



## **DISABILITY ACCESS AUDIT**

**Property:**  
Polling Stations

**Prepared upon the Instructions of:**  
Claire Felton  
Bromsgrove District Council

January 2007

## Contents

Executive Summary .....	3
1. Introduction .....	4
2. Description .....	7
3. Sites .....	8
3.1 All Saints Church Hall, Burcot Lane, Bromsgrove .....	8
3.2 Alvechurch Baptist Church, Red Lion Street, Alvechurch .....	9
3.3 Aston Fields Social Club, Stoke Road, Bromsgrove .....	10
3.4 Belbroughton Church Hall, Church Road, Belbroughton .....	12
3.4 Belbroughton Church Hall, Church Road, Belbroughton cont'd .....	13
3.5 Beoley Village Hall, Beoley .....	14
3.6 Blackwell Methodist Church Hall, Green Hill, Blackwell .....	15
3.7 Bournheath Village Hall, Claypit Lane, Bournheath .....	16
3.8 Broadmeadow Junior School, Bells Lane, Kings Norton .....	17
3.9 Brooklyn Citroen Garage, Birmingham Road, Bordesley .....	18
3.10 Catshill Village Hall, Golden Cross Lane, Catshill .....	19
3.11 Clent Parish Hall, Church Avenue, Clent .....	21
3.11 Clent Parish Hall, Church Avenue, Clent cont'd .....	22
3.12 Dodford Village Hall, Priory Road, Dodford .....	23
3.13 Fairfield Village Hall, Stourbridge Road, Fairfield .....	26
3.14 Finstall Village Hall, Alcester Road, Finstall .....	27
3.15 Friends Meeting House, Sandhills Road, Barnt Green .....	28
3.16 Hagley community Centre .....	29
3.17 Holywell Primary School, School Road, Rubery .....	30
3.18 Hopwood Village Hall, Birmingham Road, Hopwood .....	31
3.19 Lickey End First School, School Lane, Lickey End .....	32
3.20 Lickey Parish Hall, Old Birmingham Road, Lickey .....	33
3.21 Meadows First School, Santridge Lane, Bromsgrove .....	35
3.22 Millfields Social Club, Millfields Road, Bromsgrove .....	37
3.23 New Song Community Church, Broad Street, Bromsgrove .....	38
3.24 Park Hall, Silver Street, Wythall .....	40
3.25 Romsley and Hunnington Cricket Club, Bromsgrove Road, Romsley .....	41
3.26 Ryland Centre, New Road, Bromsgrove .....	42
3.27 St. Andrew's Church Hall, Lyttleton Avenue, Bromsgrove .....	43
3.28 St. Godwald's Church Hall, Finstall Road, Bromsgrove .....	44
3.29 St. Kenelm's Church Hall, Bromsgrove Road, Romsley .....	45
3.30 St. Luke's Church Centre, Braces Lane, Marlbrook .....	47
3.31 Stoke Prior Village Hall, Hanbury Road, Stoke Prior .....	48
3.32 Tardebigge Church Hall, Tardebigge .....	50
3.33 The Coppice Primary School, Shawhurst Lane, Hollywood .....	51
3.34 Wake Green AFC Pavilion, Drawbridge Road, Majors Green .....	52
3.35 Woodrush Youth Centre, Shawhurst Lane, Hollywood .....	54
3.36 Wythall Village Hall, Alcester Road, Wythall .....	55
3.37 YouthWorcs – Rubery, New Road, Rubery .....	57
3.38 Bromsgrove Market Hall, St. John Street, Bromsgrove and Sanders Park Pavilion, Kidderminster Road, Bromsgrove .....	58
3.39 Cofton Hackett Village Hall, Barnt Green Road, Cofton Hackett and Rowney Green Peace Memorial Hall, Rowney Green Lane, Rowney Green.	58
4. Declaration .....	59
5. Recommendations .....	60

## Executive Summary

This Disability Access Audit was carried out upon the instructions of Claire Felton, Bromsgrove District Council, during the month of January 2007. The Audit was conducted by Mr Ian Streets, NRAC (Auditor).

The Disability Access Audit was carried out via a series of observations and physical measurements which are based upon Approved Document M of the Building Regulations 2000:2004 Edition, Code of Practice Disability Discrimination Act 1995 and British Standard 8300:2001 Design of Buildings and their Approaches to Meet the Needs of Disabled People. A number of recommendations for improvements were identified and recommendations made.

No single action will guarantee that a building meets the requirements of the DDA. However in the course of this audit the following features were deemed to be of particular high risk and should be addressed as a matter of priority.

There are seven sites which I felt should not be used as either access was not suitable or it was felt that it was unsafe.

All Saints Church Hall, Burcot Lane, Bromsgrove  
Aston Fields Social Club, Stoke Road, Bromsgrove  
Belbroughton Church Hall, Church Road, Belbroughton  
Dodford Village Hall, Priory Road, Dodford  
New Song Community Church, Broad Street, Bromsgrove  
Romsley and Hunnington Cricket Club, Bromsgrove Road, Romsley  
Wake Green AFC Pavilion, Drawbridge Road, Majors Green

It may be considered not suitable because of the surface as in the case of Romsley and Hunnington Cricket Club as this was across a grassed surface. In the case of some others the access ramp was too steep. In the case of Wake Green AFC Pavilion the alternative entrance ramp was too steep and had a steep cross fall along with a handrail that is inadequate. These are just a few examples.

The other recommendations can be generally be easily achieved with good signage, having doors open and assistance being provided where and when required.

All tables when set up should not put the faces of staff in shadow e.g. windows or bright lights should not be directly behind the staff. This is so that faces can be seen to allow lip reading.

We should stress that other factors also need to be considered including improving staff training and generally undertaking a review of how services are accessed in practice. It may be that this will further indicate additional changes to the management and operation of facilities that then need to be addressed.

## **1. Introduction**

This report has been made for and on behalf of Bromsgrove District Council and carried out by Scope. The Audit was completed during the month of September 200report may only be copied with the consent of Scope and must not be reproduced in any other format.

The Audit was carried out following a site visit involving visual inspection and measurement. The Access Audit provided to assess the current state of accessibility and usability of the buildings by people with a range of disabilities.

The Audit gives opinion of the building to single point in time highlighting areas for improvement and prioritising action.

Scope has taken all reasonable steps to interpret the Acts, Regulations and Approved Codes of Practice. Courts of Law can only interpret these. No guarantees can be given that during any subsequent visit by inspectors with statutory powers other non-compliances may not be found. Scope will not accept any responsibility for any loss arising as a result.

### **1.1 Disability Discrimination Act**

Under the Act there is a general evolving and anticipatory duty on service providers and those selling, letting or managing premises to make reasonable adjustments to their practices, policies or procedures and the physical features of their premises to enable disabled people to access goods, services and facilities.

Since 1 October 1999, Part III of the Act requires service providers to take reasonable steps to change their practices, policies or procedures. This extends to the provision of auxiliary aids and services (including equipment) and providing alternative methods and means of access and circulation to overcome physical barriers.

From 1 October 2004, Part III of the Act will further require that where a physical feature makes it impossible or unreasonably difficult for disabled people to make use of the service, reasonable steps must be taken to remove the feature, alter it so that it no longer has that affect or provide a reasonable means of avoiding the feature.

The duty to improve the service lies with the service provider. Generally, the failure to make a reasonable adjustment without justification is unlawful discrimination under the Act and, if litigation arises, the onus will be placed on the service provider to demonstrate that the Act has not been breached.

### **1.1 Disability Discrimination Act cont'd...**

The Courts may regard as unreasonable any failure to take an opportunity to improve access via routine maintenance and planned minor works.

### **1.2 Employment Discrimination**

Under Part II of the Disability Discrimination Act, employers have certain duties to ensure disabled people are not discriminated against. Where any physical feature of the premises occupied by the employer or any arrangements made by or on behalf of the employer cause a substantial disadvantage to the disabled person compared with non disabled people, the employer must take such steps as is reasonable to prevent that disadvantage.

### **1.3 Listed Buildings**

The Disability Discrimination Act does not override existing legislation's such as Planning Permission or Listed Building Approval.

### **1.4 Definition of Disability**

A disabled person, as defined in the Disability Discrimination Act 1995 Code of Practice, is someone who has a physical or mental impairment, which has a substantial and long-term affect on this ability to carry out normal day to day activities.

### **1.5 Building Regulations**

Approved Document Part M of the Building Regulations 2000:2004 Edition provides guidance on access and facilities for disabled people on non-domestic buildings and dwellings.

### **1.6 Reasonable Adjustment**

The duty to make reasonable adjustment falls into three main areas:

1. change practices, policies and procedures;
2. provide auxiliary aids and services;
3. overcome a physical feature by
  - i. removing the feature; or
  - ii. altering it; or
  - iii. avoiding it; or
  - iv. providing services by alternative methods.

For not making adjustments, evidence will be required, e.g. Financial implications, disruption caused, number of visitors etc

## **1.7 The Report**

The report contains descriptions of how the physical features and other elements of the building are found at the time of the visit. Recommendations are made within each section.

At the back of the report is a schedule of recommendations for each site. These should be the minimum carried out to improve access and or remove potential hazards.

Only those sites which are not accessible or are deemed to have unsafe access have been given a priority value as alternative locations should be sought. All other recommendations it was felt could be easily achieved.

## **2. Description**

The audit visited some 37 sites with 2 being visited in under previous works and 2 which were not visited.

The sites varied from village halls to schools to cricket pavilions with many different types of access and parking arrangements.

The audit looked at entry into the premises as it was felt that WC facilities are not part of the polling process and are not required to be provided. Parking facilities were looked at in terms of availability and surface but not as far as parking bays meeting current guidance for size and design as it was thought that this was going beyond reasonableness.

