

# **DDA Audit for**

Codnor Miners Welfare

**at**

Codnor Miners Welfare

Goose Lane

Codnor

Ripley

Derbyshire

DE5 9RG



# ACM Management Solutions Ltd

## Audit Names and Addresses

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**Codnor Miners Welfare**

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DE5 9RG

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**Codnor Miners Welfare**

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<i>ACM Management Solutions Ltd</i>	<b>Project Number:</b>	2438
	<b>Audit Date:</b>	07 January 2005
	<b>Printed On:</b>	11 January 2005
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# SECTION ONE

## SITE DESCRIPTION

# ACM Management Solutions Ltd

## Site Description

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### General Information:

This DDA audit was carried out on 7th January 2005 in conjunction with a Type 2 asbestos survey. It should be noted that this survey addresses Part 3 of the DDA Act (provision of goods and services) and not part 2 (employment).

The weather conditions were dull and windy with intermittent rain.

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Area	Comments	Accessed
Approach routes	Accessed from public highway via Goose Lane.	Yes
Front car park	Tarmac area to front elevation of building	Yes
Rear car park	Tarmac area to rear elevation of building	Yes
Sports field & Changing rooms	Cricket and football pitches with temporary changing facilities (not accessed internally).	Yes
Bowling Green & Pavillion	Adjacent to sports field (pavillion not accessed internally).	Yes
Main Building	Function room and club house with interconnecting corridor containing toilet facilities, shower room and store rooms.	Yes

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# SECTION TWO

## AUDIT OBJECTIVES

# ACM Management Solutions Ltd

## Audit Objectives

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### 1 Audit Objectives

#### The Disability Discrimination Act 1995

The DDA Act 1995 makes it unlawful to discriminate against Disabled Persons in connection with employment, the provision of goods, facilities and services or the disposal or management of premises. Those directly affected by The Act are Disabled People, employers, Service Providers, Landlords & Tenants and Building Designers.

Discrimination occurs when a Disabled Person is treated less favourably than someone else because of their disability, unless there is good reason. Good reason must be justified, such as on Health & Safety grounds.

Disability is defined by The Act as 'Any physical or mental impairment which has substantial and long term adverse effect on the ability to carry out normal day to day activities.'

#### The Disability Discrimination Act 1995, Part 2 Employment

Employers are required to assess the needs of individual employees and job applicants who have a disability and make reasonable adjustments to working practices and the workplace. Such reasonable adjustments may include alterations to physical features of the premises, changing the place of work, assigning other duties, altering hours of work, acquiring modified equipment and providing a reader or interpreter.

Cost, practicality, disruption, adjustments already made and effect on other employees are all factors when considering what constitutes 'a reasonable adjustment'.

All companies and organisations are affected by The Act irrespective of numbers of people employed.

#### The Disability Discrimination Act 1995, Part 3 – Provision of Goods Facilities and Services

Service providers are required to make reasonable adjustments for the disabled population at large. Adjustments may be to physical premises or to the way the services are provided (it is access to the service that is important, not necessarily the physical environment).

Typical premises and services that are covered by The Act include Government Departments & Agencies, Hotels, Banks, Shops, Post Offices, Theatres, Cinemas, Churches, Hospitals, National Parks and Sports Stadia. Whether the service is free of charge or in return for payment, Part 3 of The Act will apply.

Services not covered by The Act are Education, Public Transport Vehicles, Services not available to the public, and manufacture & design of products.

#### DDA Audit

The objective of the audit is to carry out a full and comprehensive inspection of the clients' premises to identify and assess all physical features of the buildings and surrounding areas that may potentially present a barrier or obstacle to the Ambulant Disabled, Hearing Impaired, Visually Impaired and Wheelchair Users. In doing so the Auditor may also comment upon the Policies, Procedures and Practices of the service provider if it is felt they have a bearing on the provision of goods or services to Disabled People.

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# SECTION THREE

## AUDIT TECHNIQUE

# ACM Management Solutions Ltd

## Audit Technique

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### 1 Audit Techniques

An Access Audit is the examination of an existing environment and its facilities against pre-determined criteria to assess its usability by People with Disabilities.

The 'predetermined criteria' against which this audit is conducted are:  
Approved Document to Part M of the Building Regulations 2004 BS 8300:2001  
'Designing for Accessibility' published by The Centre for Accessible Environments.

The assessment of 'usability' against which this audit is conducted are:  
Measurement of Height Width & Length, Door Closer Forces, Ramp Gradients, Distances, Lighting, Acoustics.  
Observation of Service Providers & Service Users, Operation of Systems (e.g. lifts, intercoms, etc), Way Finding, Signage, Surfaces, Colour & Contrast, Communications, Provision of Facilities (e.g. WC's).

Photographs are taken at all of the inspected locations (unless otherwise stated) and Auditors observations, comments and recommendations are documented.

All recorded inspections are given a priority rating by the Auditor in terms of  
Urgent,  
As Soon As Possible,  
When Practicable and  
No Action Required.

The assessment of this priority rating is based upon the Auditors observations and the information provided by the client on user needs. If no information on User Needs is provided, the priority rating will be determined by The Auditors assessment of importance in relation to Essential Change for Health & Safety or DDA Issues, Best Practice and Future Maintenance or Refurbishment Works.

Clients are recommended to prioritise implementation of recommendations to take account of user needs, costs, practicality, disruption, and other local factors.

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# SECTION FOUR

## AUDIT CAVEAT

# ACM Management Solutions Ltd

## Audit Caveat

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### 1 General Caveat

This Audit Report is based on our Auditors' inspections of an unfamiliar, operational site. During the course of the Audit, all reasonable efforts were made to inspect all parts of the buildings and areas covered by the scope of our contract.

Where access is limited by presence of hazards, obstructions, refusal by occupant or similar, or there are parts or areas of which we have no knowledge, inspection may not have been possible and therefore such areas are excluded from any reports. These parts or areas are, where possible, detailed as Qualifications within the written report.

