guidance in BS8300-2: Section 10.5 and Estate Design Guideline No. 7 – Lifts Engineering Installations.

University Policy is to ensure that all new lifts are suitable for wheelchair access even if at the time the lift is installed or a goods lift is upgraded there is not an accessible entrance into the building. This gives scope in the future to improve access by future entrance adaptations.

The following criteria should be followed for design of a wheelchair-accessible lift.

Doors for new lifts should have a minimum clear width of 800mm with 900mm clear width preferred

Doors for existing lifts should have a minimum clear width of 800mm.

There should be sufficient space outside the lift (1500 x 1500mm.) for wheelchair maneuvering.

The car size should allow a 1500mm x 1500mm turning space of a manual wheelchair. The absolute minimum dimensions of car size should be 1100 x 1400mm with a mirror on the car rear wall to aid wheelchair reversing. If the minimum size is used, it is preferable to design the lift with a through car.

A mirror should be provided for wheelchair users to reverse out of the lift.

Handrails should be at 900mm height to side and rear walls of car.

A flip down seat should be provided in larger lifts.

Car finishes must offer visual contrast. Refer to Section 13.4.

The lift door should give minimum 800mm clear width and should have a time delay and an over-ride sensor installed.

Controls should be positioned inside and outside the lift between 900mm - 1200mm height, inside the lift controls should be at least 400mm from a corner. Best practice is to install two sets of controls, one at eye level for people standing and one at a lower level for people in wheelchairs. There should be tactile call buttons and visual and tactile indication of the storey level, on each storey served,

There should be a signaling system which gives 5 seconds notification that the lift is answering a landing call, and a dwell time of 5 seconds before the lift doors close after they are fully open

If the lift travels to more than three storeys, a voice announcement should give the position of the lift.

In most instances a passenger lift is preferred to a short rise lift. However, in some instances, where there is insufficient space to install a ramp, and where it is uneconomic to install a full passenger lift a short rise, or platform lift may be considered.

Platform lifts to be designed to **BS EN 8-41:2010** and to meet recommendations in **BS8300-Part2: 10.5.5.3**
Stair lifts to be designed to **BS EN 8-40:2008** and to meet recommendations in **BS8300-Part2: 10.5.6**.

The following design criteria should be used:

All platform and stair lifts should accommodate a wheelchair user in their own wheelchair and a companion. A minimum platform size is 900mm x 1100mm.

Platform lifts cannot be used as a means of escape and should not be installed where they obstruct a means of escape.

Stair lifts should only be installed where a conventional or platform lift is not possible.

When in a parked position, a wheelchair stairlift should not obstruct the required clear width of a stairway, or cause a potential hazard for people who are blind or partially sighted using the stairway or the adjoining landings. It should not restrict access to handrails. The loadings for a wheelchair stairlift should be 300kg to accommodate heavier motorised chairs and people.

There should be a minimum clear width of 600 mm between the folded down platform of a wheelchair stairlift and the handrail opposite.

Enclosed platform lift adjacent to stair, connecting the Nucleus Building to adjacent Noreen & Kenneth Murray Library

Evacuation Lifts
The project design team shall assess the need for an evacuation lift/s to be implemented into the project design based on the overall fire/evacuation strategy and risk profile of the building.

For detailed requirements for evacuation lifts, refer to **Estate Design Guideline No 7 – Lifts Engineering Installations.**

Proposed evacuation lifts that **do not** meet the overall requirements of BS9999:2017, and in particular sections 45.9, G.1, G.2 and G.2.2, will not be considered as acceptable to UoE Estates.

It is essential that the design team hold combined consultations with the UoE PM/BSG/FSU/H&S to discuss the provision of evacuation lifts.

Temporary waiting spaces must be provided in each lobby of an evacuation lift, with voice communication / call points.

4.2 Horizontal circulation

Refer to guidance in **BS8300-2: Section 9**.
Design criteria should be followed for all key circulation routes along corridors and across open plan areas. Positioning doors, door widths and direction of door swings, also should be considered together with other possible obstructions.

Main circulation gangways or corridors should be minimum 1200mm wide with 'passing places' of 1800mm clear width to allow two wheelchairs to pass.

Low-level obstructions on main circulation routes and doorways opening out into circulation should be avoided.

Wall mounted fixtures should be set in recesses wherever possible to minimise hazards Doors across corridors should be a minimum of 800mm clear width. See later notes.

Signage should be provided to aid 'wayfinding. Refer to recommendations in **BS8300-2: Section 12.**

Seating with back rests and arm rests should be provided on long stretches of corridor.

Areas of lowered ceiling e.g. area of reduced headroom under stairs should be guarded to avoid collisions.

4.3 Floor surfaces

Surfaces should be:

- Firm, even, easily cleaned and non- slip when wet or dry;
- Suitable for maneuvering a wheelchair, i.e. not deep piled carpet;
- Non-reflective;
- Boldly patterned furnishings should be avoided;

There should be good contrast between floor covering, walls, doors and furniture for people with limited sight with a minimum of 30-point difference in light reflectance values.

4.4 Natural and artificial lighting

Circulation routes, including stairs, lifts etc. should be illuminated sufficiently by day and artificial lighting.
Illumination should be even, without areas of shadow and glare, e.g. from sunlight or from spotlights. All lighting installations shall meet the requirements of CIBSE guidance as referenced in **Design Guide 6 Section 7.1**.

4.5 Areas of glazing

Large areas of glass and glazed walls should be guarded to avoid collisions.

Areas of glass and glazed walls should be identified with manifestations, stick-on symbols at regular intervals across the glass at eye level height).

Manifestations should be located within two zones, from 850mm -1000mm above FFL and from 1400mm -1600mm above FFL, as per **BS8300-Part2 Section 11.5**.

The final style of manifestation should be approved by the University prior to installation.

4.6 Doors

Reference should also be made to **BS8300-2: Section 9 h**orizontal movement, **Sections 8.3 - 8.5** for detail design criteria.

Door design and positioning should allow for independent circulation through the building by disabled people.

There should be sufficient circulation space on both sides of the door to allow wheelchair manoeuvre.

If there is a lobby, there should be 1570mm space between each lobby door.

Internal doors should allow for 850mm clear width, 800mm is the minimum clear width and not desirable where it is possible to obtain 850mm.

In new-builds and major refurbishment projects, double doors with equal door leaves under 850mm clear width should be avoided. A wider single leaf and half leaf arrangement is better.

In buildings accessible by lift, doors should be suitable for a wheelchair user to open independently by providing a 300mm offset at leading edge of door. If this is not possible, or if there is heavy traffic through the door, an automatic opening device should be installed.

Very large / oversized doors should not be specified unless they are powered.

In order to ease movement for everyone, where possible cross corridor doors should be on hold open devices linked to the fire alarm system. Where not appropriate, such as doors leading to fire stairs and protected zones, doors should be automated.

Swipe card / fob access readers should be positioned between 800 – 1050mm above FFL. (900mm preferred).

It is noted that there can be contradictory requirements between fire, security and accessibility. The operation of doors and fitting of secure access or hold open devices should be considered in consultation with the Fire Safety Unit and IS CIS (Communications Infrastructure Services).Communications Infrastructure Services | Information Services

Frameless glass doors should be avoided. Door location and frame should be clearly identified by colour/ tone contrast. Manifestations should be installed on fully glazed doors.

Doors should have a vision panel from a height of no more than 500mm to at least 1500mm height from floor level, positioned towards the leading edge of door. Vision panels must be greater than 100mm wide.

Door handles should be easily gripped, i.e. tubular profile, and ironmongery should contrast well with the door leaf.

Avoid back-to-back pull handles as these can be confusing.

Door handles should be mounted below 1040mm height.

Force required to open door should be less than 30N, and door closers regularly maintained to achieve this.

Typical door and half leaf arrangement, favoured over narrow double doors

5.0 TOILETS

Typical toilet signage, The Nucleus Building
(image credit: Assistant Design Manager)

5 Toilets

The University seeks to provide an inclusive campus that supports the requirements of particular groups in our community with differing needs.

Members of our community have a range of different preferences and requirements in relation to toilet access. This is often linked to individuals' identities and/ or protected characteristic(s), including disability, sex, and gender reassignment. This includes:

- The need for accessible toilets for disabled individuals where use of other toilet provision is not an option.
- A need for single sex toilets based on religion, belief, or cultural requirements and, in the case of staff, to comply with the Workplace (Health, Safety and Welfare) Regulations 1992.
- A need for gender neutral facilities.
- The need for a cubicle containing a wash hand basin when using sustainable period products and for people with medical conditions requiring greater privacy.
- Information on the features of different wheelchair accessible WCs on campus.
- The provision of hygiene bins in toilets, including Gender Neutral WC's.

Reference should be made to the following:

- **Scottish Building Regulations** - Section 3.12 Environment
- **BS8300-2: Section 18** for accessible sanitary accommodation.
- **PAS 6463**: Design for the mind – Neurodiversity and the built environment – Guide.
- **BS 6465-1:2006** Sanitary installations. Code of practice for the design of sanitary facilities and scales of provision of sanitary and associated appliances (+A1:2009).
- **Workplace (Health, Safety and Welfare) Regulations 1992**

The planning of toilet facilities should be based on the overall provision within a building to ensure as much choice and possible for all building users.

In grouped toilet areas, the accessible WC should be located to offer privacy and space for an assistant to wait outside without blocking circulation.

It is important that there is parity across all toilet types in feel and appearance. The accessible WC and Changing Places Toilets should not feel municipal / institutional.

Where practicable, every building should aim to provide:

- Unisex wheelchair accessible WC, providing the building has wheelchair access
- Ambulant disabled person's cubicles
- Single sex toilet provision
- Gender neutral toilet provision

Single-sex WC facilities should be provided in all but the smallest of buildings, to meet the requirements of regulation 3.12. If only one WC compartment is provided in a building this must be accessible. Changing Places Toilets should be provided in larger buildings and in strategic positions across each campus.

Baby changing facilities should be in addition to accessible WC

WC signage and pictograms should be tactile in line with the recommendations of B**S8300-Part 2:2018 12.4** and follow the **University of Edinburgh signage protocols**.

5.1 Accessible WC

At least one designated wheelchair accessible WC should be provided for use in each building. This should be right-hand transfer arrangement.

The accessible WC should be within 45m travel distance from any part of a building.

The vertical travel in a lift can be discounted but should be limited to one storey.

In larger buildings the accessible WCs should offer both left and right-hand transfer space. Note: peninsular WCs are not favoured due to the increased risk of falling and the basin is out of reach.

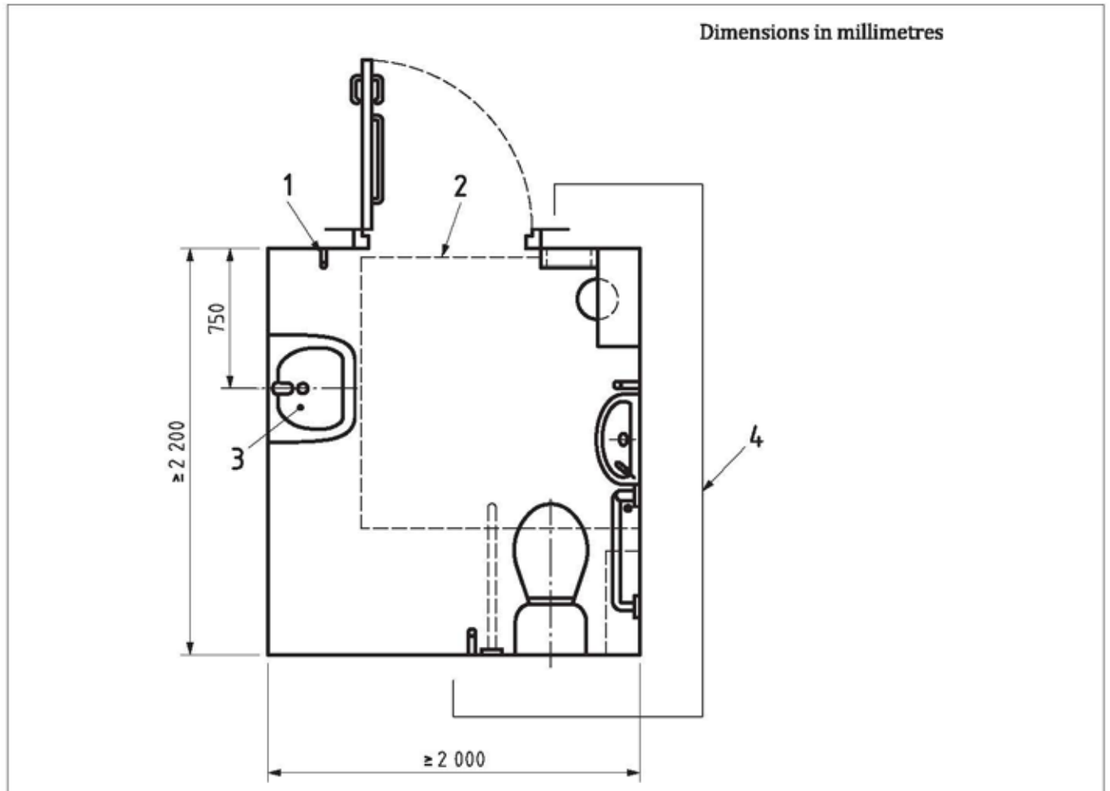
In all new buildings, and where possible in refurbishments, the accessible WC room should be sized 2200mm length by 2000mm width.