### **3. Sites**

#### **3.1 All Saints Church Hall, Burcot Lane, Bromsgrove**

##### **Description**

This is a traditional brick built building that does not provide car parking. There is one entrance to the front.

##### **Parking**

There is no on site parking.

##### **Access Routes**

The access route is firm and level being made up of concrete. To the entrance door there is a ramp with a gradient of 1:8 for 2.5m with a width of 1900mm. This does not meet with current guidance (maximum recommended gradient is 1:12). Handrails are provided to each side that are cold to the touch but are at an acceptable height. There is no level top landing to the ramp.

##### **Entrance**

The door is a single leaf that provides acceptable clear width. The door furniture is a lever handle that is at 1360mm high with the recommended height being 1000mm. Vision panels are not provided. The door requires less than the maximum opening force.

##### **Internal Doors**

The internal door is a single leaf with a lever handle at 1270mm high, in excess of the recommended height. The door does not provide vision panels but does provide adequate clear width. The opening force is acceptable.

##### **Room**

The room is open plan with easily moved furniture. There is reasonable colour contrast between surfaces.

##### **Comments**

The entrance ramp may be an issue for some users due to its gradient being steep. The hall room is acceptable.

Consider using an area in The Council House as this is close by and would provide improved access. If alternative venue cannot be used, ensure doors are held in the open position and assistance offered to people who may require it.



### **3.2 Alvechurch Baptist Church, Red Lion Street, Alvechurch**

#### **Description**

This is a village hall that is associated with a local car park. The building is of brick construction and its level is lower than the adjoining car park, access from the highway (opposite direction of the car park) is level.

#### **Parking**

See audit of Bromsgrove Car Parks September 2006

#### **Access Routes**

The route from the car park has a gradient of 1:6 for 5m and a width of 1800mm. This follows the natural landscape, a handrail has been provided at a suitable height to offer support.

The route from the highway is level. Routes from both directions are firm and even.

#### **Entrance**

The entrance is on a step of 140mm high, I was informed a portable ramp is used. The doors are double leaf with full height vision panels that require manifestation (permanent marking). The clear width is 700mm which is less than the recommended 800mm. Door furniture is at a suitable height along with an acceptable opening force.

#### **Internal Doors**

The doors are double leaf with an acceptable clear width and provide a double swing with a suitable opening force. Vision panels are provided that do not meet with current guidance but provide reasonable vision.

#### **Room**

The room is open plan with easily moved furniture. There is reasonable colour contrast between surfaces.

#### **Comments**

The entrance should be clearly signed from both directions along the access route. The use of a portable ramp should be monitored and the entrance doors held in the open position.

### **3.3 Aston Fields Social Club, Stoke Road, Bromsgrove**

#### **Description**

This is a brick built club with car parking and entrance to the front. The room used is one to the rear.

#### **Parking**

The surface of the car park is firm but uneven, it is located towards the rear of the building. It is generally level. Parking bays are not marked out.

#### **Access Routes**

The surface of the access routes varies from concrete which in places is rough and broken to the car park surface which is uneven. The route from the footpath nearest the entrance has a typical gradient of 1:12. From the car park the gradient is predominately level.

#### **Entrance**

There are two steps up to the door of unequal height risers (200mm & 150mm). A handrail is provided to each side but does not meet with current guidance as it does not extend beyond the bottom steps and does not follow the line of pitch. There are no slip resistant colour contrasting nosings. I was informed that a portable ramp is used on polling day. I would question at what gradient, as the route in front of the steps also falls away. The door is a single leaf with an acceptable clear width. The door has a vision panel to the top only which does not meet with current guidance. The door furniture, pull plate, is at a suitable height but offers poor colour contrast. The door requires less than the maximum recommended opening force. The threshold is not level at 45mm high.

I was informed of an alternative route along the side of the club then using a rear emergency exit. Looking at this route it is not suitable due to a vertical support within the access route, users have to pass beneath a metal staircase with the possibility of hitting their head and there is a step to negotiate.

#### **Internal Doors**

There is a lobby door which is a single leaf providing an acceptable clear width. The door furniture, "D" handle is at a suitable height and the door requires less than the maximum opening force. There is a vision panel to the top only which does not meet with current guidance.

The door in to the polling room is a single leaf with vision panels meeting current guidance. The door provides a clear width of 600mm, which is less than the minimum recommended of 750mm. The opening force is acceptable.

#### **Room**

The room is open plan with easily moved furniture. There is reasonable colour contrast between surfaces.

### **3.3     Aston Fields Social Club, Stoke Road, Bromsgrove cont'd...**

#### **Comments**

An alternative venue should be sought. The access in to the building via a portable ramp is questionable due to the gradient and an internal door provides 600mm clear width which is less than the recommended 750mm.

### **3.4 Belbroughton Church Hall, Church Road, Belbroughton**

#### **Description**

This is a listed building dating back to the 17<sup>th</sup> century. It is a single storey with an elevated internal floor. The front entrance requires the users to negotiate a flight of steps where as the rear entrance is approximately 30m from the rear of the car park and provides alternative access.

#### **Parking**

The parking area is made up of a loose surface and is predominantly level. Parking bays are not marked out. Lighting should be checked when dark.

#### **Access Routes**

From the road there is a slope up to the parking area or there is a light of steps with windings. These provide uniform height risers and apart from the windings have uniform depth treads. A metal handrail is provided to one side at 780mm high with the recommended height being 900-1000mm. There are no slip resistant colour contrasting nosings provided. There is also some vegetation growth on the lower steps. From the top of the slope and steps there is a solid and even path leading to the front entrance.

To access the rear entrance cars should be parked at the top end of the car park where the surface is loose and uneven the path then changes to a mix of earth and gravel followed by paving slabs. These are not all flush with one another which may lead to tripping.

#### **Entrance**

The front entrance door is a single leaf without vision panels and is not obvious. The door furniture has poor colour contrast with its background and starts at 1220mm with the recommended height being 1000mm. The door does provide an acceptable clear width however the threshold is not level as it drops down 35mm. There is a lobby door at 90° to the entrance, this has a sneck catch at a height of 1400mm. The clear width is acceptable.

The alternative entrance (rear) is an emergency exit and provides an acceptable clear width. This door does not provide any external door furniture. The slope up to the threshold is uneven and a wooden fillet has been provided to make access easier. This entrance leads into a small lobby which has its door opening into it. The lobby door provides a clear width of 830mm. This will provide the tightest of turning spaces for wheelchair users and access will depend upon the ability of the user and size of chair. This does not meet with current guidance.

### **3.4 Belbroughton Church Hall, Church Road, Belbroughton cont'd...**

#### **Internal Steps**

There are three steps associated with the front entrance these provide risers of different heights but with even depth treads. There is a handrail to the left hand side only, when viewed from the bottom. There is acceptable clear width. There are no slip resistant colour contrasting nosings

#### **Room**

The room is open plan with easily moved furniture. There is reasonable colour contrast between surfaces.

#### **Comments**

Because of the historical nature of this building it may be extremely difficult to have physical alterations done. Because of the steps within the building it is important that the alternative entrance is accessible as possible.

All other alternative venues should be considered, if none are suitable the following should be carried out. The external steps require vegetation to be removed and colour contrasting nosings provided. The alternative entrance should be clearly signed from the car park. The access route to the alternative entrance should be firm and even (pavers flush, and compacted gravel at the start). Entrance doors and alternative entrance lobby door held in the open position. Colour contrasting nosings provided to internal steps.

### **3.5 Beoley Village Hall, Beoley**

#### **Description**

This is a village hall of brick construction which is accessed either via steps or a ramp using the same entrance. Car parking is provided.

#### **Parking**

The car park has a surface of tarmac which is firm, even and level. Parking bays are not marked out.

#### **Access Routes**

The access route is also the car park. To the entrance there is a flight of steps that provide uniform treads and risers. Slip resistant colour contrasting nosings are not provided. There is a handrail to each side, which is cold to the touch, at a suitable height. The top step does not provide a landing 1200mm clear of the door swing. The associated ramp is obvious and has two sections with gradients of 1:14 and 1:11. The maximum recommended being 1:12. However the length of each section is greater than the recommended for the gradient. The width is 1100mm with the recommended being 1500mm. A handrail is to one side at a suitable height.

#### **Entrance**

The door is a one and a half leaf with a clear width of 770mm. The threshold is 30mm high. The door has a full height vision panel which requires manifestation (permanent marking). The lever handle is at a suitable height. The opening force is less than the maximum recommended.

#### **Internal Doors**

These are double leaf with full height vision panels. These provide a clear width of 690mm which is less than the recommended. The opening force is acceptable and the doors have a double swing.

#### **Room**

The room is open plan with easily moved furniture. There is reasonable colour contrast between surfaces.

#### **Comments**

This is a suitable venue. The entrance door requires a fillet at the threshold and the doors held in the open position. Assistance should be available, if required, for people using the ramp.

### **3.6 Blackwell Methodist Church Hall, Green Hill, Blackwell**

#### **Description**

This is a traditional brick constructed property with a front (main) entrance and a side entrance. Parking is available on site.

#### **Parking**

Parking on site is not marked out and the surface is rough and uneven being made up of gravel.

#### **Access Routes**

The route from the public footpath is a mix of compressed gravel which is rough and uneven and paving slabs which lead to both entrances.

#### **Entrance**

Front: This has a step up of 100mm which then leads to the entrance door. The doors are double leaf without vision panels. The clear width of 670mm is less than the recommended 800mm. The threshold is level and the door requires less than the maximum recommended opening force. Door furniture is a lever sneck at a suitable height.

Side entrance: This has a slope up to the door providing a level threshold. The door is a single leaf with a top only vision panel which does not meet with current guidance. The lever handle is at a suitable height and the door provides a clear width of 780mm.

