



Charlie Waller Trust

Visitor Accessibility Guide

Introduction

We recognise that our current office has various accessibility issues. This guide is intended to give as much information as possible to visitors to inform their visit. We encourage visitors to let us know of any specific requirements they may have in advance as there may be things we can do to facilitate access that are not mentioned in this guide.

1. Accessing the Site

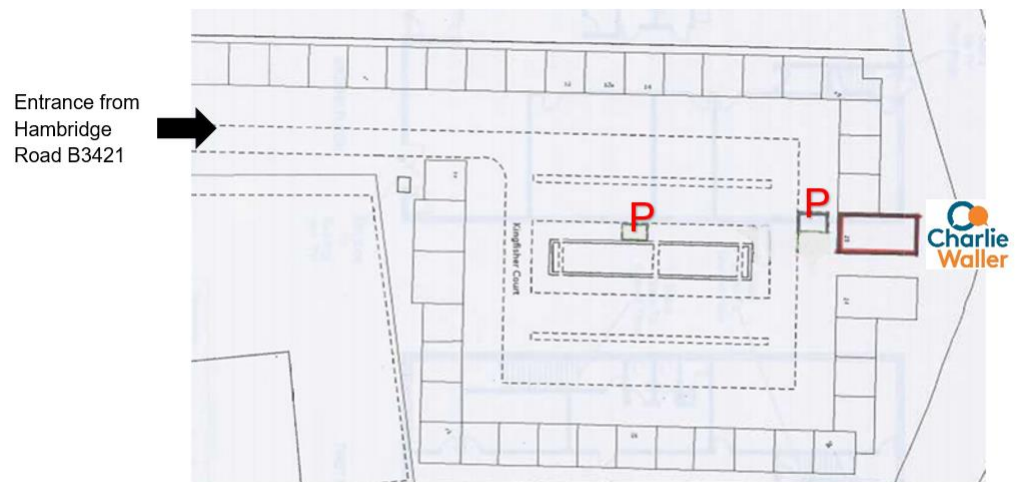
Arrival by Train

- Kingfisher Court is approximately 0.5 miles - around a 10-minute walk - from Newbury Racecourse train station.
- The station does not have step-free access; access to platforms is via a footbridge.

Arrival by Road

- The entrance to the business park is clearly signposted on Hambridge Road.
- The Charlie Waller Trust office is located at the far end of the business park, at Unit 23, with a sign displayed on the front of the premises.

Alt text: Site plan diagram showing designated parking areas for unit 23 marked with red "P" symbols within a complex accessed from Hambridge Road B3421. The layout includes a central parking area with office units arranged around the outside, with labels indicating entrance and parking locations and the office building labelled 'Charlie Waller' and edged in red.