Significant efforts are made to identify and assess all physical features of the clients' premises that may potentially present a barrier or obstacle to the Ambulant Disabled, Hearing Impaired, Visually Impaired and Wheelchair Users. It is not possible to guarantee that all such features will be identified within our Audit Report and we will not be held responsible for costs associated with any claims arising from actions taken by persons under The Disability Discrimination Act or any other costs arising as a result of errors or omissions.

The comments and recommendations contained within the written report are based upon the Auditors' observations on the day of the Audit in relation to Disabled Access issues only. It is incumbent upon the client to apply these recommendations with due regard to Health & Safety Regulations, The Control of Asbestos at Work Regulations, Fire Regulations, Building & Planning Regulations, local user needs, change in legislation, change in use or other relevant conditions, legislation and criteria.

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# SECTION FIVE

## AUDIT NOTES

# ACM Management Solutions Ltd

## Audit Notes

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### 1 Specific Notes

Where multiple elements of a similar specification exist in the building (e.g. fire doors), only representative inspections are made. It is presumed that observations and recommendations made in relation to these representative samples will apply to all.

This report has been written with reference to the current Guidance Notes, Codes of Practice, etc. and is current at today's date.

The diagrams in the report (if supplied) are not to scale and are illustrative only to indicate approximate inspection locations. Rooms and area descriptions may have been created by the Auditor for reference purposes.

The following list summarises typical items, features and elements that are inspected during the Audit. Inspections are made with due regard to People with Ambulant Disabilities, Hearing Impairment, Vision Impairment & Wheelchair Users. Other categories of disability are not specifically addressed; however, it is widely acknowledged that by addressing these four Disability Groups it is likely that the majority of Access Issues will be identified:

- Approach Routes
- Street Furniture
- Car Parking
- Ramps
- Steps & Staircases
- Entrances
- Lobbies
- Seating
- Reception Areas
- Way Finding
- Doors
- Corridors
- Lifts & Stair Lifts
- WC's
- Floor Surfaces
- Signage
- Lighting
- Acoustics
- Communications
- Means of Escape
- Building Management
- Policies & Procedures

The client should consider that some features within the building that may require alteration for compliance with The DDA Act could contain Asbestos. ACM Management Solutions Ltd has the facility carry out full and comprehensive Asbestos Surveys in accordance with HSE Document MDHS100. If a combined DDA Audit & Asbestos Survey has been provided please ensure that Contractors pay due regard to the Asbestos Register prior to commencement of any works.

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# SECTION SIX

AUDIT: SUMMARY BY PRIORITY (MANAGEMENT PLAN)

# Audit: Summary by Priority (Management Plan)

Site Name:	Codnor Miners Welfare
Project Number:	2438

**Priority: A - Urgent**

Inspection Date	Location Reference	Drawing Reference	Building / Area	Floor	Room	Element	Defect	Work Required	Inspection Notes
10/01/05	004	N/A	Main	Ground floor	Link corridor	Signage & Wayfinding	No signage to bar or function room. Fire exit sign over padlocked door.	Install signage. Define fire exit door.	Lack of definitive signs may cause confusion to first time visitors. Suggest client undertakes fire risk assessment with regard to routes of egress etc.
10/01/05	015	N/A	Sports field	Ground floor	Changing room	Surfaces	No handrails to steps. Changing rooms in very poor condition raising general health and safety issues. Uneven surfaces and trip hazards to external parts.	Substantial remedial works required to staircase & surfaces.	Changing facilities were found to be in very poor condition & may require replacement (not accessed internally).
10/01/05	022	N/A	Main	Ground floor	External	Steps & staircases	Single loose handrail at 690mm height. No contrasting nosing, steep angle to steps.	Rebuild steps at gentler gradient, with 2 handrails and non slip contrasting nosing.	Steps from Bowling pavillion leading back to main building. Average rise of steps is 230mm, average going of steps is 300mm.
10/01/05	023	N/A	Main	Ground floor	External	Edge protection	No edge protection to end of path at corner of building.	Install edge protection.	Walkway to edge of building from rear doors to steps leading to bowling pavillion, present immediate health and safety risk from slips, trips and falls.
10/01/05	024	N/A	Main	Ground floor	External	Steps & staircases	No contrasting nosing.	Install non slip contrasting nosing to step edges.	Steps to main building in middle of rear beer garden. Average riser of 170mm and average going of 250mm. Handrail is central mounted at a height of 850mm.
10/01/05	025	N/A	Main	Ground floor	External	Steps & staircases	No contrasting nosing, no handrail. Poor surface quality.	Install non slip contrasting nosing to step edges. Install handrail. Make good poor surface at top of steps.	Steps to main building adjacent to Function hall. Average riser of 170mm and average going of 250mm.

# Audit: Summary by Priority (Management Plan)

Site Name:	Codnor Miners Welfare
Project Number:	2438

Priority: A - Urgent

Inspection Date	Location Reference	Drawing Reference	Building / Area	Floor	Room	Element	Defect	Work Required	Inspection Notes
10/01/05	027	N/A	Main	Ground floor	Main bar	Steps & staircases	Loose handrail to steps. Handrails at differing heights. No access to stage by wheelchair users. Difficult access to stage for ambulant disabled.	Repair right hand side handrail.	Steps up to stage. Average riser height is 220mm, average going is 230mm. No access to stage for wheelchair users. Yellow tape used as contrasting nosing. Nature and design of building restrict options for access to stage, so manage accordingly.
10/01/05	032	N/A	Main	Ground floor	Function room	Steps & staircases	Single handrail at 950mm does not extend beyond steps, handrail is loose. Steep steps with rising of 235mm average and going of 160mm average.	Repair existing handrail and install second handrail. Consider possibility of obtaining portable wheelchair lift for disabled access to stage.	Consider hiring portable wheelchair lift during interim period. Nature and design of building restrict options for access to stage, so manage accordingly.
10/01/05	033	N/A	Main	Ground floor	Function room	Seating	No arm rests to chairs and insufficient leg room for wheelchair users at main tables.	Obtain suitable seating. Suggest use of serving tables for wheelchair users at public events.	Seating height 455mm, 620mm to underside of main tables, 720mm to underside of serving tables.
10/01/05	038	N/A	Main	Ground floor	Fire escape	Emergencies	Unclear signage, heavy door openings, no ramped egress.	Adjust doors to ease opening. Ensure step down/up can be accessed. Long term plan to provide ramped access to all fire exit points.	General fire escape information: Average door opening width of 870mm, 170mm step height average, 20mm threshold average. Strongly recommend client to undertake a Fire Risk Assessment.
10/01/05	040	N/A	Main	Ground floor	Gents toilets lobby	WC's	Limited width of door opening. No wheelchair accessible toilet throughout building.	Suggest to convert games room to accessible toilet (accessed from Gents WC lobby) and change door width.	Fibreboard partition wall to games room.
10/01/05	041	N/A	Main	Ground floor	Shower room	Fixtures & fittings	No handrails to shower area.	Install handrails adjacent to showers and over bund wall.	Shower room used by football/cricket teams, in addition to external changing facilities.