#### **Internal Doors**

There is no internal door to be negotiated from the main entrance. From the alternative entrance there is a single leaf door with a lever handle and suitable clear width.

#### **Room**

The room is open plan with easily moved furniture. There is reasonable colour contrast between surfaces.

#### **Comments**

The side entrance should be readily available for people who cannot negotiate the front entrance because of the step. The front entrance door should be held in the open position.

### **3.7 Bournheath Village Hall, Claypit Lane, Bournheath**

#### **Description**

This is a single storey building with a single entrance and car parking. It was not possible to gain access to the building.

#### **Parking**

The parking is on firm, level, but uneven ground. Parking bays are not marked out.

#### **Access Routes**

The access routes and car parking are the same.

#### **Entrance**

The entrance doors are double leaf with top only vision panels which do not meet with current guidance. They appear to provide a clear width of 725mm per leaf which is less than the recommended 800mm. Door furniture, lever handle, is at a suitable height. Threshold appears to be level.

#### **Internal Doors**

The internal doors appear to be similar to the external doors.

#### **Room**

The room is open plan with easily moved furniture. There is reasonable colour contrast between surfaces.

#### **Comments**

This appears to be a suitable venue. The entrance doors should be held in the open position.



### **3.8 Broadmeadow Junior School, Bells Lane, Kings Norton**

#### **Description**

This is a school that provides a temporary building for polling. There are a number of possible access routes either for pedestrians only or shared with vehicles.

#### **Parking**

There are two possible car parks available as well as the playground. All provide firm, even and level surfaces. However, it is felt that the two car parks require a greater travelling distance than is necessary. The playground gives drivers less travelling distance and as the school is closed would not be an issue in terms of safety. This would need to be clearly signed.

#### **Access Routes**

If pedestrians use the side gate to enter the site the route is firm, level and even, the same applies from the playground. The final approach in to the building is via a ramp. This has an acceptable gradient and width. There is a level top landing. A handrail is provided to one side at a suitable height.

#### **Entrance**

The door is a single leaf with an acceptable clear width. The door furniture and opening force are acceptable. There is a vision panel to the top only which does not meet with current guidance. There is a 60mm high threshold.

#### **Internal Doors**

This is a single leaf with an acceptable clear width, opening force and door furniture at a suitable height.

#### **Room**

The room is open plan with easily moved furniture. There is reasonable colour contrast between surfaces.

#### **Comments**

The car parking should be located within the playground and be clearly signed. The entrance threshold should have a fillet provided to overcome its height.

### **3.9 Brooklyn Citroen Garage, Birmingham Road, Bordesley**

#### **Description**

This is a car showroom with cars on display leading up to it. At the time of the visit the business was set up for trading and not for use as a polling station.

#### **Parking**

There is potential for parking, but cars on display could make this an issue.

#### **Access Routes**

The route is of tarmac and provides a level, firm and even surface.

#### **Entrance**

The entrance is through one corner of the showroom where the large glass panels are pulled back. The threshold is level. The entrance should be clearly signed and access route free from parked cars.

#### **Internal Doors**

None

#### **Room**

The room is open plan with easily moved furniture. There is reasonable colour contrast between surfaces.

#### **Comments**

It is important that the entrance is clearly signed and the route free from parked cars.

### **3.10 Catshill Village Hall, Golden Cross Lane, Catshill**

#### **Description**

This is a village hall of traditional brick construction, dating back more than 100 years. It has recently undergone refurbishment. There are two possible entrances, the front through a single door and the rear using double doors.

#### **Parking**

There is limited parking to the rear of the property through a narrow access route. There is however on-street parking available. The surface of the rear car park is of tarmac and provides a firm, even and level surface. Would suggest that this is sign posted disabled parking only when used on polling day.

#### **Access Routes**

The routes provide firm, level and even routes with adequate width.

#### **Entrance**

Front entrance: This is a single leaf door with good visibility of the interior. This is an emergency exit has no external door furniture. The threshold is not level at 45mm high which will be a tripping hazard. The door provides an effective clear width of 740mm, which is less than the recommended 800mm. Talking to the caretaker this door is due to be replaced as it is not what was intended. It may be that when renewed the threshold and clear width may be suitable.

Rear entrance: This is through double doors that do not provide a good view of the interior of the building. The effective clear width and threshold are acceptable. The door handle offers good colour contrast but at 1400mm high it is above the recommended height of 1000mm.

#### **Internal Doors**

The double doors from the rear entrance have no vision panels and provide a clear width of 500mm per leaf, this is less than the recommended of 750mm and have lever handles at an acceptable height. The doors offer no colour contrast with the adjoining surfaces, this will be an issue for visually impaired users. The opening force is acceptable.

The double doors from the front entrance have no vision panels and no colour contrast with adjoining surfaces to the external door side but do on the hall side. The doors provide a clear width of 760mm per leaf with door furniture to the hall side only; this has no colour contrast with its background. The opening force is acceptable.

#### **Room**

The room provides good colour contrast between surfaces and adequate room to manoeuvre.

### **3.10 Catshill Village Hall, Golden Cross Lane, Catshill. Cont'd...**

#### **Comments**

This is a suitable venue for a polling station. The rear entrance should be used, unless the front is altered to provide level threshold and a clear width of 800mm. There should be clear signage advising of disabled parking to the rear of the property. The doors should be held in the open position.

### **3.11 Clent Parish Hall, Church Avenue, Clent**

#### **Description**

This is of traditional brick construction with a car park to the rear and the entrance to the front. There are two steps to the front entrance with a portable ramp, normally provided for polling day. There is also a side entrance.

#### **Parking**

The car park surface is tarmac with it being even and firm. Parking bays are not marked out.

#### **Access Routes**

The access route from the car park to the front entrance is level, firm and even. The same applies to the route from the highway. From the car park there is also a path leading to a side door, the surface is the same as that of the car park.

#### **Entrance**

Front: There are two steps that provide even height risers. Slip resistant colour contrasting nosings are not provided. Handrails have been, but these do not meet with current guidance. I was informed that the council provide a portable ramp on polling day. The entrance doors are double leaf and provide a clear opening width of less than the recommended. Vision panels are not provided. The lobby doors are double leaf with "D" handles at an acceptable height. These doors do not provide adequate opening width and are double swing, requiring the minimum of opening force. The lobby allows a wheelchair user to move clear of one door swing before encountering the next.

Side: This is a single leaf with vision panel to the top only. This does not meet with current guidance but does provide reasonable vision. The clear width is acceptable at 800mm. There is a threshold at 40mm high. The door furniture offers good colour contrast with the handle at an acceptable height.

#### **Internal Doors**

Hall door from side entrance: This is a single leaf door which provides an acceptable clear width of 900mm and requires the minimum of opening forces. The door handle is at an acceptable height but offers poor colour contrast with its background. There are no vision panels.

#### **Room**

The room is open plan with easily moved furniture. There is reasonable colour contrast between surfaces.

### **3.11 Clent Parish Hall, Church Avenue, Clent cont'd...**

#### **Comments**

The access in to the building is the main area of concern. The front with its steps, all though not meeting current guidance are usable by most. The issue of a portable ramp is that it does not provide handrails and its gradient may be too steep, causing people to fall forward or backward out of chairs, that is assuming they can get up it. The side entrance should be utilised, this requires clear signage from the car park and the front. A fillet is needed to overcome the threshold height. The single door from the side entrance should be held in the open position to see people entering from this door. The entrance doors to the front should be held in the open position.

### **3.12 Dodford Village Hall, Priory Road, Dodford**

#### **Description**

This is a village hall of brick construction on an elevated site. The site provides its own parking on two levels. There are two possible entrances into the building, the main entrance to the front or the rear entrance adjacent the kitchen area.

The main entrance incorporates steps and a ramp whilst the rear entrance provides level access from the parking area.

#### **Parking**

The parking is provided on two levels, with bays marked out. There is a designated disabled driver's bay on the lower level. The car park surface is firm, even and level being made up of tarmac.

#### **Access Routes**

The route between the two parking levels is marked out and has a gradient of 1:7 for 5m and a width of 1300mm. This does not meet current guidance (maximum (steepest) gradient 1:12, this gets shallower the longer the ramp, width 1500mm). A handrail is provided to one side at an acceptable height but is not securely fastened.

The steps to the front entrance provide uniform risers and treads, there is no colour contrasting slip resistant nosings to the steps. There is no tactile warning to the top and bottom of the flight to warn people of the steps and a hand rail has been provided to one side only that does not offer support for the full length of the flight. There are a number of broken treads and some are loose.

The ramp at the front has a gradient of 1:5.5. There is a real danger of people using chairs falling out of their chairs when descending or tipping backwards when going up. For a wheelchair user to use this unaided would require great strength and would suggest that there are few who can. The ramp provides a width of 1440mm (recommended 1500mm) and no handrail is provided as the adjoining one to the stairs will be out of reach to many users.

The route to the rear entrance is off the top parking area. I would suggest that this has not been intended to be used as a general access route. It provides a width of 950mm which is less than the recommended minimum of 1200mm in exceptional circumstances and has a slope within it at 1:9. Handrails are not provided. The route is obstructed by overgrowing vegetation.

### 3.12 Dodford Village Hall, Priory Road, Dodford cont'd...

#### Entrance

Front entrance: This is a manual double leaf door which allows good vision. The door furniture is at a suitable height with good colour contrast. The threshold is not level so a metal fillet has been provided to overcome the 100mm height difference, however, this is not flush with the step. The door requires an opening force of 38n, in excess of the recommended maximum of 30 newtons. The door provides an acceptable clear width.

Rear entrance: The door provides a clear width of 770mm, however the recommended clear width of 800mm is for a straight on approach which will be difficult to achieve from such a narrow access route (950mm). The door requires an opening force of 34 newtons and has door furniture at a suitable height.

