



inclusive design

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Introduction

The London 2012 Olympic Games and Paralympic Games have created a unique opportunity for the UK to promote a contemporary and progressive attitude to sport, design, culture and social inclusion.

As part of its bid for the Games, London promised a combination of world class sporting facilities, an unparalleled spectator and competitor experience and a legacy of sustainable large scale regeneration that would help to transform east London.

'The Games offer a unique opportunity to change the lives of young people through sport and the positive effects will be felt long after the Games have finished.

I have no doubt that the construction of the new permanent venues, infrastructure and transport links within the largest new urban park to be created in Europe for 150 years will be a catalyst for lasting social and economic change in east London.'

Prime Minister Gordon Brown 2008.

A commitment to using inclusive design to help it to host 'the most accessible Games ever' underpinned London's bid. To reinforce this, London 2012 will be the first Olympic Games and Paralympic Games to be planned together from the start. This will give the 2012 Games a distinctive feel as the approach to the planning and delivery of the two events will be streamlined.

The role of the Olympic Delivery Authority

The Olympic Delivery Authority (ODA) is the public body responsible for developing and building the venues and infrastructure for the Games. This includes the design and construction of the new London 2012 facilities in the Olympic Park, Weymouth and Portland, the Royal Artillery Barracks, Broxbourne and Eton Dorney, as well as associated transport and utilities infrastructure. It has a key role to play in delivering accessible inclusive design for the 2012 Games.

The London Organising Committee of the Olympic and Paralympic Games (LOCOG) is responsible for preparing and staging the

Games. Together, LOCOG and the ODA form 'London 2012'.

The ODA, together with its partners, is determined to work towards maximising its contribution to improving standards of inclusive design, within the time and cost restraints of the Games programme.

The scale of the task facing the ODA and its partners is unparalleled. When completed, the Olympic Park in east London will be one of the largest urban parks to be built in Europe for 150 years. It will also bring together the greatest concentration of major sporting and entertainment venues in Europe.

Yet at the heart of the challenge laid down by the International Olympic Committee (IOC) is the ambition for a step change in the attitude and delivery of such major events. London 2012 is expected to demonstrate how future Olympic and Paralympic Games can achieve affordable investment in long-term physical, social and economic regeneration.

London 2012 will do this by supplementing a core group of permanent facilities with the highest ever number of temporary venues and components to be incorporated into an Olympic and Paralympic Games. Virtually every venue in the Olympic Park will have a significant temporary seating element. This will help the ODA to meet the demands for more capacity during the Games, while retaining the flexibility to reduce venues to a more maintainable size in legacy. In some cases, such as the Basketball Arena, the whole building will be temporary and will be dismantled after the Games. The ODA must maximise post-Games opportunities from its available budget.

All this – as well as the planning, design, construction, Games-time operation and post-Games transformation of venues – is to be completed in just over four years.

It will be a significant challenge for the ODA and its partners to achieve inclusive design and to deliver on all of the London 2012 priority themes. These are: health and safety; sustainability; design and accessibility; equality and inclusion; and legacy.

It will have to work closely with LOCOG and other longer term partners to achieve the right balance between investment in physical

features and in operational and management measures, while meeting inclusive design objectives. The optimum balance will vary for each ODA project and decisions are likely to be weighed against the longevity of investment and short-term value for money.

The ODA will challenge its design teams and the planning, building regulation and licensing authorities to explore innovative solutions to overcome physical, operational and procedural obstacles.

Strategy

This strategy describes how the ODA intends to meet its inclusive design objectives. It describes the approach it will adopt and the tools it will use. This should be read in conjunction with: the ODA's Design Strategy (June 2007); Sustainable Development Strategy (January 2007); the Sustainability Plan - Towards a One Planet 2012 (November 2007); Equality and Diversity Strategy (July 2007); Race Equality Scheme (March 2007); Gender Equality Scheme (April 2007); Disability Equality Scheme (November 2007); and the Accessible Transport Strategy (May 2008). The Inclusive Design Strategy is accompanied by ODA Inclusive Design Standards for use by all ODA design teams.

