

Head Office DDA Statement

The main office door has a low step with free access to the building for staff and members of the general public. The office is on two floors, through the main door will give access to the left for the ground floor office, which is used by the Training Team, also gives access to the Meeting/Training Room, Kitchen Area, Toilets one of which provides disabled access and stock consumables held for all sites. Straight ahead through the main door provides access to stairs leading up to the first floor. The upper floor office is used by Accounts, Admin and Operations Team. The rear of the building downstairs also has a Fire Door which leads into the garden area; however this does have a large step into an outside garden and fire point check area. We are currently looking into providing a mobile ramp for this access.

The garden is mainly grass and has a border mainly of shrubs and external trees. There currently is not a path to take a person in a wheelchair out into the garden, but the grass is maintained and therefore should not be a problem.

The ground floor is accessible, and would be easily negotiated by a person in a wheelchair.

The first floor is accessed only by 1 staircase and there is no lift access. However a stair lift could be installed if it became necessary for existing or new staff. The first floor offers a wide open plan room and could be made easy accessible for a person in a wheelchair.

Policies, newsletters and memos are normally printed in size 12 Verdana but are all on the computer so backgrounds and print sizes and colours can be adjusted to suit anyone who needs them and can also be available in Braille or different languages upon request.

Walls and floors are in contrasting colours (magnolia walls and blue carpet).

All visitors are escorted around the Office to ensure their safety and well being at all times.

Please do not hesitate to ask the Internal Operations Manager if there is any further support you need to enable you to fully access our service.