

## AIRPORT FORUM FOR ACCESSIBLE TRAVEL ACTION PLAN

<b>GENERAL FEEDBACK</b>			
<b>COMMENT</b>	<b>ACTION</b>	<b>FEEDBACK FROM AIRPORT</b>	<b>UPDATE</b>
<b>Documentation</b>	Large font required on all documents produced	All documents will be standardised in Arial 12 and above. Other documents produced by outside agencies may have to be produced in their original format	Completed
<b>Meetings</b>	All meetings to be held in an area without background noise. Meetings to be held in the departure lounge or quiet room without interference	First meeting held in landside café area but the noise from the fridges was distracting	Completed
<b>Familiarisation Day</b>	Members of the group were happy not to attend the familiarisation day on 9 <sup>th</sup> Feb 2019 to allow for other people to attend. Spaces limited to 30 people	Requested 9 <sup>th</sup> February as the date for this tour. Awaiting airline feedback. We can offer additional tours during the winter season based on requests and the success of the 9 <sup>th</sup> Feb tour	Confirmed 9 <sup>th</sup> Feb 2019
<b>Next meeting</b>	Planned for end of January 2019	Confirmed as 26 <sup>th</sup> Jan	26 <sup>th</sup> Jan 2019
<b>Lighting</b>	Strip lighting is not good for visual stress. Change all lighting to daytime bulbs		Airport currently has cool warm lighting. No plans at present to change the whole airport.

	all around the airport		<p>Are there any particular areas of concern where we can consider targeted installation when they fail</p> <p>Look at check in area in the first instance and the overspill seating area if we are going to use this as a multi-functional quiet area</p>
<b>Toilet signage</b>	All signage on toilet doors needs to be in Braille. On some of the signage the Braille has faded	Added to facilities maintenance log	Forms part of the signage review.
<b>Flooring</b>	<p>When the flooring is replaced it needs to be all one colour.</p> <p>Remove the signage on the floors showing number of steps. This is confusing as doesn't match everyones steps and also faded</p>	<p>With regard to the new terminal design the airport forum will form an important part of the internal and external consultation works</p> <p>Floor signage replaced without the steps noted.</p>	<p>Update April 2019</p> <p>Completed</p>
<b>Hanging signs</b>	Make them	Passed to Marketing	Forms part of

	wider	department as part of their signage strategy	the signage review.
<b>Lip reading</b>	For all staff – if a passenger is lip reading you must talk face on to them. Beards and moustaches must be neat and tidy as they can distort the reading	Makaton training planned for February 2019. This will be discussed with the trainer	Review by 31 <sup>st</sup> March 2019
<b>Pipework around the terminal</b>	These need to be covered as a distraction and overloading	Request noted  With regard to the new terminal design the airport forum will form an important part of the internal and external consultation works	No current plans but could review as part of the terminal expansion

<b>OUTSIDE AREAS</b>			
<b>COMMENT</b>	<b>ACTION</b>	<b>FEEDBACK FROM AIRPORT</b>	<b>UPDATE</b>
<b>Increase numbers of accessible parking in the East and West Car Parks</b>		Not planned at present as we meet the criteria for the ratio required. Subject to review and is regularly monitored during the summer months	March 2020. Voucher now available to keep blue badge and place a voucher in the car. <b>Update 26<sup>th</sup> Jan</b> <b>Look into making some of these parking spaces pre bookable</b>
<b>Signage in car parks</b>	Signage in the entrances and throughout the car parks – print is too small especially with the assistance telephone number.  Signage required at the payment machines for the assistance button for payments and assisted travel	Additional assistance information signs are being added beneath existing.  Assistance points have been updated	In progress. Completed by 31 <sup>st</sup> March 2019  Completed
<b>Signage notifying of the automated door</b>	Not large enough and needs to be in a different location. One at the bottom of the slope by the post box and	Signage is being reviewed ahead of the summer 2019 season	Forms part of the signage review

	one higher up at the top of the slope		
<b>Side entrance doors</b>	With the new terminal development what is the need for the side doors. If they need to remain install power assisted doors via a push button	This is required as a fire access.  Due to adverse weather conditions on this side of the building, may limit doors being transferred to power assisted. Will review as part of the new terminal works	On going

