

NORTH WEST WALES MANAGEMENT DEVELOPMENT CENTRE LIMITED

THE MANAGEMENT CENTRE - ACCESS POLICY

The Management Centre

Housed in an outstanding example of Edwardian architecture, The Management Centre is designed to be the perfect venue for your training, meeting, conference or event. Comprising of 5 Grade II listed Halls built between 1907 and 1910 by the eminent Edwardian architect Henry T. Hare the site also drops steeply on one side, providing magnificent views over the Menai Straits to the west and the Carneddau Mountains to the east.

The Reception Hall is the focal point of the complex, consisting of three storeys with both a lower and upper courtyard. This Hall also acts as the focus for pedestrian movement, connecting the upper and lower courtyard levels with the other Halls - Alun, Dyfrdwy, Mon and Eryri.

ACCESS STATEMENT

The Management Centre, within the constraints of refurbishing listed buildings, is designed and maintained to be accessible to all, providing the following facilities:

- Disabled access by lift or ramp to all facilities and most rooms.
- Blue Badge Parking in the main car park.
- Wheelchair accessible toilets in Reception, Alun, Dyfrdwy and Eryri Halls.
- Wheelchair accessible bedrooms.
- Safe Refuge Points in the stairwell lobby area on accessible floors in each building.
- Doors/entrances/corridors wide enough for wheelchair etc /pushchair access.
- Personal Emergency Egress Plans in a suitable format as required.

The Centre prides itself on its customer care and Reception, contactable on 01248 365900 will endeavour to provide assistance and undertake reasonable adjustments to enable / improve accessibility wherever possible both before and during your stay.

ACCESS INFORMATION

This document provides useful advice and information on:

- Getting to the Management Centre.
- Car Parking.
- Building information including accessible facilities e.g., lift availability.
- How to obtain Personal Emergency Evacuation Information.
- Useful Contacts.

GETTING TO THE MANAGEMENT CENTRE

- **Road:** To plan your route, visit the [RAC Route Planner](#) website.
 - **Bus:** Arriva Bus serves Bangor daily, see the [Arriva Bus](#) website for details.
 - **Rail:** Bangor is easily accessible from most areas of Britain and has regular direct services to London via Crewe. See the [National Rail](#) website for details on train services to Bangor Station which is a 10 – 15-minute walk from the Centre.
 - **Sea:** Travelling from Ireland there is the choice of Superferries or Fastcraft from Dublin or Dun Laoghaire to Holyhead Port which is a 30-minute car or train journey away. For details on sailing times, please see [Irish Ferries](#) or [Stena Line](#).
 - **Liverpool & Manchester Airports**
Liverpool and Manchester Airports are approximately 1 ½ hour drive from the Management Centre. There is also a frequent rail services from both Airports to Bangor Station.
 - **Taxis:** Chubb Taxis is a local firm **01248 353535**. In addition, taxis may be requested at Reception.
-

CAR PARKING

The **Main Car Park**, approached from College Road is located at the front of the Management Centre and has three Blue Badge bays by the main entrance. The area provides level access to the Main Reception, is secure and well lit, with spaces usually allocated to overnight guests. In addition, there is a second car park at the rear, found by taking the first left turning after passing the Management Centre. The car park is located in front of JP Hall but although providing ample spaces for visitors does have a steep incline towards the Mon Hall entrance which may create difficulties for some.

BUILDING INFORMATION – CENTRAL RECEPTION HALL

Ground Floor

- Main Reception (01248 365900) - manned 24 hours a day.
- Level access to Reception is via the Main Car Park entrance.
- A loop system is available at the Reception desk for the hard of hearing.

Lower Ground Floor

- Restaurant, Kitchen and Meeting Room.
- The Restaurant enjoys views over the Menai Straits and has an adjoining room for either meetings or private functions.

First Floor

- Offices - accessible via 2 flights of stairs.

Lifts

- The Lower Ground Floor is accessible by lift from Main Reception. There is no lift to the First Floor.

Accessible Welfare Facilities

- Unisex accessible toilets are available on the Ground Floor.
-

BUILDING INFORMATION – DYFRDWY AND ALUN HALLS

Ground Floor (including Mezzanine Level)

- Level access to the Lounge Area, Premier Lecture Theatre, Offices is via the Main Car Park entrance.

First Floor

- Lecture Theatres, Meeting Rooms and Offices.

Second Floor

- IT Suite, Lecture Theatres and Meeting Rooms.

Third Floor

- Offices.

Lifts

- A Platform Lift is available to the Mezzanine Level and the Main Lift goes to all other floors.