#### Internal Doors

Front entrance: From the front entrance there are double doors with a double swing (door swings both ways). The doors offer poor colour contrast to the adjoining surfaces as they side panels are the same design as the door and are not readily noticeable. They provide a clear width of 840mm.

Rear entrance: From the rear entrance there is a single leaf door that provides a clear width of 700mm. The opening force is less than the maximum recommended with door furniture at a suitable height.

#### Room

The room provides good colour contrast between surfaces and adequate room to manoeuvre.

#### Comments

This building at best has a number of issues that make in extremely difficult for some disabled people to access it and at worst is dangerous. The steps to the front which will be used by most people have loose and broken treads and the ramped access routes are steeper than the maximum recommended of 1:12. An alternative venue should be sought.





3.12 Dodford Village Hall, Priory Road, Dodford cont'd...



### **3.13 Fairfield Village Hall, Stourbridge Road, Fairfield**

#### **Description**

This is a single storey building with an entrance to the front and car parking to the rear. It was not possible to gain entry.

#### **Parking**

Car parking is to the rear with a firm, even and level surface. Bays are not clearly marked out.

#### **Access Routes**

The access routes which also incorporate the parking area are firm, even and level.

#### **Entrance**

The entrance is double leaf doors which will provide an approximate opening width of 780mm per leaf which is less than the minimum recommended. Door furniture is at a suitable height. Full height vision panels are provided. The threshold appears to be level.

#### **Internal Doors**

These are double leaf with full height vision panels. Door furniture appears to be at a suitable height.

#### **Room**

The room is open plan with easily moved furniture. There is reasonable colour contrast between surfaces.

#### **Comments**

This appears to be a suitable venue. Ensure entrance doors are held in the open position.

### **3.14 Finstall Village Hall, Alcester Road, Finstall**

#### **Description**

This is a traditionally brick built building located on a sloping site. There is limited parking to the front.

#### **Parking**

The parking area can accommodate approximately 3 cars without obstructing access to the entrance. The surface is of tarmac and is firm and even. The site slopes, the area closest to the door provides an area that is level and should be reserved for disabled people. Bays are not marked out.

#### **Access Routes**

The route from the footpath is firm and even. The area immediately in front of the entrance doors is concrete and has started to break up leaving a rough surface. At the present time this is acceptable but should be monitored over the coming years.

#### **Entrance**

The entrance doors are double leaf, which provide a clear width of 550mm per leaf which is less than the recommended 800mm. Vision panels are provided to the top only and do not meet with current guidance. Door furniture is at a suitable height but is not of the recommended design as it would be difficult to operate with a clenched fist. The opening force is acceptable. The threshold has a height of 20mm.

#### **Internal Doors**

These are double leaf with a clear opening width of 550mm per leaf which is less than the recommended. Door furniture is a "D" handle at a suitable height. Vision panels are to the top only and do not meet with current guidance. The opening force is acceptable. One leaf is signed as do not use, due to the narrowness of the leaf it is important that both doors can be opened.

#### **Room**

The room is open plan with easily moved furniture. There is reasonable colour contrast between surfaces.

#### **Comments**

This is a suitable venue. All doors should be held in the open position. A fillet to the threshold should be provided. Ensure the parking area closest to the entrance is left free for disabled motorists.

### **3.15 Friends Meeting House, Sandhills Road, Barnt Green**

#### **Description**

This is a brick and timber construction Friends Meeting House. It has its own parking. There is one access route and entrance to the building.

#### **Parking**

Parking is on firm, even and level ground with the surface being tarmac. Parking bays are not marked out.

#### **Access Routes**

To the entrance there is a flight of steps and a ramp. The steps provide uniform risers and goings with colour contrasting nosings. Handrails have not been provided. The rap has a gradient of 1:22 which means it does not have to conform to ramp specification. A slope is classed as a ramp if its gradient is 1:20 or steeper. It does provide a handrail to one side and has a width of 1200mm.

#### **Entrance**

The entrance doors are double leaf with colour contrasting door furniture. The door furniture is at an acceptable height and the door requires less than the maximum recommended opening force. The doors provide a clear opening width of 660mm per leaf which is less than the recommended. The doors offer poor colour contrast with the side panel as they are all constructed and finished in the same style. The doors do allow a view of the interior of the building.

To the entrance there are lobby doors. The distance between the outer and inner doors does not allow a wheelchair user move clear of one door swing before encountering the next. The lobby doors provide good vision but a clear width of 550mm per leaf. Door furniture is at a suitable height. The opening force is less than the maximum recommended.

#### **Internal Doors**

There are two sets of double doors into the hall, they are not distinguishable from one another. The doors have lever handle furniture at a suitable height but with poor colour contrast against their background. The effective clear width is 680mm which is less than the recommended. The opening force at 50 newtons is in excess of the maximum recommended of 30 newtons.

#### **Room**

The room provides good colour contrast between surfaces and adequate room to manoeuvre.

#### **Comments**

This is a suitable venue with some adjustments required. Doors should be held in the open position as they do not provide the recommended width.

### **3.16 Hagley community Centre**

#### **Description**

The hall is located to the rear of Hagley Parish Council car park and is not easily visible from the highway. This is a community hall of brick construction with a flat roof. There is a car park associated with the site.

#### **Parking**

The car park is made up of tarmac and has a surface that is firm, even and level. Parking bays are not marked.

#### **Access Routes**

The route from the main road is firm, even and level. The paved footpath leading around the site has pavers that are flush laid. There are some changes in level between the car park and entrance doors, with these being overcome by slopes which are shallower than 1:20 and therefore are not recommended to meet ramp specification. At the entrance there is a slope up to the door. Approximately 2.4m from the door there is an unguarded edge and an inspection cover that requires infill to its edges.

The slope up to the entrance doors has a gradient of 1:11 and no level top landing 1200mm clear of any door swing. The maximum recommended gradient is 1:20.

#### **Entrance**

The entrance doors are double leaf and offer poor colour contrast with the adjoining panels as they are all constructed and painted the same. The doors provide a clear width of 780mm per leaf and require the minimum of opening forces. Door furniture is a "D" handle at a suitable height. The threshold is level.

#### **Internal Doors**

The internal doors are similar in design to the external doors. These provide an adequate opening width and require the minimum of opening forces. A handle is missing from one of the doors.

#### **Room**

The room is open plan with easily moved furniture. There is reasonable colour contrast between surfaces.

#### **Comments**

This is a suitable building. The entrance doors should be held in the open position and a table or similar placed adjacent the open edge of the ramp to the entrance.

### **3.17 Holywell Primary School, School Road, Rubery**

#### **Description**

This is part of a school which has in recent years undergone a new extension. Car parking is provided with visitors parking not marked out. The entrance is approximately 30m from the car park.

#### **Parking**

Parking is on firm, level and even ground with the surface being tarmac.

#### **Access Routes**

The route from the car park to the entrance is approximately 30m with an incline to the door of 1:11 for the later part. This is steeper than the recommended 1:12 which should only be for 2m. The surface of the route is made up of tarmac which is firm and even.

#### **Entrance**

The entrance doors are double leaf providing a clear width of 600mm per leaf less than the recommended 800mm. The door furniture, pull plates, are at acceptable heights but offer poor colour contrast with their background. Vision panels meet with current guidance. The doors require in excess of 50 newtons opening with the maximum being 30 newtons. The threshold height is acceptable.

There is a lobby that does not allow a wheelchair user to clear one set of doors before encountering the next. The lobby doors are one and a half leaf and provide a clear width of 800mm. The door furniture is at a suitable height with good colour contrast. Vision panels offer good vision but do not meet with current guidance. There is a security lock on this door.

#### **Internal Doors**

The doors to the hall are double leaf and provide a clear width of 800mm per leaf. The door furniture offers good colour contrast at a suitable height. The vision panels offer good vision but do not meet with current guidance. The door requires less than the maximum opening force.

#### **Room**

The room is open plan with easily moved furniture. There is reasonable colour contrast between surfaces.

#### **Comments**

This is a suitable building in general. The entrance doors and lobby doors should be held in the open position.

### **3.18 Hopwood Village Hall, Birmingham Road, Hopwood**

#### **Description**

This is a brick built building on an elevated site. The main entrance is to the front but there are other entrances to the rear.

#### **Parking**

The parking area has a surface of tarmac which is firm and even. Parking bays are not marked.

#### **Access Routes**

The route from the public footpath is up a slight incline to the parking area. The route in to the building is via a ramp which provides access from two directions. The gradient is 1:10 to the left hand side and 1:6 to the right hand side, both steeper than the maximum recommended 1:12. The width is 970mm with the recommended being 1500mm. A hand rail is provided to one side at 1200mm this does not follow the ramp surface. The ramp length is 1800mm.

#### **Entrance**

The door is a single leaf without vision panels. There is a lever handle at a height of 1400mm, with the recommended being 1000mm. The clear width is acceptable along with the required opening force. The threshold is level.

#### **Internal Doors**

The door is a single leaf with an acceptable clear width providing stored tables are moved. There are no vision panels and the door furniture is a twist knob which is not recommended and is at a height of 1340mm with the suggested height being 1000mm. The open force is acceptable.

#### **Room**

There are two rooms which can be used, a small one or the larger with a stage. The smaller should be used due to access being easier. The access to the larger one involves negotiating steps or using an external door which has an inappropriate access route. The smaller room is open plan with easily moved furniture. There is reasonable colour contrast between surfaces. Care will have to be taken in placing tables etc to ensure that there is adequate manoeuvring space.

#### **Comments**

The entrance is not ideal but can be used. There should be assistance available for people who may require it when entering the building. The smaller of the two rooms should be used. Stored tables should be relocated to allow the room door to fully open. Care taken in placing furniture on polling day to ensure there is adequate manoeuvring space.

