

Royal Academy of Engineering building accessibility statement

The building

Prince Philip House at No 3&4 Carlton House Terrace is a Grade 1 listed, Regency-era building, designed by John Nash in the 1800s.

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

Prince Philip House has seven function rooms, which have no fixed furniture so that layouts can be adapted. It offers first-class catering services and high-level audio-visual facilities. If you would like to hire a space, you can find more information on the [Prince Philip House](#) site.

We are committed to treating people fairly. Every effort will be made to identify and remove any barriers to participation.

If you need any support during your visit to Prince Philip House (such as access, assistance, alternative formats, interpreters, or accessible parking), please do call or email as far ahead as possible before your visit. You can contact our [facilities team](#) or on +44 20 7766 0600.

Opening hours

8.00 am to 6.00 pm, Monday to Friday. [Virtual Tour of 1st and 2nd floor](#)

Entrance and reception

The main reception No 3 Carlton Terrace, can be accessed in several ways via:

1. Seven steps (with handrail) and a set of manual, glass double doors, leading into the reception area. There are also glass, powered opening gates to enter
2. step-free entrance via a sloped path to the main entrance, with a large manual door leading into the reception area

The entrance lobby has a reception desk, which is lowered on one side to allow for direct communication. There are several seating options within the lobby

No 4 Carlton Terrace is used for some event spaces, and it can be accessed via:

1. four steps (with a handrail) and an intercom-enabled door to enter
2. step-free entrance via a ramp (please call +44 20 7766 0600 or email to the [facilities team](#) in advance if you require access via this entrance)

There is an intercom at both front entrances, although the intercom at No 4 is slightly higher. This call bell goes straight to the reception desk. If assistance is needed, the staff should be available.

Mobility features

There are 6 floors in Prince Phillip House (including ground level); two below ground and three above ground.

There are three lifts in the building.

1. Lift one goes to every floor. It has an opening of 1,100mm wide and is 1,400mm by 1,900mm.
2. Lift two goes to every floor. It has an opening of 800mm wide and is 1,400mm by 820mm.
3. Lift three is accessible via no.4 Carlton Terrace. It has an opening of 900mm wide and is 1,400mm by 900mm. This lift is for catering purposes but can be used to access other spaces if required. The two main building lifts can also be accessed via the number 4 entrance.

Most of the main routes through the building are stone floor or short pile carpets, to allow for easier mobility.

There are handrails on the stairs throughout the building and on each side of the entrance steps.

There are wall-mounted push pads to enable powered door opening to the Hub space and bathrooms on level -2, and access to the disabled bathroom on level -1. Manual assistance can be provided to open other large doors across the building. Please find more information about the bathroom facilities below.

Hearing accessibility features

When arriving at Prince Phillip House, staff and visitors can request the use of a pager to receive alerts during emergency situations on-site. The pager can be worn via a belt holster or lanyard.

If the fire alarm is activated, the user will be notified via a message, hear a tone alert and feel pager vibration which will alert them that they must exit the building.

Due to the high ceilings throughout the building (specifically the ground floor and level 1), there is some echo in spaces such as the reception lobby and our event spaces.

Our event spaces are carpeted to support acoustics.

Induction loops are fitted throughout the event spaces; this is an assistive listening system that transfers source sound directly to a hearing aid without background noise, interference or acoustic distortion.

We can also supply single-use foam earplugs or ear defenders for use on site. Please call or email in advance due to limited availability.

Visual accessibility features

There is Braille on every lift button throughout the building, as well as the Wi-Fi password cards.

Each emergency lift button has a direct call centre response facility. The emergency button is visibly marked by an orange bell icon.

The lighting in all event spaces has dimmer switches as standard, all lighting is LED and there are large Regency-style windows in some meeting rooms that offer natural light.

Other features

- There is a water cooler available in the reception lobby
- All spaces are controlled via thermostat, please speak to your contact to discuss any changes you may need
- We have a quiet room on level -2, which can be used for prayer, breastfeeding or expressing, or quiet reflection. The room has accessories such as a colour-changing light, a yoga mat and fidget toys, for use in the room. Please ask the reception desk if you need access to this space.

- Our HVAC systems provide ventilation throughout the building and regulate the indoor air quality
- There is signage to direct you throughout the building, and additional signage is often used for events

Assistance dogs

Assistance dogs are welcome in the building. Please contact us ahead of your visit so that we can make necessary arrangements to keep them safe and comfortable by emailing the [facilities team](#) or calling +44 20 7766 0600.

Toilets and baby changing

There are three accessible toilets within Prince Philip House, which can all be accessed by either of the two main lifts. Three of the toilets are unisex. The sizes vary:

1. Level 1: There is a manual glass door to access, which is 770mm wide. The toilet door opening is 900mm wide. The room is 2,200mm by 1,500mm and has grab rails and a low sink.
2. Level -1: There is a powered door to access, with an opening of 1,000mm wide. The room is 1,800mm by 1,900mm and has grab rails and a low sink; it also has a baby changing facility.
3. Level -2: There is a powered door to access, followed by a manual door, opening of 845mm wide. The room is 2,700mm by 1,500mm and has grab rails and a low sink.

All toilets have red emergency alarm cords that reach floor level. All toilets can be accessed via the lift service.

There are hand-washing facilities and hand sanitiser available in every bathroom.

Baby changing facilities are available in the -1 accessible toilet that has a fold-down baby changing shelf.

Breastfeeding is welcome in any area, or you can use our wellbeing room, which has a lockable door and privacy blind. If you need to access a microwave for baby feeding, please speak to reception.

Fire exits and evacuation procedures

If required, the Fire Assembly point is 20 metres from the entrance and is at pavement level, leave the building at either Number 3 or Number 4 door, turn left when you reach the pavement and gather at the end of the road in Carlton Gardens.



Evacuation chairs are available on site, and the facilities team leads all safety procedures including evacuation. The Academy can develop a fire evacuation plan or PEEP (Personal Emergency Evacuation Plan) if needed. Please write to the [facilities team](#) or call +44 20 7766 0600.

The Academy holds regular first aid and fire marshal training. A managed fire evacuation drill takes place twice a year, and fire alarms are tested weekly.

Catering

The Academy's appointed caterer is Company of Cooks, which can cater for a wide range of allergies, dietary requirements and specific requests. As standard, the team provides information on the 14 major allergens, however the kitchen is not an allergen or nut-free setting. There are several touch-free menu options, and Company of Cooks can discuss additional adaptations and clear labelling if required.

The menus indicate vegan and vegetarian dishes. Any further dietary requirements should be discussed before the event with your event coordinator or meeting organiser.

Guests should confirm dietary requirements at least two weeks before an event.

Should there be a request for specific foods without notice, the team will do its best to accommodate all guests on the day. For more information on the event, please visit [Prince Philip House](#).