

# The Egham Museum Trust

## Access Statement Policy

### Dates

First Approved: January 2013	Signed (on behalf of TEMT):     Date:
Last Approved: February 2021	
Next Review: January 2024	

This access statement does not contain personal opinions as to our suitability for those with access needs, but aims to accurately describe the facilities and services that we offer all our guests/visitors.

### Introduction

The Egham Museum Trust (TEMT), through its collections, exhibitions and outreach programmes, aims to provide for its community and visitors a hub of life-long learning dedicated to raising awareness, sharing knowledge and promoting enjoyment of our local history.

The Museum is situated in the Western end of the High Street (which is level and has wide pavements) on the First Floor of the Literary Institute, High Street, Egham, Surrey, TW20 9EW. The Museum can be accessed by **stairs only**.

The Literary Institute is a multi-use Grade II listed building dating from the late 1700s, owned by Runnymede Borough Council and the first floor and attic space leased to TEMT.

For those unable to access the Museum via the stairs we can bring down items of interest, for example; documents, photographs or small artefacts, and binders containing copies of exhibitions from the last 10 years. In addition, visitors can learn about the museum, our collections, outreach projects and programmes online, via the Museum's Facebook page, its Twitter feed, Instagram, YouTube and the website.

Our opening times are available on the website. We look forward to welcoming you. If you have any queries or require any assistance please phone 01784 434483 or email [curator@eghammuseum.org](mailto:curator@eghammuseum.org).

### **Pre-Arrival**

- Egham railway station (South West Trains) is half a mile south of Egham High Street. There is a direct service between Waterloo and Reading and a branch line to Weybridge. An exit from the Reading side has a ramp leading to Station Road South. Turn right to cross the level crossing to the up side of the line and continue north across School Lane via the dropped kerb. Cross Church Road (traffic lights and dropped kerb) to Station Road North. This is a paved level section. At the top of Station Road North bear right into the High Street and cross immediately via a level paved strip. Turn right after crossing and The Literary Institute is 50 metres ahead with the Main door facing you. There are two exits from the London side of the station both with level access. One is via the ticket office and the other by an exit gate near to the footbridge. Proceed as above from 'continue north'.
- Taxis are available from the London side of the railway station. Local services are run by Egham Taxis (01784 433933), Egham Royal Cars (01784 605080), My Egham Cabs (01784 664142) or Gemini (01784 471111).
- A bus stop is sited in Station Road North on the opposite side of the road to Egham railway station on the London side (north) of the line for the 566/567 bus service only (hourly service between Staines, Virginia Water, Egham). With extensive building works taking place between Jan 2013 and 2014 on the south side of Egham High Street the only stop close to the Egham Museum for this bus is the next stop which is outside Egham Church and a similar distance from the museum as the railway stop. This bus stop is on the same side as Egham Museum, 200 metres away in the opposite direction to the bus travel. There is level paving all the way, passing the High Street shops. Other bus services (which do not pass the railway station) stop at the junction of Grange Road and Church Road, 100 metres from Egham Museum with bus stops on both sides of the road. These stops are 100 metres from Egham Museum which lies in an easterly direction. No. 51 hourly service between Slough, Windsor, Egham, Staines, Chertsey, Addlestone and Brooklands. No. 500 hourly service between Staines, Egham, Sunningdale, Windlesham, Bagshot, Camberley and Frimley

Park Hospital. No. 71 half hourly service between Slough, Windsor, Egham, Staines & Heathrow Airport. No. 441 half hourly service between Englefield Green, Egham, Staines, Ashford Hospital, Stanwell & Heathrow Airport.

- There is no mobility equipment hire more local than Shopmobility in Staines (01784 459416), some four miles away. There is no repair service in Egham. There is a mobility scooter charging point in Tesco's in the High Street.
- In addition, please note that the Literary Institute has a toilet with disabled access.

### **Car Parking and Arrival**

- There is no car park on the Egham Museum site itself as it opens directly from the High Street. Outside Egham Museum is one disabled car parking space with three others 30 metres away. No fee is charged to Blue Badge holders.
- The High Street is well lit as are car parking spaces. Egham's main car park lies 500 metres away behind Tesco's on the north side of the High Street. It accesses the High Street via a level paved footpath which is lit.
- People can be dropped off immediately before 11am and after 4pm, as an automatic barrier is in place between 11am-4pm. The kerb is not dropped along the entire length. Three disabled parking spaces are outside and adjacent to the gated section with level access.
- The Main Door of the Literary Institute is from the High Street. This entrance has three steps down to the Ground Floor. A side entrance on the left side of the building is ramped to the Ground floor. There is no intercom. Egham Museum is on the First Floor and access is by stairs. There is a firmly fitted handrail.
- A side entrance on the left side of the Literary Institute building is ramped to the Ground Floor.
- Main Entrance to the building: The double entrance doors (fire exit type) open outwards onto the High Street and side Entrance of the Literary Institute respectively, width 155 mm (61 inches) and 147mm (58 inches) respectively.
- Ground Floor entrance to Egham Museum is a medium weight fire door with closure spring which opens outwards, width 710 mm (28 inches). This is required by fire regulations to be closed except to give access.

- The Egham Museum First Floor entrance has a heavy security door opening outwards, width 740 mm (29 inches). Immediately inside is a light wooden door with safety glass panel opening inwards (which can be fixed open) width 740 mm (29 inches). The Security Door is left open during opening times.