The layout of the room should follow B**S8300-Part2: Section 18 Figure 41** with a minimum 1500mm x 1500mm wheelchair turning space. The need for a second washbasin is to be agreed for each project. Where possible, a larger room of 2400mm x 2500m will allow for most electric wheelchairs.

Doors should open out and provide 900mm minimum clear width (1000mm door set). Contrasting horizontal rail to rear of door.

In existing buildings, if the door is required to swing inwards, the room size should give clear 1500mm x 1500mm turning space for wheelchair maneuvering, and the door should be capable of being opened outward in an emergency.

Figure 41 — *Unisex accessible toilet with corner WC layout where only one toilet is provided within a building/unit*



Key

1 Two clothes hooks, one at 1 050 mm and the other at 1 400 mm above the floor

2 Wheelchair turning space (1 500 × 1 500) mm

3 Large washbasin with its rim at 780 mm to 800 mm above finished floor level, with a mirror above and a paper towel dispenser and a soap dispenser alongside

4 See Figure 40 for details of fittings on this side of the room

NOTE 1 Examples shown are for right-hand transfer to WC.

NOTE 2 Figure 42 shows the location of appliances, fixtures and fittings. For the location of the mirror and associated fittings, see Figure 43. Figure 29 gives further details of transfer techniques. For door widths, see Table 2.

NOTE 3 The overall dimensions shown exclude such items as heat emitters and boxing in of pipework, and adjustments in room size will be needed to accommodate these items.

Extract from BS8300-2, Figure 41

Folding doors should be avoided, unless they are the only option due to existing spatial constraints in existing buildings.

The door lock should be easy to operate for users with limited manual dexterity.

Kick plates should be added to the doors to minimise damage.

An emergency alarm pull chord is to be installed as per figure 44, and connect back to a manned location. The chord is not to be tied up. The alarm reset button is to be located where reachable from the WC in case of false alarm. Refer to **Design Guide 6 Section 11.2**.

If the room contains a shower there must be a second alarm chord adjacent to the shower area.

An accessible WC and any ambulant cubicle should incorporate a WC at a higher level than normal. The seat should be at 480mm above FFL. A contrasting WC seat and backrest should be provided. Avoid lids as these interfere with the backrest.

WCs to have a spatula flush handle on the transfer side.

Taps should have a lever operation.

Soap dispensers and paper towel dispenser / hand drier should be above the wash hand basin. The hand drier should not be the type where hands are inserted but one where the hands are held below.

A 1500mm high mirror at 600mm above FFL should be provided in the compartment.

Two clothes hooks, one at 1050 mm and the other at 1400 mm above the floor.

Grab rails should contrast with the walls. Drop down grabrails should be friction hinge design.

The grab rails should be 35mm diameter and be securely fixed to take a person's weight.

Two shelves should be provided / accessible WC. A colostomy bag shelf is to be fitted (minimum dimensions 125mm x 400mm) Stoma UK recommend fitting the shelf at 950mm AFFL, located to not obstruct the WC transfer space.

Another shelf is to be provided for medication which must not be positioned in the transfer space. Period product placement must not obstruct the use of the shelves.

Stoma Friendly toilets must include hooks for hanging clothing and belongings, a shelf (minimum dimensions 125mm x 400mm) a full-length mirror, a disposal bin, and 'Not All Disabilities Are Visible' signage.

Transfer spaces must be kept clear of bins. The floor surface should be level and non-slip.

Lighting should be on a presence sensor and be timed to not leave a user in the dark.

Details to avoid in Accessible WCs; lack of contrast between SS grabrails and background, mirror incorrectly positioned above basin.

An accessible WCs should be fitted with a visual alarm device. Refer to the **University of Edinburgh Design Guide 6 Section 10.2.**

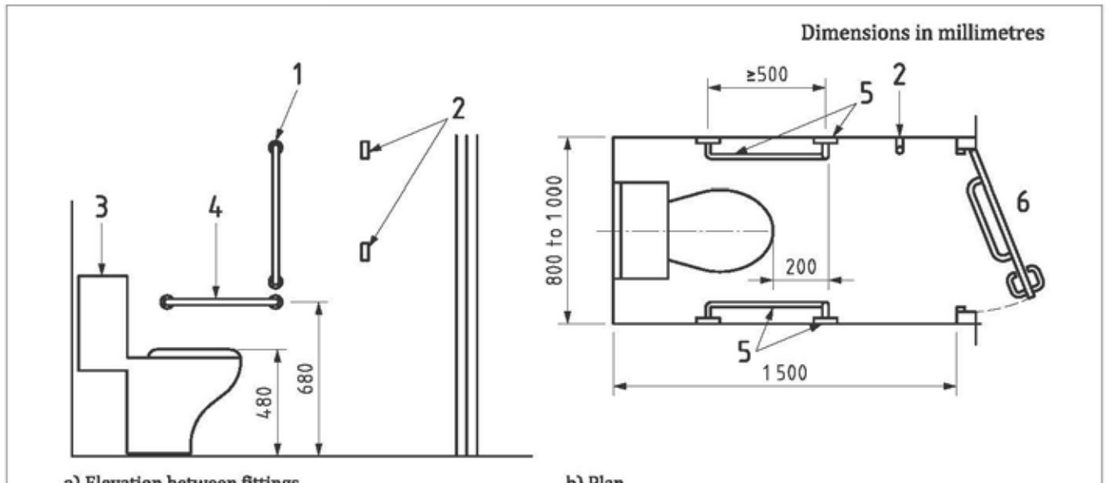
5.2 Ambulant disabled WC provision

When possible, in larger buildings a separate larger ambulant disabled WC compartment should be provided. This should include contrast grabrails, a colostomy bag shelf and outward opening door, with a layout that follows BS8300-Part2: Section 18 Figure 46.

Within separate-sex toilets, a WC compartment can be provided specifically for ambulant disabled people which takes pressure off wheelchair-accessible provision. This should be 800mm – 1000mm width.

Where there is a run of more than 4 WC cubicles there should be an enlarged cubicle of a minimum width of 1200mm, in addition to the ambulant disabled cubicle.

Figure 46 — *Accessible WC compartment for people with ambulant mobility impairments*



Key

1 600 mm long vertical grab rail
2 Two clothes hooks, one at 1 050 mm and the other at 1 400 mm above the floor
3 Flat-topped close-coupled cistern providing a back rest and a colostomy bag changing surface for standing users [A)]
4 Horizontal grab rail
5 Vertical and horizontal grab rails
6 Outward-opening door with horizontal pull rail

NOTE 1 The overall dimensions shown exclude such items as heat emitters and boxing in of pipework, and adjustments in room size will be needed to accommodate these items.

NOTE 2 For cubicle widths greater than 1 000 mm, see the WC and grab rail arrangement in Figure 39.

[A)] Where high or low level or reduced flush cisterns are used, a rail with a padded back rest and a separate colostomy bag changing shelf at surface 950 mm above finished floor level should be provided.

Extract from BS8300-2, Figure 46

5.3 Gender Neutral (GN)WCs

Where possible, gender-neutral WCs are to be provided in addition to male / female WC numbers and accessible WC provision. It is not appropriate to redesignate accessible WCs as this discriminates against disabled users.

In larger buildings GN WCs should be provided across a number of floors, in proportion to building occupancy. These should be located close to other WC facilities where possible. As a rule of thumb staff in permanent stationary positions in buildings should not have to walk more than 100m or travel up or down more than one floor to use sanitary facilities.

GN WC compartments should have full height doors and cubicles.

GN WC should contain a WC pan and WHB within the same space.

Sanitary bins and dispensers should be provided in each GN WC.

GN WC doors to be signed with a raised toilet pictogram.

Ensure that the building directory signage is altered to suit.

Gender Neutral Toilets | The University of Edinburgh include current information on the location of GN WC facilities.

Typical Gender Neutral Toilet signage

5.4 Single sex WC facilities

Cubicle systems to have outward opening doors or east removable doors in an emergency. Cubicle doors are to contrast with the pilasters.

Contrast seats / lids to be provided to WCs. Coat hooks to be provided in each cubicle.

Modesty panels to be fitted between urinals to assist people who suffer from Paruresis (Shy Bladder Syndrome).

In larger single sex facilities, or buildings in which there is greater public use, recommend installing a lower urinal set at 380mm above FFL, and a lower wash hand basin (WHB) at 720mm above FFL.

5.5 Baby change facilities

Accessible baby changing facilities are to be provided in larger buildings. Where practicable in existing buildings, this should be provided as a separate unisex facility rather than within both male and female sanitary accommodation. It should not be with an accessible WC.

Baby changing tables to be fitted at not less than 700mm AFFL and a wash hand basin between 720 – 740mm AFFL.

Refer to **Scottish Building Regulations 3.12.12** and **BS8300-Part2 Section 18.4.**

5.6 Fittings

Taps should be easy to use. The preference is mixer lever taps.

Sensor taps are preferred in larger buildings, and those in public use.

Lower-level hand dryers (electric and paper) to be provided in accessible toilets fitted at a height of between 800mm – 1000mm AFFL.

Hand driers to be operated either by movement sensor or by an easily operated push button. Hand driers to be low noise level.

The preference for paper tissue dispenser or toilet roll is to be checked with the School / Building Manager.

All WC lighting should be operated by a PIR presence sensor.

Fire alarms should be audible in all WC areas. Visual beacons for fire alarms should be installed in any toilet areas where there is likely to be sole occupant. Refer to the **Design Guide 6 Section 10.2**.

5.7 Changing Places Toilets (CPT)

The inclusion of a CPT should be considered in all larger buildings that act as teaching and social hubs, or have wider public access. It is acknowledged that this may be difficult to integrate into some existing buildings due to physical constraints.

After early consultation and exploration, justification of any decision to exclude a CPT should be documented in RIBA Stage design reports.

Consider the standardisation of specification for Changing Places Toilets to make maintenance easier and reduce closure time for repairs.

For guidance on the design of a Changing Places Facility refer to Changing Places a Practical Guide.pdf (toiletmap.s3.eu-west-1.amazonaws.com)

Make sure the room has adequate height for hoists. Ideally the ceiling is set at 2.4m AFFL.

The type of changing bench to be provided should be discussed with users. The UoE prefer a mobile adjustable height changing bench rather than the wall mounted fold down version.

A wash / dry WC is the preference.

Criteria for CPT:

- WC arrangement. 1m clear either side.
- Large height adjustable, powered WHB 1 m clear either side.
- Changing bench min length 1800mm – mobile or fixed, with a load capacity of 200kg minimum.
- Hoist X-Y which provides full room coverage
- Clear manoeuvring space 1800mm x 2000mm.

Note: there are no standard layouts for a CPT, and as long as the above criteria are met then it can be classed as a CPT.

Changing Places Toilet, lower ground floor Main Library.

6.0 LECTURE THEATRES & TEACHING SPACES

Lecture Theatre, Nucleus Building
(image credit: Keith Hunter)

6 Lecture theatres & teaching spaces

Pedagogy is influencing a move from passive to more interactive teaching, with a correspondent influence on the design of spaces.

New and refurbished teaching spaces should promote equality and diversity, be easy to find, use and navigate and be inclusive of different learning and teaching styles and needs. Refer to the Learning and Teaching Spaces Strategy. lt_spaces_strategy_2019.pdf (ed.ac.uk)

6.1 Access

The access route from the building entrance to the lecture theatre or teaching space should be level or ramped. Where there is a change of floor level there should be a passenger lift.

