



Accessibility Audit

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Section 1 - Introduction

1.1 ACCESSIBILITY AUDIT

This access audit addresses and recognises the requirements of the Equality Act 2010 (Disability Discrimination Act (DDA) 1995 and 2005). The report includes recommendations for required remedial actions and ongoing monitoring and control measures. Guidance is also referred to such as BS8300: 2018 – Design of an Accessible and Inclusive Built Environment – Code of Practice; along with other applicable sources where appropriate.

The content of this report is based on the information and access provided to the consultant at the time of this audit. Any recommendations or advice in this report is based upon evidence seen. Whilst every care is taken to interpret current Acts, Regulations and Approved Codes of Practices, these can only be authoritatively interpreted by Courts of Law.

Undergoing of the recommendations in the report could assist in meeting the requirements of the Equality Act 2010 but does not guarantee it. Nor does compliance with this report remove any liability on the part of the client or give protection against legal proceedings.

1.2 PURPOSE OF AUDIT

The purpose of the access audit is to assess how well a site performs in terms of access and ease of use by a wide range of potential users, including people with disabilities. The audit provides a certain “snapshot” of a station at one point in its life. As the starting point of an ongoing access action plan, it can be used to highlight areas for improvement as well as a general risk assessment.

The most obvious part of a site, which determines its accessibility, is the shell. Decisions made by the design teams can fundamentally affect the accessibility for a long time.

When a site is fitted out, fixtures and fittings can be critical. Most do not survive as long as the building itself, and if deficiencies are identified, these can be included in the next potential refurbishment.

A building is next furnished and equipped, and at this stage many mistakes can occur. Furnishings are generally short-lived so opportunities for improvement tend to occur more regularly.

Finally, as a site is occupied, the way it is used and managed becomes crucial. Accessibility is affected when bad housekeeping exists causing tripping hazards or over-zealous polishing leads to slippery floors. Continual monitoring by management therefore has a considerable role to play.

1.3 AUDIT PROCESS

The audit was undertaken in two stages employing plans of the site, if available, and the checklists in Section 6 (Audit table) The general order of the checklists is:

Checklist Ref	Description	Applicable to this station	
		Yes	No
Checklist 1	Approach, Routes & Street Furniture	✓	
Checklist 2	Car Parking	✓	
Checklist 3	External Ramps	✓	
Checklist 4	External Steps	✓	
Checklist 5	Entrances	✓	
Checklist 6	Reception Areas & Lobbies	✓	
Checklist 7	Corridors & Internal Surfaces	✓	
Checklist 8	Internal Doors	✓	
Checklist 9	Internal Ramps		X
Checklist 10	Internal Stairs	✓	
Checklist 11	Lifts / Platform Lifts	✓	
Checklist 12	WCs: General Provision	✓	
Checklist 13	WCs: Wheelchair Users	✓	
Checklist 14	Facilities	✓	
Checklist 15	Way Finding	✓	
Checklist 16	Lighting & Acoustics	✓	
Checklist 17	Means of Escape	✓	
Checklist 18	Building Management	✓	

Note: Not all of the above checklists may be relevant to this particular site.

Stage 1 – Information gathering

This is undertaken as a walkthrough audit / inspection of the building using the checklists.

Stage 2 – Results and recommendations

The report suggests possible improvements that can be made to the building. These range from small non-structural adjustments to possibly major structural alterations. It also gives an indication to priorities and costs.

1.4 PRIORITIES

The priorities are dependent upon various factors including:

- Compliance to AD M (Part M of The Building Regulations)
- Client's policy and objectives
- Current use of the building
- Costs involved and available resources
- Plans for refurbishment
- Maintenance programmes
- Agreement of outside agencies (such as a free holder or local highway authority)

Priority ratings are as follows:

Priority A:

Where there are potential health and safety risks or where failure to implement changes would be highly likely to attract legal implications. Immediate action is recommended to put changes into effect.

Priority B:

Where action is recommended within the short term to alleviate an access problem or make improvements that will have a considerable impact.

Priority C:

Where action is recommended within 12 – 24 months to improve access.

Priority D:

Where the recommendation involves excessive costs or should be implemented as part of a long-term plan.

1.5 KEYS FOR COSTS

Budget costs have been included in the form of bands.

- N** - None
- M** - Minimal
- OG** - Ongoing Maintenance
- ST** - Structural Change
- EX** - Major Structural Change

Please note cost keys are indicative only and that Direct Access Consultancy Ltd can not be held liable for any misinterpretations.

1.6 ABBREVIATIONS

Used throughout the report are the following abbreviations:

- DDA** - Disability Discrimination Act
- BS8300** - British Standard BS8300: 2009 - Design of Buildings and their approaches to meet the need of disabled people
- ADM** - Building Regulations Approved Document M - Access to and Use of Buildings
- EQ** - Equality Act 2010

1.7 SOURCES OF GUIDANCE

There are a number of guidance notes and standards that illustrate good practice in terms of meeting the needs of disabled people. Listed below are some documents that have been utilised for the purpose of this report.

Building Regulations Approved Document M – Access to and Use of Buildings 2010 (2015 Edition)

BS8300: 2018 – Design of an Accessible and Inclusive Built Environment – Code of Practice

Equality Act 2010 - All Parts Including Chapter 2 - Adjustments for disabled persons -

www.legislation.gov.uk/ukpga/2010/15/contents

DDA 1995 Code of Practice ‘Rights of Access to Goods, Facilities, Services and Premises’ 2005.

Disability Discrimination Act 1995 and 2005, HMSO.