### **Main Entrance and Reception**

- Egham Museum is on the First Floor. Access is by thirteen steps (internal carpeted staircase). There is a strong handrail but no lift, escalator or ramp.
- Inside, the museum is all on one level and seating is available in this area.
- Egham Museum is well lit within the limitations set by the Museum Accreditation body. For short periods (up to one hour) this could be increased to help visitors. A combination of UV filtered fluorescent lighting, spotlights and natural daylight is used. Changes to LED lighting is being considered in the display areas to reduce ultra violet emissions.
- The desk area is 750 mm (29.5 inches) high. Staff are happy to help visitors and can move chairs appropriately
- The desk area is open, there are no surrounding structures.
- There is no entry fee. Egham Museum is free.
- There is no hearing loop nor any volunteers who can sign. The Museum is small with self-explanatory display panels and volunteers on duty can assist with further explanation if required.
- There is no wheelchair loan as the museum is small and located within one room. Magnifying glass, writing implements, paper, torch etc. are readily to hand.

### **Attraction (displays, exhibits, rides etc.)**

- Audio visual displays on large wall mounted or freestanding TV monitor screens. Seating can be made available in front of these displays.
- Display cases are low and have transparent front and sides.
- Interpretation boards are in size 16 point format as a minimum and in many case, a larger font size. Neither pictograms, translations or braille is used
- There is background sound via a film.
- No displays use flashing lights

- Once inside the Egham Museum there are no more doors.
- There is seating at intervals around the museum.
- A short pile carpet is fitted throughout the museum.
- Egham Museum is well lit within the limitations set by the Museum Accreditation body.

### **Public Toilets (WC)**

- The public WCs are situated on the Ground floor of The Literary Institute between the Main Entrance or side Entrance to The Literary Institute and Egham Museum. These are not Egham Museum's toilets, but serve the entire building and all users of the building. There are no other Public Toilets in Egham town centre.
- An accessible WC is available
- The accessible WC is separate to the main WCs but on the same level and adjacent to Men's and Women's WCs.
- The accessible WC is unisex.
- The accessible WC is never locked as there is no capability to do so from the outside of the WC. This WC is inaccessible only when the building as a whole is locked.
- A ramp to Ground Floor from High Street leads to the Literary Institute side entrance. Inside is ramped access to the Men's and Accessible WCs
- Level access to accessible WC and Men's WC. Two steps up the Ladies WC without lift or escalator
- The width of the door to the accessible WC is 790mm (31 inches)
- Right hand side of the accessible WC has clear space of 580mm (23 inches)
- The height of the WC from floor to seat is 430mm (23 inches)
- Horizontal/vertical grab rails are fitted. To the right (facing) there is a vertical grab rail. To the left are both horizontal and vertical grab rails
- There is a Fire bell only, there is no flashing light
- There is no emergency call system.
- All WCs are well lit by fluorescent light which activates when the door is opened

- The floor is surfaced with non-slip laminate. The premises are regularly cleaned
- A single lever operated tap is fitted providing both hot and cold water. Paper towels are provided in a unit, sited 920mm (36 inches) from the floor.

### **Additional Information**

- Museum volunteers have not had Disability Awareness Training in any formal sense.
- We have clear fire evacuation procedures and the landlord tests the fire alarm on a weekly basis.
- Evacuation from the building from Egham Museum itself is either via the main staircase (thirteen steps with handrail) and Fire Exit doors or via flexible ladders thrown out of the Museum or adjoining Research Room first floor windows. Because the outside road has been built up over the last two hundred years the height from the window sill to the ground is now 2.8 metres (9 feet).
- Evacuation Information is displayed prominently and in large print (16 point)
- There are no visual signs to alert users to the fire alarm being activated. Fire exit direction signs are displayed. Fire extinguisher units are strategically placed.
- The following accommodation has facilities for disabled persons: Savill Court, Englefield Green; Mercure London, Staines-on-Thames; Wheatsheaf Hotel, Virginia Water.

## **Contact Information**

Address (Inc postcode):	Egham Museum, Literary Institute, 51 High Street, Egham Surrey, TW20 9EW
Telephone:	01784 434483
Email:	curator@eghammuseum.org
Website:	www.eghammuseum.org
Hours of Operation:	Please see website or telephone
Local Carers:	Home Instead, Marchmont House, 116 High St, Egham TW20 9HB, 01784 477854
Local Equipment Hire:	Shop Mobility, Two Rivers Retail Park, Mustard Mill Road, TW18 4BW
Local Accessible Taxi:	Gemini Taxi and Hire Cars, 100 Station Road, Egham, Surrey, phone 01784 471111, web <a href="http://www.geminicars.co.uk">www.geminicars.co.uk</a>  Egham Royal Cars, Egham Station, Egham, Surrey, TW20 9LB, phone 01784 605020, web <a href="http://www.taxiinegham.com">www.taxiinegham.com</a>
Local Public Transport:	Rail: South West Trains to Egham Station  Bus: No. 51 hourly service between Slough, Windsor, Egham, Staines, Chertsey, Addlestone and Brooklands; No. 500 hourly service between Staines, Egham, Sunningdale, Windlesham, Bagshot, Camberley and Frimley Park Hospital; No. 71 half hourly service between Slough, Windsor, Egham, Staines & Heathrow Airport; No. 441 half hourly service between Englefield Green, Egham, Staines, Ashford Hospital, Stanwell & Heathrow Airport.