

# Building accessibility guide

37 Caledonian Road



The Institute of Physics recognises the diverse range of people's needs and want to support everyone in accessing our building, including our public gallery, Accelerator Centre and all of our meetings, conferences and events. Our aim is to make 37 Caledonian Road as accessible, welcoming and inclusive as possible. We welcome suggestions in order to improve our processes; please email **[diversity@iop.org](mailto:diversity@iop.org)** or call us at reception **020 7470 4800**.

If you require this guide in an alternative format, please contact **[diversity@iop.org](mailto:diversity@iop.org)**

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## Introduction

The IOP London office is a large, purpose-built modern building constructed mainly of glass and concrete. Set across five floors and built in a triangular shape it benefits from vast amounts of natural light and level access from the street.

## Visual accessibility

All five floors of the building are accessible via stairs (with hand rails) and lifts wide enough for wheelchair use. Control buttons in every lift are at an accessible height and contain Braille or tactile imaging. There is clear signage throughout the building, indicating directions to facilities such as toilets. Most signage in the building is tactile and in Braille. Letters are raised and in high contrast (black background with white writing) for greater visibility.

Lights are on an automatic sensor and may turn off after a period of inactivity or alternatively may turn on when entering a room due to movement.



*Accessible signage, black background with white writing*

## Assistance animals

We welcome assistance animals, and will be happy to provide water for them. The nearest green space to exercise assistance animals is Joseph Grimaldi park, which is a five minute walk away located at [bit.ly/2kb3DHF](https://bit.ly/2kb3DHF)



*Reception desk and large display screen*





*Reception desk and entrance*

## Building layout

### Entrance and reception

The main entrance is at 37 Caledonian Road and has level access with automatic sliding doors, and velvet sofa seating in the lobby. There is a square, knee-height cloud chamber in close proximity to the sofa seating in the lobby. We also have a large interactive display screen on the right hand side, with touch-screen information and video content on loop.

**Seating and queueing:** Due to restrictions on our capacity we may need to hold people in a queue at very busy periods. If you are unable to queue please inform us in advance and you can sit on the sofas in the lobby.

### Ground floor: Accelerator Centre, members' lounge and cycle storage

The ground floor Accelerator Centre is accessible to the public via the main entrance, all on one level with a combination of stone floor or short pile carpets, allowing for easy mobility. Our doors are manually operated but can be kept open by a fire door holder

with a release function. We have three meeting rooms labelled RGB (Red, Green and Blue), in the accelerator space that are accessible to entrepreneurs, micro and small businesses bringing physics-based innovation to market with additional hot-desking options in these rooms. To find out more about the accelerator space please visit [beta.iop.org/iop-accelerator](https://beta.iop.org/iop-accelerator) or email [accelerator@iop.org](mailto:accelerator@iop.org).

Members are invited to use the members' lounge on the ground floor by collecting a fob from reception and can enjoy the use of power sockets, three computer terminals or you help yourself to a complimentary tea or coffee.

The cycle storage area, which is next to the members' lounge, has space for up to 20 bicycles and is accessible for staff and members.

## Basement: Gallery and theatre space

The basement has an accessible toilet, six female toilets, four male toilets and four urinals. There are lockers available for the public to use which can be accessed using the keys provided. The gallery space has a large display screen with slow moving imagery. Directly above the gallery space on the ceiling, you will be able to see our colourful light installation depicting the Orion constellation, which features a variety of multi-coloured settings.

The theatre space has wooden swing doors that can be opened from either side. Note, these doors are quite heavy. There are two projector screens at the front of the theatre and a staging area with speakers on either side and around the room. The room can be separated by using the room dividers and constitutes a mixture of velvet and synthetic fabric seating.



*Gallery space with Orion lighting and display screen. Wooden doors into theatre space.*

## First and second floors

The first and second floors are our open-plan staff floors and accessible by fob access for staff and visitors. Meeting rooms 1 and 2 are located on the first floor, with meeting room 3 and the Trustees' room located on the second floor. There is a terrace on the first floor that is available for staff use.

## Third floor

The third floor contains four seminar rooms with balcony access on all sides and the council room. Members are able to book these rooms; please contact **[roombookings@iop.org](mailto:roombookings@iop.org)** for more information and to check availability.



*Example of third floor seminar room*

## Hearing accessibility

There are different options in place in the building depending on where your meeting is that can accommodate someone with hearing accessibility needs.

### Reception desk

The reception desk has a fixed counter loop that connects with hearing aids and some cochlear implants. Please switch your hearing aid or cochlear implant to the 'T' function on arrival to access this.

### Gallery space and theatre

There are portable Neck-loop Hearing Amplifiers available from reception that can be used in the gallery and in the theatre. Please ask a member of staff or ask at reception if you require one. Please note, these are different to the more commonly used induction loop and work via infrared.

If your hearing aid has a 'T' setting on the programme switch, this is for selection of the loop function. Our neck-loops are compatible with some cochlear implants. You will need to check this with your cochlear implant team.