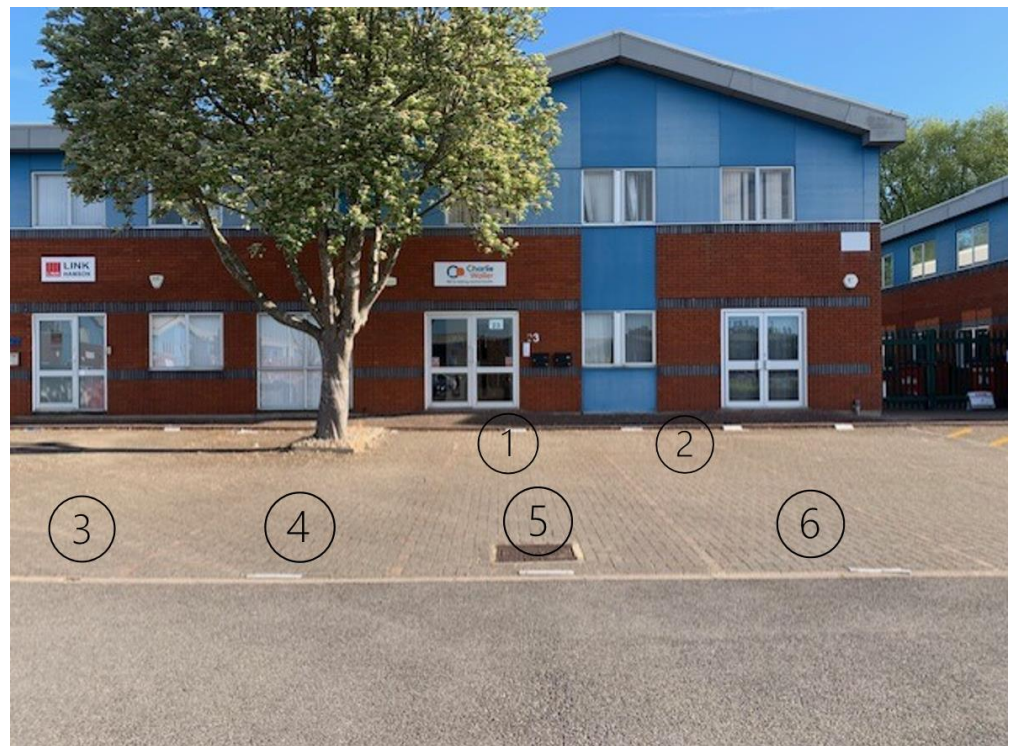


P = Designated parking areas for unit 23

Parking

- Six parking spaces labelled for Charlie Waller are available directly in front of the building.
- Additional parking is available in the main parking area, 30–60 feet from the ground-floor access door.
- A specific parking space can be reserved on request.

Alt text: Photograph of a commercial building with a brick and blue panel exterior, featuring a business sign above entrance and a large tree in front. Six parking spaces are numbered 1 through 6 in black circles on the pavement in front.



Ground Floor Access

- An intercom button labelled for the Charlie Waller Trust is located at the ground-floor access door at a height of 123 cm.
- There is a steep pavement slope, approx. 30% incline, immediately outside the ground-floor entrance.

Alt text: Photograph of a brick-paved sloped pavement adjacent to a red brick building. Several parked cars line the right side of the pavement.



2. General Building Information

Office Layout

- The Charlie Waller Trust office is located on the first floor.
- Access is via a flight of stairs from the main entrance.
- There is no lift in the building.
- Emergency exits are also via stairs.

Alt text: Photograph of an indoor stairwell with carpeted steps and wooden handrails on both sides, leading upward to a landing. Wall-mounted safety signs, a fire alarm, and two red fire extinguishers are visible on the right side near the base of the stairs.

This is the main entrance stairs from front entrance up to office front door, which is also the front evacuation route.

Internal Movement

- There are no further steps throughout the first-floor layout.



- Door widths throughout the office are a minimum of 78 cm, except for toilet doors which are 67 cm wide.
- Access is through main front door and secondary fire door with small lobby/hallway between them – 1.2 x 2.4 metres.

Alt text: Photograph of an empty office hallway leading to a room with desks, chairs, and computer monitors. The hallway features beige walls and patterned carpet tiles, while the room beyond has a window with blinds partially open, allowing natural light inside.

This is a view from main entry door through lobby into open plan office.



- The main front door requires two latches to be operated simultaneously.

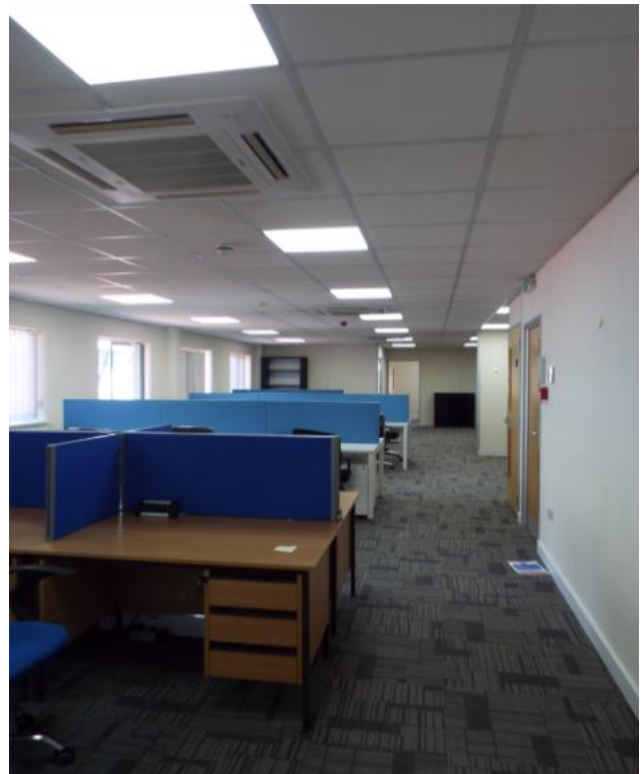
Alt text: Photograph of main entry door with a keypad latch and a metal handle below.



Lighting and Environment

- Natural light is provided by eight large windows around the perimeter.
- Overhead lighting is provided by L-E-D ceiling panels - not dimmable.
- Desk lamps with daylight bulbs are available on request.
- Flooring consists of patterned carpet tiles, which may appear visually busy or confusing to some visitors.
- There is no hearing assistance system.
- All rooms have openable windows and temperature controls.
- Requests to bring well-behaved assistance or emotional support pets will be accommodated, with due consideration to the safety of the animal and other personnel.