People with walking difficulties should be accommodated in lecture theatres which have tiered seating by providing a level of seating that does not require the use of steps.

An access gangway to seating should be 1200mm wide minimum **Technical Standard 2.9.11 Figure 2.8**.

Steps and changes of level should have contrasting handrails and contrasting non-slip nosings. Intermittent handrails should be provided to stepped gangways on steeper rakes, and for side gangways handrails should be provided to adjacent walls.

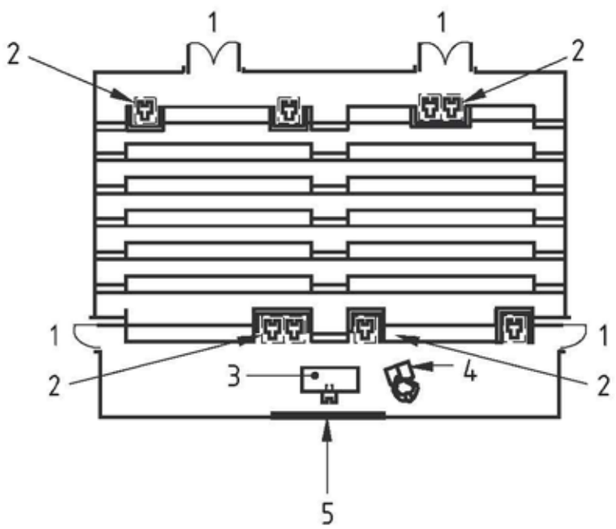
6.2 Lecture Theatre Seating

Wheelchair spaces should be provided at the front and rear of all new lecture theatres.
Refer to BS8300-2 Section 17.4, figure 24.

Wheelchair users can sit higher than seated people so it will be necessary to consider the impact of wheelchair seating on sight lines for front spaces.

Wheelchair spaces should, wherever possible, be within the main seating area. Disabled people should not be segregated into different or special areas.

4 — *Example of locations of wheelchair spaces in a lecture theatre*



Key

1	Entrance and exit
2	Wheelchair spaces
3	Demonstration table
4	Lectern
5	Wall-mounted projection screen

Wheelchair space should be a minimum of 900mm wide x 1400mm deep and have a flat floor. There should be an adjustable height writing table provided at wheelchair positions.

There should be a companion seat adjacent which can be used by an assistant or attendant to the student and when the venue is open for public performances and conferences.

Some seats should be provided with arms, and the seat should be at between 400 and 500mm height. Consider providing wider chairs for people of larger stature, and some adjustable height seating.

Refer to **BS8300-2 Section 17**.

6.3 Lecture Theatre Podium

Access for the speaker should also be considered. If it is not possible to provide level or ramped access to the podium, an alternative position from where a lecture can be given should be provided. This position should allow access to the controls of the same audio- visual facilities, e.g. overhead projectors etc.

A wheelchair speaker usually cannot use fixed height standing-level lecterns, so an adjustable height lectern is preferable. A local light should be provided and the speakers face illuminated for lip readers. Any sign language interpreter should be separately lit if lighting levels are low. Refer to **BS9300-2 Section 17.5, Figure 27**.

6.4 Teaching walls

White boards and screens are to be located as to not cause neck strain or oblique viewing angles for the seating at the front of a space, including any designated wheelchair positions.

High level LED screens are not to cause shadowing to the top of the white board.

Lighting closest to the wall to be independently switched.

6.5 Collaborative Teaching Spaces

Traditional ‘chalk and talk’ teaching methods are being complemented by more collaborative teaching styles. This results in different teaching formats and settings which offer greater flexibility than the traditional lecture theatre.

Inclusive design considerations for flexible teaching spaces include:

- Provision of adjustable height teaching desks with good cable management.
- Provision of at least one adjustable height teaching table / space.
- Selection of chairs with and without arm rests, and consideration of providing chairs for larger stature people.

Where a teaching space has level access, table layouts should provide clear movement for wheelchairs as per **BS8300-2 Section 17.6.1, Figure 28**.

Table leg arrangements should allow a wheelchair user to pull under without obstruction.

Seating with flip top tables should have 10% for left-handed users. Using a different colour table top allows these seats to be easily identified.

6.5 Hearing enhancement facilities

Fixed or portable induction loops should be available for use in lecture theatres and teaching/ seminar rooms. Induction loop provision must be coordinated with the AV installation and agreed with the UoE Learning Spaces Technology Team.

The International symbol for induction loop and current maintenance certificate should be displayed in a prominent position and all staff and lecturers should be trained in the use of the equipment.

It should be noted that the NHS are phasing out hearing aids fitted with a T Coil.

Further research / consultation is needed on which system to install on a project-by-project basis.

Students in New College Library
(image credit: Sam Sills)

7.0 LIBRARIES INCLUDING STUDY SPACES

7 Libraries, including study spaces

Reference should be made to **BS8300-2: Section 20.10** for educational, cultural and scientific buildings.

7.1 Access

The access route from the building entrance to the library should be level or ramped. Where there is a change of floor level there should be a passenger lift. Corridors, doors and other circulation routes should comply with recommendations in section 4.

Library check-in and checkout desks
There should be at least one section of lowered counter at a height between 760mm- 860mm.
A kneehole space should be designed to allow a wheelchair to pull up to the counter on both sides.

Refer to earlier Section 6 for further detail. For further guidance refer to **BS8300-2: Section 16** and **Figure 21**.
The minimum width for automatic barriers should be 1200mm.

7.2 Hearing enhancement facilities

An induction loop, with international symbol should be available at all service points. Induction loops provision must be coordinated with the AV installation and agreed with the UoE Learning Spaces Technology Team.

Main Library bookstacks
(image credit: Laurence Winram)

7.3 Cataloguing and computer terminals

Computer cataloguing systems should be sited on desks at 760mm-860mm height with a knee recess of 700mm minimum height.

At least one computer terminal should have software which enlarges text size for people with limited sight. This facility should be clearly signed.

7.4 Bookshelves

Ideally books and journals should be on shelves at a height between 400mm and 1300mm. Staff should be available to help people who cannot reach books at a higher level.

Care should be taken when designing the lighting in the bookshelf areas to ensure there are adequate levels of illumination for people with limited sight.

7.5 Reading desks

Accessible reading desks should be at 760mm-860mm height, with a minimum 1550mm between desks to allow for clear movement of wheelchairs as per **BS9300-2: Section 17.6.1 Figure 28**.

Provide 10% adjustable height desks.

7.6 Accessible study spaces

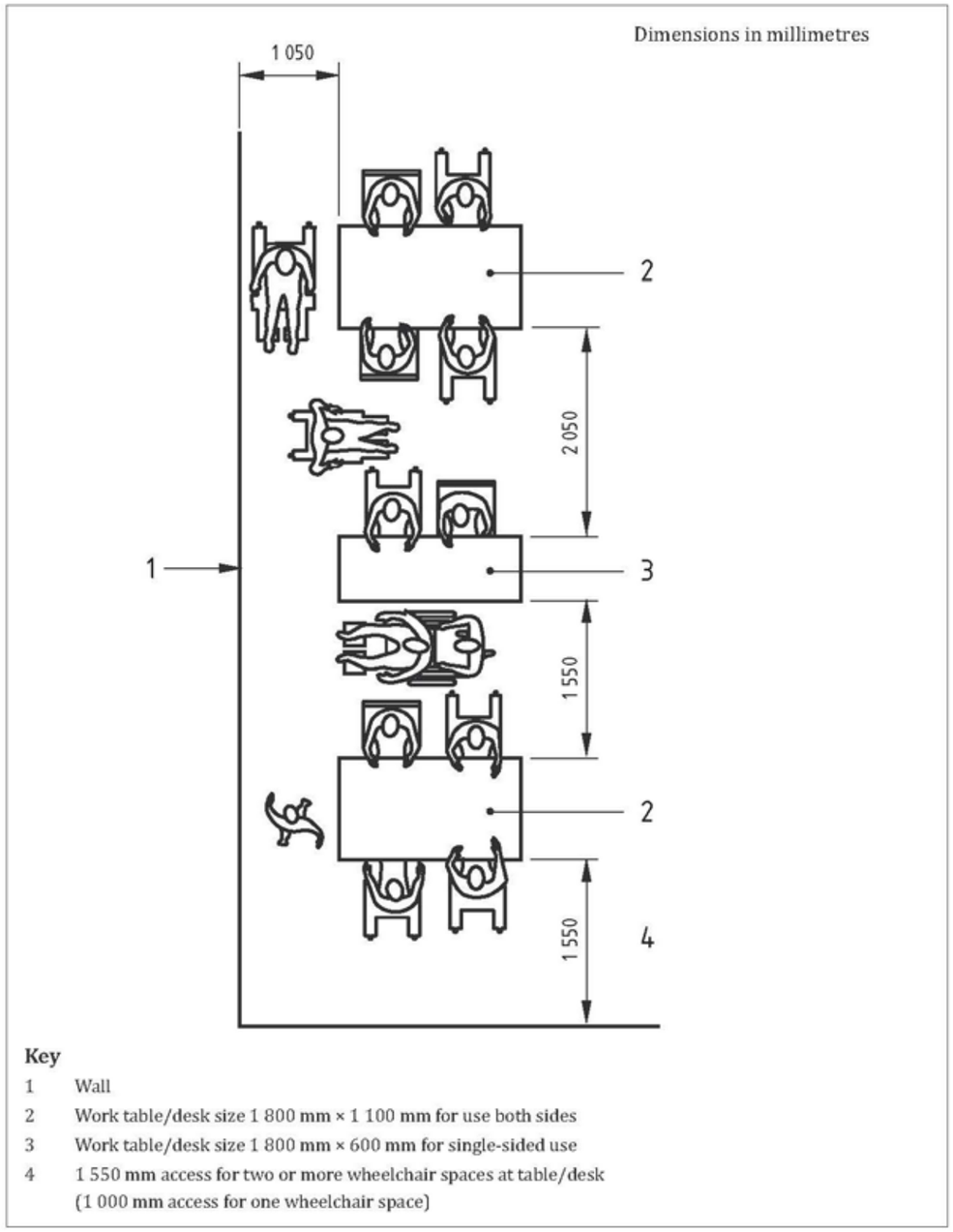
Where student study spaces are provided these are to be complemented by accessible study space to support those requiring a further degree of privacy and control.

As far as practicable these should be located discreetly, away from main circulation zones, and be well sign posted.

Accessible study spaces to provide the following:

- Individual study space to provide a
- minimum turning space 1500x1500mm
- An adjustable height desk, with sockets fixed to table top
- Ergonomic chair
- Good visual contrast, including electrical sockets and switches
- Dimmable lighting, with controls set no higher than 1200mm AFFL
- Ventilation control
- Ideally a window with a view and blinds
- Good acoustics to ensure privacy
- Materials and finishes should provide a calm and neutral space
- Doors to have a minimum clear opening width of 825mm, wider if possible
- Consider automation of doors
- Manual doors to have lever handles

Figure 28 — *Recommended spaces between study tables/desks*



Key

1 Wall
2 Work table/desk size 1 800 mm × 1 100 mm for use both sides
3 Work table/desk size 1 800 mm × 600 mm for single-sided use
4 1 550 mm access for two or more wheelchair spaces at table/desk (1 000 mm access for one wheelchair space)

Extract from BS8300-2, Figure 28

8.0 SPECIALIST SPACES

St Cecilia’s Hall, recital room
(image credit: Jim Stephenson)

8 Specialist spaces

8.1 Laboratories

Reference should be made to **BS8300-2: Section 20.10** for educational, cultural and scientific buildings.

University Policy is to design individual laboratories for staff or students with disabilities according to individual needs. The following list of considerations should be considered when planning individual adaptations.

Access

The access route from the building entrance to the laboratories should be level or ramped (See entrance criteria in section 3). Where there is a change of floor level there should be a passenger lift. Corridors, doors and other circulation routes should comply with recommendations in section 4, where practicable.

It should be noted that cross corridor doors designed to facilitate the movement of disabled people will also facilitate the movement of equipment on trollies.

Bench design

The height of the benching should be discussed on a lab-by-lab basis with the building users.

Lab benching is usually set at a fixed height. Due to the specialist nature of laboratories and the processes involved, it is acknowledged that accommodating adjustable height benches can be difficult to accommodate, and lower benching can lead to a potentially greater risk of chemical spillages.Some of the equipment can be heavy, with lab benches being designed to accept a loading of 200kg/m.