Vision

London 2012's vision is to use the power of the Games to inspire change. This vision will define the venues that are built, the Games that are staged and the legacy left behind.

The ODA will work with its partners to deliver this vision by encouraging the adoption of philosophical, attitudinal, physical and procedural approaches.

Objectives

1. Philosophy

The ODA aims to remove attitudinal and environmental barriers that create undue effort, separation or special treatment. This will enable everyone – regardless of disability, age, gender or faith – to participate equally, confidently and independently with choice and dignity.

2. Delivering Inclusive Design

The ODA aims to ensure inclusive design principles and the procedures outlined in this strategy are fully understood and followed by its staff and the design teams and other organisations it works with. The ODA also aims to ensure that staff participate in a programme that provides an awareness of and a commitment to both the social and sports models of disability.

Social Model of Disability - disability is viewed as a consequence of environmental, social and attitudinal barriers that prevent people with impairments from participation in society. The social model requires the removal of attitudinal, physical and institutional barriers to improve the lives of disabled people, giving them similar opportunities as others on a more equitable basis.

Sports Model of Disability - athletes are categorized by weight classes, athletes with disabilities are grouped in classes defined by the degree of function presented by the disability.

In addition to LOCOG, the key organisations that the ODA is working with to deliver on its inclusive design aims and objectives are listed below:

- Greater London Authority (GLA) – responsible for maximising the economic, social, health and environmental benefits the Games bring to London and all Londoners;
- Department for Culture, Media and Sport (DCMS) – responsible for maximising the economic, social, health and environmental benefits the Games bring the UK;
- London Development Agency (LDA) – leading the land acquisition activity on the Olympic Park and will lead the planning and delivery of the post-Games ‘legacy’ development;
- five Host Boroughs (Hackney, Newham, Tower Hamlets, Waltham Forest and Greenwich) – will act as representatives of local people and communities;
- local and national organisations of disabled people, impairment-specific groups, groups representing older people, local and national gender and faith specific groups, and other local community organisations – will provide expert and experiential advice on a wide range of inclusive design issues; and
- development partners that are helping to deliver the Olympic Village.

What is inclusive design

Inclusive design is a process that aims to remove philosophical, attitudinal and procedural barriers in how people think and the way they design, build and manage the environment, buildings and transport. When something is inclusive, everyone can use it equally, confidently and independently, regardless of age, disability¹, gender or faith.

Designing new buildings and environments to be inclusive for all is about more than the particular measures focussed on specific impairments, religious beliefs or mobility impaired population groups. By 2020, close to half of Britain's population will be over 50 years old, while 20 per cent of the inhabitants of the United States and 25 per cent in Japan will be over 65 years old². The onset of impairment dramatically increases amongst the over 50 year olds. About 42 per cent of the population within the five Host Boroughs is from non-white ethnic groups, 19 per cent are Muslim, and more than 200 languages are spoken locally.

As the statistics demonstrate, designing 21st century inclusive environments is about designing for the diversity that exists in the UK's mainstream population. By adopting these principles for London 2012, the UK will set contemporary benchmarks for improved standards of inclusive design. The International Paralympic Committee (IPC) has expressed interest in the work being undertaken in London in this area for consideration of inclusion in the IPC Technical Manual on Access and Inclusion.

The Commission for Architecture and the Built Environment (CABE) has five principles of inclusive design. These principles state that inclusive design:

- place people at the heart of the design process;
- acknowledge diversity and difference;
- offer choice where a single design solution cannot accommodate all users;
- provide for flexibility in use; and
- provide buildings and environments that are convenient and enjoyable for everyone to use.

¹ Used in UK equality legislation to describe people with impairments

² Roger Coleman, Introduction to Inclusive Design, Design Council 2007

By following these CABE principles, the ODA aims to deliver facilities that are:

- **Inclusive** – so everyone can use them safely, easily and with dignity
- **Responsive** – taking into account what people say they need and want
- **Flexible** – so different people can use them in different ways
- **Convenient** – so everyone can use them without too much effort or separation
- **Accommodating** – for all people, regardless of their age, gender, disability, faith or circumstances
- **Welcoming** – with no disabling barriers that might exclude some people
- **Realistic** – offering more than one solution to help balance everyone's needs and recognising that one solution may not work for all

Corporate commitments and legal framework

A commitment to inclusive design is a key element of the ODA's Equality and Diversity Strategy (October 2007), Race Equality Scheme, Gender Equality Scheme and Disability Equality Scheme. The Equality and Diversity Strategy defines 'inclusive design' and sets out the ODA's aim for the Olympic Park, venues and transport to be:

'...inclusive, so everyone can use them safely, easily and with dignity...'