<b>TERMINAL AREA</b>			
<b>COMMENT</b>	<b>ACTION</b>	<b>FEEDBACK FROM AIRPORT</b>	<b>UPDATE</b>
<b>Changing places</b>	We must ensure the room meets the exact size and is fit for purpose. Staff must be trained to lift passengers into their seats if we have a changing places room	A changing places room is part of the scope for the new terminal development. Space is limited in the current terminal	Update April 2019
<b>Lanyards and Wrist bands</b>	Advertise in the terminal the assistance lanyards and wrist bands. Create a poster to advertise the assistance lanyards and wrist bands to make people aware they are available. other passengers aware of what these represent	Consider adding to the FID screens	Discuss wording for signage. Intermittent rotation. Portrait and landscape

<b>Assistance pin badges</b>	All airports have their own lanyards. Passengers can wear the lanyard they have been given first but collect pin badges from other airports so the assistance is still easily recognisable	This would help other airport staff who aren't aware of all the different lanyard styles but they would recognise their pin badge. This may also show if passengers are regular travellers.	This has been passed onto the Civil Aviation Authority for feedback
<b>Wall signs</b>	No requirement for wall signage as will create too many signs	Feedback passed to the airport Marketing department	Completed
<b>FIDS screens</b>	Utilise the moving screen on entrance to security to advertise	Feedback passed to the airport Marketing department	Discuss wording for signage
<b>Tensor barriers</b>	Confusing having a zig zag queuing system	Subject to review subject to throughput of passengers	Review May 2019
<b>SECURITY AREA</b>			
<b>COMMENT</b>	<b>ACTION</b>	<b>FEEDBACK FROM AIRPORT</b>	<b>UPDATE</b>
<b>Body searches</b>	Don't touch unless you have asked the passenger or guardian. Security officer to ask the passenger or of a child their parent or guardian ( child age is 25 for assistance passengers ) if they are ok to be touched and explain why.	Existing regulation	Completed  <b>Update 26<sup>th</sup> Jan feedback from the forum suggested that other members travelling would make themselves known to security officers</b>
<b>Talk to the passenger in</b>	Direct all questions to the	Feedback passed to the security department and to	Completed

<b>the first instance</b>	passenger in the first instance	be shared with the team	
<b>Security Signage</b>	Make the walls whiter so the information signage stands out and there is a contrast. Passengers to be directed through the queuing system so they can see all information signage	To check with the Autism society  Feedback on passenger queuing passed to the security department	Completed

<b>DEPARTURE LOUNGE</b>			
<b>COMMENT</b>	<b>ACTION</b>	<b>FEEDBACK FROM AIRPORT</b>	<b>UPDATE</b>
<b>Not Wheelchair friendly</b>	Too many seats and feel like the wheelchairs are blocking the aisles	We will re look at the seating arrangements	Completed
<b>Preboarding</b>	If the passenger needs to be lifted into their seat, it is undignified to board last when all other passengers on board	Boarding is an airline policy subject to refuelling	Completed
<b>Signage</b>	Lots of signage on the walls makes it difficult to differentiate between information signage and advertising	Commercial needs mean that advertising signs will need to remain	Asking company if the signage can be amended when up for review
<b>FIDS screens</b>	These need to be larger	Noted	Awaiting quote
<b>Aisle chair</b>	The aisle chair needs a	All PRM aids to be reviewed	Feedback received from the

	headrest and arms for support. Needs to be adjustable for adults and children and possible padding for a child like a car seat	2 airport staff to visit Gatwick airport to review their PRM product and feedback on eagle-hoist	LGW visit and being reviewed
<b>Overspill seating area</b>	Look at adapting this area for a sensory and quiet area		Review during summer 2019

<b>ARRIVALS AREA</b>			
<b>COMMENT</b>	<b>ACTION</b>	<b>FEEDBACK FROM AIRPORT</b>	<b>UPDATE</b>
<b>Heligan door sign</b>	Confusing as looks like you have to walk across a bridge. Not evident what or who it is advertising. Looks like a dead end	Automated doors have been modified to open sooner.  Subject to ongoing review and consumer feedback but is sold under contract for three years. Will consider artwork restrictions when next artwork change made.	Any future artwork changes will include transparent areas at the bottom of doors
<b>Toilet signage</b>	Signage on the doors need to be clearer and larger	Marketing department dealing with this as part of the signage review	Forms part of the signage review
<b>Additional Exit sign in Arrivals A</b>	An exit sign needs to be installed on the large white sliding door to identify the way out	Feedback passed to airport Marketing department	Forms part of the signage review



## **NEW TERMINAL PLANS FOR AIRPORT CONSIDERATION**

Is there a need for the side entrance door

All the flooring needs to be the same colour

The changing places room must comply with the exact size required for the room

New Signage – to meet the requirement set out in the current action plan. Larger signs and Font

Ceiling – don't have visual pipework in the new build and cover up the existing pipework