# Audit: Summary by Priority (Management Plan)

Site Name:	Codnor Miners Welfare
Project Number:	2438

Priority: **B - ASAP**

Inspection Date	Location Reference	Drawing Reference	Building / Area	Floor	Room	Element	Defect	Work Required	Inspection Notes
07/01/05	001	N/A	Public Highway	Ground floor	External	Approach route	Signage relating to Miners welfare club is temporary and relatively small. Goose Lane road signage in poor condition to left hand side of lane only.	Install improved and permanent identification sign. Contact Local Authority with regard to upgrading Goose Lane sign.	Good tactile paving and dropped kerbs to footpath.
07/01/05	003	N/A	Main	Ground floor	External	Front entrance	No entrance sign.	Install entrance sign and ensure that both doors remain unlocked during opening hours to facilitate wheelchair access.	Good levels, 30 newtons door closer strength, 700mm single door width. Second door locked. No intercom, not required during normal working hours, except for independent wheelchair users. Internal door handle height of 900mm to 1200mm.
10/01/05	006	N/A	Main	Ground floor	Link corridor	Steps & staircases	Stepped access to Function room. Approximately 160mm in height.	Install landing adjacent to function room door with ramp ideally at a gradient of 1 in 20 up to internal door (recommended removal of partition wall - see 005). Install handrails alongside ramp.	Level change presents obstacle to unassisted wheelchair user.
10/01/05	007	N/A	Main	Ground floor	Link corridor	Doors	Single door width of 680mm. Vision panels 950mm above step.	Replacement of door when ramped access is installed (see Inspection No. 006).	Door lever handles are fine, vision panels are not set at standard height but are usable. Ensure that both doors remain unlocked whilst building in use.
10/01/05	008	N/A	Main	Ground floor	Link corridor	Doors	Raised threshold to lobby of approximately 20mm at entrance to Ladies WC.	Level out when other works to Link corridor are undertaken.	Door width of 710mm. Gents WC entrance is of similar construction.
10/01/05	009	N/A	Main	Ground floor	Link corridor	Steps & staircases	Step down in corridor leading to bar. Step is 120mm high and has strong contrasting colour to edge, handrail is situated to one side at a height of 770mm.	Install handrail to opposite side. Install graded ramp, ideally at a 1 in 20 gradient.	Level change presents obstacle to unaccompanied wheelchair user.

# Audit: Summary by Priority (Management Plan)

Site Name:	Codnor Miners Welfare
Project Number:	2438

Priority: B - ASAP

Inspection Date	Location Reference	Drawing Reference	Building / Area	Floor	Room	Element	Defect	Work Required	Inspection Notes
10/01/05	011	N/A	Main	Ground floor	Link corridor	Doors	Timber door water barrier to floor causes trip hazard (25mm high). External step of 140mm & small landing. Single door width of 710mm. No usable door handles or closers present. No clear signage externally.	Install new wider single door at next refit and remove water barrier. Consider use of door and install appropriate signage.	Double doors to rear external. Doors used daily as main access from rear car park. Doors padlocked internally, but sign indicates fire exit.
10/01/05	012	N/A	Front carpark	Ground floor	External	Designated Parking bay	No marked bays & poor signage to front carpark.	Mark out designated disabled parking bays. Upgrade signage to provide clear instructions regarding car park usage.	Condition of surface requires monitoring as further deterioration may lead to trip hazards. Consider upgrading surface longterm. Lighting appears adequate (audit carried out during daylight hours).
10/01/05	013	N/A	Rear carpark	Ground floor	External	Designated Parking bay	No marked bays & poor signage to rear carpark. No ramped access from Car park to main building.	Mark out designated disabled parking bays. Upgrade signage to provide clear instructions regarding car park usage and directions to entrance. Install ramped access at gradient of 1 in 20 to allow access to main building.	Condition of surface requires monitoring as further deterioration may lead to trip hazards. Consider upgrading surface longterm. Lighting appears adequate (audit carried out during daylight hours).
10/01/05	016	N/A	Rear carpark	Ground floor	External	Footpaths	Footpath from rear carpark to bowling green is inadequate.	Construction of sufficient pathway to allow ambulant disabled and wheelchair access.	Narrow, ill defined concrete path, with overgrown vegetation.
10/01/05	017	N/A	Bowling green	Ground floor	Sheltered viewing area	Steps & staircases	No viewing area provided for wheelchair users. 130mm high step to seating area.	Install ramped access and landing to seating area.	Sheltered seating area ideally suited to wheelchair users, subject to ramped access. Some benches stored within seating area.
10/01/05	018	N/A	Bowling green	Ground floor	External seating	Seating	No recessed seating for wheelchair users.	Reduce level to match footpath, widen seating area to provide space for wheelchairs alongside benches.	Recessed seating area adjacent to sheltered viewing area.

