

VISUAL GUIDE TO iClear

Information on accessing the building



Hi

We are looking forward to seeing you for your appointment with Clear in Huddersfield.

This visual guide will give you an overview of what to expect when you come along.

It will cover:

- Arriving at Clear Huddersfield
- Lifts and stairs
- Reception / waiting area / refreshments
- The rooms
- Toilets
- Sensory environment

If you have any questions about the day or physical space that haven't been answered here or in our other guidance material, please get in contact.

clear.huddersfield@inspirenorth.co.uk

01484 519097

Lion Chambers, Huddersfield



Arriving at Clear, Huddersfield

The appointment will take place at Clear, Huddersfield. The address is:

Lion Chambers
32-34 John William Street
Huddersfield
HD1 1ES

The entrance is between Hive Community Café and Vinyl Tap record shop. It is across the main road from Huddersfield Train Station and St George's Square.

Travel

Bus stops on John William Street and Northumberland Street are a short distance from the building.

The building does not have a car park, but there is short-stay on-street parking on St Peter's Street.

Car parks available, which allow longer stays and are close to the building, include:

- Huddersfield Train Station
- Albert Street Parking
- Bath Street Car Park

Both the on-street parking and car parks charge for you to park. Most local parking areas allow you to pay by cash or use the RingGo app.

You will **enter the building** through the double doors on the front. There is no reception desk upon entering.

We regret that the building is not wheelchair accessible.

Lifts and stairs



Coming through the main entrance

When you enter the building through the double doors, you will find a short flight of stairs (with a handrail) in front of you.



Stairs

Clear is located on the second floor, which is the top floor. Once you have walked up the short flight of stairs, continue up the further flights of stairs (with a handrail) to the top floor. The corridor leading to Clear is accessed through the door on the left-hand side.



Lift

The lift is on the right-hand side at the top of the first short flight of stairs (with a handrail). Please note that the buttons are quite high up. On entering the lift, select floor 2. The corridor leading to Clear is accessed through the door located directly in front of the lift.

Corridors and Clear entrance



Corridor to Clear

Clear is signposted at the start of the corridor. Follow the corridor all the way along, going through the final door at the other end of the corridor. Go down a single step, and up the other single step (there will be a full flight of steps on your right-hand side).



Entrance to Clear

Clear reception area is signposted on the door in front of you. Please go through the door (no need to knock).

Exiting Clear

Please exit through the reception door and proceed through the door opposite (note the single step). At the end of the corridor, you will find yourself at the flight of steps that lead down to the ground floor and the building's external door.

The lift can also be found at the end of the corridor. If using the lift, please select ground. There will be the final small flight of steps to walk down (with a handrail) before exiting by the building's external door.

Reception and Waiting area



Reception desk

If someone is at the reception desk, please let them know who your appointment is with.



If there is no one at the reception desk, please knock on the door on the left-hand side (it is up a couple of steps). A member of staff will come and assist.



Seating area

There are seats available to the side of the reception desk. Please make yourself comfortable and feel free to browse the available literature/booklets.

Refreshments



Kitchen

Whilst you are waiting, you may wish to help yourself to a hot or cold drink.

The kitchen is down the corridor next to the reception desk and is the first door on your right (you do not need to go back out through the entrance door).

The mugs and glasses are located in the cupboard above the sink, and cutlery can be found in the drawer under the sink. The kettle, along with teas, coffee, and squash, can be found on the worktop, and milk will be located in the fridge below.

Please leave the kitchen how you find it 😊.

Meeting rooms



At Clear, there are four different meeting rooms.



Room 1

Room 1 is a small room located next to the reception desk. You will have the option to sit on a chair or a sofa.



Room 2

Room 2 is a spacious room used primarily for group work. The seating is a mixture of chairs and bean bags. To access the room, go up the two steps opposite the reception desk, and room 2 can be found at the end of the short corridor.

Meeting rooms



Room 3

Room 3 is a spacious room used primarily for group work. A large table is set up in the centre of the room, with chairs arranged around it. To access the room, please exit the reception area through the same door you entered. Room 3 door is immediately through the door on your right-hand side.



Room 4

Room 4 is the smallest room and is situated next to the reception seating area. You will have the option to sit on a chair or a sofa.

Entering the room

It's okay if you need a moment to process the layout when you come in. Please let us know if you have a seating preference.

Toilets



Toilets

There are two toilets within the Clear office, both of which are accessible to all genders.

Each room has a single toilet, along with a washbasin. Paper towels are provided to dry your hands.

Location

Both toilets are down the corridor at the side of the reception desk (you do not need to go back through the entrance door).

Toilet 1 is the last door on the right at the end of the corridor.

Toilet 2 is the door at the end of the corridor.

Locking the door

Upon entering the toilet, please lock the door adjacent to the corridor. This prevents anyone from entering both the washbasin and toilet areas.

Lights

There is a pull-down light switch to the right of each entrance to the toilet area. Please turn the light off on leaving the toilet.

Please leave the toilet area how you find it 😊.

Sensory Environment



We would like you to feel as comfortable as possible.

Throughout a one-on-one session, stand or sit as you feel most comfortable.

Sound

There may be other people waiting or passing through the reception area, resulting in varying degrees of noise.

Lighting

The rooms are lit with standard overhead fluorescent lights that sit in the ceiling. It is not possible to dim the lights or only have selected lights on in the room. There is natural lighting available in the rooms, and blinds can be lowered or raised.

Time-out

It is fine if you find you require some time out while in the session. Just let the member of staff know, and they will pause the session.

Your learning requirements

If we are speaking too quickly, or if you require instructions broken into smaller steps, or repeated, please let us know. We will do our best to adapt to your learning needs.

We encourage you to bring any sensory items you think you may need to help manage with the environment or make your time easier to manage.