

The University of Sheffield - School of Law

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Accessibility guide – Bartolome House - Moot Court

Moot Court is a large room used for events and mooting on the ground floor of Bartolome House.

Travelling to the venue:

School of Law, Bartolome House, Winter Street, Sheffield, S3 7ND. View the map online: [View here](#).

By road

The campus is located to the west side of Sheffield City centre, off Netherthorpe Road and Upper Hanover Street, which can be accessed via the A61.

By Train

The nearest station is Sheffield. Full access guide available: [View here](#) . The station is 320m from the Sheffield Interchange, where buses are available to campus, or 160m from the Sheffield Station tram stop which connects to the University tram stop on the Blue Line. A full access guide for Sheffield Interchange is available: [View here](#).

By bus

If travelling by bus the nearest active bus stop is the Crookes Valley Road/Oxford Street stop due to the current road works. To access Bartolome House via a wheelchair friendly route, attendees will need to alight from the bus and face right to go up the hill to cross on the pedestrian crossing which has drop kerbs and tactile paving. Turn right to go back down the hill, crossing Oxford Street and then Mushroom Lane which have drop kerbs. Bartolome House is then on your left via an inclined pedestrianised entrance.



By tram

If travelling by tram the nearest stop is the University of Sheffield stop which is served by the Blue line from Halfway and the Yellow line from Meadowhall.

For more information on getting to the venue: [View here](#).

More information on accessible public transport to the venue [View here](#) .

Travel South Yorkshire Interchange and station accessible Information [View here](#).

Parking spaces

Please contact law-operations@sheffield.ac.uk (or call 0114 2226866) who will be able to advise on the latest on campus parking advice. There are also designated blue badge parking spaces at the entrance to the park opposite. These can be accessed via Mushroom Lane (One way access from A57). You will need to cross the road to access Bartolome House. Due to the current building work there is a temporary traffic light system in place and care must be taken when crossing. There is a drop kerb on Mushroom Lane. The entrance to Bartolome House is via an inclined pedestrianised entrance.



Access to the Building Outside Access (Accessible Entrance (A-Wing)).



- The entrance is located to the left of the main entrance and is accessible via a permanent ramp/slope with a slight gradient.
- There is ramped/sloped access at this entrance which is 116cm (3ft 10 in) wide.
- The entrance does not have handrails, a bell or intercom.
- It does not have shelter from the weather. Shelter is available across the other side of the car park.
- The height of the entry keypad is 82cm (2ft 8in). Upon entry of the code the double bifold doors (Width 109cm / 3ft 7in) open automatically.
- There is a slight lip at the entrance.



- Access is via a code, please email law-operations@sheffield.ac.uk (or telephone 0114 222 6771) who will provide the code or be available to open the door manually.

Access from the external door to the entrance of Moot Court

- To access Moot Court, keep slightly right until you reach the white double doors (width 129cm/ 4ft2) on the left.
- These are held on magnetic door stops. These will be opened ahead of your arrival if access needs are flagged. The doors will close automatically in the case of a fire.
- The flooring is carpeted and even with no trip hazards.
- Follow the corridor until a set of brown double doors (width 152cm/5 ft) which can also be held on magnetic door stops.
- The flooring in this area is linoleum, even and has no trip hazards.
- Directional and locational signage for the room is available in upper- and lower-case lettering and is clearly visible.



Access into Moot Court

- The corridor outside the room is sufficiently wide (150cm+) to allow a wheelchair user to pass.
- There is another access route via ramp from outside to the comfort/seating area where required.
- The width of the ramp/slope is 155cm.
- The ramp/slope has handrails on both sides.
- The door opening widths are 75cm+for the rooms.
- The doors for the rooms are not push pad activated. (Event staff will be available for manual assistance where required).
- There is no visual fire alarm beacon in the room.
- A portable hearing loop may be requested prior to the event.
- There is some fixed furniture in the room (podium) with sufficient space either side to allow a wheelchair user to pass through and to manoeuvre within the room/spaces.



- Seating may be reserved on the front row for any attendees with a disability and has space for wheelchair users. There are no chairs with two armrests on both sides within the room.
- A height adjustable chair is not available in this room.
- The room layout is rows of moveable chairs with 1m spacing between rows.
- Floor coverings in Moot court are even with no trip hazards. The room is carpeted.
- Moot court has multiple windows giving natural light alongside any lighting.
- Use of stairs is not required to access Moot Court or the comfort area.

Comfort Area Outside Moot Court

- The seating area outside Moot court has low access soft chairs and low-level tables.
- The flooring in this area is linoleum, even and has no trip hazards.
- This area may be used as a quiet space if you need to leave Moot Court during the event.



Toilets

- There are standard male and female toilets located directly outside Moot Court.

Ambulant toilet

- The nearest physically accessible, gender-neutral ambulant toilet is located on the lower ground floor, to the left from the A-Wing lift. (LG exiting left lift button)
- This accessible toilet is approximately 8m (8yd 2ft) from the A-Wing lift.
- There is step-free access to the accessible toilet via a lift.
- There is tactile and pictorial signage on or near to the door.
- The door is light, opens outwards and is locked by a locking handle.
- The width of the door opening is 88cm (2ft 11 in) and the dimensions of the toilet are 147cm x170cm (4ft 10in x 5ft 7in).
- The toilet does not have unobstructed turning space of 150cm x 150cm.