### **3.19 Lickey End First School, School Lane, Lickey End.**

#### **Description**

This is a school of brick construction. There are two access routes into the school, one pedestrian only and the other vehicles and pedestrians. There is parking available.

#### **Parking**

The car park provides a firm and even surface of tarmac although it is not level, there is a section close to the entrance that is. Bays are not marked out.

#### **Access Routes**

The route from the front of the school involves negotiating steps. These provide uniform risers and treads. Colour contrasting nosing have been provided in the past but have worn and require remarking. Handrails are not provided. The route across the playground is firm and even.

The route from the car park using the gate in the fence is firm and even, however, in front of the door the tarmac path slopes with the ground at each side being level leaves an uneven height step that has colour contrasting markings. The school should look at levelling this out.

#### **Entrance**

The entrance door is a single leaf with a vision panel that does not meet with current guidance but does provide good vision. The threshold is 100mm high, a fillet/ramp should be provided to overcome this. The clear width is 770mm; this is less than the recommended 800mm.

#### **Internal Doors**

The internal door is a single leaf that provides an acceptable clear width and suitable vision panels. The door requires the maximum recommended of 30 newtons to open. The door furniture is at a suitable height.

#### **Room**

The room provides good colour contrast between surfaces and adequate room to manoeuvre.

#### **Comments**

This is a suitable venue for a polling station, however some minor adjustments should be made. Provide clear signage from School Lane to the entrance. Provide a small ramp/fillet to the entrance door and hold in the open position.



### **3.20 Lickey Parish Hall, Old Birmingham Road, Lickey**

#### **Description**

This hall is of traditional brick construction with parking immediately to the front of it. The building is on an elevated position above the road. There are steps to the entrance with an alternative entrance to one side.

#### **Parking**

Parking is to the front with the surface being made up of tarmac, this is firm and even. There are three designated bays; these are not as close to the alternative entrance as they could be.

#### **Access Routes**

The route from the footpath is either by the same route used by cars or there is a flight of steps. The steps do not provide slip resistant colour contrasting nosings or handrails. They have uniform risers and treads.

The steps to the entrance provide uniform risers and treads and a hand rail to both sides, this is at 870mm with the recommended height being 900-1000mm. There are colour contrasting nosings, but these have worn and require remarking. There is no 1200mm landing to the top which is clear of the door swing.

#### **Entrance**

The entrance doors are double leaf which provide a clear width of 720mm per leaf, less than the recommended 800mm. The door furniture, "D" handles is at an acceptable height. The door requires an opening force of less than the maximum recommended. Vision panels are not provided.

There is a lobby that allows a wheelchair user to clear one door swing before the next. There is a weather mat which is recessed in to the floor which may be a tripping hazard as it is not flush. The lobby doors are double leaf with top only vision panels that do not meet current guidance and "D" handles at an acceptable height. The door provides a clear width of 720mm which is less than the minimum recommended. The opening force is less than the maximum recommended.

Alternative Entrance: This is located to the side and is a single leaf door, this is an emergency exit door. A ramp has been constructed to provide level access, this has a gradient shallower than 1:20. The ramp surface is the same width as the door with the open sides being chamfered, a wheelchair user could slip off the surface and fall. The door provides acceptable clear width.

#### **Room**

The room is open plan with easily moved furniture. There is reasonable colour contrast between surfaces.

### **3.20 Lickey Parish Hall, Old Birmingham Road, Lickey cont'd...**

#### **Comments**

The venue is suitable but the alternative entrance needs to be monitored. Ensure that alternative entrance (side) is clearly signed, route is free from obstruction e.g. parked cars, and appropriate policy in place should anyone wish to use it with assistance available if required. Entrance doors should be held in the open position.

### **3.21 Meadows First School, Santridge Lane, Bromsgrove**

#### **Description**

This school is of brick construction with parking available in two locations. There has been in the past two different rooms used, upper or lower hall, each have different access routes.

#### **Parking**

This is on firm and even ground. If the upper hall is used, then the playground provides a level surface to the entrance, however if the lower hall (adjacent the main entrance) is used this has a slope down.

#### **Access Routes**

Lower Hall: The route from the playground to the main entrance has a slope of 1:11 which is steeper than the maximum recommended. The surface of the route is firm and even.

Upper Hall: The route from the car park to the upper hall is level, firm and even. It was suggested that the emergency exit be used in to the hall, but the route includes a ramp with an open side which a user could fall off, this route is not recommended.

#### **Entrance**

Lower Hall: These are manual double doors which provide good vision into the building. They have door handles at an acceptable height but offer poor colour contrast with adjoining surfaces. The doors is heavy to open, 45 newtons with the maximum recommended being 30. The clear width is acceptable. The threshold is level.

Upper Hall: The door is a single leaf which provides good vision into the building. The door has a good effective clear width and requires the minimum of opening force. The door furniture is higher then the recommended but offers reasonable colour contrast with its background. The threshold is level with a small ramp to a gradient of 1:12, but does not provide a level top landing of 1200mm clear of any door swing.

#### **Internal Doors**

Lower Hall: Double doors with good colour contrast to their surroundings and vision panels that do not meet current guidance but do provide good vision. The effective clear width is acceptable along with the opening force. There is a single leaf door that provides good colour contrast and acceptable clear width; however the vision panel does not meet current guidance and offers poor visibility.

Upper Hall: Double doors with good vision panels and door furniture at suitable height. The doors within the corridor en-route to the hall do provide the recommended effective clear width, however the doors leading directly into the hall do not at 700mm.

#### **Room**

The room provides good colour contrast between surfaces and ample room to manoeuvre.

### **3.21 Meadows First School, Santridge Lane, Bromsgrove cont'd...**

#### **Comments**

This is a suitable venue if the upper hall is used and access is gained via the single door off the playground. Entrance door and double doors leading directly into the hall should be held in the open position.

### **3.22 Millfields Social Club, Millfields Road, Bromsgrove**

#### **Description**

This is a club of brick construction with access for polling day via emergency exit doors. There is car parking available on site.

#### **Parking**

The car park surface is made up of tarmac and is firm, even and level.

#### **Access Routes**

The routes which so make up the car park all have a surface of tarmac, they are firm and even. The route to the site has an incline with the site being as level as possible.

#### **Entrance**

The entrance doors for polling day are emergency exit doors. These are double leaf without vision panels. The threshold is not level. There is no door furniture for everyday use.

#### **Internal Doors**

The door in to the room which is used is a single leaf with a pull plate door handle at a suitable height. The opening force is less than the maximum recommended and provides an acceptable clear width. There is a vision panel to the top only which does not meet with current guidance.

#### **Room**

The room is open plan with easily moved furniture. There is reasonable colour contrast between surfaces.

#### **Comments**

This is a suitable venue. The emergency doors used for the entrance should be held in the open position. A fillet should be provided to overcome the threshold.

### **3.23 New Song Community Church, Broad Street, Bromsgrove**

#### **Description**

This is a brick and stone built building. Internally the floor has a rake on it, starting at the front entrance doors and sloping down towards the rear. There is car parking to the side. On polling day both the front and side entrance are made available.

#### **Parking**

Parking is to the side of the building. Bays are marked out with one designated bay close to the public footpath. The car park surface is made up of tarmac and is firm, even and level.

#### **Access Routes**

The routes to the entrances are firm and even. The front entrance has steps associated with it, one being located at the back of the footpath, this is the site level, then four more up to the door threshold, handrails are not provided. The four steps to the doors provide uniform risers and treads. Slip resistant colour contrasting nosings are not provided.

#### **Entrance**

Front: These are double doors that provide a clear width of 750mm with the recommended being 800mm. The lobby does not allow a wheelchair user to clear one door swing before the next, however, it is unlikely a wheelchair user would use this entrance. The lobby doors are provide a clear width of 550mm per leaf and provide a double swing. Door furniture is at a suitable height, with external doors having twist handles which are not recommended and lobby doors "D" style. The doors require less than the maximum recommended opening force. There are top only vision panels, these do not meet with current guidance.

Side Entrance: This is a single leaf with no vision panels, this does not meet with current guidance. The door furniture is a twist handle, this style is not recommended but is set at a suitable height. The threshold is not level at 60mm high. The door provides a clear width of 600mm, this is less than the recommended of 800mm and will be a barrier to some. The door requires an opening force of less than the maximum recommended.

#### **Room**

The room is open plan with easily moved furniture. There is reasonable colour contrast between surfaces. The floor is not level and has a typical gradient of 1:15 with the shallowest gradient being nearest the stage.

### **3.23 New Song Community Church, Broad Street, Bromsgrove cont'd...**

#### **Comments**

There are a number of issues to this building, the first is the steps to the front the second is the narrow side entrance and thirdly the sloping floor. The side entrance can be used by many, however for wheelchair users to gain access will depend on their ability at manoeuvring the chair and its size.

An alternative location should be sought. However if this is not possible to overcome the entrance steps at the front there should be clear signage advising of side entrance. As far is reasonable all polling should be done as close as possible to the stage with this area having the shallowest gradient.

### **3.24 Park Hall, Silver Street, Wythall**

#### **Description**

The building is of brick construction. This room is part of a function suite. There is parking available on site.

#### **Parking**

The car park has a surface of tarmac with bays marked out. There are a number of designated bays. The car park surface is tarmac and is firm, even and level.

#### **Access Routes**

The access route is a mix of tarmac and concrete pavers. From the car park to the entrance the path is made up of concrete pavers which are level. There are a number of low level bollards to the edge of the path with the road, these offer poor colour contrast, some have in the past been highlighted, but the paint is badly worn. These bollards are a tripping hazard to visually impaired people. There is a slope up to the entrance doors of 1:7 with no level top landing.

