

# The Old School Cuckfield



## *AN ACCESS STATEMENT FOR THE OLD SCHOOL PREMISES*

## Introduction

Welcome to The Old School, Cuckfield; After serving for nearly 500 years as various schools, The Old School, as it is now known, was acquired by Holy Trinity Church in 1992 and since then has been operated by the Church as a parish and community centre.

As the building was built a considerable time ago and now enjoys Grade 2 listed status, it has limitations in its facilities for disabled people; this access statement is aimed at helping wheelchair users and others with limited mobility to know what to expect from our buildings and practices.

The facilities in The Old School include three large halls – known as the Tudor, Jacobean and Victorian (to reflect the ages the building has been through) – a fully fitted kitchen, foyer and meeting room.

Our facilities are available for hire 7 days a week throughout the year between 8am and 10.30pm, although on a limited number of Saturdays each year the time can be extended until 11.00pm.

## A. Car Parking

The Old School shares a small car park, 14 spaces and two additional spaces reserved for disabled people, with Holy Trinity Church and is accessed from Church Platt. The car park surface is tarmac with a good quality pathway to the main South entrance, which is opposite the Church.

Alternative parking is either in the public car park in the centre of Cuckfield village or in the High Street. Both of which are approximately a five minute walk from the Church Street entrance.

## B. Getting into the buildings

There are two main access points to The Old School; the first is the south entrance opposite the Church and the second is the Church Street entrance. Both have smooth, hard surfaces with no changes in level and are barrier free.

At the south entrance there are double, outward opening, outer doors leading to a small lobby area with double, outward opening, inner doors. Once inside the inner doors, on your left, you have level access through double, outward opening doors to The Tudor Hall. On your right there is a one step up to the outward opening single door of the Victorian Hall. Step-free access to the Victorian Hall can be achieved by continuing along the gently upward sloping corridor through a single outward opening door to the Foyer, from where there is level access to the Victorian Hall.

At the Church Street entrance there is a single outer door leading to a small lobby area with double inner doors into the Foyer, which is the central point of the ground floor;

There are three other entrances to the building, (west entrance, Nursery school entrance and kitchen entrance) which all have smooth, hard surfaces, but are subject to changes in level. Apart from the Nursery School entrance, which is solely used for children attending the nursery school, these entrance points are not generally used.

At the west entrance there are two changes in level outside the building and three changes of level inside the building. On approaching the west door from the car park the first change of level is a small step onto a level area, although this step can be avoided by going to the

top of the car park where the path level is the same as the car park level. The next change of level is a step up from the path to entrance level, where there are double outward opening doors leading to the west outer lobby.

The kitchen entrance to the building is not initially accessible from the car park as there is a locked security gate, which is opened from the inner side. More detail about this entrance is found in section C4.

The Nursery entrance is accessed via a gate in the fence surrounding the Nursery playground by the Church Street entrance. At this entrance there are three changes in level to access the east end of the Victorian Hall. From the playground there is an outward opening single door with a step over the door threshold to a lower level inside the building. At the other end of the Nursery cloakroom there is one step onto a small level area before another step, involving a small level change, over the threshold bar into the Victorian Hall. This entrance is not used by hirers and users of The Old School, except as an emergency fire exit from the Victorian Hall.

## **C. Ground floor facilities**

### **1. The Foyer**

From the Foyer there is level access via a single outward opening door to a lobby area from which the 'wheelchair user' toilet, a unisex toilet and via another single outward opening door to the Victorian Hall.

From the Foyer there is a single outward opening door to a gently downward sloping corridor, leading to the south entrance. Just inside the double outward opening glass panel doors, to your right you have level access through double outward opening doors to the Tudor Hall. On your left there is a single step up to the outward opening single door of the Victorian Hall.

From the foyer there is also level access via a single door into the lower servery and then through another single door into the main kitchen. However the servery and main kitchen are not suitable for wheelchair users.

The church office is also sited off the foyer although there are two steps to reach the inward opening single door. A bell is provided for those who wish to access the church office but are unable to manage the steps.

There is a wheelchair lift and the main stairway from the foyer to the first floor where you will find the Jacobean Hall, Committee Room, Old School Manager's Office, dedicated youth room and two unisex toilets.

### **2. The Tudor Hall**

The Tudor Hall has level access from the south corridor through double outward opening doors.

The stage can be accessed by a two step change in level at the west end of the Hall.

Also at the west end of the Tudor Hall there is a three step upward change of level, with handrails on both sides, through a single outward opening door to a landing area which provides level access via a single door to the rear storeroom. A further two step upward change of level to the west inner lobby, from where the west stairway gives access to the first floor, or through double outward opening doors to the west outer lobby, from where there is, on the right, level access to the west toilets which have separate ladies and gents facilities. In the ladies toilet there is also a baby changing facility. On the left of the west outer lobby, a

single inward opening door gives access via a single step change of level to the stage area. There are also double outward opening doors to the car park (west entrance)

### **3. The Victorian Hall**

The Victorian Hall has level access from the Foyer through two single outward opening doors.

At the west end fire exit of the Victorian Hall there is a one step change of level from the Victorian Hall to the south corridor.

From the Victorian Hall there is a small level change, over the threshold bar onto a small level area before a step down to the Nursery cloakroom. At the other end of the cloakroom there is a step up over the door threshold through a single outward opening door to the playground on a higher level outside the building.

The Victorian Hall can be partitioned into two sections by sliding a large floor-to-ceiling dividing screen into place.

### **4. The Ground Floor Servery and Main Kitchen**

The ground floor servery has level access from the Foyer by way of a single inward opening door. From the ground floor servery there are serving hatches to the Foyer and Tudor Hall.

A single inward door provides level access to the main kitchen from where there is an outward opening door leading to the car park. This route to the car park involves two changes in level; the first change of level is a step over the door threshold down to a lower level on the outside of the building. The second change of level is a small step onto a long gently sloping concrete pathway which leads to the rear locked security gate.

However the main kitchen area and exit to the car park are not suitable for wheelchair users.

### **5. The Church Office**

The Church Office is sited off the foyer although there are two large steps to reach the inward opening single door. A bell is provided for those who wish to access the church office but are unable to manage the steps. The church office is not available for hire.

## **D. First floor facilities**

A wheelchair lift and the main stairway, from the Foyer, give access to the first floor landing area but changes in level in the upper corridor mean that certain areas (the toilets and the youth room) are not accessible to a wheelchair user.

From the first floor landing there is level access to the upper servery, via a single outward opening door, the upper corridor, Jacobean Hall and Old School Manager's Office and also access to the Committee Room via a short gentle slope.

Also on the first floor are two unisex toilets, and the youth room.

The two unisex toilets are sited in the lower area of the upper corridor, reached from the east end by a change in level of three steps, with a handrail, and through a single outward opening door. One of the toilets has an outward opening door whilst the other has an inward opening door. From the west end of the upper corridor the lower area is reached by a change in level of three steps, with a handrail.

At the west end of the upper corridor there are double outward opening doors leading to the west stairway down to the west inner lobby. There are also double outward opening doors

giving level access to the west end of the Jacobean Hall. From this area the youth room, is reached by a change in level of one step, the edge of which is 'highlighted'.

### **1. Committee Room**

Access to the Committee Room from the first floor landing is through a single inward opening door and is subject to a change of level by way of a short gentle upward slope which is easily negotiable for wheelchair users.

From the Committee Room there is access to the upper servery through a single inward opening door, and a short gentle downward slope which is easily negotiable for wheelchair users.

### **2. Upper Servery**

The upper servery has level access from the first floor landing area by way of a single outward opening door. Facilities and equipment provided include two kettles, washing up sink, crockery, cutlery and a first aid kit.

There is access to the Committee Room through a single outward opening door and a short upward slope.

From the upper servery, through a single outward opening door, there is level access to the Jacobean Hall.

### **3. The Jacobean Hall**

The Jacobean Hall, east end, has level access from the upper corridor via a single outward opening door.

At the west end of the Jacobean Hall there is level access via double outward opening doors to the upper corridor (west) from where there is stepped access to the toilets, youth room and west stairway.

The Jacobean Hall can be partitioned into two sections by sliding a large floor-to-ceiling dividing screen into place.