# Audit: Summary by Priority (Management Plan)

Site Name: 

Codnor Miners Welfare
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Project Number: 

2438
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Priority: **B - ASAP**

Inspection Date	Location Reference	Drawing Reference	Building / Area	Floor	Room	Element	Defect	Work Required	Inspection Notes
10/01/05	019	N/A	Bowling green	Ground floor	Bowling pavillion	Doors	710mm width of single door, 20mm threshold to door, 1050mm handle height.	Widen door to facilitate wheelchair access.	Entrance to pavillion seating area & refreshments area should be modified to enable whelchair users to gain access.
10/01/05	020	N/A	Bowling green	Ground floor	Bowling pavillion	Seating	Narrow thoroughfare of 1040mm width, 65mm threshold at doorway into pavillion.	Remove door threshold to enable wheelchair users to gain access (in conjunction with inspection No. 020).	Good level surface to viewing area.
10/01/05	031	N/A	Main	Ground floor	All	Acoustics	No induction loops fitted to either Main bar area or Function room.	Install induction loops to Main bar area and Function room.	Consider hiring portable equipment for use during public events during interim period.
10/01/05	035	N/A	Main	Ground floor	Corridor to Kitchen	Doors	Raised threshold of 40mm to door.	Remove threshold from doorway.	760mm door width, 1000mm corridor width, door handle height 1060mm. As this is a fire exit route there should be no items stored n this area.

# Audit: Summary by Priority (Management Plan)

Site Name:	Codnor Miners Welfare
Project Number:	2438

Priority: C - Next Refit

Inspection Date	Location Reference	Drawing Reference	Building / Area	Floor	Room	Element	Defect	Work Required	Inspection Notes
10/01/05	005	N/A	Main	Ground floor	Link corridor	Doors	Position of dividing wall & door inhibits the installation of ramped access to Function Romm (see Inspection No 006).	Removal of door and surrounding partition wall will facilitate ramped access.	Please refer to inspection No. 006.
10/01/05	010	N/A	Main	Ground floor	Link corridor	Doors	No contrast to leading edge of door. Door opening strength of 35 newtons. Single door opening width of 715mm.	Install contrasting strip to leading edge of door. Install single wider door.	Good levels, vision panels present at low and high heights. Door handle height of 910mm to 1150mm.
10/01/05	014	N/A	Sports field	Ground floor	External	Footpaths	No useable paths for wheelchair access to sports field (for viewing purposes).	Incorporate paths into perimeter of sports field, or alternatively re-configure sports fields to enable close up viewing from carpark.	Car park can be used for remote viewing, but this may be considered unreasonable for lower pitches.
10/01/05	021	N/A	Bowling green	Ground floor	External	Surfaces	Several level changes with generally uneven surface in between.	Level out floor to seating area.	Seating & viewing area adjacent to Bowling pavillion.
10/01/05	026	N/A	Main	Ground floor	Main bar	Seating	No arm rests to chairs.	Obtain suitable seating.	General observations: 430mm seat heights, 700mm to undersides of tables. Colour contrasts OK.
10/01/05	028	N/A	Main	Ground floor	Main bar	Bar	No low level counter top to servery/bar.	Install dropped counter to area of servery. Brief staff on service to wheelchair users at tables during interim.	Bar height is 1070mm
10/01/05	029	N/A	Main	Ground floor	Games room	Steps & staircases	High step over threshold to games room from bar. 200mm high and 740mm wide. opening width is 740mm.	Consider conversion of games room to accessible toilet. Alternatively consider rerouting pipework in order to remove step at threshold.	Room is ideally suited to be used as an accessible toilet. Boxing to step at threshold conceals heating pipes.
10/01/05	034	N/A	Main	Ground floor	Function room	Bar	No low level counter top to servery. Bar height of 1070mm.	Drop counter at refit. Manage bar service in interim.	Queue dividing rail is useful to provide leaning support.
10/01/05	036	N/A	Main	Ground floor	Kitchen	Fixtures & fittings	Taps pose difficulty to turn for mobility impaired. No contrast between sockets/switches and walls.	Consider replacing fittings. Provide contrast to sockets/switches.	Surface height is 825mm.

# Audit: Summary by Priority (Management Plan)

Site Name: 

Codnor Miners Welfare
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Project Number: 

2438
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**Priority: C - Next Refit**

Inspection Date	Location Reference	Drawing Reference	Building / Area	Floor	Room	Element	Defect	Work Required	Inspection Notes
10/01/05	037	N/A	Main	Ground floor	Corridor to Kitchen	Doors	Door difficult to open. 80mm step down to outside surface.	Adjust door to ease opening. Raise outside floor height to provide smooth egress.	Fire exit door from corridor. Door bolted at low level. 760mm door width
10/01/05	039	N/A	Main	Ground floor	Gents toilets	WC's	30mm between opened cubicle door and toilet seat. Difficulty in closing/opening bolt on cubicle door. No support rails. Hand drier height of 1500mm.	Install support rail by stall. Change colour of floor tiles at next refit to aid distinction between floor and latrine trough. Lower hand drier. Replace door bolts.	Door opening force of 20 newtons. No wheelchair accessible toilet facilities.
10/01/05	042	N/A	Main	Ground floor	Ladies toilet	WC's	Difficulty in closing/opening bolt on cubicle door. No support rails. Hand drier height of 1500mm.	Lower hand drier. Replace door bolts.	Door opening force of 20 newtons. No wheelchair accessible toilet facilities.

# Audit: Summary by Priority (Management Plan)

Site Name:	Codnor Miners Welfare
Project Number:	2438

Priority: D - No Action Required

Inspection Date	Location Reference	Drawing Reference	Building / Area	Floor	Room	Element	Defect	Work Required	Inspection Notes
10/01/05	002	N/A	Public Highway	Ground floor	External	Approach route	Limited road width and no footpath to the first 30 metres.	Not applicable	Restricted width prevents footpath installation. Gradient of 4 degrees to first 30 metres may present difficulty to unaccompanied manual wheelchair user.
10/01/05	030	N/A	Main	Ground floor	Main bar	Slot machines	Slot machines adjacent to pool table, coin slots between 1250mm and 1550mm.	Observation only.	Slot machine coin slots are not within easy reach for wheelchair users. Cigarette machine is just accessible by a wheelchair user at 1250mm high; other machines inaccessible.

# SECTION

## AUDIT ASSESSMENT (PHOTO)

# ACM Management Solutions Ltd

## Audit Assessment Record

**Site Address:** Codnor Miners Welfare, Goose Lane, Codnor, Ripley, Derbyshire, DE5 9RG

**Client Name:** Codnor Miners Welfare

**Project Number:** 2438

**Building/ Floor/ Room/ Element:** Public Highway: Ground floor: External: Approach route

**Inspection Date:** 07 January 2005

**Defect:** Signage relating to Miners welfare club is temporary and relatively small. Goose Lane road signage in poor condition to left hand side of lane only.

