



One Great George Street

Accessibility Statement for One Great George Street

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1.0 Our Accessibility Promise to You



We want all our guests, both non disabled and disabled people, to enjoy their visit and usage of One Great George Street whether it is for a meeting, an event, conference, meal, formal dinner, a wedding, on business or for a social event. Our aim is to make all facilities available to everyone, all of the time.

2.0 Transport Links

2.1 Buses



The following buses stop near Barclays Bank in Victoria Street which is a five minute walk to One Great George Street: 11, 24, 148, and 211. Other buses stop in Parliament Street. Again these are a 5 minute walk and are 3, 12, 53, 87, 88 159. The 11 and 24 also stop there.

2.2 Underground

The nearest Underground station is Westminster on the Circle, District and Jubilee lines. This is between a five and ten minute walk. The station is located at



the corner of Bridge Street and Victoria Embankment opposite the Houses of Parliament. This is a step free station and more information can be found at www.directenquiries.com.

2.3 Walking Directions from Westminster Underground Station (exit 6)

When you arrive at the top of the stairs you will be on Parliament Street. Turn around (as if you were to walk back down the stairs) and you are now facing Parliament Square. Walk around to the right into Parliament Square until you come to a traffic light pedestrian crossing. Cross over both and continue walking straight down into Great George Street for about 1 minute. One Great George Street is the last building on the corner of Great George Street and Storey's Gate. The building is also the home of the Institution of Civil Engineers.

2.4 By Rail

London's mainline stations at Waterloo, Victoria and Charing Cross are 10 to 15 minutes away on foot or by Underground. For further information visit the National Rail website at www.nationalrail.co.uk.

2.5 Taxis



Taxis can stop right outside the venue opposite the front door and wheelchair lift into the building.

There is a wheelchair lift that is underneath the stone steps and staff can be alerted by pressing the button to the right of the main staircase.

3.0 Entrance and Reception

Please press the button for assistance or for help with the lift. One of our stewards or reception team will come to help you.

This entrance is wheelchair accessible. The lift is hidden under the stone steps.

If you want to see this in operation please go to <http://www.onegreatgeorgestreet.com/about-us/accessibility.aspx>



This picture shows the steps when they have receded and the wheelchair lift is in the position to transport someone into the front door of the building.

These platform lifts bring visitors into the building at ground floor level from where all floors are then accessible by lift and stairs. Both our passenger lifts are large enough to accommodate a person using a standard wheelchair (One lift is 0.8m wide x 1m deep and the other 0.7m wide x 1.1m deep) and a companion.

There are three handrails at the main entrance of the building and there are 6 steps up where you reach another flat level. It is another three steps up to the entrance level and nine paces from the top of the stairs to the reception desk. There is a glass door to go through which is three steps from the top of the stairs.

4.0 Car Parking

The nearest Blue Badge disabled parking bay is located on Matthew Parker Street (drive down Storey's Gate to the west of the venue and take the second right). Alternatively, a little further away, there are bays on Old Queen Street and Queen Anne's Gate. These Blue Badge bays offer free parking for up to 4 hours between 08.30 and 18.30 Mon-Fri and unlimited parking at any other time. Please see

Westminster City Council's website for further information at www.westminster.gov.uk.

4.1 Congestion Charge

One Great George Street lies within the congestion charging area. For more information, including charges, visit the Transport for London website www.tfl.gov.uk.

4.2 By Bicycle

Local bicycle stand locations can be found on the Westminster City Council website. The nearest TFL bike hire docking station is 0.4 miles away on Abbey Orchard Street. Click on the Cycle for hire website and type in our postcode SW1P 3AA. If your bike folds our cloakroom can hold approximately 5 bikes at any one time.

5.0 Accessible Toilet



There are two accessible toilets. One is on the first floor near the Telford Theatre. The other is on the Lower Ground Floor Level One. This is on the same floor as the Brasserie and Café Bar. Both are about 15 metres from the lift; turn left when leaving the lift and they are straight ahead. There is an alarm cord fitted and this should be pulled in the event of an emergency.