#### **Entrance**

There are a set of double doors and a single leaf door to the entrance. On polling day the double doors are used. These provide a clear width of less than the recommended 800mm. Vision panels to the top and bottom are provided. Door furniture is at a suitable height and the door requires less than the maximum recommended opening force. The threshold is not level at 30mm.

#### **Internal Doors**

These are double leaf with door furniture at a suitable height. The vision panels are to the top only and do not meet with current guidance. The opening force and clear width are acceptable.

#### **Room**

The room is open plan with easily moved furniture. There is reasonable colour contrast between surfaces.

#### **Comments**

This is a suitable venue. Colour contrast should be provided to the bollards along the access route. Ensure entrance doors are held in the open position. Provide fillet to entrance threshold.



### **3.25 Romsley and Hunnington Cricket Club, Bromsgrove Road, Romsley**

#### **Description**

This is a cricket pavilion made of timber. It is accessed from the car park across a stretch of grass.

#### **Parking**

Parking at the ground is provided. Generally the area has a poor surface (tarmac) which is broken up with potholes. Parking bays are not marked out.

#### **Access Routes**

The route from the high way is along a drive way with potholes and an uneven surface, this also applies to the main parking area. There is an area that is level, firm and even but access is still via the drive. From the parking area to the pavilion is across a grassed area. Although this is predominately level the surface may not be firm or even, this may cause problems for wheelchair users or people using sticks etc.

#### **Entrance**

The entrance doors are under a covered walkway which has a rise of 130mm above the grass. The doors have a threshold height of 200mm. The doors have glazing which allows good vision but provides a clear width of 530mm per leaf. The door furniture is a "D" handle that is higher than the recommended height.

#### **Internal Doors**

There are no internal doors.

#### **Room**

The room is open plan with easily moved furniture. There is reasonable colour contrast between surfaces.

#### **Comments**

This is not a suitable venue for a polling station due to the access routes. An alternative location should be found.



### **3.26 Ryland Centre, New Road, Bromsgrove**

#### **Description**

This is a community building of brick construction. There is car parking to the front of the building. There is one route into the building.

#### **Parking**

Parking is to the front of the building, with bays not marked out. The surface is tarmac and firm, even and level.

#### **Access Routes**

The route from the public highway has a broken surface of tarmac with potholes. Vehicles and pedestrians share the same route. From the edge of the car park to the entrance the route is firm, even and level. The route immediately in front of the doors has a gradient of 1:10 for 1.8m in length, this is steeper than the maximum recommended of 1:12. Handrails have been provided to both sides; these are cold to the touch and offer poor colour contrast. The surface of the ramp is slip resistant.

#### **Entrance**

The doors are manual double leaf with good colour contrast and provide good vision of the interior. They provide a clear width of 770mm with the recommended being 800mm. The opening force is more than the recommended maximum of 30 newtons at 50. The threshold is at 20mm with the maximum recommended being 15mm.

#### **Internal Doors**

There are internal doors but these can be easily avoided by using the archway. Furniture within this route should be put to one side.

#### **Room**

The room provides adequate space and good colour contrast between surfaces.

#### **Comments**

This venue has some issues with it but there is no reason why it should not be used as a polling station. Entrance doors should be held in the open position and furniture between entrance door and hall should be cleared so as to avoid using the doors.

### **3.27 St. Andrew's Church Hall, Lyttleton Avenue, Bromsgrove**

#### **Description**

This is a wooden clad structure with its own parking area. There is one entrance available for polling.

#### **Parking**

The car park is to the front of the building and its surface is tarmac, this is firm, even and level. Parking bays are not marked out.

#### **Access Routes**

The access routes have a surface of tarmac and again are firm, even and level. The area immediately in front of the doors is made up of concrete pavers which are level and even.

#### **Entrance**

The entrance door is a double leaf which provides adequate clear width. The door furniture, a lever handle, is at a suitable height. Vision panels of opaque glass are provided at a suitable height. The threshold is not level at 80mm high. A portable ramp provided by the hall is available to overcome the external height difference but not the internal.

#### **Internal Doors**

These are double leaf with full height vision panels of opaque glass and require less than the maximum opening force. "D" and lever handle furniture at suitable heights are provided. The doors provide a clear width of 655mm.

#### **Room**

The room is open plan with easily moved furniture. There is reasonable colour contrast between surfaces.

#### **Comments**

Generally this is a suitable venue for polling. A fillet should be provided to the internal threshold and doors held in the open position.

### **3.28 St. Godwald's Church Hall, Finstall Road, Bromsgrove**

#### **Description**

This is a hall attached to a church and is of brick construction. There is a parking area associated with the entrance.

#### **Parking**

The car parking surface is of tarmac which is firm, even and level with parking bays not marked out.

#### **Access Routes**

The access route from the public footpath is up an incline which also forms the route to the parking area.

#### **Entrance**

The entrance doors are double leaf without vision panels. The threshold is not level t 30mm high. There is also what would appear to be a door stops that could easily be a tripping hazard. The doors do not provide vision panels and has door furniture at a height of 1270mm high with the recommended being 1000mm. The opening force is less than the maximum recommended.

#### **Internal Doors**

This is a single leaf with a clear width of 800mm. The door does not provide vision panels and has a twist knob handle, which is not recommended, at 860mm high. The opening force is less than the maximum recommended.

#### **Room**

The room is open plan with easily moved furniture. There is reasonable colour contrast between surfaces.

#### **Comments**

Generally this is a suitable venue. The entrance doors should be held in the open position with the door stops having large items placed in front of them so they do not form a tripping hazard.

### **3.29 St. Kenelm's Church Hall, Bromsgrove Road, Romsley**

#### **Description**

This is a church hall of traditional construction with a pitched roof. The building is located on a sloping site with the parking area to the rear on an elevated position. The entrance thresholds to the front are below the footpath level with slopes leading to them. From the rear parking there is a flight of steps down to the rear entrance.

#### **Parking**

The parking to the rear of the site is made up of a tarmac surface that is firm, even and level. Parking bays are not marked out. Lighting appears to be adequate.

#### **Access Routes**

Front: There are two entrance doors to the front of the building. The thresholds are lower than the pavement from which they are accessed. Looking at the building the slope to the right has a gradient of 1:6 for 1200mm and the slope to the left has a gradient of 1:13 for 3m, the width to both is 1300mm. The recommended maximum gradient is 1:12. Handrails have not been provided but there is a railing to the open side of each slope. The slope to the right provides for a straight-on approach to the door where as the left slope requires a 90° turn to enter the building.

Rear: From the car park there is a flight of six steps which provide even height and depth tread and risers of acceptable dimensions. There are no slip resistant colour contrasting nosings. Handrails have been provided to each side at 800mm high above the line of pitch with the recommended being 900-1000mm. These are cold to the touch and offer poor colour contrast, neither of which is recommended.

#### **Entrance**

Front Left: This door is a single leaf with a clear width of 760mm (recommended 800mm) and has a step down into the building of 40mm. There are no vision panels or external door furniture only an internal push bar.

Front Right: This door is a single leaf with a clear width of 780mm (recommended 800mm) and has a flush threshold. There are no vision panels or external door furniture only an internal push bar.

Rear: There is a single step up to the double doors of 160mm. The doors provide no vision and no external door furniture only a yale lock internally. There is a lobby which does not allow a wheelchair user to move clear of one door swing before the next, however, due to the access route it is unlikely that a wheelchair user would be using this entrance. The lobby double leaf doors have top only vision panels, these do not meet with current guidance and do not provide the recommended minimum clear width. Door furniture offers good colour contrast with a lever handle at an acceptable height.

### **3.29 St. Kenelm's Church Hall, Bromsgrove Road, Romsley cont'd...**

#### **Internal Doors**

The doors from the main hall which are associated with the front entrance are double leaf to the front left and single leaf to the front right. The double doors provide a clear width of 580mm and the single leaf 790mm, the recommended minimum is 750mm. The door furniture is a twist knob which has poor colour contrast and is not recommended as they cannot be easily operated with a clenched fist. The doors offer poor colour contrast with the surrounding surfaces. The single leaf door leading to the rear entrance has a clear width which is acceptable along with a lever handle at a suitable height. Vision panels are not provided to any of these doors.

#### **Room**

The room is open plan with easily moved furniture. There is reasonable colour contrast between surfaces.

#### **Comments**

The rear entrance is obviously not suitable for people who cannot negotiate steps and the parking is situated to the rear of the building. The front entrances both present obstacles, the left has the shallowest gradient but the narrowest door width from a 90° approach. The right hand route has a gradient steeper than the recommended but an entrance which is approached straight-on with a greater clear width.

The front right-hand entrance should be used, but staff should be on hand to assist people negotiate the entrance slope who may require it. The rear steps should have slip resistant colour contrasting nosings provided. All entrance doors should be held in the open position.

### **3.30 St. Luke's Church Centre, Braces Lane, Marlbrook**

#### **Description**

This is a hall of brick construction. It provides limited parking on site.

#### **Parking**

The parking to the front has a rough and uneven surface but is predominately level; it is made up of gravel. The surface will be difficult for wheelchair users to negotiate.

#### **Access Routes**

The access route from the footpath is made up of concrete pavers, which are flush, laid between the parking areas.

#### **Entrance**

The entrance doors are double leaf without vision panels. They provide a clear width of 740mm with the recommended being 800mm. The threshold is not level as it stands 50mm high. The door furniture is "D" handles at a suitable height. The opening force is less than the maximum recommended.

#### **Internal Doors**

The doors are double leaf with full height vision panels. The door furniture, "D" handles, are at an acceptable height. The doors provide the minimum recommended clear width of 750mm and require less than the maximum opening force.