If appropriate, then a length of lower height fixed benching at 800mm above FFL with open knee space below shall be provided, along with the main facilities, e.g. sink, electrical, gas or other fixed supply, to meet **BS8300-2 Section 16**, and **Figure 21**. On this bench there should be sufficient space for equipment to be set up and used by a wheelchair user or someone in a seated position.

It is not recommended to provide lowered working benches for everyone, as many people prefer to stand in laboratories.

Further reasonable adjustment solutions will be tailored to the individual's requirements.

In planning lab layouts, benching and equipment should be set out with 1500mm clear width passage to allow for the turning of a wheelchair. This will enable the swapping out of a fixed bench to one of adjustable / lower height without the future replanning of the entire space

Working benches should have a kneehole space 600mm deep to enable a wheelchair user to pull right up to the bench and reach all equipment.

Supply taps for water, electrical, gas should be at a comfortable reach for lowered benching, and fixed no further back than 500mm. For standing height benching supply taps for water, electrical, gas should be no further back than 600mm.

Nucleus Building Lab (image credit: Keith Hunter)

Storage

Cupboards or shelves should be provided within each lab to store items at a wheelchair accessible level,at a height between 400mm and 1200mm above floor level.

Switches, outlets, controls etc.

These should be postioned in accessible positions, following the recommendations of **BS8300-Part2:2018 clause 15.7.2 and figures 18 & 19**. All controls should contrast visually with the background against which they are seen. Switches should contrast with the face plate.

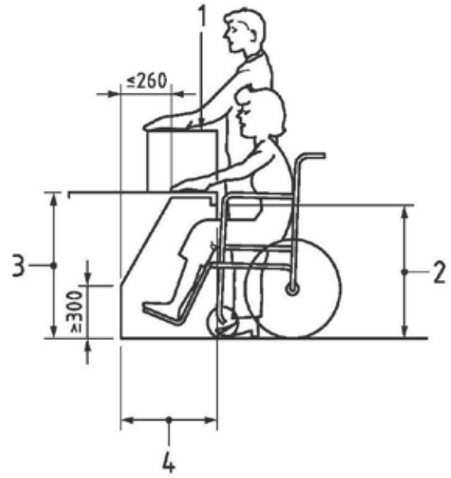
Emergency alarm/telephone link

The fire alarm manual call point and telephone point in the room should also be positioned between 900-1200mm if it used by students and staff.

In labs where there is lone working with a risk of injury, consideration should be given to the position of an emergency pull alarm at the accessible workstation similar to the type found in adapted WCs which is connected to the security or servitor point. The alarm should also have an audible sound to alert the attention of passers-by.

Figure 21 — *Key dimensions of counters and reception desks*

Dimensions in millimetres



NOTE 1 The dimensions allow a visitor in a wheelchair to bring the arms of their wheelchair to the edge of the counter in order to read and sign a paper.

NOTE 2 Profiling the space below a counter will allow a number of structural support solutions.

Key

1 Upper writing surface for standing visitors/customers at 950 mm to 1 100 mm above the floor

2 Height of knee recess 700 mm min. above the floor

3 Counter top between 760 mm and 860 mm above the floor

4 Depth of knee recess 300 mm min. where rising security screens are required or for brief transactions, and 500 mm min. for longer transactions (or 400 mm for counters that are designed for customers and staff to be directly opposite each other)

Extract from BS8300-2, Figure 21

8.2 Performance spaces

Reference should be made to **BS8300-2: Section 20.7** for entertainment related buildings.

Access
The access route to performance and backstage areas should be level or ramped. Where there is a change of floor level there should be a passenger lift. Corridors, doors and other circulation routes should comply with recommendations in section 4.

WCs
At least one unisex accessible WC should be located in the backstage area for use by performers, preferably designed for right-hand transfer.

Changing facilities & showers
Changing rooms should be provided for men and women, with the ability to redesignate these spaces through signage. Changing areas should be large enough to accommodate the anticipated numbers of performers, including wheelchair users, meeting the requirements of **BS9300-2: Section 18**.

If space permits, consider the provision of a gender-neutral shower and associated changing area which should be accessible to meet requirement of **BS9300-2: Section 18.3.2**.

Accessible showers should have level floors and have sufficient space for easy circulation.

Lockers suitable for wheelchair users should be at least 300mm wide, not more than 600mm deep, with their bases set between 400mm – 800mm above FFL. Locks should be no higher than 1150mm above FFL and should be easy to use. Where appropriate, provide combined visual and audible communication systems and performance call alerts to changing areas.

Backstage and technical equipment
Ensure backstage equipment is accessible to enable everyone who is keen to be involved in theatrical productions in backstage roles.

Circulation routes within the backstage areas should be 1200mm wide where possible. Control desks should be in an accessible location, or have the facility to have a remote desk which can be used by disabled people.

For further guidance refer to the **Technical Standards for Places of Entertainment**, published by ABTT, updated 2022 (or latest revision).

Audience and spectator fixed seating
Where level access is provided to a space, accessible seating should be provided in accordance with the requirements of **Technical Standards 4.10.1.Table 4.7**.

There should be a minimum of 2 wheelchair spaces where capacity is up to 200, plus 1 for every extra 100 seats.

Accessible seating should follow the recommendations in **BS8300-2: Section 20.7 Figures 57/ 58**.

Wheelchair spaces should be provided as follows:

- Spaces to be 900mm x 1400mm.
- Be integrated into the main seating bank.
- Enable wheelchair users to be located next to their non-disabled companions.
- Arranged to neither obstruct nor be obstructed by other spectators.
- Kept clear specifically for wheelchair users or fitted with seating that can be readily removed if the space is required for a wheelchair user.

Hearing enhancement facilities
Fixed or portable induction loop/s should be available for use for use in auditoria. **Induction loops provision must be coordinated with the AV installation and agreed with the UoE Learning Spaces Technology Team.**

The International symbol for induction loop and current maintenance certificate should be displayed in a prominent position and all staff and lecturers should be trained in the use of the equipment.

8.3 Sports facilities

Reference should be made to BS8300-2: Section 20.8 for entertainment related buildings and the Sports England Accessible Sports Facilities Design Guidance Notes (Revision 003)

Access
At least one accessible parking bay should be provided adjacent to the entrance to sports facilities.

The access route to sports facilities should be level or ramped. Where there is a change of floor level there should be a passenger lift.

Corridors and other circulation routes within the sports center should comply with recommendations in section 4.

Sports-use wheelchairs can have a wider wheelchair base: the preferred doors should be configured as a 1½ door giving 900mm clearance to accommodate wider sports wheelchairs.

Changing rooms and showers
Changing rooms should be provided for men and women and should be large enough to accommodate wheelchair users, meeting the requirements of **BS9300-2: Section 18**.

Where space permits, a gender-neutral changing space including a shower and WC should be provided in addition to gendered facilities and the unisex accessible changing room.

At least one unisex accessible changing room should be provided with a shower and WC cubicle attached to meet the requirements of **BS9300-2: Section 18.3.**2.

Accessible showers should have level floors and have sufficient space for easy circulation.

Sufficient lockers suitable for wheelchair users should be at least 300mm wide, not more than 600mm deep, with their bases set between 400mm – 800mm above FFL. Ten % of lockers should be full height at least 1800mm high to accommodate prosthetic limbs and mobility aids. Locks should be no higher than1150mm above FFL and should be easy to use. Lockers must contrast with walls and floors with a minimum 30-point difference in LRV.

Specialist aids
Consult on the provision of specialist aids for disabled people, e.g. swimming pool lifting devices.

Audience and spectator seating
See criteria in section 8.2.

Gym Hall, St Leonards Land
(image credit: Sam Sills)

8.4 Exhibition spaces - musuems and galleries
Reference should be made to **BS8300-2: Section 20.10** for museum and art galleries.

Exhibition spaces should facilitate independent use by disabled people either alone or with a companion(s), providing access to all facilities available to other users.

Access
The access route to gallery and museum spaces should be level or ramped. Where there is a change of floor level there should be a passenger lift. Corridors, doors and other circulation routes should comply with recommendations in section 4

An accessible WC should be provided. Where the museum is located within a larger building the accessible WC should be within 45m of the museum gallery.

Reception counters
As per Section 3.

Entrance to the Anatomical Museum, Old Medical School (image credit: Hugh Pastoll

Exhibition spaces
To make these spaces as accessible as possible the following should be considered:

- Exhibits should be laid out to allow easy passage for wheelchairs between and
- around display plinths.
- The minimum width of walkways should be 1200mm width.
- Displays should be set at a reasonable height for viewing by both standing
- and seated viewers.
- Any pull-out display drawers should be at a height that a wheelchair user can operate.
- Seating, some with back and arm rests, should be provided in larger spaces.
- General lighting should be consistent and avoid mixing different colours of lighting.

Interpretation
Interpretation panels should follow Section 13.5. Braille signage should be considered. This must be set at an easily reachable height.

Sensory mapping
Consider creating a sensory guide / map to exhibition spaces, to create an inclusive visitor experience. Sensory mapping identifies sensory highlights, mapping where people will encounter particularly strong sensory stimuli, including, but not limited to sights, sounds, smells, textures and tastes. This can be available online in advance, with hard copies available on site.

Consider the loan of ear defenders / goggles to visitors to assist with sensory overload.
There should be provision for storing and cleaning equipment.

Quiet Space
A quiet space should be provided, refer to Section 13.2. This should have visual privacy.

Lockers
Secured storage for bags / coats should be provided.

St Cecilia's Hall, Wolfson Gallery
(image credit: Laurence Winram)

9.0 CATERING FACILITIES

Nucleus Cafe, Kings Buildings
(image credit: Keith Hunter)

9 Catering facilities

Catering should facilitate independent use by disabled people either alone or with a companion(s), providing access to all self-service facilities available to other users.

Reference should be made to **BS8300-2: Section 20.6** for refreshment buildings, including bars, restaurants, and cafes.

Access
The access route from the building entrance to the restaurant, cafes or bar should be level or ramped. Where there is a change of floor level there should be a passenger lift. For corridors, doors and other circulation routes see section 4.

At least one unisex accessible WC cubicle, and separate gender-neutral WC should be easily accessible from the catering facilities.

Self-service counters
Ensure that built-in fittings allow adequate circulation space for wheelchair users and ambulant disabled people. Ideally wheelchair access should be provided to the full length of self service counters and till areas.

Counters should be at a continuous 850mm height.

Knee space of not less than 700mm AFFL to be provided where people have to reach items on display in refrigerated counters etc. Tray slides to the front of the counter can provide knee space under.

Displayed items on the counter should be no further back than 600mm from the counter front. Items on shelves or in freezers should be no lower than 400mm or above 1300mm above floor level

Bar counters
Bars should have a lowered section between 760mm – 860mm above FFL with a 700mm clear knee space below. The lowered counter section should not be located at the end of a bar counter to discourage its use as a collection point for empties.

Any displays on the bar should not obstruct eye contact between staff and a customer in a seated position.

Payment points
At all payment points there should be at least one section of lowered counter at a height between 760mm – 860mm above FFL with a 700mm clear knee space below.

Hearing enhancement facilities
An induction loop, with international symbol should be available at all service points. Induction loops provision must be coordinated with the UoE Learning Spaces Technology Team.

Chairs and tables
There should be a variety of furniture styles to offer choice. A café / bar space should not have only booth seating. If the layout has fixed seating in alcoves, it should be designed so that wheelchair users can also sit at some tables.

Loose chairs and tables can easily be rearranged to accommodate wheelchair users.

Tables should offer a range of heights and table leg positions should not obstruct a wheelchair user.

Levels Cafe, Moray House campus. Counter with lowered section (image credit: ACE)

Provide a range of seating including some chairs with backs and arm rests.

Floor finishes can provide a helpful contrast between seating and circulation areas, refer to section 13.4.

Menus and signs
Table menus should be available in accessible formats e.g. large print, braille.

Wall mounted menus and signs should be mounted between 1050mm to 1700m above FFL and have no obstructions in front, so a visually impaired person can stand close to the menu to read it.

Text font should not be less than 25mm high and should contrast with the background of the signboard. A difference in LRV of 70 points ensures good visual contrast.

Signage should follow recommendations in the **Sign Design Guide +**: a guide to designing inclusive wayfinding information
Building Sight - signs and notices section.

