



BUILDING ACCESSIBILITY STATEMENT 2018



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1.0 - BUILDING INTRODUCTION

Prince Philip House, 3 Carlton House Terrace is a Grade 1, 1800s Regency Building designed by John Nash.

The building is an outstanding venue for events boasting spectacular views, overlooking Waterloo Gardens to the north and St James's Park to the south.

The Academy contains seven fully adaptable function rooms including first-class catering services and a high level of technology facilities following a recent investment.

For transport, it is served by mainline stations along with excellent tube and bus services.

The building facilities enable anyone, regardless of ability, to participate fully in any event held here. The Academy is committed to treating people fairly by identifying and removing any unnecessary barriers to participation or progression.

Please let the team know if there is any support that can be offered during your time at the Academy (such as access, assistance, alternative formats, interpreters or disabled parking).

2.0 - MOBILITY FEATURES

- There is a call bell at the main entrance that will alert staff that assistance is required.
- Running parallel to the main entrance is an elevated access path for wheelchair users. Additionally, there is a dedicated ramp for access via the no.4 entrance.
- All of the main routes through the building are stone floor or short pile carpets, which allows for easy mobility.
- All corridors are wide enough for unrestricted access throughout the building.
- There are three lifts throughout the building, all wide enough for wheelchair use. One of the three has an extended width to accommodate two wheelchairs.
- Control buttons in the lifts are at an accessible height.
- Evacuation chairs are on-site, should they be required.
- There are wall mounted push pads on level -2 for electronic door openings.



3.0 - HEARING IMPAIRMENTS

Visitors with hearing impairments are catered for with the following cutting-edge facilities.

- Induction loops are fitted throughout the building, including all function rooms.

The induction loop is an assistive listening system that provides access to facilities for those with a hearing impairment. It takes a sound source and transfers it directly to a hearing aid without background noise, interference or acoustical distortion.

4.0 - VISUAL IMPAIRMENTS

The following facilities are in operation throughout Prince Philip House.

- There is braille on all buttons on every lift throughout the building.
- The Wifi password cards include braille.
- Each emergency lift button has a direct call centre response facility that can be activated easily.
- There are hand rails on the stairs throughout the building and on each side of the entrance step.
- Dimmer switches come as standard on all lighting and there are large Regency style windows in all meeting rooms offering abundance of natural light.
- Assistance dogs are welcome in the building.
- There is clear signage throughout, indicating directions to facilities such as bathrooms.



5.0 ADDRESS AND TRANSPORT LINKS

Royal Academy of Engineering
Prince Philip House
3 Carlton House Terrace
London SW1Y 5DG

5.1 UNDERGROUND

The nearest Tube stations (and their lines) are:

Charing Cross - Bakerloo, Northern

Piccadilly - Piccadilly, Bakerloo

Green Park - Piccadilly, Jubilee, Victoria

Both Piccadilly and Charing Cross are 10 minutes walking distance and Green Park is 15 minutes.

5.2 MAINLINE STATIONS

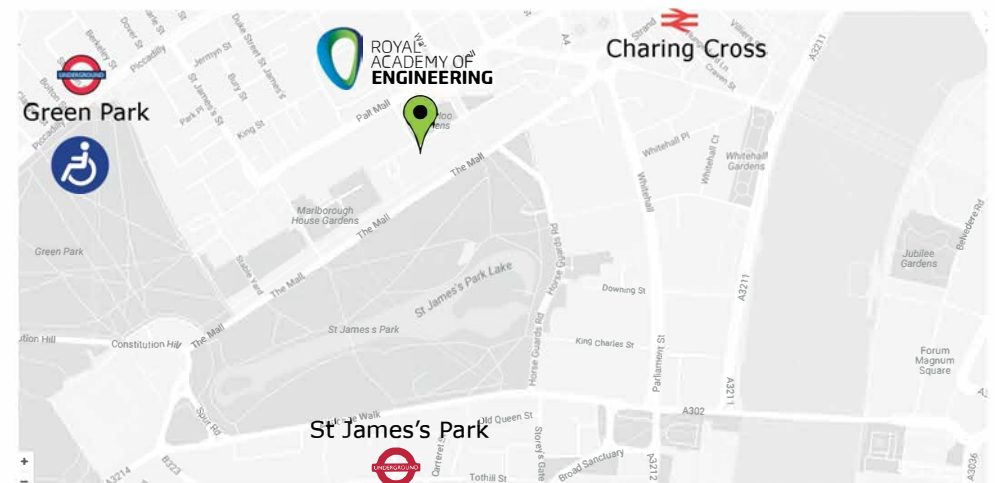
The nearest train stations are:

Charing Cross - 10 minute walk

Victoria - 20 minute walk



Green Park Tube has step-free access to the platforms and trains.





5.3 BY CAR, TAXI OR BUS

There are several parking bays immediately opposite Prince Philip House, which include two disabled bays. Bays can also be found two minutes away at Waterloo Place.

Carlton House Terrace is a well known drop off point for taxis. For pick ups, Piccadilly is five minutes away. All black cabs are wheelchair accessible.

For bus services visit www.tfl.gov.uk/maps/bus



5.4 BY BIKE

A Santander bike docking station is located at Waterloo Place St James's, which is around two minutes walking distance from the Academy.

For further information visit the TFL website (tfl.gov.uk), which has a 'find a docking station' facility.

There is also a facility to store fold up bikes at the Academy.



6.0 - ENTRANCE AND RECEPTION

If required, at the front gate of Prince Philip House, there is an easily accessible, assistance intercom call point that gives you immediate contact with the reception desk who will be happy to help with any issues.

The reception is manned by the security team who work round the clock to ensure the safety and security of all persons within the building.

To access the building there are two ramps for wheelchair users. One is on an elevated path running parallel to the main entrance. The second is a dedicated wheelchair ramp accessed through the entrance to no.4.

7.0 - CATERING SERVICES

The Royal Academy of Engineer's appointed caterers are CH&Co.

Stuart Cooper, the in-house Head Chef, and his skilled team can cater for a wide range of allergies and dietary requirements or specific requests.

The menus indicate vegan and vegetarian dishes. Any further dietary requirements should be discussed pre-event with your Event Coordinator.

To accommodate any dietary requests, we ask that you confirm them with us five working days before the event date.

Should there be a request for specific foods without notice, the team will do their very best to accommodate all guests on the day. A member of the team may liaise with you directly to ascertain requirements.



8.0 - ACCESSIBLE TOILETS

There are three accessible toilets within Prince Philip House.

They are situated on levels: 1, -1, and -2

All toilets have emergency alarm cords and are fully equipped for wheelchair use. All toilets can be accessed via the lift service.

9.0 - ADDITIONAL INFORMATION

The venue address is:

**Royal Academy of Engineering
Prince Philip House
3 Carlton Home Terrace
London SW1Y 5DG**

+44 (0)20 7766 0600

The general opening hours are 9.00am to 5.30pm Monday to Friday.

For direct contact visit the website www.raeng.org.uk and visit www.princephiliphouse.com for building and event enquiries.
For any specific needs, please e-mail: facilities@raeng.org.uk

All staff at Prince Philip House have regular and refresher disability, equality and diversity training.

The Academy is conscious of respecting everyone's needs and will do everything it can to successfully meet those needs.

The Academy holds regular first aid and fire marshall training. Twice a year there is a managed fire evacuation drill, and fire bells are tested weekly.

If required, the Fire Assembly point is 20 meters from the entrance door and is fully accessible at pavement level.

The Academy can develop a fire evacuation plan, especially to meet anyone's special needs PEEP (Personal Emergency Evacuation Plan) if needed.

There is no fixed furniture in any of the rooms, offering total flexibility of furniture configuration.

Please contact the team for any special requests that haven't been included within this brochure. Staff will aim to fulfil all requests.



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3 Carlton House Terrace
London Sw1Y 5DG



info@raeng.org.uk
www.raeng.org.uk



+44 (0)20 7766 0600
Mon-Fri 9.00am-5.30pm