#### **Room**

The room is open plan with easily moved furniture. There is reasonable colour contrast between surfaces.

#### **Comments**

This is a suitable venue for a polling station. The entrance doors should be held in the open position with a fillet provided to overcome the threshold.

### **3.31 Stoke Prior Village Hall, Hanbury Road, Stoke Prior**

#### **Description**

This is located on an elevated site with a steep drive up to the parking area. The building is brick built. There are steps to the entrance and ramped access all using the same entrance.

#### **Parking**

The car park has a surface of tarmac which is firm even and level. Bays are not marked out.

#### **Access Routes**

The route from the public footpath is used by pedestrians and vehicles and has a steep gradient. The parking area/pedestrian route has a surface of tarmac which is firm, even and level.

Steps: These are located in front of the entrance doors. They provide uniform risers and treads. Slip resistant colour contrasting nosings have not been provided. There are handrails to both sides at a suitable height, but these are cold to the touch.

Ramp: This is located to the side of the building and is not obvious from the front. It has a gradient of 1:7 for 3.2m with a width of 1100mm. This does not meet with current guidance as the maximum recommended gradient is 1:12 and width is 1500mm. A handrail, which is cold to the touch, is provided to one side at a suitable height.

#### **Entrance**

There is a rise to the entrance of 50mm followed a level area then a threshold of 40mm. The doors are double leaf without vision panels. The door furniture is a lever handle at a suitable height. The doors provide a clear width of 70mm per ea which is less than the recommended. The opening force is acceptable.

#### **Internal Doors**

These are double leaf without vision panels and provide a clear width of 710mm per leaf, less than the recommended. The opening force is acceptable. The door is fitted with two handles one a "D" at a suitable height and the second, a twist at 1700mm high, this is not recommended.

#### **Room**

The room is open plan with easily moved furniture. There is reasonable colour contrast between surfaces.



### **3.31 Stoke Prior Village Hall, Hanbury Road, Stoke Prior cont'd...**

#### **Comments**

There should be clear signage advising of ramp location. Assistance should be readily available for people who may require it when using the ramp. Doors should be held in the open position. A fillet should be provided to the entrance threshold.

### **3.32 Tardebigge Church Hall, Tardebigge**

#### **Description**

This is a traditional brick built building. There is parking associated with it. It is located some distance from the highway.

#### **Parking**

Parking is provided with bays marked out. There is no designated bay. The surface is tarmac and is firm, even and level.

#### **Access Routes**

The routes have a surface of tarmac which is firm, even and level. Immediately in front of the entrance doors there is a gully that may be a tripping hazard and an issue to wheelchair users.

#### **Entrance**

The entrance doors are double leaf with acceptable vision panels. The door furniture is a lever handle at a suitable height. The doors provide a clear width of 520mm which is less than the recommended 800mm. The opening force is acceptable.

#### **Internal Door**

This is a single leaf without vision panels. The door provides an acceptable clear width and requires less than the maximum opening force. Door furniture is a twist knob that will be difficult to operate with a clenched fist, but is at a suitable height.

#### **Room**

The room is open plan with easily moved furniture. There is reasonable colour contrast between surfaces.

#### **Comments**

Ensure that the entrance route is kept clear of parked cars and offer assistance to people who may require it to avoid the gully at the entrance. The doors should all be held in the open position.

### **3.33 The Coppice Primary School, Shawhurst Lane, Hollywood**

#### **Description**

This is a brick built building with access being gained of the car park which leads in to the school hall.

#### **Parking**

Parking is provided with bays marked out. The surface is firm, even and level.

#### **Access Routes**

The access routes are made up of either tarmac or paving slabs which are level. There is flush access from the parking bays closest to the entrance to the footpath.

#### **Entrance**

The current doors are due to be replaced and having a look at the drawings would seem to be acceptable. However there is a threshold of 40mm high.

#### **Internal Doors**

These are double leaf with suitable vision panels and door furniture. The doors provide a clear width of 790mm and an acceptable opening force.

#### **Room**

The room is open plan with easily moved furniture. There is reasonable colour contrast between surfaces.

#### **Comments**

This is a suitable venue. The entrance should be clearly signed and a fillet provided to overcome the threshold.

### **3.34 Wake Green AFC Pavilion, Drawbridge Road, Majors Green**

#### **Description**

This is a sports club with access via a flight of steps or an alternative side entrance. The car park is used during the week by a local business.

#### **Parking**

The car park has a surface of tarmac that is uneven and breaking up. Bays are marked. The car park is used by a local business with cars obstructing access in to the building.

#### **Access Routes**

The access route also forms part of the car park.

Steps: These are located to the front doors, they provide none uniform risers which can lead to tripping, however the treads are uniform. Handrails are provided to each side at a suitable height but are cold to the touch. Slip resistant colour contrasting nosings are not provided.

Ramp: This is the alternative entrance and is located to the side. The gradient is typically 1:7 for approximately 4m with a cross fall of 1:15 and a width of 1000mm, the handrail to one side is not of equal height along its length. This does not meet current guidance and its design, in my opinion is dangerous.

#### **Entrance**

Front: This a single leaf door with a clear width of 740mm which is less than current guidance recommends. Door furniture starts a 1200mm high with current guidance recommending 1000mm. Vision panels are provided top and bottom. The opening force is acceptable.

Alternative side entrance: This is a solid single leaf door with a clear width of 740mm. There is no external door furniture as it can only be opened from within the building.

#### **Internal Doors**

This is a single leaf door with vision panels top and bottom. The door provides adequate clear width and an acceptable opening force. The "D" handle starts at 1200mm high, it is recommended they start at 1000mm.

#### **Room**

The room is open plan with easily moved furniture. There is reasonable colour contrast between surfaces.

### 3.34 Wake Green AFC Pavilion, Drawbridge Road, Majors Green cont'd...

#### Comments

There are two main issues with this site, parking and the ramp to the alternative entrance. There has to be clear access in to the building which requires that the staff from the local business leave the entrance and access clear and the side ramp which I consider to be dangerous.

An alternative venue should be found.



### **3.35 Woodrush Youth Centre, Shawhurst Lane, Hollywood**

#### **Description**

A traditional brick built building with a flat roof attached to a school. This forms the youth club. There is parking to the front of the building.

#### **Parking**

The parking is located immediately in front of the entrance and is made up of tarmac. The surface is firm, even and level. Bays are not marked out.

#### **Access Routes**

The route to the entrance is also the parking area. The start of the drive has potholes within it, these may be tripping hazard. Lighting appears to be adequate.

#### **Entrance**

The entrance is a one and a half leaf door with no door furniture to the exterior. The internal door furniture is a "D" handle at an acceptable height. The door requires the minimum of opening forces. The vision panels, top and bottom, are at acceptable heights. The clear width is acceptable. The threshold height is acceptable.

There is a lobby door, one and a half leaf, with an acceptable clear width and door furniture at suitable heights. There is a vision panel to the top only starting at 900mm high. This does not meet with current guidance but does provide reasonable vision. The opening force is less than the maximum recommended. The lobby does not allow a wheelchair user to move clear of one door swing before encountering the next.

#### **Internal Doors**

Beyond the lobby door there are no more doors to be negotiated.

#### **Room**

The room is open plan with easily moved furniture. There is reasonable colour contrast between surfaces.

#### **Comments**

This is a suitable venue for a polling station, however the car park should have so remedial work done to it to prevent people tripping and the outer door should be held in the open position.

### **3.36 Wythall Village Hall, Alcester Road, Wythall**

#### **Description**

This is of brick construction with multiple floor level changes within the building. There are two possible entrances. Parking is available on site.

#### **Parking**

Car parking is to the side and rear. The surface is of brick setts, is firm, even and level, parking bays are not clearly marked.

#### **Access Routes**

The route is the same as used by cars entering the site, with the surface being firm, even and level.

#### **Entrance**

Front entrance: This has double doors that provide a clear width of 550mm per leaf which is less than the recommended. Vision panels are not provided and there is no external door furniture. Associated with the door is an internal ramp with a gradient steeper than 1:5 for 500mm, this does not meet with current guidance.

Rear entrance: This has a ramp leading up to it, with a gradient of 1:9 for 1m with a width of 1200mm, this does not meet with current guidance. Handrails have been provided at a suitable height. The door is a single leaf with a twist handle which is not recommended but is at a suitable height. The door does not provide vision panels but does provide adequate width and an opening force less than the maximum recommended. Once through the door there is a second ramp with a gradient of 1:7 for 800mm, again this does not meet with current guidance.

#### **Internal Doors**

Front: These are double leaf with "D" handle door furniture at a suitable height. The clear width is 580mm, which is less than the recommended. There are no vision panels. The opening force is acceptable.

Rear: This is a single leaf with a clear width of 630mm due to a support rail on the side wall. The threshold is not level as a ramp with a gradient of 1:7 has been provided. The door furniture is at a suitable height and the door requires less than the maximum recommended opening force.

#### **Room**

The room is open plan with easily moved furniture. There is reasonable colour contrast between surfaces.

### 3.36 Wythall Village Hall, Alcester Road, Wythall cont'd...

#### Comments

This building has a number of issues which have been dealt with as best possible, although they do not meet with current guidance. The rear entrance is more user friendly due to a shallower gradient to the slope but the internal door is too narrow and access for wheelchair users will depend on their ability and size of chair. The front entrance, although has a steeper gradient (this may cause a person in a chair to fall forward or backward) does provide more space to manoeuvre and with assistance could be more accessible.

Ensure assistance is on-hand to help people entering the building if required and have both entrances readily available. The front entrance and lobby doors should be held in the open position.



### **3.37 YouthWorcs – Rubery, New Road, Rubery**

#### **Description**

A traditional brick built building with the access in to the building on the side. Parking is available off street within its own car park.