### Third floor

On the third floor our council room and seminar rooms are fitted with Sennheiser technology. These are compatible with hearing aids, cochlear implants and headphones. The MobileConnect app streams audio content via WiFi live directly onto your personal smartphone. To use this service, download the Sennheiser Mobile Connect app. Connect to the IOP-loop WiFi and use the 4-digit passcode: 0002 for the council room or 0001 for seminar rooms 1, 2 and 3. Please ask at reception for the WiFi password.

You can adjust the sound directly on the free MobileConnect App and route the audio signal to your headphone, hearing aid or cochlear implant.

We have pre-programmed mobile phones and supporting headphones available to use with the technology. Please contact your meeting organiser in advance to request one, or ask at reception on arrival.



*Example room in the Accelerator Space*





*Example of a staff meeting room*

## General accessibility

### Gender neutral and accessible toilets

We have accessible toilets on every floor and each floor is served by lifts. We also have gender neutral toilets on floors 1, 2 and 3.

### Parents and baby facilities

We have a baby changing unit in the accessible toilet on the ground floor. If you are a new mum and you wish to express or breastfeed while you are here, please let reception or the staff you are visiting know, and we will make arrangements for you. Buggies and pushchairs are welcome to the building and can use the lifts to provide step free access to all floors. If you wish to leave your buggy in a location, please speak to a member of staff and they will be able to assist you. Please note, buggies are left at your own risk.



*Members' lounge*



*Third floor corridor width*

## Arrangements for additional assistance at conferences, meetings and events

### **Catering services**

We will try to cater for all dietary requirements but will need advance notice to ensure sufficient time to inform our external caterers. They cannot guarantee that any food item provided is 100% free of any specific allergen.

### **Programme**

Should you require any meeting information such as papers or programmes in alternative, accessible formats, please request this in advance from the meeting organiser. This may include large print, audio, coloured paper, as well as electronic methods. We will outline accessibility arrangements in the programme.

### **Note-takers/signers**

If you require a note-taker or signer, please contact your meeting organiser in advance and we will do our best to accommodate.

### **Complimentary attendance**

Additional complimentary tickets may be provided for inclusion purposes, if requested in advance. Please contact your meeting organiser for more details.

### **Quiet room/prayer room**

If you require the use of a prayer room, or quiet room, please let your event organiser know in advance and we will accommodate your needs where possible.



## Fire alarm and evacuation procedure

The fire alarm is a very loud, continuous tone and is tested at 10am every Monday. The only visual indicator of the fire alarm is a red flashing light in all toilet cubicles.

Refuge areas are found on all floors in the rear corridors and on the landing of the main stairwell on every floor. There is a small black button with 'call' above it that can be activated in an emergency. This is to advise and alert the fire services to your presence and has a 30-minute fire proofing area giving the fire brigade time to reach you.

In the event of a fire, all others must leave the building by the nearest available designated fire exit and proceed to the assembly point, which is situated on the paved area outside Tesco Metro. In any emergency, the IOP's fire wardens or nominated persons will be wearing a fluorescent jacket and directing you.

### First aid kits

All event organisers are first aid trained, in addition there are staff first aiders sitting on floors one and two. All first aiders have first aid kits as does reception.

### Automated external defibrillator

The Automated External Defibrillator is kept in reception. All first aiders are trained and able to use this or additionally, in an emergency, members of the public are also able to use this due to the guidance it provides during activation.



*Width of Accelerator Centre*

## Transport and getting here

Our building is serviced by a variety of bus stops, King's Cross St Pancras underground station, King's Cross Station and St Pancras Station. All stations are accessible with lifts down to the underground and overground. St Pancras International also serves the Eurostar.

### Parking

There is single yellow and bay parking available behind the building on Balfe Street and in surrounding roads. Please download the RingGo app to pay for parking (see parking bay sign for location).

The nearest car park is the Handyside Car Park which is a 231 bay multi-storey car park located a 20-minute walk away, in the Tapestry building, 3 Canal Reach, London N1C 4BA.

### Blue badge holders

Islington Council rules dictate that blue badge holders are able to park:

- on single yellow lines (where there are no loading restrictions) for up to three hours, providing the clock card is displayed and set to your time of arrival
- in resident bays, and short stay bays for an unlimited time
- in designated disabled bays for an unlimited time (please note: there are a small number of time limited disabled bays; please check the sign to confirm how long you can park). These do not include dedicated disabled bays designated for a specific disabled person.