**Location Ref:** 001

**Work Required:** Install improved and permanent identification sign. Contact Local Authority with regard to upgrading Goose Lane sign.



**Inspection Notes:**  
Good tactile paving and dropped kerbs to footpath.

**Priority:** B - ASAP

**Building/ Floor/ Room/ Element:** Public Highway: Ground floor: External: Approach route

**Inspection Date:** 10 January 2005

**Defect:** Limited road width and no footpath to the first 30 metres.

**Location Ref:** 002

**Work Required:** Not applicable



**Inspection Notes:**  
Restricted width prevents footpath installation. Gradient of 4 degrees to first 30 metres may present difficulty to unaccompanied manual wheelchair user.

**Priority:** D - No Action Required

**Building/ Floor/ Room/ Element:** Main: Ground floor: External: Front entrance

**Inspection Date:** 07 January 2005

**Defect:** No entrance sign.

**Location Ref:** 003

**Work Required:** Install entrance sign and ensure that both doors remain unlocked during opening hours to facilitate wheelchair access.



**Inspection Notes:**  
Good levels, 30 newtons door closer strength, 700mm single door width. Second door locked. No intercom, not required during normal working hours, except for independent wheelchair users. Internal door handle height of 900mm to 1200mm.

**Priority:** B - ASAP

# ACM Management Solutions Ltd

## Audit Assessment Record

Site Address: Codnor Miners Welfare, Goose Lane, Codnor, Ripley, Derbyshire, DE5 9RG

Client Name: Codnor Miners Welfare

Project Number: 2438

Building/ Floor/ Room/ Element: Main: Ground floor: Link corridor: Signage & Wayfinding

Inspection Date: 10 January 2005

Defect: No signage to bar or function room. Fire exit sign over padlocked door.

Location Ref: 004



**Inspection Notes:**  
Lack of definitive signs may cause confusion to first time visitors. Suggest client undertakes fire risk assessment with regard to routes of egress etc.

Work Required: Install signage. Define fire exit door.

Priority: A - Urgent

Building/ Floor/ Room/ Element: Main: Ground floor: Link corridor: Doors

Inspection Date: 10 January 2005

Defect: Position of dividing wall & door inhibits the installation of ramped access to Function Romm (see Inspection No 006).

Location Ref: 005



**Inspection Notes:**  
Please refer to inspection No. 006.

Work Required: Removal of door and surrounding partition wall will facilitate ramped access.

Priority: C - Next Refit

Building/ Floor/ Room/ Element: Main: Ground floor: Link corridor: Steps & staircases

Inspection Date: 10 January 2005

Defect: Stepped access to Function room. Approximately 160mm in height.

Location Ref: 006



**Inspection Notes:**  
Level change presents obstacle to unassisted wheelchair user.

Work Required: Install landing adjacent to function room door with ramp ideally at a gradient of 1 in 20 up to internal door (recommended removal of partition wall - see 005). Install handrails alongside ramp.

Priority: B - ASAP

# ACM Management Solutions Ltd

## Audit Assessment Record

Site Address: Codnor Miners Welfare, Goose Lane, Codnor, Ripley, Derbyshire, DE5 9RG

Client Name: Codnor Miners Welfare

Project Number: 2438

Building/ Floor/ Room/ Element: Main: Ground floor: Link corridor: Doors

Inspection Date: 10 January 2005

Defect: Single door width of 680mm. Vision panels 950mm above step.

Location Ref: 007



Inspection Notes:

Door lever handles are fine, vision panels are not set at standard height but are usable. Ensure that both doors remain unlocked whilst building in use.

Work Required: Replacement of door when ramped access is installed (see Inspection No. 006).

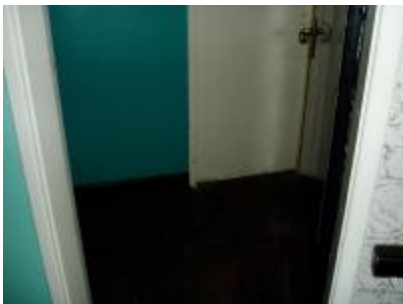
Priority: B - ASAP

Building/ Floor/ Room/ Element: Main: Ground floor: Link corridor: Doors

Inspection Date: 10 January 2005

Defect: Raised threshold to lobby of approximately 20mm at entrance to Ladies WC.

Location Ref: 008



Inspection Notes:

Door width of 710mm. Gents WC entrance is of similar construction.

Work Required: Level out when other works to Link corridor are undertaken.

Priority: B - ASAP

Building/ Floor/ Room/ Element: Main: Ground floor: Link corridor: Steps & staircases

Inspection Date: 10 January 2005

Defect: Step down in corridor leading to bar. Step is 120mm high and has strong contrasting colour to edge, handrail is situated to one side at a height of 770mm.

Location Ref: 009



Inspection Notes:

Level change presents obstacle to unaccompanied wheelchair user.

Work Required: Install handrail to opposite side. Install graded ramp, ideally at a 1 in 20 gradient.

Priority: B - ASAP

# ACM Management Solutions Ltd

## Audit Assessment Record

Site Address: Codnor Miners Welfare, Goose Lane, Codnor, Ripley, Derbyshire, DE5 9RG

Client Name: Codnor Miners Welfare

Project Number: 2438

Building/ Floor/ Room/ Element: Main: Ground floor: Link corridor: Doors

Inspection Date: 10 January 2005

Defect: No contrast to leading edge of door. Door opening strength of 35 newtons. Single door opening width of 715mm.

Location Ref: 010



Inspection Notes:  
Good levels, vision panels present at low and high heights. Door handle height of 910mm to 1150mm.

Work Required: Install contrasting strip to leading edge of door. Install single wider door.

Priority: C - Next Refit

Building/ Floor/ Room/ Element: Main: Ground floor: Link corridor: Doors

Inspection Date: 10 January 2005

Defect: Timber door water barrier to floor causes trip hazard (25mm high). External step of 140mm & small landing. Single door width of 710mm. No usable door handles or closers present. No clear signage externally.