Floor mounted A-frame boards should be avoided as these can cause an obstruction and trip hazard.

Cafe in Hunter Building, ECS, showing a variety of seating types (image credit: ACE)

10.0 SHARED WORKSPACE / OFFICES

Estates Development office, 9 Infirmary Street (image credit: Keith Hunter

10 Shared workspace / offices

Reference should be made to **BS8300-2: Sections 15** Facilities in Buildings, **20.4** administrative & commercial buildings, and **20.10** educational and scientific buildings'

The implementation of the Modern Ways of Working policy is addressing the under utilisation of space arising from hybrid working. As the University moves towards shared workspace settings this is presenting some challenges for individuals with hidden disabilities. Our workspaces should enable everyone to undertake their work independently, with reasonable adjustments being made to suit an individual's needs. It is noted this may require desk allocation.

The following guidelines seek to mitigate negative impacts of shared workspace, and these recommendations are equally applicable to individual offices.

Access
The access route from the building entrance to workplace spaces should be level or ramped. Where there is a change of floor level there should be a passenger lift. For corridors, doors and other circulation routes see section 4.

For accessible workspace areas, secured access doors should be automated with swipe card readers set at 1040mm above FFL.

Furniture & fittings
Desking and furniture should be laid out to provide adequate space for the movement of wheelchair movement. Refer to Section 7 Libraries and study areas.

Accessible desks should be at 760mm-860mm height, with a minimum 1550mm between desks to allow for clear movement of wheelchairs as per **BS8300-2: Section 17.6.1 Figure 28.**

Provide 10% adjustable height desks.

A choice of seating should be provided, including seats with back, with and without arm rests, adjustable height.

Shelving should be no lower than 400mm and no higher than 1300mm above FFL, with adequate levels of illumination for people with limited sight. Ensure there is some provision of accessible storage within easy reach of a wheelchair user.

Lockers at an accessible height should be allocated to any staff with mobility issues.
The distance between banks of lockers should be 1500mm.

Lockers suitable for wheelchair users should be at least 300mm wide, not more than 600mm deep, with their bases set between 400mm – 800mm above FFL. Locks should be no higher than 1150mm above FFL and should be easy to use.

Pods
Pods are being introduced into shared workspace settings to provide privacy for meetings and calls. These range in size and style.

When pods are being provided at least one pod must be accessible; providing step free access, an adjustable height desk and 1500mm x 1500mm turning space.

Enclosed glazed pods should be located to minimize glare and reflections, with manifestations added to glazed fronts and doors.

In larger pods linked to the fire alarm system, the recommendation is that visual beacons are installed in addition to sounders, subject to review / agreement with the Fire Safety Unit.

Refer to the Space team for details on suitable accessible pods.

Environment
Lighting should be designed to take account of the varying heights of desktops.

Differing workplace settings should offer a variety of acoustics to provide choice for users, including the potential for quiet zones.

WC facilities
All accessible workspace areas should have easy access to an accessible WC.

This should be within 45m travel distance from any part of a building to an accessible WC.
The vertical travel in a lift can be discounted but should be limited to one storey.

In WC facilities with four or more cubicles, at least one enlarged WC cubicle must be provided.

Tea prep
All accessible workspace areas should have an appropriate tea prep that enables all staff to self-cater. Refer to **BS8300-Part2 clause 19.1.3.3**. and **Figure 51**.

Worktops should be set at 850mm above FFL.

There should be an open knee space to the sink and drainer to enable a wheelchair user to fill a kettle. An insulating pad should be fitted below the sink to prevent a person being scalded, and any exposed water pipes neatly lagged, Refer to **BS8300-Part2 clause 19.1.6** and also **figure E.2 minimum dimensions of kneehole profile**.

For larger new-build and refurbishment projects, one tea prep area should have an adjustable height sink.

Taps should be easy to operate mixer taps with a single lever action.

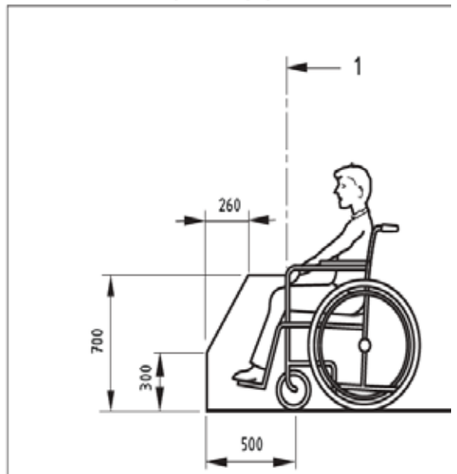
Taps should be positioned within easy reach if wheelchair users, if necessary at the side of the bowl.

Zip taps can pose a scald risk to people with visual impairment. A conventional kettle is a safer method of obtaining hot water.

Door handles to be easy to use. Avoid small cabinet knobs.

Microwaves and fridges should be set at a reachable height between 400mm – 1200mm AFFL

Figure E.2 — *Minimum dimensions of kneehole profile*



Key
1 Vertical reference plane for reach data

NOTE The wheelchair shown has standard arm rests.

Extract from BS8300-2, Figure E.2
Dimensions in millimetres

Pantry area in Usher Institute with a counter top at 850mm AFFL and open space under sink

General view of office break out space and open pods, Argyll House (image credit: XXX)

11.0 RESIDENTIAL ACCOMMODATION

View of Pollock Halls of Residence (image credit: Paul Dodds)

11 Residential accommodation

Reference should be made to **BS8300-2: Section 19** for accessible bedrooms and kitchens in student residences.

University Policy is to design individual residential requirements for staff or students requiring reasonable adjustments, which must be discussed and agreed with the Fire Safety Unit.

The following list of considerations should be consulted with planning individual adaptations.

Access
To facilitate the integration of disabled students, all new student accommodation should, where practicable, have a level entrance, an accessible secondary means of escape, and an accessible WC for use on the ground floor. A Personal Emergency Evacuation Plan (PEEP) is to be developed for any residents requiring assistance to egress.

Accessible accommodation
An accessible parking bay should be provided adjacent to the entrance of the accommodation. Entrance approach and entrance door should be designed to standards laid out in sections 3.1 and 4.

Ideally all doors on the route from the main building entrance to the accessible bedroom should be automated.

The inner lobby of the flat should be designed to allow a wheelchair 1500mm x 1500mm turning space.

Internal doors should ideally allow 850mm clear width opening. The minimum clear width of doorways is 800mm.

Furniture layouts should be carefully considered to allow adequate turning circles in accessible bedrooms and shared living areas, pantries and kitchens.

Visual alarms should be provided in addition to a fire alarm sounder in bedrooms and shared facilities where a person with a hearing impairment could be alone. For further information on VAD requirements please see **Estate Design Guideline No 9 – Fire Safety**.

Accessible Bedrooms
Accessible bedrooms should meet the general recommendations in **BS8300-Part2: Section 19.2.1.1 and 19.2.3**.

In new student residence buildings, the following minimum provision of accessible bedrooms is as follows:

- one room or 4%, whichever is the greater, wheelchair-accessible
- one room or 1%, whichever is the greater, with a tracked hoist system and a connecting door to an adjoining (standard) bedroom for use by an assistant or companion;
- 5% easily adaptable wheelchair-accessible rooms for independent use

Accessible bedrooms are to provide both left and right-hand transfer.

Note: it is essential that the ensuite layout should match the bedroom handing.

Furniture should be suitable for wheelchair users. Consider open shelving and wardrobe areas. Provide a pull chord alarm and reset button reachable from the bed, in case of false alarms.

Consider the future installation of ceiling hoists, ensuring that floors above can take the loading and providing an over panel to the ensuite bathroom door to facilitate future hoist track installation.

Ensuite Bathroom / Shower room
Optimum size to accommodate WC, wash hand basin and flush shower area with 1500mm x 1500mm wheelchair turning space is 2400mm x 2500mm, as shown in **BS8300-Part2: Figure 30**.

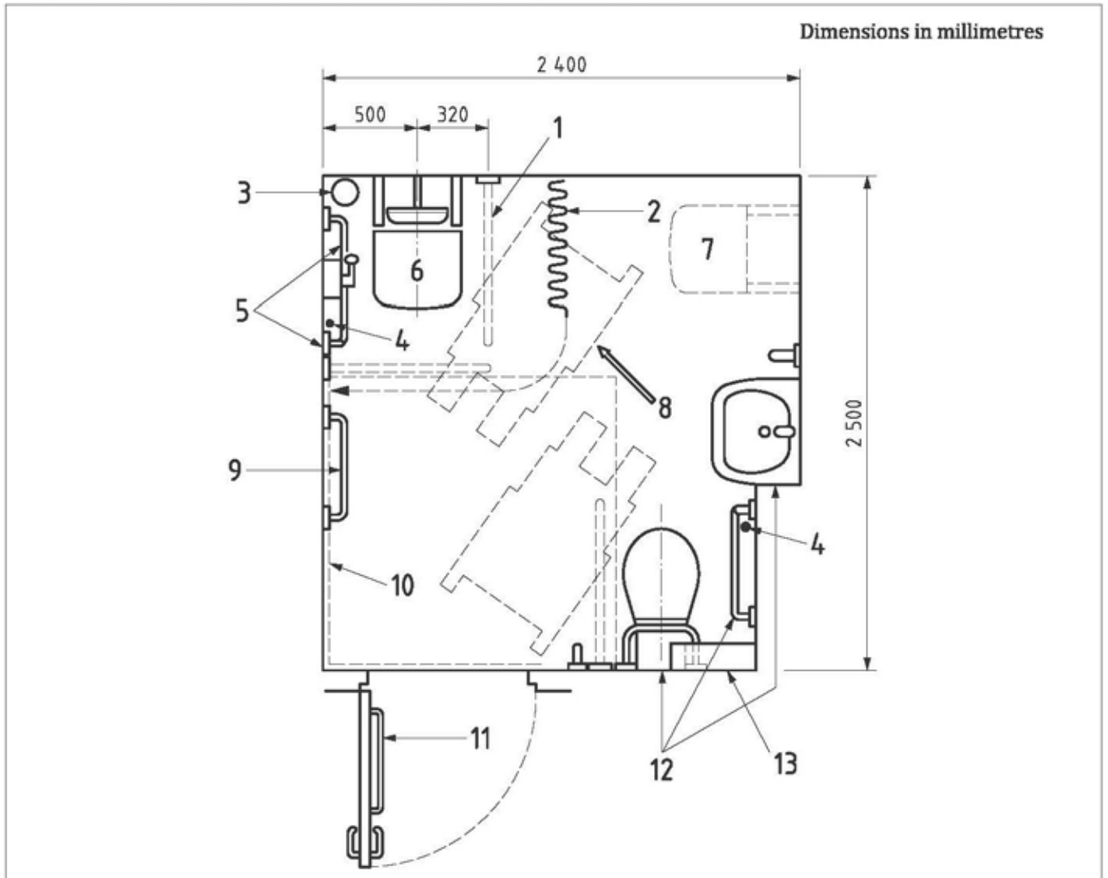
Basins and baths should have lever mixer taps for ease of use by people with limited dexterity.

A pull cord should operate a light switch.

Two emergency alarms operated by a pull cord should be installed. One shall be located by the WC and one by the shower.

The reset button should be located within easy reach of the WC. The alarms must connect to a manned location (security or the servitor).

Figure 30 — *En-suite shower room with corner WC for independent use*



Key

1	Drop-down support rail	8	Fall to floor drain not steeper than 1:50
2	Shower curtain	9	Towel rail
3	Floor drain	10	Wheelchair turning space (1 500 × 1 500) mm
4	Alarm pull cord	11	Horizontal pull rail to help close the door from a wheelchair
5	Vertical and horizontal grab rails	12	See Figure 33 for details of WC, basin and associated fittings
6	Tip-up shower seat	13	Shelf
7	Optional tip-up seat for use when drying (mainly for ambulant users)		

NOTE 1 Example shown is for right-hand transfer to shower seat and WC.

NOTE 2 For details of plan arrangement of fittings associated with the shower, see Figure 38.

NOTE 3 The vertical arrangement of fittings, alarm cords and reset buttons is similar to that for toilets (see Figure 42).

NOTE 4 The overall dimensions shown exclude such items as heat emitters and boxing in of pipework, and adjustments in room size will be needed to accommodate these items.

Extract from BS8300-2, Figure 30

Kitchen
Refer to **BS8300-Part 2: section 19.1**.
It is particularly difficult to cater for users with a wide range of requirements in kitchen areas. Compromise and care in the choice and design of facilities are crucial.