It goes on to state that one of the London 2012 Games Masterplans' key goals is to create a built environment:

'...that is welcoming and accessible for everyone...' The design of each venue will be regularly reviewed with the ODA, our Design Review Panel, the Principal Access Officer and the Built Environment Access Panel.

The Inclusive Design Standards will ensure that every 2012 Games project has a consistent approach to design that takes a range of issues on board – from the needs of families to concerns from different faith groups. We want these guidelines to promote really good and positive practices, not just obey minimum standards.'

The ODA is also bound to meet inclusive design standards through a combination of legal obligations, including:

Article eight of the Human Rights Act 1998 – wide ranging in its scope and has already developed in the UK courts. Together with Article 3 it bolsters the need for the Public Authorities to act positively to remove the disabling barriers that result from contemporary social organisation.

The Disability Discrimination Acts 2005 and 1995 (DDA 1995/2005) – aims to ensure public service providers and designers do not discriminate against disabled people. The DDA requires service providers to 'take reasonable steps to remove alter or provide a reasonable means of avoiding a physical feature of their premises, which makes it unreasonably difficult or impossible for disabled people to make use of their services.' It also requires public authorities to promote disability equality including planning and service delivery.

Part M (2004) of the Building Regulations (2000) – provides design requirements to be applied to all types of new and existing buildings to ensure minimum access provisions are made for all users.

The London Plan – recognises that disabled people continue to be excluded from many mainstream activities which other people take for granted and are frequently denied the opportunity to participate fully as equal citizens. Policy 3D.5 was amended following the successful Games bid and now states: ‘The Mayor will work with partners to develop and implement legacies from the new permanent facilities in the Olympic Park. These will include ensuring that the facilities meet London’s sports needs and that they are accessible and affordable for all Londoners.’ Policy 4B.5 states: ‘The Mayor will require all future development to meet the highest standards of accessibility and inclusion.’

GLA Supplementary Planning Guidance (SPG): Accessible London – the SPG provides detailed advice and guidance on the policies in the London Plan which promote an inclusive environment and can be taken into account as a material planning consideration.

Town and Country Planning Act 2004 – Section 42 requires new non- domestic buildings to be accompanied at planning stage by a 'Design & Access statement' to outline the inclusive design of the proposal. This can be developed through the building control, construction and occupation stages of the development to demonstrate the provisions made for people with a disability.

Planning Policy Statement 1 (PPS1) – released in 2005, it elevates the importance of high quality and inclusive design, placing it at the centre of the development process and requiring it to be the objective of all stakeholders.

The 2007 Olympic, Paralympic and Transformation Planning Permission granted in 2007 – requires the ODA to produce an Access Strategy (Condition OD.0.12 Inclusive Access Strategy) and Accessibility/Inclusive Design Standards (S.106 Schedule 7) to be applied to all of its projects. The Permission also requires that compliance with these standards/guidelines is monitored by a Built Environment Access Forum established by the ODA (see Appendix

1).

Engaging people

In addition to its ongoing community engagement and formal consultation processes, the ODA will engage with targeted organisations of disabled people and local gender and faith groups, as well as expert inclusive design advisors. As part of this process, the ODA has established:

- **ODA Access and Inclusion Forum** – this includes local and national organisations of disabled people, impairment-specific groups, and representatives for London Boroughs. The forum will be consulted on all major ODA projects as they progress through design, planning and delivery. More details can be found in the next chapter;
- **ODA Built Environment and Transport Access Panels** – this will draw on expert advisors from government, organisations of disabled people and private sectors to provide technical and strategic advice. More details can be found in the next chapter; and
- **Technical Fora** – the ODA regularly holds Technical Forum events to support the ongoing consultation process. The Technical Fora bring together technical stakeholders to engage in the Reserved Matters Planning Programme, and to review and discuss plans for Olympic and Paralympic Games projects in advance of planning submissions. They enable stakeholders to highlight and discuss issues with the design teams directly. The events address all the ODA priority themes.