Location Ref: 011



Inspection Notes:  
Double doors to rear external. Doors used daily as main access from rear car park. Doors padlocked internally, but sign indicates fire exit.

Work Required: Install new wider single door at next refit and remove water barrier. Consider use of door and install appropriate signage.

Priority: B - ASAP

Building/ Floor/ Room/ Element: Front carpark: Ground floor: External: Designated Parking bays

Inspection Date: 10 January 2005

Defect: No marked bays & poor signage to front carpark.

Location Ref: 012



Inspection Notes:  
Condition of surface requires monitoring as further deterioration may lead to trip hazards. Consider upgrading surface longterm. Lighting appears adequate (audit carried out during daylight hours).

Work Required: Mark out designated disabled parking bays. Upgrade signage to provide clear instructions regarding car park usage.

Priority: B - ASAP

# ACM Management Solutions Ltd

## Audit Assessment Record

Site Address: Codnor Miners Welfare, Goose Lane, Codnor, Ripley, Derbyshire, DE5 9RG

Client Name: Codnor Miners Welfare

Project Number: 2438

Building/ Floor/ Room/ Element: Rear carpark: Ground floor: External: Designated Parking bays

Inspection Date: 10 January 2005

Defect: No marked bays & poor signage to rear carpark. No ramped access from Car park to main building.

Location Ref: 013



**Inspection Notes:**  
Condition of surface requires monitoring as further deterioration may lead to trip hazards. Consider upgrading surface longterm. Lighting appears adequate (audit carried out during daylight hours).

Work Required: Mark out designated disabled parking bays. Upgrade signage to provide clear instructions regarding car park usage and directions to entrance. Install ramped access at gradient of 1 in 20 to allow access to main building.

Priority: B - ASAP

Building/ Floor/ Room/ Element: Sports field: Ground floor: External: Footpaths

Inspection Date: 10 January 2005

Defect: No useable paths for wheelchair access to sports field (for viewing purposes).

Location Ref: 014



**Inspection Notes:**  
Car park can be used for remote viewing, but this may be considered unreasonable for lower pitches.

Work Required: Incorporate paths into perimeter of sports field, or alternatively re-configure sports fields to enable close up viewing from carpark.

Priority: C - Next Refit

Building/ Floor/ Room/ Element: Sports field: Ground floor: Changing room: Surfaces

Inspection Date: 10 January 2005

Defect: No handrails to steps. Changing rooms in very poor condition raising general health and safety issues. Uneven surfaces and trip hazards to external parts.

Location Ref: 015



**Inspection Notes:**  
Changing facilities were found to be in very poor condition & may require replacement (not accessed internally).

Work Required: Substantial remedial works required to staircase & surfaces.

Priority: A - Urgent

# ACM Management Solutions Ltd

## Audit Assessment Record

Site Address: Codnor Miners Welfare, Goose Lane, Codnor, Ripley, Derbyshire, DE5 9RG

Client Name: Codnor Miners Welfare

Project Number: 2438

Building/ Floor/ Room/ Element: Rear carpark: Ground floor: External: Footpaths

Inspection Date: 10 January 2005

Defect: Footpath from rear carpark to bowling green is inadequate.

Location Ref: 016



**Inspection Notes:**  
Narrow, ill defined concrete path, with overgrown vegetation.

Work Required: Construction of sufficient pathway to allow ambulant disabled and wheelchair access.

Priority: B - ASAP

Building/ Floor/ Room/ Element: Bowling green: Ground floor: Sheltered viewing area: Steps & staircases

Inspection Date: 10 January 2005

Defect: No viewing area provided for wheelchair users. 130mm high step to seating area.

Location Ref: 017



**Inspection Notes:**  
Sheltered seating area ideally suited to wheelchair users, subject to ramped access. Some benches stored within seating area.

Work Required: Install ramped access and landing to seating area.

Priority: B - ASAP

Building/ Floor/ Room/ Element: Bowling green: Ground floor: External seating: Seating

Inspection Date: 10 January 2005

Defect: No recessed seating for wheelchair users.

Location Ref: 018



**Inspection Notes:**  
Recessed seating area adjacent to sheltered viewing area.

Work Required: Reduce level to match footpath, widen seating area to provide space for wheelchairs alongside benches.

Priority: B - ASAP

# ACM Management Solutions Ltd

## Audit Assessment Record

Site Address: Codnor Miners Welfare, Goose Lane, Codnor, Ripley, Derbyshire, DE5 9RG

Client Name: Codnor Miners Welfare

Project Number: 2438

Building/ Floor/ Room/ Element: Bowling green: Ground floor: Bowling pavillion: Doors

Inspection Date: 10 January 2005

Defect: 710mm width of single door, 20mm threshold to door, 1050mm handle height.

Location Ref: 019



Inspection Notes:  
Entrance to pavillion seating area & refreshments area should be modified to enable whelchair users to gain access.

Work Required: Widen door to facilitate wheelchair access.

Priority: B - ASAP

Building/ Floor/ Room/ Element: Bowling green: Ground floor: Bowling pavillion: Seating

Inspection Date: 10 January 2005

Defect: Narrow thoroughfare of 1040mm width, 65mm threshold at doorway into pavillion.

Location Ref: 020



Inspection Notes:  
Good level surface to viewing area.

Work Required: Remove door threshold to enable wheelchair users to gain access (in conjunction with inspection No. 020).

Priority: B - ASAP

Building/ Floor/ Room/ Element: Bowling green: Ground floor: External: Surfaces

Inspection Date: 10 January 2005

Defect: Several level changes with generally uneven surface in between.

Location Ref: 021



Inspection Notes:  
Seating & viewing area adjacent to Bowling pavillion.

Work Required: Level out floor to seating area.

Priority: C - Next Refit

# ACM Management Solutions Ltd

## Audit Assessment Record

Site Address: Codnor Miners Welfare, Goose Lane, Codnor, Ripley, Derbyshire, DE5 9RG

Client Name: Codnor Miners Welfare

Project Number: 2438

Building/ Floor/ Room/ Element: Main: Ground floor: External: Steps & staircases

Inspection Date: 10 January 2005

Defect: Single loose handrail at 690mm height. No contrasting nosing, steep angle to steps.