Where appropriate, two sets of facilities, e.g. two adjacent sinks, at heights suitable for wheelchair users and ambulant disabled people, provide maximum versatility. Refer to **BS8300-Part2: Figure 49.**

A kitchen area should have an unobstructed floor space of at least 1500 mm × 1500 mm between facing floor units or between floor units and a wall.

Adjustable height worktops with sink, hob and preparation area should be installed.

Worktops should have kneehole spaces 600mm deep x 800mm wide below or adjacent to key task areas such as a hob, sink or preparation space.

An insulating pad should be fitted below the sink and hob to prevent a person being scalded, and any exposed water pipes neatly lagged.

Storage
Commonly used items should be stored in cupboards or on shelves at a height between 400mm and 1350mm above FFL.

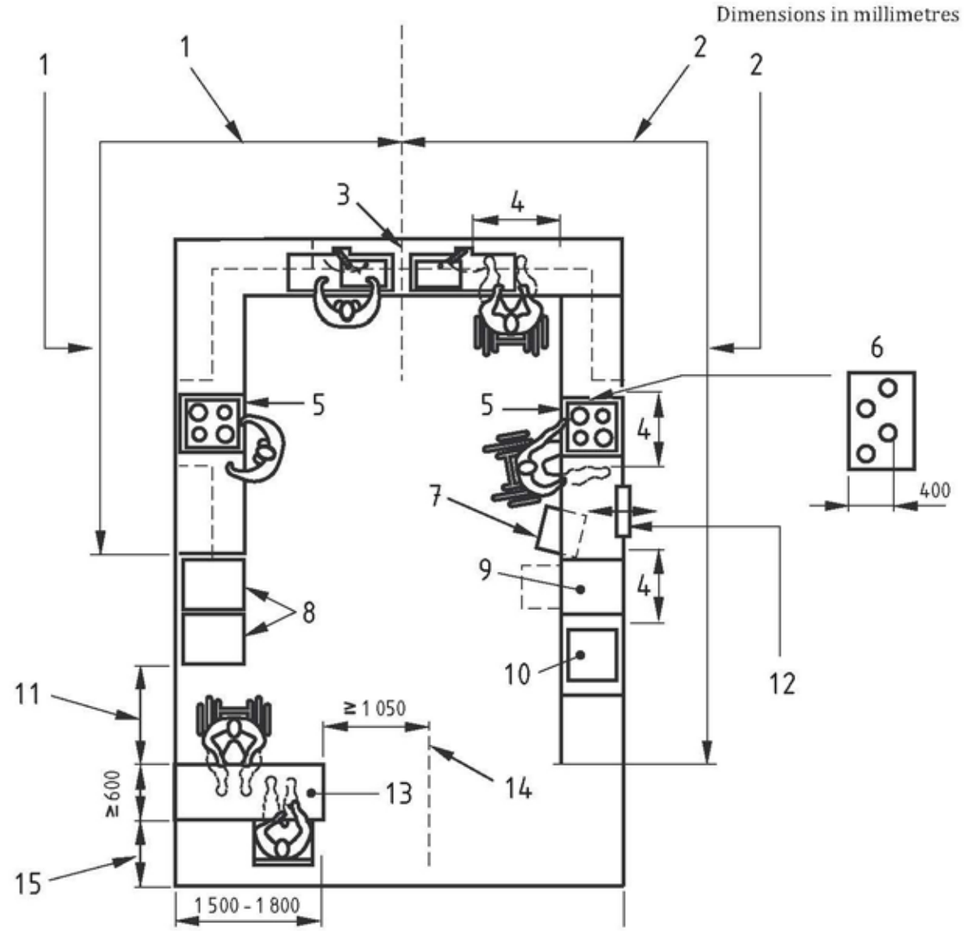
Switches
Electrical switches and sockets should be mounted between 400mm and 1400mm above floor level and at least 350mm away from the corner of a room, to allow a wheelchair user to reach them.

Electrical face plates to the accessible rooms and associated common facilities to provide visual contrast with adjacent walls. Rocker switches to contrast with the electrical faceplate. For further information on electrical accessory faceplates and contrast LRV (light reflectance values requirements, please see **Estate Design Guideline No. 6 – Electrical Engineering Services.**

Accessible shared pantry, Chancellors Court, Pollock Halls of Residence. Note lowered counter at 850mm AFFL and two sinks, one open below. An improvement would be to have the tap to the side of the sink rather than at the back

Images from accessible kitchen suppliers. The use of adjustable height worktops to be discussed

Figure 49 — *Kitchen and work surface layout in a kitchen for shared use (with dual height work surfaces)*

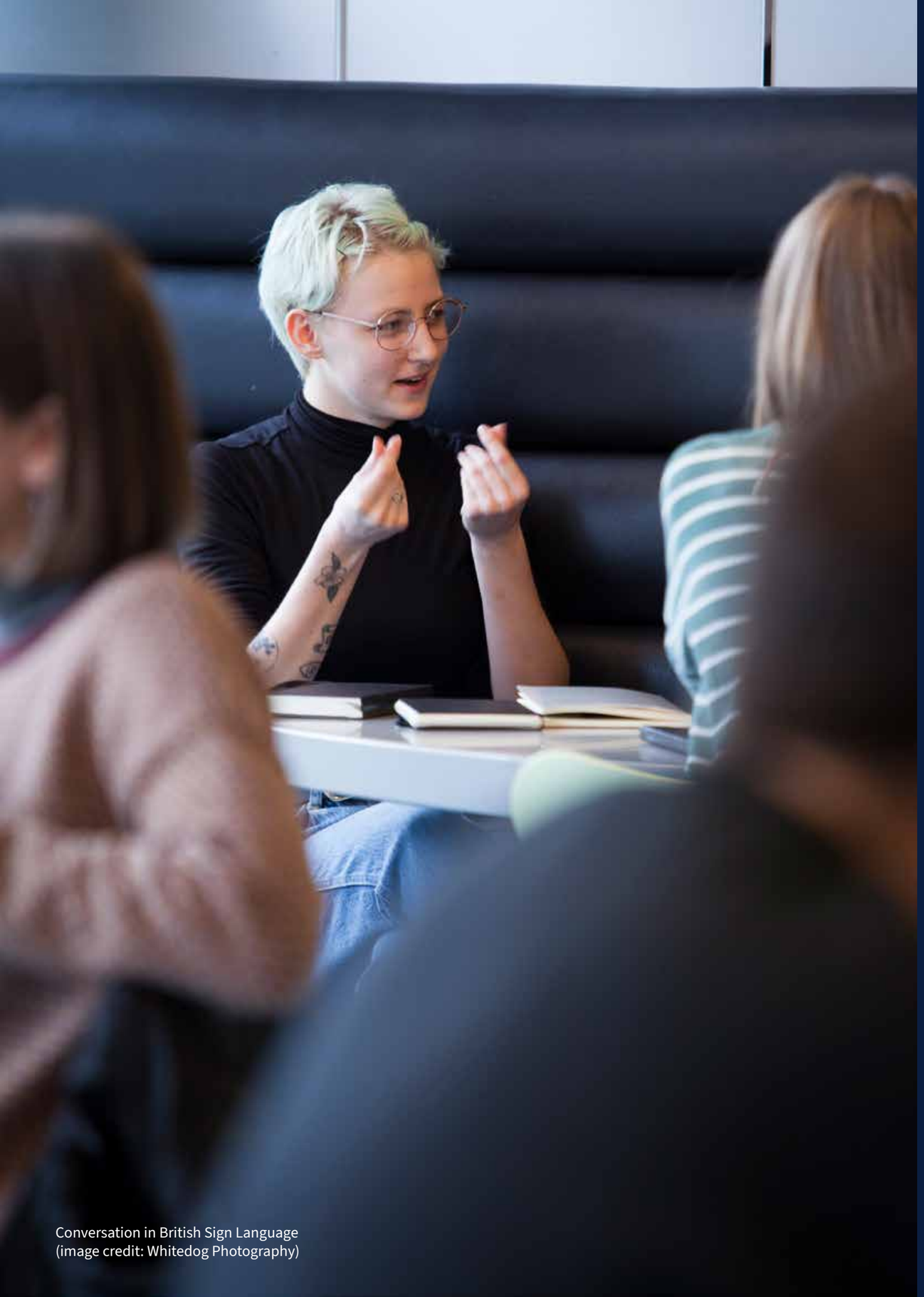


Key

1	Work space suitable for ambulant people: 900 mm height work surface with cupboard units below and wall units over	7	Mobile storage unit
2	Work space suitable for wheelchair users: 760 mm or adjustable height work surface with clear space below (wall units optional)	8	Separate refrigerator and freezer, both on plinths
3	Change of level	9	Oven
4	Knee recess with 800 mm min. width to be used between floor mounted cupboards (hobs and kitchen sink bowls to be insulated within this recess)	10	Microwave oven
5	Hob	11	1 050 mm min. for wheelchair user to manoeuvre into position
6	Alternative hob arrangement reduces reach needed, and allows safer pan removal	12	Serving hatch to a separate dining room
		13	Table
		14	Obstruction (e.g. wall, kitchen unit or appliance)
		15	800 mm min. for a person with an ambulant mobility impairment to be able to sit at a table

Extract from BS8300-2, Figure 49

12.0 SUPPORT SPACES



Conversation in British Sign Language
(image credit: Whitedog Photography)

12 Support spaces

The University seeks to provide an inclusive campus that supports the requirements of particular groups in our community with differing needs.

Members of our community have a range of different requirements in relation to access to non-teaching and workplace spaces. This is often linked to individuals' identities and/ or protected characteristic(s), including disability, religion or belief, and pregnancy and maternity.

This includes:

- The need for private space for lactation or breastfeeding.
- A quiet space for people who are neurodivergent or simply require 'time out'.
- A private space for prayer or reflection, including adjacent ablution facilities.
- Spending areas for assistance dogs in larger buildings where easy external access is not provided.

Reference should be made to the following:

- **BS8300-2: Section 19.3** for quiet spaces
- **BS8300-2: Section 15.8** for assistant dogs spending areas
- **PAS 6463**: Design for the mind – Neurodiversity and the built environment – Guide.

The planning of these spaces should be considered from briefing stage and captured in the Inclusive Design Strategy. The provision will depend on the size, use and building occupancy profiles. The University aims to provide easy access to these facilities across each campus, not in every building.

The following spaces should ideally be separate as they each have differing requirements.
Where space is at a premium the requirements should be discussed with the School / Department and briefing stage, and an Equality Impact Assessment carried out.

The provision of these rooms will depend on the size, use and building occupancy profiles. The University aims to provide easy access to these facilities across each campus, not in every building. The location of these facilities should be shown clearly on Campus maps.

12.1 Lactation / breastfeeding rooms

Larger buildings should provide a suitable area where pregnant workers and breastfeeding mothers can rest. It should:

- include somewhere to lie down if necessary
- have a comfortable armchair with a high back and washable covers
- be hygienic and private so they can express milk if they choose to – toilets are not a suitable place for this
- include somewhere to store milk, for example a fridge, and ideally a wash hand basin.
- have an "engaged" sign to indicate when the room is in use;

Further information is found here.
[Protecting pregnant workers and new mothers - Rest and breastfeeding at work (hse.gov.uk)]
[Breastfeeding-room-guide.pdf (unicef.org)]

Diagram from Unicef Breastfeeding room guide
https://www.unicef.org/media/73206/file/Breastfeeding-room-guide.pdf

12.2 Quiet spaces

In environments where stress and sensory overload are likely to be especially intense for some people, the provision of quiet spaces can be particularly beneficial.

Where possible, a room or space should be provided that can be used as a quiet space where individuals might find peace and calm in order to manage sensory/neurological processing needs. This should be a dedicated small room that provides a place to recover from sensory overstimulation, to be used on a reactive basis. The room should be designed for this purpose and be in addition to quieter floors and focused workplace spaces.

Ideally the quiet room should be in a less trafficked part of the building in a discreet position.

The room should support a mix of people with a mix of hyper and hypo sensitivity.

The space should;

- be calm, quiet and neutral in both visual and acoustic terms;
- offer privacy;
- have moveable furniture and provide a variety of seating;
- ideally have natural light, with blinds or curtains provided;
- have adjustable lighting; *
- have an "engaged" sign to indicate when the room is in use.
- have an element of biophilic design
- be well signposted
- have a cupboard containing stimulation items (to be returned after use)

*wall lighting is preferred as this signals this is not a study space.