6.0 Hearing Loop

Permanent Induction Loops are fitted in the Telford and Godfrey Mitchell Theatres and at reception. Two portable Induction Loops are available for use in other rooms. Other meeting rooms can be provided with a hearing loop and should you require this you should make the organiser of your event



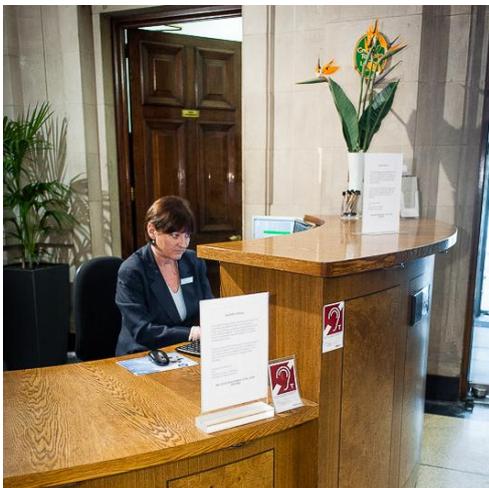
aware. Further services can be arranged e.g. BSL interpreters, Palantype translator; see the links shown at the end of this document.

7.0 Fire

Strobe fire alarms for guests who are hearing impaired are installed throughout the venue. Accessible toilets are physically searched in the event of an emergency evacuation.



8.0 Assistance is always available



Please check in at the front reception desk. This is located on the right hand side of the main entrance. There is an information sheet that is available for a person with a hearing impairment. If you have a vision impairment or are blind, our team can read the fire evacuation procedures to you away from the desk. If you wish a member of staff will put in your mobile phone the telephone number of the reception desk so you can make contact with them should you require assistance whilst within the venue.

In the unlikely event that a lift breaks down there are other lifts at the rear of the building that can be used in an emergency.

9.0 Catering services



There are two restaurants available at this venue and they are both on the Lower ground floor one which is one stop below the ground floor in the lift. They are located straight ahead as you come out of the lift. The distance is about 10 metres.

They can cater for most food allergies such as coeliacs and gluten intolerant and



offer a large print menu in the Brasserie. Alternatively our team are happy to read out the menu if required. In the Café Bar there is a table that has been designated as having a priority for wheelchair users. The staff in the Café Bar, which is a self service outlet, are very happy to

serve you at your table. Please ask for assistance.



We have a table on wheels for wheelchair users to use when a primarily stand-up buffet meal is being served at an event. Please ask one of our team for this either in advance or on the day.

10.0 Vision impairments



Our reception and stewards team are all trained in how to guide a blind or vision impaired person. Please would all carers register at the front reception desk by the main entrance.

Assistance dogs can be walked in St James's Park which is opposite this building. Water and dog towels are always available from reception.

11.0 Rooms on Ground Floor

The following rooms are on the ground floor and one of our staff will escort you to where you want to go. They will also be happy to arrange anything extra such as water for an assistance dog.



1. [Smeaton Room](#)
2. [Brunel Room](#)
3. [Council Room](#)
4. [Stephenson Room](#)

Pictures of each room laid up are provided in another document which you can download from our website called accessible meeting rooms. All our rooms have level access into them and the doors are wide enough for larger wheelchairs.

There is a cloakroom where you can leave your coats and bags. This is situated under the main staircase on this floor.

Find out more

www.onegreatgeorgestreet.com/about-us/accessibility/accessible-meeting-rooms.aspx

12.0 Rooms on lower ground floor one

There is a lift to this floor or you can use the stairs which are to the left hand side of the lift or the main stairs opposite it. Lifts have audible floor announcements and tactile control buttons within the lift cars which are at an accessible height. The following rooms are on this floor and all have suitable access for wheelchairs.