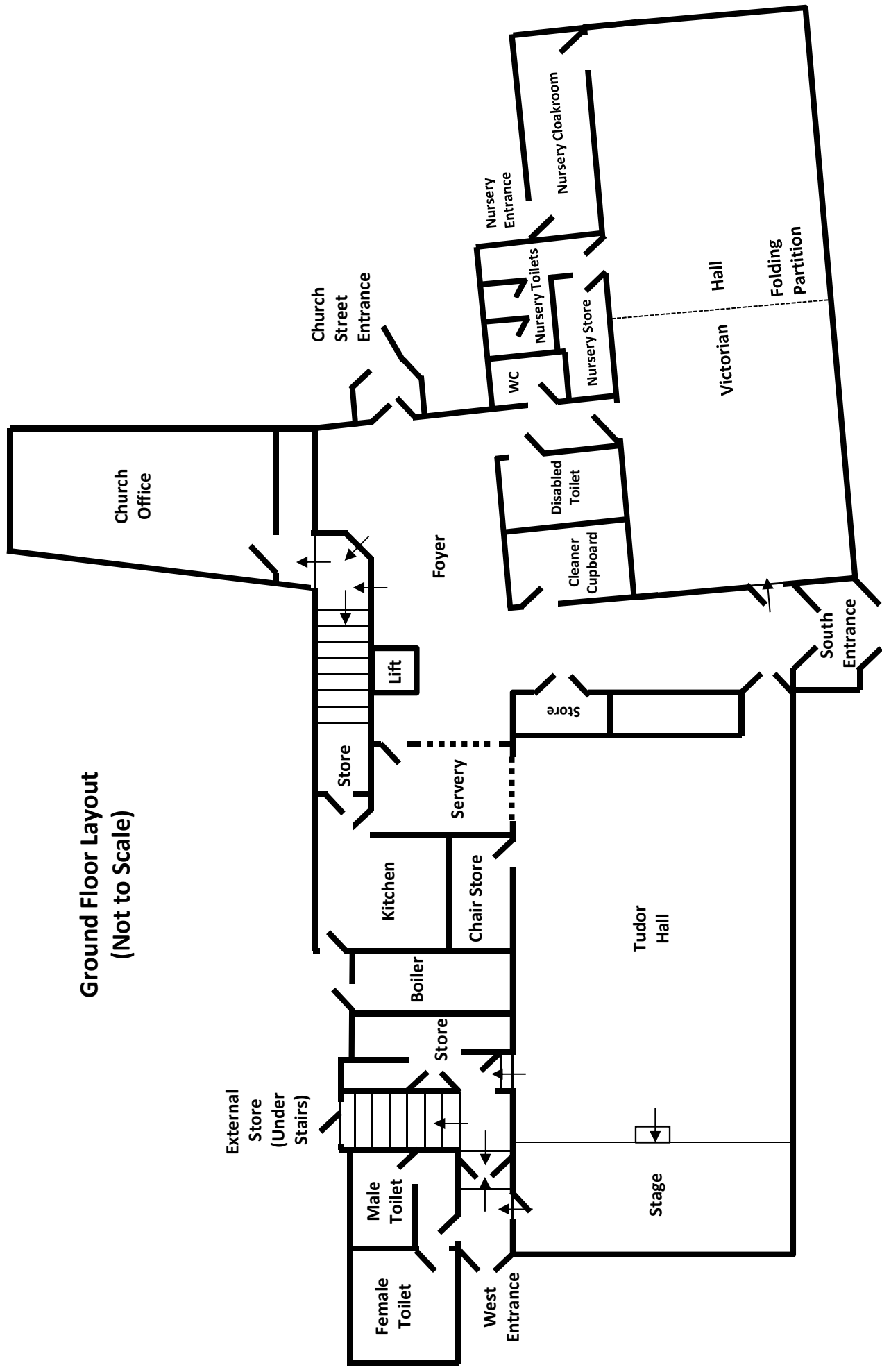
### **4. Old School Manager's Office**

The Manager's Office is not available for hire but has level access via a single inward opening door for visitors.

### **5. Youth Room**

This room is not available for hire as it is used solely by the youth of Holy Trinity Church. It is accessed by a single step change of level from the upper corridor via a single outward opening door.

## **Appendix 1.- Floor Layout Plans – diagrammatic only**



Ground Floor Layout  
(Not to Scale)

**First Floor Layout  
(Not to Scale)**