An accessible built environment

Inclusive design principles will be incorporated by ODA projects from the Olympic and Paralympic Masterplans through to the design of infrastructure, venues and training facilities.

In September 2007, planning permission was granted for the Olympic, Paralympic and Transformation Masterplans. The accompanying Design and Access Statement set out the design philosophy embedded in the proposals:

‘Underpinning all of the design proposals is the aim to create a fully accessible environment. This not only relates to the physical

interventions that are planned but also the way in which they will be delivered. Accessibility and inclusion in its widest sense is addressed in terms of employment creation, the aspiration for training, as well as social and economic improvements. This will be realised in the immediate terms of the Games development and the longer term delivery of the legacy transformation, which will act as a platform and framework for the future Legacy Communities.'

From the outset the Olympic, Paralympic and Legacy Park Masterplans were designed following best practice guidelines for inclusive design.

The design of the topography and landscape of the Olympic Park have been informed by optimum travel distances and gradients, with the principle of using the shallowest gradients possible (approximately 1:60 or less). This principle is carried through from the 2012 Games to the post-Games design of the parklands and public realm.

The Design and Access Statement also set out the inclusive design approach to be adopted for all features of the Games and legacy environments, including:

- transport and parking;
- concourse and public realm;
- lighting;
- way finding and signage;
- entrances;
- street furniture;
- sanitary provision;
- information points;
- spectator services; and
- emergency egress and emergency services.

The approaches described in the Design and Access Statement will flow through all ODA projects within or associated with the Olympic Park. They will also be applied to the other projects delivered outside the Park where appropriate.

Where the ODA is a partner in delivery, but not directly delivering projects (such as the Olympic Village) it will require its delivery partners to demonstrate how they have taken account of its inclusive design objectives in their approach to design and design management.

Tools and resources

The ODA has brought together dedicated staff and consultative and advisory bodies to deliver its inclusive design objectives. It has also established a set of standards. Details of these resources are set out in detail below.

Head of Equality and Inclusion

The ODA has appointed an individual to lead a small specialist team to:

- oversee the further development and implementation of the Equality and Diversity Strategy;
- ensure the ODA meets all its statutory duties related to equality;
- provide support, advice and coaching to those with mainstream responsibility for delivering the programme;
- oversee the implementation of the Inclusive Design Strategy across the supply chain.

This team will work closely with the ODA project teams and report progress on inclusive design to the Equality and Diversity Board.

Equality and Diversity Board

This Board has been established to oversee and monitor the implementation of the Equality and Diversity Strategy, the Race Equality Scheme, Gender Equality Scheme and Disability Equality Scheme. It is chaired by the Chief Executive and meets quarterly.

Progress on the key milestones for delivery of Equality and Diversity is reported monthly to the ODA Board, and Executive Management Board. A detailed report on the outcome of equality monitoring is reviewed on a quarterly basis at the Equality and Diversity Board.

Principal Access Officers

The ODA has appointed a Principal Access Officer (Built Environment) and an Access and Inclusion Officer (Transport). The Principal Access Officers will 'champion' the inclusive design philosophy, develop procedures for its implementation and work with ODA partners to ensure they adopt a similar approach.

The ODA Officers are supported by access consultants recognised as experts in their fields. All design teams employed by the ODA will be required to include access and inclusion design experts.

ODA Access and Inclusion Forum

The ODA Access and Inclusion Forum has been established to give ODA project teams (designers and project managers) advice and feedback on their proposals from the point of view of users and experts in disability, age, gender, faith and specific impairment requirements. The forum considers built environment and transport projects and is chaired by the ODA principal Access Officer. It specifically:

- comments on venue and park designs, access statements and reporting throughout the design process
- offers experiential advice to inform the design and management of the Olympic Games, Paralympic Games and Legacy design projects

The forum was established in July 2007 and includes representation from a lead organisation of disabled people within each of the five Host Boroughs, as well as the Borough Access Officers, a representative from a number of other impairment specific organisations and other key external stakeholders.

The forum meets on a quarterly basis. Appendix 2 sets out a full list of current organisations represented through the forum. The membership list will be reviewed annually by the ODA in consultation with stakeholders. The Terms of Reference for the forum are set out in Appendix 3.

ODA Built Environment Access Panel

The ODA Built Environment Access Panel provides expert technical and strategic advice to ODA project teams. It consists of a group of disability and inclusive design experts.

Members of the Built Environment Access Panel are drawn from a range of Government, private and voluntary sector organisations. A full list of current member organisations can be found in Appendix 2. The Terms of Reference for the panel are set out in Appendix 3.

A separate ODA Transport Panel has also been formed to consider

the transport plans and proposals for the Games.

The Built Environment Access Panel was formally established in June 2007 after meeting as an interim panel three times since September 2006.

The panel is chaired by the Principal Access Officer and meets on a monthly basis (additional meetings may be required depending on project workload). Project teams may refer to some of its members for specific advice outside the normal meeting schedule.

Design Review Panel

Every ODA project is also reviewed by an external Design Review Panel jointly run by the Commission for Architecture and the Built Environment (CABE) and Design for London. It comprises a group of leading architects, engineers and landscape designers and takes an independent expert view on the quality and functionality of schemes as they progress. The panel also includes an access specialist. Projects are typically reviewed twice – once early in their design development and again prior to a planning application being submitted.

Inclusive Design Standards

The ODA has developed a set of Inclusive Design Standards to give design teams, contractors and partners guidance on how to address inclusive design matters in a consistent way.

The aim of the standards is not to set a benchmark of minimum standards, but rather to achieve the highest standards of accessibility and inclusive design.

The standards are drawn from published sources, including existing guidance used for football and other entertainment venues in the UK. The standards take into account the different nature of venues, spaces and infrastructure for the London 2012 Games. The source for all the ODA Standards can be linked back to existing published guidance documents or standards including:

- Building Regulations 2000, Part M 2004
- BS 8300:2001 'The design of buildings and their approaches to meet the needs of disabled people'

- Code of Practice, Rights of Access: Services to the public, public authority functions, private clubs and premises, Disability Rights Commission 2006;
- Inclusive Mobility, DfT, 2002
- BS 5588 Part 8 Fire Precautions in the Design and Construction of Buildings: Means of Escape for Disabled People, 1999
- Access for Disabled People, Sport England 2002³
- The Guide to Safety at Sports Grounds 'The Green Guide' DCMS 1997
- The Event Safety Guide, 'The Purple Guide', HSE 1999
- Accessible Stadia, FLA 2003
- International Paralympics Committee's Technical Manual on Accessibility (awaited)

In every project, the ODA must find the right balance between physical, operational and management solutions, and the high levels of inclusive design it aspires to achieve across its projects. The appropriate solutions may vary for each ODA project, but the ODA Inclusive Design Standards will help to provide a consistent approach.

³ Sport England will publish a updated version in Summer of 2008

Monitoring performance

The ODA's goal is to be transparent in what it is seeking to achieve on inclusive design and accessibility, and to understand how and if it is meeting that goal.

Given this, the ODA has adopted best practice procedures in applying, monitoring and delivering inclusive design principles across its programme. Its Inclusive Design Standards will also help to show how inclusive design is being applied to the development of the Olympic Park and its venues and facilities.

The ODA's Delivery Partner, CLM, has also established a rigorous design management and monitoring process aimed at delivering appropriate standards of design. It uses procedures that are intended to provide a robust framework for designers and construction contractors so they can explain the choices they make and help the ODA to make informed decisions. The design management and monitoring process also help CLM to meet its legal obligations.

There are a number of important components to the design management process that are in place to help ensure that a consistent approach is taken.

Client review

The ODA has established a Client Review process to ensure design objectives are being met. This process considers the design merits of every ODA project at each stage of design progression. The process specifically considers how a project's design has met the ODA's inclusive design objectives and whether it is fit for purpose and strikes the right balance between Games demands and legacy. The ODA's wider priority themes are also considered.

The Client Review process is structured around the Royal Institute of British Architects (RIBA) and Institute of Civil Engineers (ICE) design work stages. Every ODA project is reviewed at each workstage, from initial brief through to the construction drawings prepared by ODA contractors.

The outcome of each review is reported to the ODA Design and Town Planning Board, chaired by an accountable ODA Director. The reports are accompanied by a recommendation on whether the

project has sufficiently met ODA objectives and can progress to the next stage of design. No project will be permitted to proceed to the next stage of design without the approval of this Board.

An End of Stage report is submitted for Client Review. Within this report, design teams must explain their approach to seeking to meet the ODA's inclusive design objectives. The ODA Principal Access Officer takes the lead in assessing and commenting on designs and their technical merits. Their signature is also required in the 'sign-off' process supporting the recommendations to the ODA Design and Town Planning Board. In instances where the design may not have met all ODA Standards (due to conflicting requirements for instance) projects can be referred to the Design and Town Planning Board for a decision on whether it is reasonable to progress further.

For particularly contentious cases, the Design and Town Planning Board may refer to the Equality and Diversity Board.

Compliance procedure

Between Client Reviews, the Principal Access Officer will work with project design teams to advise them on the approaches being considered. An important element of this work is the regular reporting of a project's compliance with ODA Inclusive Design Standards.

A Compliance Report proforma is contained within the Inclusive Design Standards document. Use of these reports is considered best practice in all major design projects. They provide designers with the opportunity to set out how they have sought to comply with standards, including the design and management options they have considered. Where they have not been able to meet the standards, they are given an opportunity to set out why they have not and the alternative measures that they explored and/or applied for mitigation purposes. The reports are considered by the ODA Principal Access Officer and the Director responsible for the project.

The use of this procedure helps the ODA to make an informed decision on whether it feels the inclusive design provision is reasonable when weighed against competing essential design, cost and programme objectives.

Throughout the design life of a project compliance reports can be

accumulated to form the basis of End of Stage reports and Access Statements to be submitted for town planning purposes. They also help to provide a documented record of decisions made during the life of a project.

Reporting

There are a number of ways the ODA will report on how its projects are meeting inclusive design objectives.

Outside of the Client Review process, every project is required to produce a 'monthly progress' report for the Design and Town Planning Board to consider. A 'traffic light' system is used to report progress of inclusive design objectives, alongside reports on other priority themes. This system shows:

- red – currently not meeting standards;
- amber – progress being made; and
- green – good standards are being met.

The assessment of progress is agreed by project design managers and the ODA Principal Access Officer.

In addition to the RIBA stage reports submitted to Client Review, each project are required to produce 'Design and Access Statements' for planning applications and 'Access Statements' to accompany building regulation submissions and applications for licenses. Access Statements will be required for inclusion within building management manuals for Games and Legacy operation by ODA partners. The ODA will consult the Access and Inclusion Forum on Access Statements.

Finally, the Inclusive Design Strategy will be reviewed and updated if necessary to ensure the ODA's approach to inclusive design remains progressive and relevant.

Appendix 1 - Planning obligations 2007

Condition OD.0.12 Inclusive Access Strategy

Before 30 September 2008, an Inclusive Access Strategy, which sets out arrangements to implement, monitor and review the commitments to inclusive access shall have been prepared, in consultation with the Access and Inclusion Forum, and submitted to the Local Planning Authority for approval.

Reason

To ensure that the inclusive access commitments are met.

Schedule 7

INCLUSIVE ACCESS – OLYMPIC CONSTRUCTION, GAMES AND LEGACY TRANSFORMATION PHASES (ODA) AND LEGACY PHASES (LDA)

Part A - Protocol between ODA and Local Planning Authority

1. Throughout the Olympic Construction, Games and Legacy Transformation Phases the ODA shall ensure that the principles of inclusive design will inform and be integrated into the detailed design of the Olympic development and the notified Legacy Modification Works as designs and applications for approval of reserved matters come forward including by:-
 - 1.1.1 ensuring that standards of Best Practice in inclusive design (as opposed to minimum Standards) inform and advise design, such standards to be agreed by the ODA Built Environment Access Panel and then taken to the ODA Access and Inclusion Forum for consultation;
 - 1.1.2 the Access and Inclusion Forum and the ODA Built Environment Access Panel shall meet regularly and at least quarterly with terms of reference such that they can advise, comment and influence the ODA's Implementation of inclusive access;
 - 1.1.3 development designers and users working together to deliver the best reasonably practicable solutions for achieving inclusive access within the development;
 - 1.1.4 The preparation of individual access plans for each Games Venue and Legacy venue and consultation on the same with the ODA Built Environment Access Panel and the said plans then being submitted to the Local Planning Authority when submitting reserved matters details in respect of each Games Venue and Legacy Venue;
 - 1.1.5 The ODA working with key stakeholders providing expert advice through the ODA Built Environment Access Panel and the ODA Accessible Transport Panel;
 - 1.1.6 The production, implementation and effectiveness of the approach specified in this Schedule to be monitored and reviewed at least annually through the ODA Built Environment Access Panel until the end of the Legacy Transformation Phases
 - 1.1.7 The Principal Access Officer will ensure the issues of inclusive design will inform the considerations and recommendations of the Design Review Panel.

Appendix 2 Current membership of Access and Inclusion Forum and Built Environment Access Panel

Current membership of ODA Access and Inclusion Forum

The current membership of the ODA Access and Inclusion Forum includes organisations involved in disability issues across London and nationally and representatives from the five Host Boroughs, including, but not limited to:

- Asian Deaf Women's Association
- Action and Rights of Disabled People in Newham
- Age Concern
- Developmental Adult Neuro-Diversity Association (DANDA)
- Disability Hackney
- Disability in Waltham Forest
- Disability Rights Islington
- Greenwich Association of Disabled People
- London Borough of Newham
- London Borough of Tower Hamlets
- London Councils
- Mobilise
- Deaf Plus
- Stratford City Consultative Access Group
- United Kingdom Disabled Peoples Council (UKDPC)

Current membership of ODA Built Environment Access Panel

The current membership of the Built Environment Access Panels includes technical experts involved in disability issues across London, including, but not limited to representatives from the following:

- London Organising Committee for the Olympic Games and Paralympic Games (LOCOG)
- Greater London Authority (GLA)
- Sport England (SE)
- National Association of Disabled Supporters (NADS)
- Inclusive Fitness (IF)

- Reading University
- London Borough of Waltham Forrest
- Commission for a Sustainable London 2012 (critical friend)

N.B Awaiting replacement appointment to Inclusive Environments at CABE when the position is filled the appointee will become a member of BEAP

Appendix 3 Scope and Objectives from Terms of Reference for the ODA Access and Inclusion Forum

1. Scope

- 1.1 The Access and Inclusion Forum will assist the ODA in delivering an inclusive and accessible Olympic Games, Paralympic Games and Legacy for disabled people and women and men of all cultures, faiths and ages.
- 1.2 The forum acts as a catalyst on engagement with disabled Londoners, enabling community members to have access to the ODA and influence the construction preparations for the Olympic Games, Paralympic Games and Legacy buildings and public realm.
- 1.3 The forum will allow the ODA to engage in constructive two-way discussions with London's disability communities and the representatives of impairment specific groups and network groups.

2. Objectives

- 2.1 To connect with disabled people, including organisations of disabled people, and to garner their views and experiences.
- 2.2 To comment upon accurate and timely information from the ODA and, on occasion, other stakeholders on design proposals for ODA built environment projects.
- 2.3 To comment upon accurate and timely information from the ODA and, on occasion, other stakeholders on the progress plans and proposals for the Accessible Transport Strategy and accessible transport during the London 2012 Games.
- 2.4 To provide advice and information to the ODA in relation to Inclusive Design Standards.
- 2.3 To form smaller workgroups with members of the Built Environment Access Panel to provide advice and support when developing new inclusive design e.g. Shared Surfaces.

Appendix 4 Scope and Objectives from Terms of Reference for the ODA Built Environment Access Panel

1. Scope

- 1.1 The Built Environment Access Panel will assist the ODA in delivering an inclusive and accessible Olympic Games, Paralympic Games and Legacy for disabled people, women and men of all cultures, faiths and ages.
- 1.2 The panel will offer technical advice on the design and management of the Olympic Games, Paralympic Games and Legacy buildings and Public Realm.

2. Objectives

- 2.1 To comment upon accurate and timely information from the ODA and, on occasion, other stakeholders on the progress of the design of the built environment of the Olympic Park, including public realm, parklands and venues.
- 2.2 To provide advice and information to the ODA in relation to Inclusive Design Standards and built environment proposals for the Olympic Park, including public realm, parklands and venues.
- 2.3 To form smaller workgroups who provide advice and support of developing new standards for accessibility to the panel e.g. Shared Surfaces.
- 2.4 Facilitate the ODA decision-making and approvals process by acting as a key review body for project documentation.
- 2.5 To provide advice, information and comments to the ODA Planning Decisions Team regarding planning proposals; both at the pre-application stage and in response to formal consultation on planning applications received by the team.

Glossary

Access Plan

A project specific plan that describes the intended approach to inclusive design.

Access Statement

The 'formalisation' of the access strategy developed within the project briefing process. Access Statements are often used by the client to monitor progress on inclusive design.

Built Environment

Elements of the environment that are created artificially including buildings, transport and urban infrastructure and landscaping.

CLM

A consortia of CH2M Hill International, Laing O'Rourke and Mace.

Consortia

A consortium is the grouping together of three or more organisations, generally of differing skills, with the objective of carrying out a specific project.

Design and Access Statement

A statement that will include detailed advice on context, scale, design, layout, and information about the inclusive access provision on a project and is a legal requirement under the Town and Country Planning Act.

DCMS

Department for Culture, Media and Sport.

Design Team

The team of designers and other construction experts who collectively define, design, construct and deliver a development project.

DfT

Department for Transport works to deliver a transport system that balances the needs of the economy, the environment and society.

Disability Discrimination Act 1995 and 2005

Significant piece of legislation representing the cornerstone of civil rights for disabled people in the UK.

Disabled People

The Disability Discrimination Act 1995 defines a disability as 'a physical or mental impairment that has a substantial or long term adverse effect on an individuals' ability to carry out normal day to day activities'.

End of Stage Report

A report describing the design to date including the inclusive design aspects.

FLA

The Football Licensing Authority is an independent public body set up under the Football Spectators Act 1989 and funded by the Department for Culture, Media and Sport.

HSE

The Health and Safety Executive and local government are the enforcing authorities who work in support of the Commission. The Health and Safety Commission is responsible for health and safety regulation in Great Britain.

ICE

Institution of Civil Engineers.

ICE Design Stages

Design and construction stages as defined by the Institution of Civil Engineers

LOCOG

The London Organising Committee of the Olympic and Paralympic Games (LOCOG) is responsible for preparing and staging the 2012 Games.

Part M of the Building Regulations

One of the 13 Parts of the Building Regulations. Part M relates to Access to and use of building for all people.

Partners

Associated with the ODA or others in an activity or a sphere of common interest.

RIBA

Royal Institute of British Architects.

RIBA Design stages

Design and construction stages as defined by the Royal Institute of British Architects.

Social Model of Disability

Views disability as a consequence of environmental, social and attitudinal barriers that prevent people with impairments from participation in society.

The social model requires the removal of attitudinal, physical and institutional barriers to improve the lives of disabled people, giving them similar opportunities as others on a more equitable basis.

Sports Model of Disability

Athletes are categorized by weight classes, athletes with disabilities are grouped in classes defined by the degree of function presented by the disability.

Athletes belong to one of the six different disability groups in the Paralympic Movement: amputee, cerebral palsy, visual impairment, spinal cord injuries, intellectual disability and a group which includes all those that do not fit into the aforementioned groups. The classes are defined by each sport and form part of the sport rules.

Supplementary Planning Guidance (SPG)

Supplementary Planning Guidance can take the form of design guides or area development briefs. It supplements specific policies in a plan including in many instances access issues.

Technical Stakeholders

Organisations that share or have a technical interest in the Olympic Games and Paralympic Games.

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