As many autistic people have a heightened sense of smell, there must be special consideration to the materials and finishes used in quiet spaces, to limit the emissions of volatile organic compounds (VOCs) and semi-volatile compounds (SVOCs).

There are management considerations when providing a quiet room, to ensure it is not used for other purposes or left untidy.

12.3 Faith rooms

Where possible, a room or space should be provided that can be used for contemplation and multi-faith prayer.

Where such a room or space is provided, it should have the following features:

- a space that is calm, quiet and neutral in both visual and acoustic terms;
- ideally be a room that can be divided into two areas with two entrances to
- accommodate separate single sex users;
- have localised facilities for washing, such as a wudu washing bowl;
- ideally have natural light, with blinds or curtains provided;
- have adjustable lighting
- an “engaged” sign to indicate when the room is in use;
- some enclosed storage (such as a cupboard/ shelves with doors).
- have moveable furniture and provide a variety of seating;
-

A washing facility should be provided in an adjacent room located as close as practicable, but not in the room itself.

It is not appropriate for ritual washing to be carried out in general WC facilities.

Floor should be carpeted, with consideration of a pattern to subtly indicate direction of Mecca.

12.4 Spending areas for assistance dogs

Assistance dog toilets or spending areas should be provided in certain locations to allow people who use assistance dogs to toilet their dogs in a safe and clean manner.

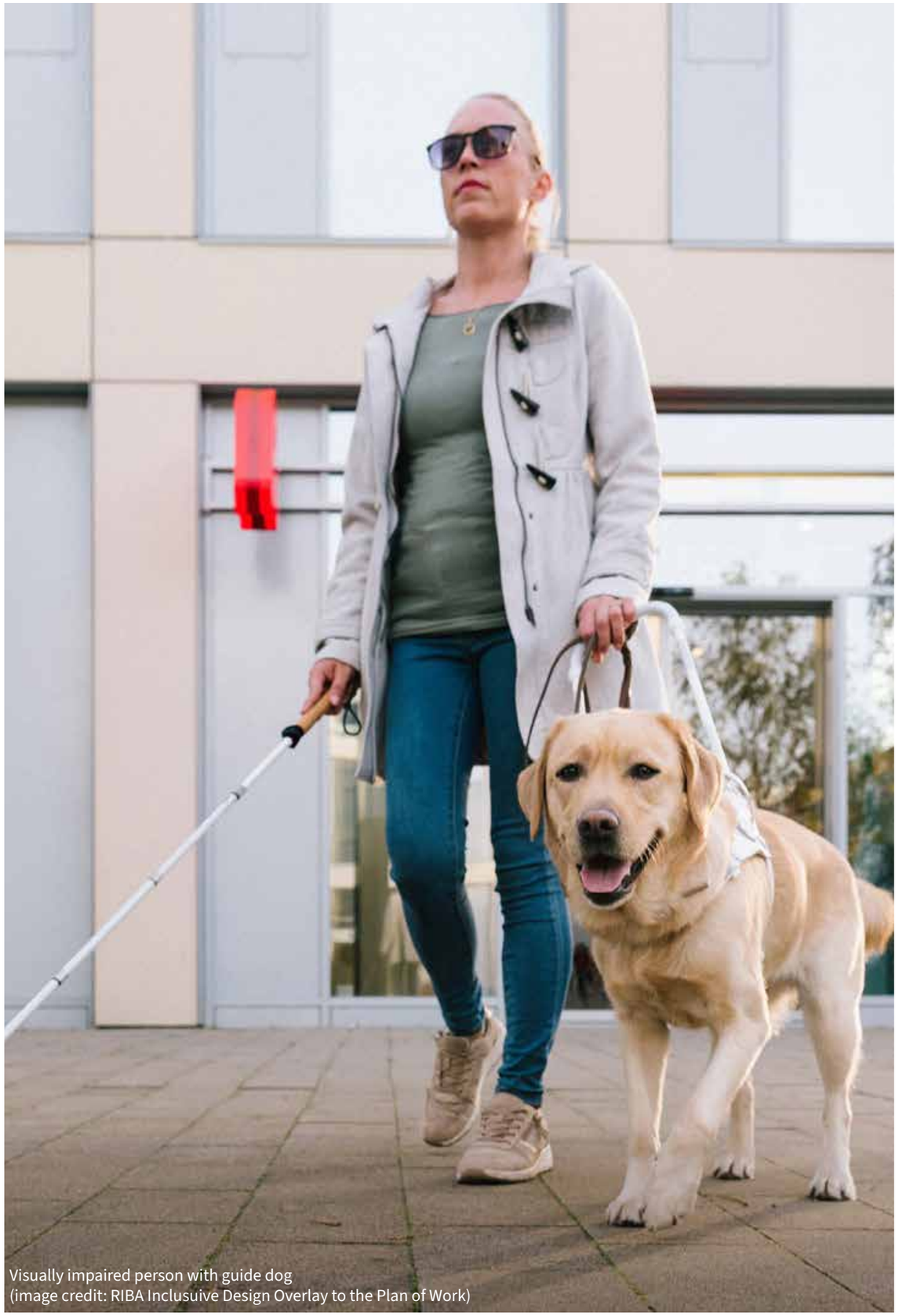
The area should have a concrete, gravel, or grass surface, with suitable lidded bins to collect waste and keep the area clean. Prompt disposal of waste is essential for maintaining a healthy environment.

NOTE Further guidance on where to provide these facilities and how to design them can be found in the Guide Dogs for the Blind Association publication Guidance on the provision of s pending facilities for guide dogs and other assistance dogs 2015.

Guidance for workplaces | Policy for businesses |Guide Dogs
ADUK-Quick-Guide-to-Welcoming-Employees-with-Assistance-Dogs.pdf (assistancedogs.org.uk)
Welcoming guide dogs, assistance animals and emotional support animals to events and meetings - Business Disability Forum

Example of a prayer room, UCL

WuDu basin beside faith room, Roslin Innovation Centre



Visually impaired person with guide dog
(image credit: RIBA Inclusuive Design Overlay to the Plan of Work)

13.0 GENERAL

Student in Nucleus Building
(image credit: Keith Hunter)

13 General

13.1 Activity space

Building Regulation space for wheelchairs is too small for most motorised wheelchairs. Frequently people need to incline back rests and incline foot / leg rests increasing their length.

The UoE recommend increasing activity space for a wheelchair turning from 1500 x 1500mm to 1700 x 1700mm if practicable, and ideally as large as possible, to future-proof buildings.

13.2 Egress

Reference to be made to **Estate Design Guideline No. 9 – Fire Safety Guidelines.**
Fire escape provision should be in accordance with the Building Regulation requirements. Reference must be made to Fire Safety in New and Refurbished Buildings Web pdf template (ed.ac.uk)

In addition to the Building Regulations procedures for disabled persons evacuation are included in the University's Fire Safety Policy document 'Evacuation Provision for Disabled Persons'
Assisted Evacuation | The University of Edinburgh

Consultation with the University Fire Officer is required when work is taking place within existing buildings to advise on any implications arising from the fire risk assessment for the building, Personal Emergency Evacuation Plans (PEEP) and any licensing requirements.

An inclusive egress strategy should be developed and fire evacuation policy agreed with the Local Authority fire officer.

For regular building users who require assistance a PEEP should be arranged. Notes to General Risk Assessment Form RA1: (ed.ac.uk)

A PEEP works out in advance the preferred route of egress, place of refuge for assisted escape and may nominate a personal assistant to assist in evacuation, or the provision of an evacuation chair or other aid where this is appropriate. The plan may include the provision of special types of alarms (i.e.vibrating, visible). It will be necessary to conduct the plan procedures as part of any routine safety evacuation test.

For buildings in regular public use then a GEEP (Generic Emergency Evacuation Plan) should be considered.

For partial refurbishments a temporary fire risk assessment and fire strategy is to be developed.

Emergency plans and fire evacuation plans should be available in alternative formats on request, including large format print, audio and braille.

It is important to use widely recognised symbols for safety signage and information. Avoid laminated sheets as these can be highly reflective and difficult for someone with a visual impairment to read.

The route to the exit or fire protected lobby should have a minimum clear width of 1200mm and be free from obstructions at all times. Signage should comply with fire officer r equirements and the Technical Standards

The fire alarm system should follow the recommendations of **BS8300-Part2: Section 13.7**. A fire alarm should be visible as well as audible to all users; however, audible alarm sounders should not be located in such a way as to compromise the communication systems provided in refuges.

A visible alarm should be installed where a person with a hearing impairment is occupying a room alone. Special considerations apply to the design of alarms where a hearing-impaired person will be sleeping and provision for effective vibrating alarms must be made.

For further VAD requirements refer to **Estates Design Guideline no. 6 – Electrical Engineering Services & No 9. Fire Safety**.

Where escape from an upper floor is necessary, wheelchair temporary waiting space(s) should be provided within fire-protected lobby. (Number to be agreed with fire officer, and appropriate for the size and use of the building).

Two-way intercom at refuge point should be provided to allow the person waiting to stay connected with rescuers in an emergency.

Escape stairs should comply with items in Section 4.

General references

- BS 8300:2018 Parts 1 and 2 Design of buildings and their approaches to meet the needs of disabled people, Code of practice, British Standards Institution
- BS5588-8 Means of Escape for disabled people
- Disability Scotland access guide
- Technical Standards
- Equality Act 2010

13.3 Motorised wheelchair charging points

There is an increase in use of power assisted wheelchairs across the University population which is impacting on a number of physical considerations.

The charging of the wheelchair batteries poses a fire risk, particularly in residences, and as such special considerations have been developed by the University's Fire Safety Unit.

Refer to **Fire Safety Guidance FSG19D: Mobility scooters / wheelchairs**
Guidance | The University of Edinburgh

This guidance covers maintenance and storage arrangements, charging facilities, with special recognition for student residences.

Contrast sockets with electrical face plate

It is imperative that this guidance is followed and FSU be consulted on any planned alterations to provide storage and / or charging facilities for motorised wheelchairs.

13.4 Finishes / Lighting / Contrast

Reference should be made to **BS8300-2: Section 11** surface finishes and **PAS6463 Design for the Mind Sections 11 and 12**.

Surface finishes can help or hinder the use of buildings.

For example, people with sensory impairments and people who have sensory/ neurological processing difficulties, might have difficulty finding their way around spaces if they cannot respond to visual cues, or if they find it difficult to distinguish sounds in an acoustically reverberant environment.

Heavy patterns should be avoided. People with sensory/neurological processing difficulties can find shiny surfaces and some patterns difficult, and some patterns, such as stripes or checks, can affect balance and trigger seizures for some people.

Avoid heavily textured floor finishes e.g. deep pile carpets, as these restrict the movement of wheelchair users and ambulant disabled people.

The light reflectance value (LRV) of a wall should be 30 points different from that of the ceiling and of the floor.

Skirtings should have the same LRV as the wall so that the junction between the skirting and the floor marks the extent of the room. The exception to this is coved skirtings, which should have the same LRV as the floor and should extend not more than 100 mm above FFL.

Doors should contrast with adjacent walls. The leading edge of doors should be highlighted.

Sockets, switches and controls should contrast with both face plates and the adjacent wall.

Fittings and furniture should contrast with their surroundings to avoid becoming trip hazards.

Good lighting is crucial in allowing people with visual impairment and sensory/neurological processing differences to use buildings conveniently and safely.

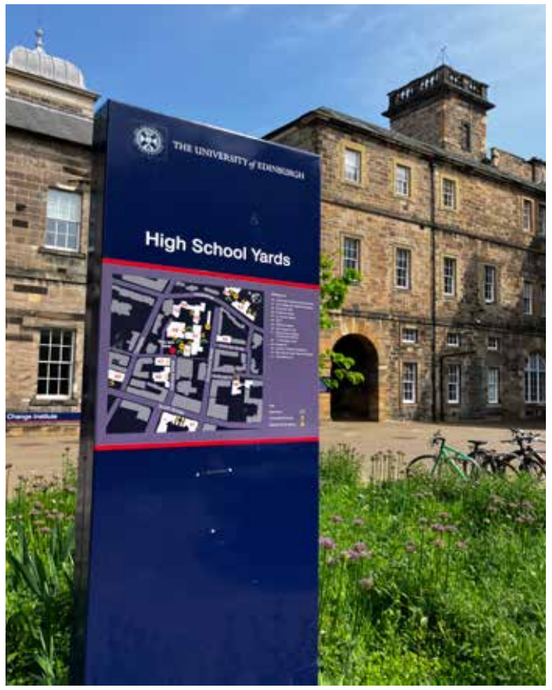
Lighting should be even and balanced. Refer to **BS 8300:Part 2 Section 14** and **Estates Design Guideline No. 6 – Electrical Engineering Services** for target illuminance levels.