Alt text: Photograph of a modern open plan office space featuring rows of wooden desks and office chairs arranged along a carpeted floor. Ceiling has recessed lighting and air conditioning vents, with windows on the left side providing natural light and a walkway extending toward closed doors on the right.



Furniture

- Desk height: 74 cm
- Chairs are not fixed.
- No standing desks are available.

3. Meeting Rooms

- There are four meeting rooms or private offices.
- Lighting is provided by L-E-D ceiling panels - not dimmable.
- Flooring is the same patterned carpet tiles as the open-plan office.
- Two meeting rooms have high-contrast coloured wall tiles, which may be visually confusing for some visitors.
- There is no dedicated prayer space, but meeting rooms can be reserved for short periods of private use.
- Partition walls are thin and not soundproof, so sound may carry between rooms.

Alt text: Photograph of a modern conference room featuring a large wooden oval table surrounded by black office chairs on wheels. The room has beige walls, a window with vertical blinds, and a ceiling-mounted air conditioning unit.

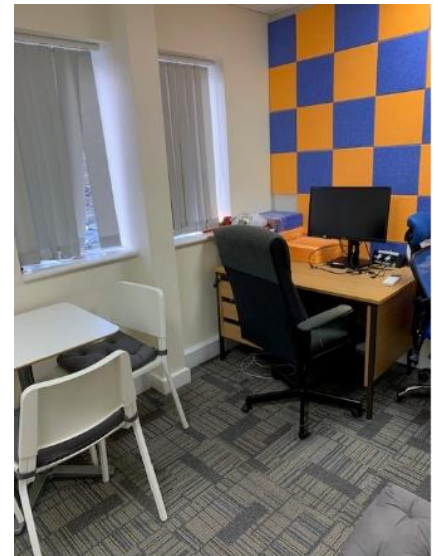


Alt text: Photograph of an office hallway featuring an open wooden door leading into a room with a desk and black office chair, next to a second door into a dark room.

This is a view from open plan office into CEO office and storeroom.



Alt text: Photograph of a small office space featuring a wooden desk with a computer monitor, black office chair, and blue and orange chequered acoustic panels on the wall. A white table with two white chairs is positioned near two windows with vertical blinds, and the floor is covered with patterned carpet tiles.



4. Toilets

- There are two unisex toilets, accessed through a small lobby.
- There is no disabled toilet.
- Sink height: 85 cm
- Each toilet includes:
 - A hook on the back of the door
 - A small shelf - 10 × 30 cm
 - A mirror above the sink
 - A small refuse bin
- Flooring is light blue vinyl, slightly shiny, which may cause glare or appear slippery.



Alt text: Photograph of a wooden door labelled "Toilets" with a printed schedule or list attached below the sign. The door is partially open, revealing a carpeted floor and a light-coloured wall.

This is the door from open plan office into bathroom lobby area.

Alt text: Photograph of entrance doors to two unisex toilets, side by side, with light switches on wall between doors.



5. Kitchen

- The kitchen is a shared facility and cannot be guaranteed free from allergen traces.
- Counter, hob and sink height: 93 cm
- Microwave is integrated in a wall unit with controls at 173 cm.
- Oven is integrated below the counter with controls at 83 cm.
- Dining table height: 74 cm
- Lighting is provided by L-E-D ceiling panels - not dimmable.
- Flooring is light blue vinyl, slightly shiny and may cause glare or appear slippery.

Alt text: Photograph of a modern kitchen featuring white cabinets, black countertops, and blue flooring. Key elements from left to right include a tall fridge/freezer, oven and hob, a microwave, counter with toaster and kettle, sink with window above showing an outdoor view and dining table in the right-hand foreground.



6. Evacuation Procedure

- There is no evac chair currently available.
- In the event of a fire, emergency or drill, exit via the closest of the two emergency exits:
 - The main access door leads down the stairs to the front of the building.

- Assemble in the central garden area of the car park.
- The secondary emergency exit is located next to the comms cupboard, halfway down the open-plan office.
 - Stairs lead down to the rear of the building.
 - Assemble on the grass by the canal, at a safe distance.
 - Once safe, proceed down the alley between offices to the front of the building and car park.

Alt text: Photograph of two closed wooden office doors with narrow vertical windows. The left-hand door is labelled "Comms Room." The right-hand door includes safety sign, an emergency exit sign above, and to the right, a wall-mounted entry phone, and fire alarm.



Alt text: Photograph showing a downward view of a staircase with wooden handrails on both sides and carpeted steps featuring a blue striped pattern. The staircase leads down to a doorway with bright natural light.

This is the emergency stairs leading to the rear exit of the building.