### Having trouble finding us?

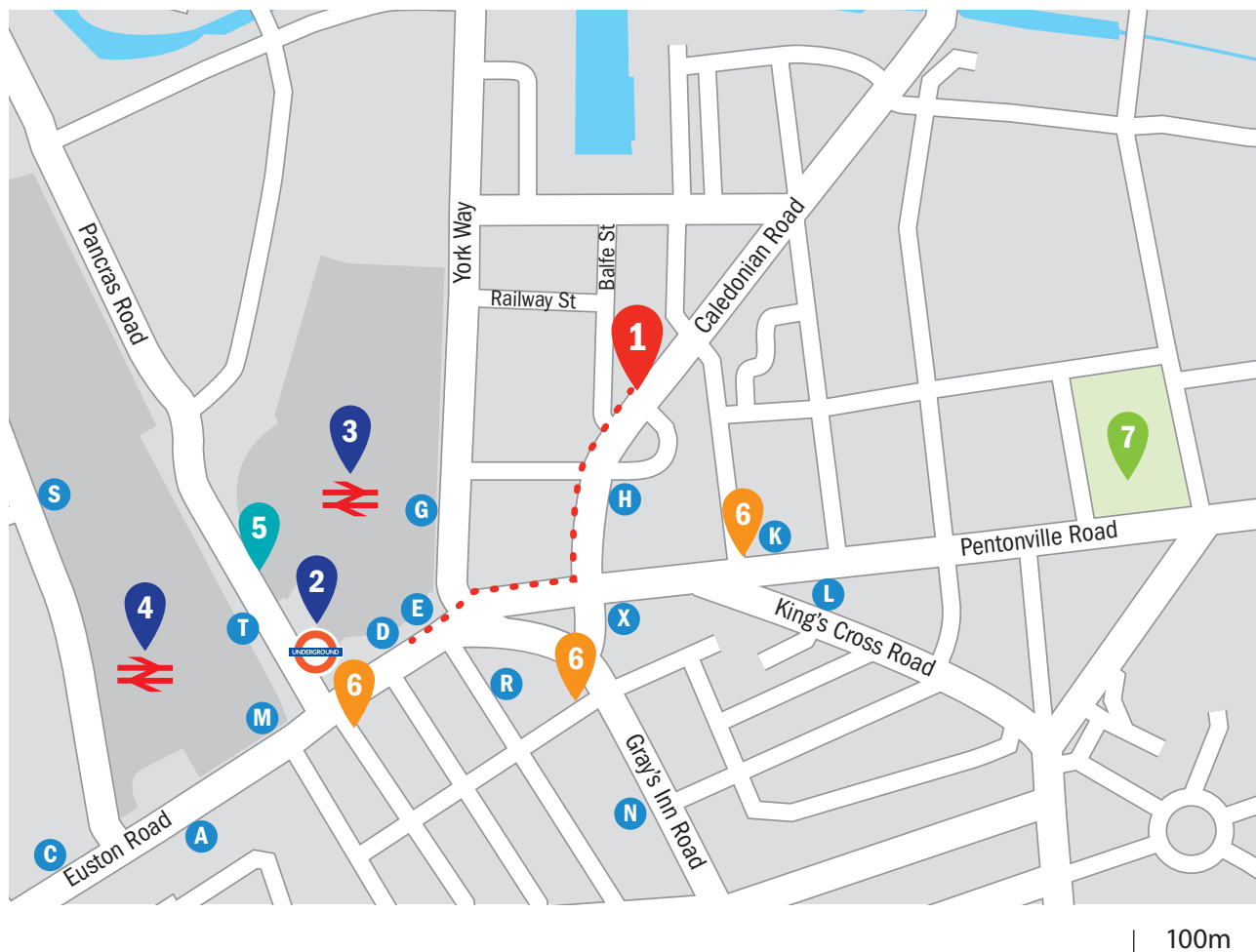
If you have arrived in King's Cross but are having problems finding us, call us and we'll give you directions.

**+44 (0)20 7470 4800**



King's Cross Station

## Our location



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| <p><b>1</b> The Institute of Physics</p> <p><b>2</b> King's Cross St Pancras Underground Station is located a 5-minute walk away, with step free access and is served by the following lines; Circle (Stansted via Liverpool Street), Hammersmith &amp; City, Metropolitan, Northern, Piccadilly (Heathrow) and Victoria</p> <p><b>3</b> King's Cross Station is located a 5-minute walk away. For more information on rail journeys, go to <a href="http://nationalrail.co.uk">nationalrail.co.uk</a> or call National Rail enquiries on 08457 484 950</p> <p><b>4</b> St Pancras International serves Thameslink (for Luton and Gatwick airport), East Midlands and South Eastern trains as well as the Eurostar. There is step-free access from this station</p> | <p><b>5</b> Taxi rank is located on Pancras Road and serves both King's Cross and St Pancras station</p> <p><b>6</b> Santander Cycles</p> <p><b>7</b> Joseph Grimaldi park is the nearest green space for assistance animals</p> <p><b>---</b> Walking route from King's Cross station to IOP building</p> <p><b>A</b> Bus stops are highlighted by their letter. For route information please go to <a href="http://tfl.gov.co.uk/maps/bus">tfl.gov.co.uk/maps/bus</a></p> |
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