Location Ref: 022



Inspection Notes:

Steps from Bowling pavillion leading back to main building. Average rise of steps is 230mm, average going of steps is 300mm.

Work Required: Rebuild steps at gentler gradient, with 2 handrails and non slip contrasting nosing.

Priority: A - Urgent

Building/ Floor/ Room/ Element: Main: Ground floor: External: Edge protection

Inspection Date: 10 January 2005

Defect: No edge protection to end of path at corner of building.

Location Ref: 023



Inspection Notes:

Walkway to edge of building from rear doors to steps leading to bowling pavillion, present immediate health and safety risk from slips, trips and falls.

Work Required: Install edge protection.

Priority: A - Urgent

Building/ Floor/ Room/ Element: Main: Ground floor: External: Steps & staircases

Inspection Date: 10 January 2005

Defect: No contrasting nosing.

Location Ref: 024



Inspection Notes:

Steps to main building in middle of rear beer garden. Average riser of 170mm and average going of 250mm. Handrail is central mounted at a height of 850mm.

Work Required: Install non slip contrasting nosing to step edges.

Priority: A - Urgent

# ACM Management Solutions Ltd

## Audit Assessment Record

Site Address: Codnor Miners Welfare, Goose Lane, Codnor, Ripley, Derbyshire, DE5 9RG

Client Name: Codnor Miners Welfare

Project Number: 2438

Building/ Floor/ Room/ Element: Main: Ground floor: External: Steps & staircases

Inspection Date: 10 January 2005

Defect: No contrasting nosing, no handrail. Poor surface quality.

Location Ref: 025



Inspection Notes:

Steps to main building adjacent to Function hall. Average riser of 170mm and average going of 250mm.

Work Required: Install non slip contrasting nosing to step edges. Install handrail. Make good poor surface at top of steps.

Priority: A - Urgent

Building/ Floor/ Room/ Element: Main: Ground floor: Main bar: Seating

Inspection Date: 10 January 2005

Defect: No arm rests to chairs.

Location Ref: 026



Inspection Notes:

General observations: 430mm seat heights, 700mm to undersides of tables. Colour contrasts OK.

Work Required: Obtain suitable seating.

Priority: C - Next Refit

Building/ Floor/ Room/ Element: Main: Ground floor: Main bar: Steps & staircases

Inspection Date: 10 January 2005

Defect: Loose handrail to steps. Handrails at differing heights. No access to stage by wheelchair users. Difficult access to stage for ambulant disabled.

Location Ref: 027



Inspection Notes:

Steps up to stage. Average riser height is 220mm, average going is 230mm. No access to stage for wheelchair users. Yellow tape used as contrasting nosing. Nature and design of building restrict options for access to stage, so manage accordingly.

Work Required: Repair right hand side handrail.

Priority: A - Urgent

# ACM Management Solutions Ltd

## Audit Assessment Record

Site Address: Codnor Miners Welfare, Goose Lane, Codnor, Ripley, Derbyshire, DE5 9RG

Client Name: Codnor Miners Welfare

Project Number: 2438

Building/ Floor/ Room/ Element: Main: Ground floor: Main bar: Bar

Inspection Date: 10 January 2005

Defect: No low level counter top to servery/bar.

Location Ref: 028



Inspection Notes:  
Bar height is 1070mm

Work Required: Install dropped counter to area of servery. Brief staff on service to wheelchair users at tables during interim.

Priority: C - Next Refit

Building/ Floor/ Room/ Element: Main: Ground floor: Games room: Steps & staircases

Inspection Date: 10 January 2005

Defect: High step over threshold to games room from bar. 200mm high and 740mm wide. opening width is 740mm.

Location Ref: 029



Inspection Notes:  
Room is ideally suited to be used as an accessible toilet. Boxing to step at threshold conceals heating pipes.

Work Required: Consider conversion of games room to accessible toilet. Alternatively consider rerouting pipework in order to remove step at threshold.

Priority: C - Next Refit

Building/ Floor/ Room/ Element: Main: Ground floor: Main bar: Slot machines

Inspection Date: 10 January 2005

Defect: Slot machines adjacent to pool table, coin slots between 1250mm and 1550mm.

Location Ref: 030



Inspection Notes:  
Slot machine coin slots are not within easy reach for wheelchair users. Cigarette machine is just accessible by a wheelchair user at 1250mm high; other machines inaccessible.

Work Required: Observation only.

Priority: D - No Action Required

# ACM Management Solutions Ltd

## Audit Assessment Record

Site Address: Codnor Miners Welfare, Goose Lane, Codnor, Ripley, Derbyshire, DE5 9RG

Client Name: Codnor Miners Welfare

Project Number: 2438

Building/ Floor/ Room/ Element: Main: Ground floor: All: Acoustics

Inspection Date: 10 January 2005

Defect: No induction loops fitted to either Main bar area or Function room.

Location Ref: 031

Work Required: Install induction loops to Main bar area and Function room.



**Inspection Notes:**  
Consider hiring portable equipment for use during public events during interim period.

Priority: B - ASAP

Building/ Floor/ Room/ Element: Main: Ground floor: Function room: Steps & staircases

Inspection Date: 10 January 2005

Defect: Single handrail at 950mm does not extend beyond steps, handrail is loose. Steep steps with rising of 235mm average and going of 160mm average.

Location Ref: 032

Work Required: Repair existing handrail and install second handrail. Consider possibility of obtaining portable wheelchair lift for disabled access to stage.



**Inspection Notes:**  
Consider hiring portable wheelchair lift during interim period. Nature and design of building restrict options for access to stage, so manage accordingly.

Priority: A - Urgent

Building/ Floor/ Room/ Element: Main: Ground floor: Function room: Seating

Inspection Date: 10 January 2005

Defect: No arm rests to chairs and insufficient leg room for wheelchair users at main tables.

Location Ref: 033

Work Required: Obtain suitable seating. Suggest use of serving tables for wheelchair users at public events.