- The lighting is moderate to good.
- There is a lateral transfer space (80cm/ 2ft 7in) on the left as you face the toilet pan. There is a flush on the transfer side. There is an elbow pad flush but not a spatula type lever flush.
- The door does not have a horizontal grab rail but there is a dropdown rail on the transfer side of the toilet.
- The height of the toilet seat above floor level is 48cm (1ft 7in).
- There is an emergency alarm. The pull cord alarm is fully functional. There is no red flashing beacon within the toilet.
- There is a mirror in place at a lower level for ease of use.

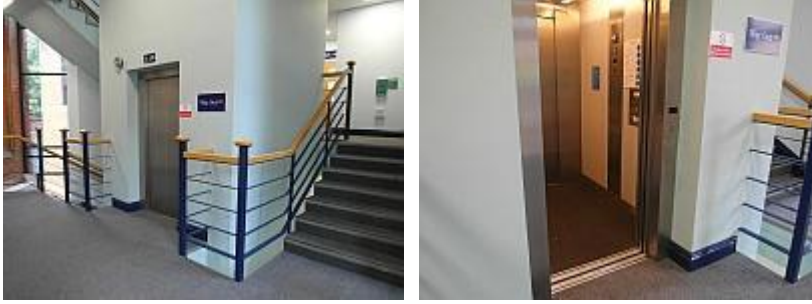
Accessible toilet (No radar key required)

- The nearest accessible toilet (no radar key required) is located on the ground floor, to the far right from the A-Wing lift.(DG8).
- This toilet is gender-neutral and a radar key is not required.
- There is step-free access to the accessible toilet, via lift.
- This accessible toilet is approximately 58m (63yd 1ft) from the A-Wing lift.
- The dimensions of the accessible toilet are 194cm x 248cm (6ft 4in x 8ft 2in).
- The accessible toilet does have an unobstructed minimum turning space of 150cm x 150cm.
- The lighting levels are good.
- There is a lateral transfer space (116cm / 3ft 10in).
- There is tactile and pictorial signage on or near the toilet door.
- The door is light, opens outwards and is locked by a twist lock.
- The contrast between the internal door and wall is fair.
- There is a vertical wall-mounted grab rail on the left-hand side of the wash basin.
- The door does not have a horizontal grab rail.
- The wash basin tap type is a lever mixer.
- The contrast between the wash basin wall-mounted grab rail(s) and wall is good.
- The soap and towel dispensers cannot be reached from seated on the toilet.
- There is not a hand dryer.



Further information and photos on accessible toilets in Bartolome House: [View here](#)

Lift (A-Wing Lift)



- There is a standard lift for public use (Staff do not need to be notified for use).
- The lift is located to the right as you enter via access A, approximately 8m (8yd 2 ft) from the A wing accessible entrance.
- The floors which are accessible by this lift are B, LG (A), LG, G (A), G, 1.
- Wall mounted information boards are not provided at lift landings.
- There are manual, heavy, double doors to access the lift lobby on all floors.
- The weight limit for the lift is 1000Kg.
- The dimensions of the lift are 134cm x 170cm (4ft 5in x 5ft 7in) and the clear door width is 80cm (2ft 7in)
- There are separate entry and exit doors in the lift.
- There is not a mirror to aid reversing out of the lift.
- The lift does have a visual floor indicator.
- The lift does have an audible announcer.
- The lift does not have a hearing enhancement system.
- The lift does have Braille and tactile markings.
- The controls for the lift are within 90cm - 120cm from the floor.
- The lighting level in the lift is bright.

An accessibility guide to Bartolome House: [View here on AccessAble](#)

Service Animals

Service animals are welcome at the School of Law and we can provide support for them. Please contact law-operations@sheffield.ac.uk with any requests. The University has an assistance dogs policy: [View here.](#)



Code of Conduct

Participants are requested to follow the code of conduct which asks that they do not:

- Touch somebody else's mobility or assistive devices.
- Push somebody's wheelchair without explicit consent.
- Pet or distract service animals.
- Face the interpreter if their goal is to address the disabled person using an interpreter.
- Use strong fragrances as these could trigger allergic reactions or migraines.

Emergency Evacuation

- The fire exit in Moot Court is at the back of the room. The doorway measures 146cm and opens out onto a permanent ramp outside. (182cm width/ 260cm length / 18cm deep). The ramp does not have handrails. (see photo)
- Alternatively, there is also a fire exit on the right side of the comfort area outside Moot Court with automatic door and permanent ramp egress.



- The fire meeting point is at Dart Square (Turn left out of the entrance gate and left again). Please take extra precaution crossing the road whilst the building works are in progress.

Please notify law-operations@sheffield.ac.uk if you will require any assistance in the event of an evacuation. This information will be shared with the event organiser.

- The Deaf Messaging Service (DMS) allows you to connect to the University Fire alarm system simply by sending a text message from your mobile phone. DMS instructions: [View here](#) .
- The code for Bartolome House is sheff30



Additional Information

Speakers are provided with guidance on how to design slides in an inclusive way for neuro-diverse attendees.

The School welcomes you to request any additional accommodations that will ensure you have the best experience whilst attending the event. Please contact law-operations@sheffield.ac.uk by email or by telephoning 0114 222 6771 to discuss any accommodations.



We look forward to welcoming you to Bartolome House and hope you enjoy the event. We welcome any feedback you may have on how we can improve the accessibility to our events.