Accessible Welfare Facilities

- An accessible toilet which may be restrictive for some users is available on the Ground Floor. A wheelchair accessible toilet is available on the Third Floor.
-

BUILDING INFORMATION – ERYRI HALL

Ground Floor

- Offices and the Business Club Lounge and Bar.

First Floor

- Offices and Storeroom.

Second Floor

- Bedrooms.

Third Floor

- Bedrooms.

Lifts

- Access to Eryri Hall is via a glazed link corridor approached via a lift leading from the Main Reception. This corridor leads to the First Floor of Eryri Hall where a lift is available to all floors except the Third.

Accessible Welfare Facilities

- Adapted single occupancy rooms with a level access wet room are available on the Second Floor.

BUILDING INFORMATION – MON HALL

Ground / First / Second and Third Floor

- Provides accommodation comprising of 40 bedrooms. The Hall has a dedicated Reception Area which is staffed during busy periods. Specific queries or concerns can be directed externally via 01248 365900 or internally via 5888 / 5882.

Lifts

- A lift is available to the Ground, First and Second Floor.
-

BUILDING INFORMATION – BUSINESS LOUNGE BAR

Located on the Ground Floor of the Eryri Hall, the Business Lounge Bar offers a sophisticated environment for people, organisations and businesses of all kinds to meet, share ideas and discuss the issues of the day.

Bangor University Business Club membership is available subject to the approval of the Management Centre and is free to anyone involved in the business and academic arenas. In addition, the bar is open during events and busy periods.

Lifts

- The Business Lounge Bar can be reached by lift from the Eryri Hall (see above).

Accessible Welfare Facilities

- Wheelchair accessible facilities are available on this floor.
-

THE MANAGEMENT CENTRE RESPONSIBILITIES

The Centre prides itself on its customer care and will endeavour to provide assistance and undertake reasonable adjustments to enable / improve accessibility wherever possible. This includes:

- If possible, relocating bookings to more suitable facilities within the Centre.
- Issuing Emergency Assistance Information to any person on request and / or return of the Accessibility Form.
- Completing a Personal Emergency Evacuation Plans (PEEP) if member of staff or visitor feels the Emergency Assistance Information does not meet their individual needs or concerns.
- Providing the PEEP in a suitable format e.g. large print for the person concerned.

Note: Students should inform Disability Services before visiting the Management Centre and they will arrange for Health and Safety, Governance & Compliance to undertake a PEEP.

STAFF, CUSTOMER AND STUDENT RESPONSIBILITIES

To help the Management Centre ensure it has done everything possible to assist, staff and visitors are asked to inform us of any impairment which may restrict their ability to evacuate a building safely and quickly. Staff and customers are therefore asked before arrival to:

- Complete the Accessibility Form found in Appendix 1.
- Ensure the Form is returned to Management Centre's H&S Coordinator.
- Try to inform the Management Centre before arrival if they feel the Emergency Evacuation Information does not meet their needs and would like a Personal Emergency Evacuation Plan.
- Inform Reception staff immediately on arrival if they have not received Emergency Evacuation Information or need a Personal Emergency Evacuation Plan.

Note: Students should inform Disability Services before visiting the Management Centre and they will arrange for Health and Safety, Governance & Compliance to undertake a PEEP. Students who have not informed Disability Services first must contact the Management Centre's Reception on arrival.

APPENDIX 1: ACCESSIBILITY FORM

GENERAL INFORMATION

Please complete and ensure this form is returned to the Management Centre H&S Coordinator if you feel you have specific needs or may need assistance during an emergency evacuation for example due to mobility issues. Providing this information, which will be dealt with in confidence will enable the Management Centre to plan assistance and reasonable adjustments wherever possible before your visit.

Management Centre, Health and Safety Co-ordinator (abs60f@bangor.ac.uk)

ADDITIONAL INFORMATION

Your co-operation in completing the following is appreciated. The Management Centre understands such information is sensitive but providing details will greatly assist us in facilitating your visit.

Name:		
Contact No:	Email:	
Event Organiser:		
Contact No:	Email:	
Date of Visit:	Overnight Accommodation Dates:	
If a Blue Badge Holder (is parking required):	YES	NO
Will you have personal assistance:	YES	NO

Details of where the Emergency Assistance Information should be sent to:

Do you have a preferred format for the Information e.g., large print:

Is there anything you feel would prevent you hearing the existing alarm system?

Please provide details of your disability and advise if specific arrangements are required. **Note:** This information will be dealt with in the strictest confidence: