

# Inclusive Design (ID) Process of Implementing the Principles

RIBA Stage		Deliverables
<p><b>A/B</b> Audit Existing Building(s)</p> <p>Feasibility Study of Client's Requirements</p> <p>Strategic Design Brief</p>	<p><b>1. Access Strategy</b></p> <ul style="list-style-type: none"> <li>▪ The Access Strategy will incorporate ID principles at all RIBA work stages.</li> <li>▪ It will set out a process to embed and implement inclusive design principles commencing from the design brief.</li> </ul> <p><b>For Small projects</b></p> <ul style="list-style-type: none"> <li>▪ Designate an Inclusive Design champion or representative.</li> </ul> <p><b>For Medium to Large projects</b></p> <ul style="list-style-type: none"> <li>▪ Appoint an Access Consultant</li> <li>▪ Ensure the project team and the client's appointed access consultant work closely together.</li> <li>▪ Identify key access requirements and constraints.</li> </ul>	<p><b>Access Strategy</b></p> <p>To demonstrate a commitment to including ID principles.</p> <p>To set out a process suited to the project</p>
<p><b>C/D</b> Project Brief Outline and Detailed Design</p>	<p><b>2. Access Statements</b></p> <ul style="list-style-type: none"> <li>▪ Incorporate key access requirements into design proposals.</li> <li>▪ Consult with potential users including disabled people.</li> <li>▪ Incorporate key access requirements into design proposals.</li> <li>▪ Provide an Access Statement to support outline and detailed Planning Applications.</li> </ul>	<p><b>Access Statement</b></p> <p>For Planning Approval</p>
<p><b>E/F</b> Final Proposals and Production Information</p>	<p><b>3. Building Control Submission</b></p> <ul style="list-style-type: none"> <li>▪ Monitor and review design development, including fixtures and fittings.</li> <li>▪ Ensure designers and suppliers specify products which can be used by all.</li> <li>▪ Provide an Access Statement to support Building Control submission for Part M approval.</li> </ul>	<p><b>Access Statement</b></p> <p>For Building Control Approval</p>
<p><b>G/H</b> Tender</p>	<p><b>4. Procuring Accessibility</b></p> <ul style="list-style-type: none"> <li>▪ Ensure ID details are incorporated into the contract documentation for the buildings, fixtures and fittings.</li> <li>▪ Appraise any novated design in response to access procurement.</li> </ul>	
<p><b>K</b> Construction</p>	<p><b>5. Monitoring progress</b></p> <ul style="list-style-type: none"> <li>▪ Ensure compliance with Access Statement by monitoring all key access features during the construction period.</li> </ul>	
<p><b>L</b> Practical Completion</p>	<p><b>6. Sign-off report</b></p> <ul style="list-style-type: none"> <li>▪ Audit completed building and check agreed standards have been met.</li> <li>▪ Identify post occupancy matters for inclusion in Facilities Management Handbook and Maintenance Manuals.</li> </ul>	<p><b>Access Statement</b></p> <p>For Passing Access file to Client</p>
<p><b>Review</b> Post Occupation</p>	<p><b>7. On-going</b></p> <ul style="list-style-type: none"> <li>▪ Provide suitable information where necessary for staff briefings, including circulation and escape arrangements.</li> </ul>	<p><b>Access Review</b></p> <p>For Access Awareness and Training</p>