Strong shadows from natural light can form patterns and be misinterpreted as a barrier, obstruction, or a hole in the ground.

Designers need to take care to ensure that shadow patterning along circulation routes does not create a flicker rate within the range 16 Hz to 25 Hz, as this can induce a seizure for people with photosensitive epilepsy.

Glare should be minimised by avoiding shiny surfaces. For further guidance refer to **CIBS LG11.**

Window blinds should be provided to control glare.



External totum, HIgh School Yards

13.5 Signage

Signage design should follow the recommendations in **BS8300-Part 2: Section 12**, the **Sign Design Guide+**, a guide to designing inclusive wayfinding information. The RNIB has produced guidance on signs in their publication **Building Sight**: design principles & practical recommendations for accessible buildings and environments.

The signage strategy should be:

- Easily understood (avoid unfamiliar pictograms) and be of consistent style in a suitable text font and size.
- Sufficiently illuminated at day and night.
- Braille should only be used to supplement raised lettering.

Fixing signs at eye level (between 1400mm and 1600mm above FFL) with easy access for close-up viewing is an advantage for all.

To aid navigation signage locations should be consistent e.g. all room signs should be beside the door on the same side as the ironmongery.

Building directory signage should be up to date. E.g. signing gender neutral WCs.

Floor indicator signage should be easily visible from opening lift doors.

For larger buildings there should be consideration of using navigation Apps such as NaviLens EMPOWERING blind and partly sighted people to assist visual impaired users.

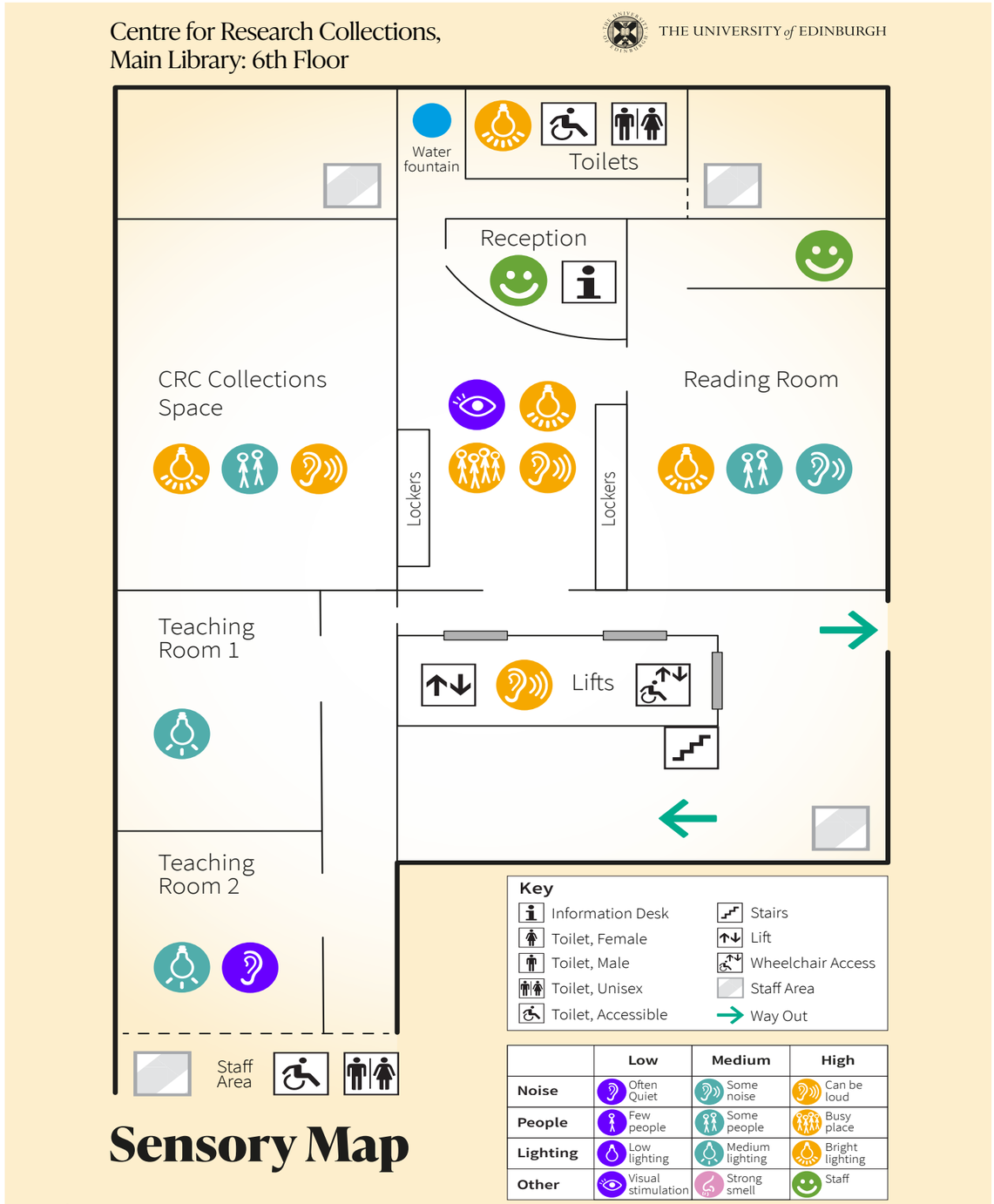
Please refer to the separate document **Estates Design Guidelines No. 13 - Wayfinding and Signage Guidelines**

13.6 Sensory mapping

Sensory mapping identifies sensory highlights, mapping where people will encounter particularly strong sensory stimuli, including, but not limited to sights, sounds, smells, textures and tastes.

The creation of a sensory guide / map to the building, to create an inclusive building user experience. This can be available online in advance, with hard copies available on site.

An example can be found here HC_SSSA_Grnd-Flr_SensoryMap



Extract from the Research Collections Sensory Map for Main Library

APPENDICES

The Lister Teaching and Learning Centre
(image credit: Paul Zanre)

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 8300:2018 Parts 1 and 2 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
- BS 6465-1:2006 Sanitary installations. Code of practice for the design of sanitary facilities and scales of provision of sanitary and associated appliances (+A1:2009).
- PAS 6463 Design for the Mind – Neurodiversity and the built environment
- Building (Scotland) Act 2003
- Scottish Technical Standards - Non-Domestic Handbook June 2023
- Planning and Access for Disabled People, A Good Practice Guide, Office of the Deputy Prime Minister - 156681.pdf (publishing.service.gov.uk)
- 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 Poilicies and Strategies

- Equality and Diversity Strategy http://www.docs.csg.ed.ac.uk/EqualityDiversity/Strategy.pdf
- Estate Vision 2017-2027
- Estates Vision.indd (ed.ac.uk)
- University Equality Outcomes and Actions http://www.docs.csg.ed.ac.uk/EqualityDiversity/Equality_Outcomes.pdf

Websites

- Homepage | EHRC (equalityhumanrights.com) – Equality & Human Rights Commission
- Equality Act 2010 (legislation.gov.uk)
- Sensory Trust – Inclusive Nature Experiences
- RNIB | Homepage of the Royal National Institute of Blind People
- Disabled people - GOV.UK (www.gov.uk) Government web page

Journals

- Access by Design, Centre for Accessible Environments
- The Guild of Architectural Ironmongers Technical Update March 2005 (Nr. 2).

University of Edinburgh Design Guides

- Estates Department Design Guidelines Engineering design | The University of Edinburgh

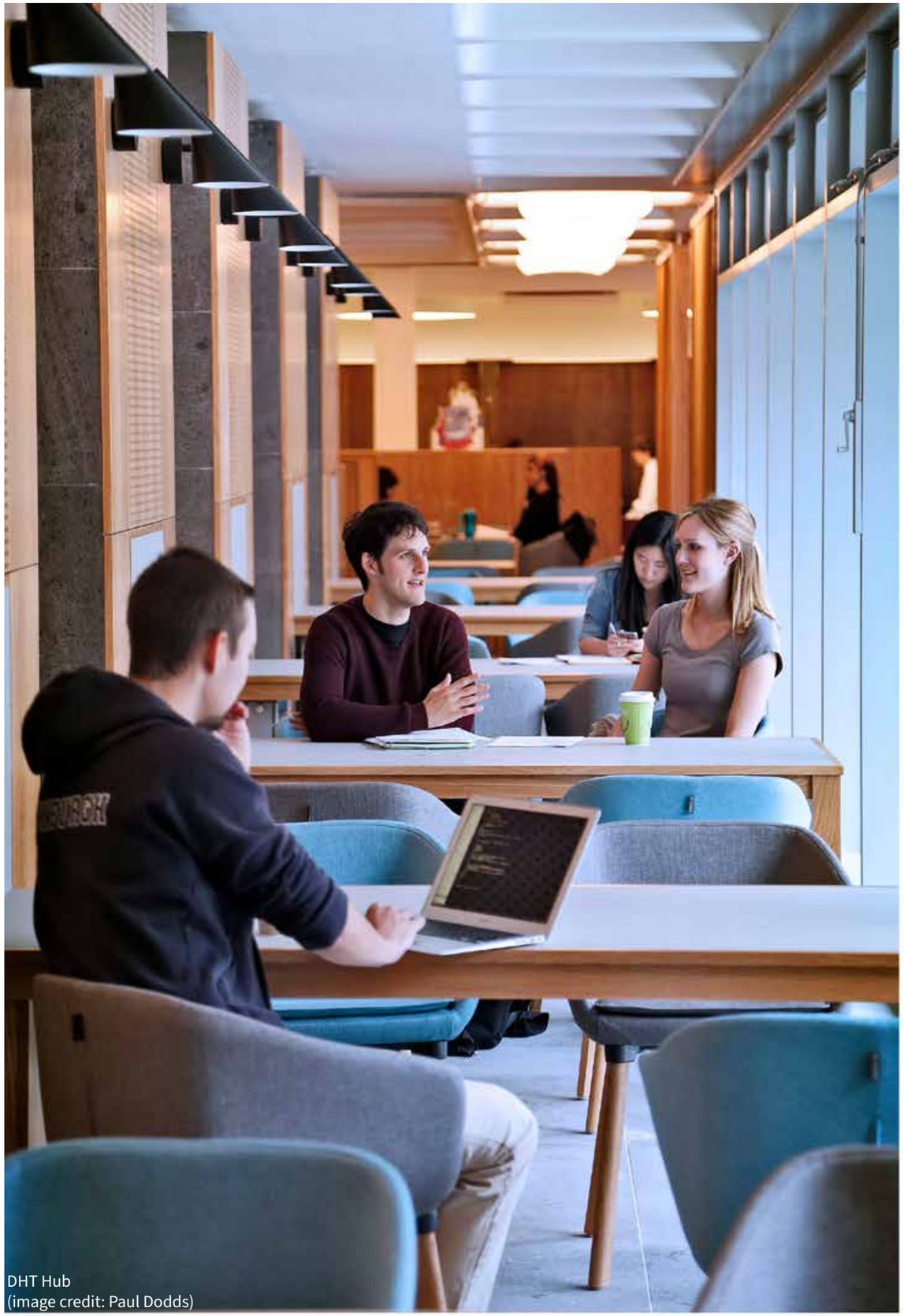
Design Guides

- 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
- AUDE Neurodiversity Design Guide, published February 2025
- Sign Design Guide +: a guide to designing inclusive wayfinding information (2nd Edition) Sign Design Society, 2024
- Building Sight: Design principles and practical recommendations for accessible buildings and environments. Updated 2023. RNIB.
- 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 – making information accessible for people with sight problems, Royal National Institute for the Blind 2nd Edition 2006.
- 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 & Inclusive Sports Facilities – Sport England August 2024
- Stairs, Ramps and Escalators – Inclusive Design Guidance – CAE & RIBA 2010
- Disability Scotland access guides - The Access Guides - Disability Information Scotland (disabilityscot.org.uk)

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)



DHT Hub
(image credit: Paul Dodds)

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