1. [Godfrey Mitchell Theatre](#)
2. [Palmer Room](#)
3. [Rennie Room](#)
4. [Tredgold Room](#)
5. [President's Dining Room](#)

Find out more

www.onegreatgeorgestreet.com/about-us/accessibility/accessible-meeting-rooms.aspx

13.0 Rooms on lower ground floor two

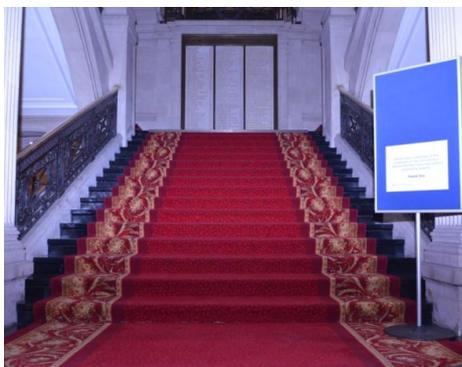
There is a lift to this floor or you can use the stairs which are to the left hand side of the lift. Lifts have audible floor announcements and tactile control buttons within the lift cars which are at an accessible height. The following rooms are on this floor and all have suitable access for wheelchairs.

1. Seven meeting rooms that are ideal for small meetings. Wheelchair access is available to all of them.

Find out more

www.onegreatgeorgestreet.com/about-us/accessibility/accessible-meeting-rooms.aspx

14.0 Rooms on first floor



There is a lift to this floor or you can use the stairs which are to the left hand side of the lift. Another option is to use the main staircase in the lobby area. There are four steps up to a flat area and then three paces where there are another 16 steps. After that there is another flat level which is three paces to 15 more stairs.



Lifts have audible floor announcements and tactile control buttons within the lift cars which are at an accessible height. The following rooms are on this floor and all have suitable access for wheelchairs.

1. Telford Theatre with a low gradient ramp to the stage and two seats that have been removed for wheelchair users. More wheelchair space can be made available with notice.

2. Great Hall with easy access to the room. If you are attending a function please let your conference or event organiser know of any assistance that you require e.g. a seat near the door for a wheelchair user.

An accessible toilet is available on this floor.

Find out more

www.onegreatgeorgestreet.com/about-us/accessibility/accessible-meeting-rooms.aspx

15.0 Room on second floor

1. [Bazalgette Room](#)

You can use the stairs which are to the left hand side of the lift to get to this room or alternatively, wheelchair users or those unable to use the stairs easily should ask to

use the SW lift on the other side of the building which enables flat floor access into the room from the other end.

Find out more

www.onegreatgeorgestreet.com/about-us/accessibility/accessible-meeting-rooms.aspx

16.0 Other information

All conference and event organisers have access to this statement so it can be given to anyone with an impairment. Every effort will be made to accommodate requests, even those at short notice or not known about in advance.

A lightweight portable ramp is available that enables access to non-permanent stages.



There is a rear entrance with a wheelchair lift which can be used in case there is any issue with the front entrance.

There are Evac Chairs which can also be used in the event of fire

and we always have staff trained on duty who know how to use them safely.

We allocate a dedicated Event Co-ordinator to every event. They are happy to assist all visitors / guests including those requiring appropriate assistance.

At some events strobe may be used and we are aware of the potential hazard and we will always ensure that where strobe lighting is used then a warning will be given to the audience.

Other links

Here are some other links that you may find helpful as they provide further information on accessibility:

Waterloo Station - www.networkrail.co.uk/aspx/6961.aspx

Victoria Station - www.networkrail.co.uk/aspx/7145.aspx

Charing Cross Station - www.networkrail.co.uk/aspx/7215.aspx

Transport for London - www.tfl.gov.uk/accessibility

Mobility outlets where either you or we can hire in equipment –

www.london-wheelchair-rental.com

www.fortunamobility.com



When you need to organise an all inclusive event Positive Signs provides a range of communication support personnel to businesses and organizations:

BSL (British Sign Language) Interpreter

Palantypist

Electronic Note Taker

Manual Note Taker

Positive Signs is an Interpreting and Communication Support Agency working with a wide variety of clients and businesses from all sectors to ensure that Deaf clients, customers and employees receive the services and training that will have them returning to you or improving their working relationships with your business or organisation. Contact Trish Binks on trish@positivesignslondon.com or call her on 020 7617 7847 or 07734 47854