**Inspection Notes:**  
Seating height 455mm, 620mm to underside of main tables, 720mm to underside of serving tables.

Priority: A - Urgent

# ACM Management Solutions Ltd

## Audit Assessment Record

Site Address: Codnor Miners Welfare, Goose Lane, Codnor, Ripley, Derbyshire, DE5 9RG

Client Name: Codnor Miners Welfare

Project Number: 2438

Building/ Floor/ Room/ Element: Main: Ground floor: Function room: Bar

Inspection Date: 10 January 2005

Defect: No low level counter top to servery. Bar height of 1070mm.

Location Ref: 034



Inspection Notes:  
Queue dividing rail is useful to provide leaning support.

Work Required:  
Drop counter at refit. Manage bar service in interim.

Priority: C - Next Refit

Building/ Floor/ Room/ Element: Main: Ground floor: Corridor to Kitchen: Doors

Inspection Date: 10 January 2005

Defect: Raised threshold of 40mm to door.

Location Ref: 035



Inspection Notes:  
760mm door width, 1000mm corridor width, door handle height 1060mm. As this is a fire exit route there should be no items stored in this area.

Work Required:  
Remove threshold from doorway.

Priority: B - ASAP

Building/ Floor/ Room/ Element: Main: Ground floor: Kitchen: Fixtures & fittings

Inspection Date: 10 January 2005

Defect: Taps pose difficulty to turn for mobility impaired. No contrast between sockets/switches and walls.

Location Ref: 036



Inspection Notes:  
Surface height is 825mm.

Work Required:  
Consider replacing fittings. Provide contrast to sockets/switches.

Priority: C - Next Refit

# ACM Management Solutions Ltd

## Audit Assessment Record

Site Address: Codnor Miners Welfare, Goose Lane, Codnor, Ripley, Derbyshire, DE5 9RG

Client Name: Codnor Miners Welfare

Project Number: 2438

Building/ Floor/ Room/ Element: Main: Ground floor: Corridor to Kitchen: Doors

Inspection Date: 10 January 2005

Defect: Door difficult to open. 80mm step down to outside surface.

Location Ref: 037



Inspection Notes:

Fire exit door from corridor. Door bolted at low level. 760mm door width

Work Required: Adjust door to ease opening. Raise outside floor height to provide smooth egress.

Priority: C - Next Refit

Building/ Floor/ Room/ Element: Main: Ground floor: Fire escape: Emergencies

Inspection Date: 10 January 2005

Defect: Unclear signage, heavy door openings, no ramped egress.

Location Ref: 038



Inspection Notes:

General fire escape information: Average door opening width of 870mm, 170mm step height average, 20mm threshold average. Strongly recommend client to undertake a Fire Risk Assessment.

Work Required: Adjust doors to ease opening. Ensure step down/up can be accessed. Long term plan to provide ramped access to all fire exit points.

Priority: A - Urgent

Building/ Floor/ Room/ Element: Main: Ground floor: Gents toilets: WC's

Inspection Date: 10 January 2005

Defect: 30mm between opened cubicle door and toilet seat. Difficulty in closing/opening bolt on cubicle door. No support rails. Hand drier height of 1500mm.

Location Ref: 039



Inspection Notes:

Door opening force of 20 newtons. No wheelchair accessible toilet facilities.

Work Required: Install support rail by stall. Change colour of floor tiles at next refit to aid distinction between floor and latrine trough. Lower hand drier. Replace door bolts.

Priority: C - Next Refit

# ACM Management Solutions Ltd

## Audit Assessment Record

Site Address: Codnor Miners Welfare, Goose Lane, Codnor, Ripley, Derbyshire, DE5 9RG

Client Name: Codnor Miners Welfare

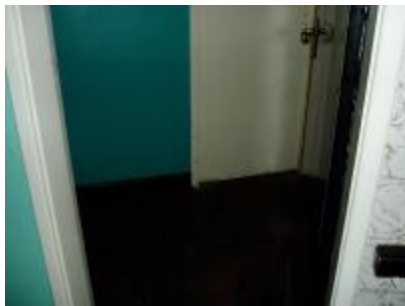
Project Number: 2438

Building/ Floor/ Room/ Element: Main: Ground floor: Gents toilets lobby: WC's

Inspection Date: 10 January 2005

Defect: Limited width of door opening. No wheelchair accessible toilet throughout building.

Location Ref: 040



Inspection Notes:  
Fibreboard partition wall to games room.

Work Required: Suggest to convert games room to accessible toilet (accessed from Gents WC lobby) and change door width.

Priority: A - Urgent

Building/ Floor/ Room/ Element: Main: Ground floor: Shower room: Fixtures & fittings

Inspection Date: 10 January 2005

Defect: No handrails to shower area.

Location Ref: 041



Inspection Notes:  
Shower room used by football/cricket teams, in addition to external changing facilities.

Work Required: Install handrails adjacent to showers and over bund wall.

Priority: A - Urgent

Building/ Floor/ Room/ Element: Main: Ground floor: Ladies toilet: WC's

Inspection Date: 10 January 2005

Defect: Difficulty in closing/opening bolt on cubicle door. No support rails. Hand drier height of 1500mm.

Location Ref: 042



Inspection Notes:  
Door opening force of 20 newtons. No wheelchair accessible toilet facilities.

Work Required: Lower hand drier. Replace door bolts.

Priority: C - Next Refit

# SECTION EIGHT

## AUDIT EXCLUDED AREAS

# ACM Management Solutions Ltd

## Audit Excluded Areas

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- 1 No internal access was gained into the Secondary external buildings. This was due to the the fact that no keys were available at the time of this survey. The secondary external buildings include: Changing rooms, Concrete garage, Timber sheds, Bowling pavillion.

<b>Client Name:</b>	Codnor Miners Welfare	<b>Project Number:</b>	2438
		<b>Audit Date:</b>	07 January 2005
<b>Site Address:</b>	Codnor Miners Welfare, Goose Lane, Codnor, Ripley, Derbyshire, DE5 9RG	<b>Printed On:</b>	11 January 2005
		<b>Excluded Areas:</b>	Page 1 of 1