#### **Parking**

The parking area forms two parts, one close to the entrance with bays marked out and a designated bay provided, although this is not marked out to current guidelines. The direct route from the designated bay does provide a firm and even surface. The surface is not firm and even as the tarmac has broken up leaving tripping hazards and potholes when moving between the entrance and the extended car park at the back of the site.

#### **Access Routes**

The surface of the access route which forms the parking area requires remediation work to some parts to remove tripping hazards. The surface is tarmac.

#### **Entrance**

The entrance door is a double leaf with vision panels meeting current guidance. The door provides an acceptable clear width of 850mm. The door has a round knob to pull on to open, some people may find this difficult to use, internally there is a push pad, these are at acceptable heights. The opening force is acceptable.

#### **Internal Doors**

To get to the internal door the passage way has a gradient of 1:22 (gradients shallower than 1:20 do not have to conform to ramp specifications). There is good colour contrast between surfaces. The door is a one and a half leaf with suitable vision panels. The door furniture is a twist knob which is not acceptable as people with poor manual dexterity may find it difficult to operate. The door requires an acceptable opening force and provides a clear width of 800mm.

#### **Room**

The room provides good colour contrast between surfaces and adequate room to manoeuvre.

#### **Comments**

This is a suitable venue for a polling station, however the car park should have so remedial work done to it to prevent people tripping and the doors should be held in the open position.

### **3.38 Bromsgrove Market Hall, St. John Street, Bromsgrove and Sanders Park Pavilion, Kidderminster Road, Bromsgrove**

These sites were not viewed in this round of audits as a comprehensive audit was carried out in September 2006 on each.

Sanders Park Pavilion: Requires a ramp to overcome the step in to the café but would also suggest looking at the feasibility of using the Market Hall which is in close proximity and provides level access.

Bromsgrove Market Hall: Provides suitable location.

### **3.39 Cofton Hackett Village Hall, Barnt Green Road, Cofton Hackett and Rowney Green Peace Memorial Hall, Rowney Green Lane, Rowney Green.**

It was not possible to visit these sites.

**4. Declaration**

We can advise that this Disability Access Audit has been carried out by  
Mr Ian Streets NRAC Auditor

A handwritten signature in black ink, appearing to read 'Ian Streets', is written over a horizontal line.

Signed.....  
Mr Ian Streets NRAC Auditor

30<sup>th</sup> January 2007  
Dated.....

## 5 Recommendations

Site	Recommendation	Priority
3.1 All Saints Church Hall, Burcot Lane, Bromsgrove	Consider using an area in The Council House as this is close by and would provide improved access. If alternative venue cannot be used, ensure doors are held in the open position and assistance offered to people who may require it.	1
3.3 Aston Fields Social Club, Stoke Road, Bromsgrove	An alternative venue should be sought.	1
3.4 Belbroughton Church Hall, Church Road, Belbroughton	All other alternative venues should be considered, if none are suitable the following should be carried out. The external steps require vegetation to be removed and colour contrasting nosings provided. The alternative entrance should be clearly signed from the car park. The access route to the alternative entrance should be firm and even (pavers flush, and compacted gravel at the start). Entrance doors and alternative entrance lobby door held in the open position. Colour contrasting nosings provided to internal steps.	1
3.12 Dodford Village Hall, Priory Road, Dodford	An alternative venue should be sought.	1
3.23 New Song Community Church, Broad Street, Bromsgrove	An alternative location should be sought. However if this is not possible to overcome the entrance steps at the front there should be clear signage advising of side entrance. As far is reasonable all polling should be done as close as possible to the stage with this area having the shallowest gradient.	1
3.25 Romsley and Hunnington Cricket Club, Bromsgrove Road, Romsley	This is not a suitable venue for a polling station due to the access routes. An alternative location should be found.	1
3.34 Wake Green AFC Pavilion, Drawbridge Road, Majors Green	An alternative venue should be found.	1
3.2 Alvechurch Baptist Church, Red Lion Street, Alvechurch	The entrance should be clearly signed from both directions along the access route. The use of a portable ramp should be monitored and the entrance doors held in the open position.	

3.5 Beoley Village Hall, Beoley	The entrance door requires a fillet at the threshold and the doors held in the open position. Assistance should be available, if required, for people using the ramp.	
3.6 Blackwell Methodist Church Hall, Green Hill, Blackwell	The side entrance should be readily available for people who cannot negotiate the front entrance because of the step. The front entrance door should be held in the open position.	
3.7 Bournheath Village Hall, Claypit Lane, Bournheath	The entrance doors should be held in the open position.	
3.8 Broadmeadow Junior School, Bells Lane, Kings Norton	The car parking should be located within the playground and be clearly signed. The entrance threshold should have a fillet provided to overcome its height.	
3.9 Brooklyn Citroen Garage, Birmingham Road, Bordesley	It is important that the entrance is clearly signed and the route free from parked cars.	
3.10 Catshill Village Hall, Golden Cross Lane, Catshill	There should be clear signage advising of disabled parking to the ear of the property. The doors should be held in the open position.	
3.11 Clent Parish Hall, Church Avenue, Clent	The side entrance should be utilised, this requires clear signage from the car park and the front. A fillet is needed to overcome the threshold height. The single door from the side entrance should be held in the open position to see people entering from this door. The entrance doors to the front should be held in the open position.	
3.13 Fairfield Village Hall, Stourbridge Road, Fairfield	Ensure entrance doors are held in the open position.	
3.14 Finstall Village Hall, Alcester Road, Finstall	All doors should be held in the open position. A fillet to the threshold should be provided. Ensure the parking area closest to the entrance is left free for disabled motorists.	
3.15 Friends Meeting House, Sandhills Road, Barnt Green	Doors should be held in the open position as they do not provide the recommended width.	
3.16 Hagley community Centre	The entrance doors should be held in the open position and a table or similar placed adjacent the open edge of the ramp to the entrance.	
3.17 Holywell Primary School, School Road, Rubery	The entrance doors and lobby doors should be held in the open position.	

3.18 Hopwood Village Hall, Birmingham Road, Hopwood	There should be assistance available for people who may require it when entering the building. The smaller of the two rooms should be used. Stored tables should be relocated to allow the room door to fully open. Care taken in placing furniture on polling day to ensure there is adequate manoeuvring space.	
3.19 Lickey End First School, School Lane, Lickey End	Provide clear signage from School Lane to the entrance. Provide a small ramp/fillet to the entrance door and hold in the open position.	
3.20 Lickey Parish Hall, Old Birmingham Road, Lickey	Ensure that alternative entrance (side) is clearly signed, route is free from obstruction e.g. parked cars, and appropriate policy in place should anyone wish to use it with assistance available if required. Entrance doors should be held in the open position.	
3.21 Meadows First School, Santridge Lane, Bromsgrove	Use upper hall and ensure entrance and double doors into hall are held in the open position.	
3.22 Millfields Social Club, Millfields Road, Bromsgrove	The emergency doors used for the entrance should be held in the open position. A fillet should be provided to overcome the threshold.	
3.24 Park Hall, Silver Street, Wythall	Colour contrast should be provided to the bollards along the access route. Ensure entrance doors are held in the open position. Provide fillet to entrance threshold.	
3.26 Ryland Centre, New Road, Bromsgrove	Entrance doors should be held in the open position and furniture between entrance door and hall should be cleared so as to avoid using the doors.	
3.27 St. Andrew's Church Hall, Lyttleton Avenue, Bromsgrove	A fillet should be provided to the internal threshold and doors held in the open position.	
3.28 St. Godwald's Church Hall, Finstall Road, Bromsgrove	The entrance doors should be held in the open position with the door stops having large items placed in front of them so they do not form a tripping hazard.	
3.29 St. Kenelm's Church Hall, Bromsgrove Road, Romsley	The front right-hand entrance should be used, but staff should be on hand to assist people negotiate the entrance slope who may require it. The rear steps should have slip resistant colour contrasting nosings provided. All entrance doors should be held in the open position.	

3.30 St. Luke's Church Centre, Braces Lane, Marlbrook	The entrance doors should be held in the open position with a fillet provided to overcome the threshold.	
3.31 Stoke Prior Village Hall, Hanbury Road, Stoke Prior	There should be clear signage advising of ramp location. Assistance should be readily available for people who may require it when using the ramp. Doors should be held in the open position. A fillet should be provided to the entrance threshold.	
3.32 Tardebigge Church Hall, Tardebigge	Ensure that the entrance route is kept clear of parked cars and offer assistance to people who may require it to avoid the gully at the entrance. The doors should all be held in the open position.	
3.33 The Coppice Primary School, Shawhurst Lane, Hollywood	The entrance should be clearly signed and a fillet provided to overcome the threshold.	
3.35 Woodrush Youth Centre, Shawhurst Lane, Hollywood	This is a suitable venue for a polling station, however the car park should have so remedial work done to it to prevent people tripping and the outer door should be held in the open position.	
3.36 Wythall Village Hall, Alcester Road, Wythall	Ensure assistance is on-hand to help people entering the building if required and have both entrances readily available. The front entrance and lobby doors should be held in the open position.	
3.37 YouthWorcs – Rubery, New Road, Rubery	The car park should have so remedial work done to it to prevent people tripping and the doors should be held in the open position.	
3.38 Bromsgrove Market Hall, St. John Street, Bromsgrove	Provides suitable location.	
3.38 Sanders Park Pavilion, Kidderminster Road, Bromsgrove	Requires a ramp to overcome the step in to the café but would also suggest looking at the feasibility of using the Market Hall which is in close proximity and provides level access.	
3.39 Cofton Hackett Village Hall, Barnt Green Road, Cofton Hackett	Not available	
3.39 Rowney Green Peace Memorial Hall, Rowney Green Lane, Rowney Green	Not available	