British Standard BS9999:2008 - Code of practice for fire safety in the design, management and use of buildings.

JMU Access Partnership & Sign Design Society – Sign Design Guide- A Guide to Inclusive Signage (2004).

Please note however the Equality Act 2010’ is not prescriptive in its recommendations to improve accessibility. As such, compliance with the Act cannot ultimately be determined or used as a method for assessing accessibility. Only tangible standards set out in guidance documents such as BS 8300 2009+A1:2010 can be referred to for ‘compliance’.

1.8 IMAGES

Please note external images are used within this report; these are for illustrative purposes only. External images are indicated along with their source.

Section 2 – Consultation

2.1 ACCESS GROUPS

For the purpose of this report, consultation with local Access Groups has not been undertaken. It is advisable to seek advice from various users groups and appropriate employees prior to undertaking specific adaptation works as a result of recommendations within this report.

2.2 CONSERVATION AREA / LISTED BUILDING STATUS

It is understood that the site is not Grade Listed. Professional advice must be sought for planning applications.

2.3 FIRE OFFICER

Where recommendations have been suggested that may have an effect on the evacuation strategy, additional consultation with the Fire Officer is advised prior to works being undertaken.

Section 3 - Site Details

3.1 DESCRIPTION OF SITE

Description	Details
Date of Construction:	Estimated 1980s
Constructed of:	Traditional Construction
Number of Floors:	2No Storeys
External Areas:	Approach Routes / Car Park / Play Areas
No. Passenger Lifts	Passenger Lift Provided

3.2 ACCESS FACILITIES IN PLACE

Facility	Details
Ramps	Provided
Platform lifts	N/A - Passenger Lift
Stair lift	N/A - Passenger Lift
Visual indicators for fire alarms	Limited Visual Alarms Provided
Induction loops / Infrared systems	None Provided
Accessible toilets	Accessible WCs Provided - Require Refurbishment
Tactile signage	None Provided
On site assistance	Provided
Designated parking areas	2No Accessible Parking Spaces (One Marked for Headteacher)
Evacuation Equipment	None Provided (Previous EVAC Chair Removed)
Any Other Additional Information:	
Note - Access audits should be undertaken every three years. The next access audit should be undertaken 2022.	

Section 4 – Action Plan

4.1 - ACTION TABLE

COSTS - N = NONE M = MINIMAL OG = ONGOING MAINTENANCE ST = STRUCTURAL CHANGE EX = MAJOR STRUCTURAL CHANGE				
Item Ref.	Details / Issue	Recommendation	Est Cost	Action Taken
PRIORITY A				
2.1	There are two accessible parking spaces marked out which is the appropriate allocation for a school of this size however one is highlighted as the Headteacher's space.	<p>Site management should review and take the appropriate action.</p> <p>One accessible parking space is considered to be sufficient should no members of staff be in possession of a Blue Badge.</p>	N	
2.3	The accessible parking spaces are not correctly marked out and there are no hatched markings provided to the sides or the rear.	<p>The designated accessible parking should be clearly marked out at least 2.4m wide x 4.8m long plus a 1.2m side transfer zone at the side and end of the bay.</p> <p>Implement a management procedure to ensure the use of the accessible parking bays are monitored regularly to limit misuse by non-disabled motorists.</p>	OG	
6.5	There is no induction loop provided to the reception hatch to accommodate hearing aid users who struggle when there is background noise.	<p>Install an induction loop to the reception hatch. Install signage indicating the availability of the facility and ensure that staff members are aware in how to use the system.</p> <p>BS8300 - A hearing enhancement system, using induction loop, infrared or radio transmission, should be installed at service or reception counters where the background noise level is high.</p>	M	

6.9	At current there is not a procedure to ask visitors if they have any access requirements prior to visiting the school.	Site management need to ensure that this is suitably in place. There should be a procedure to ask visitors prior to their visit if they may have any access requirements that the staff should be aware of.	N	
6.10	At current visitors are not asked if they may require assistance should the fire alarm be activated.	Site management need to ensure that this is suitably in place. Visitors should be asked if they would need any assistance in the event of the fire alarm being activated, potentially provide a question within the sign in book.	N	
7.1	<p>Main corridors throughout the school have widths which would easily accommodate wheelchair users. However the way that main IT Suite is laid out could cause difficulties for users of larger wheelchairs due to the narrow clearance width.</p> <p>There is a further suite available within the conservatory but this is not laid out to face a teacher which is beneficial for someone who needs to lip read.</p>	It is recommended that the first section of the main IT suite be widened to allow access for wheelchair users. Deemed reasonable to retain the second suite if the main can be used as when required by someone who needs to lip-read.	OG	
13.1	<p>There are 9No accessible WCs provided within the school with 7No being located on the ground floor and a further 2No on the first floor. This is a surplus number for a school of this size.</p> <p>Typically a school of this size would not have more than 3No accessible WCs.</p> <p>All of the accessible WCs require a refurbishment to bring them up to BS8300 compliance as they are dated and are kitted out incorrectly.</p>	<p>It is recommended that the visitors accessible WC near the reception area be refurbished as soon as possible as this is the facility that is most likely to bring potential legal implications.</p> <p>Then a further number could be refurbished as when the budget is available, potentially the current number could be reduced to one on the first floor and two on the ground floor.</p>	M	

13.4	All of the accessible WCs do not have the appropriate lever handle door locks installed. Additionally the grab rails to the inner face of the entrances are generally not colour contrasted to aid people with impaired vision.	Within each of the accessible WCs there should be a lever handle lock provided. The grab rails to the inner face of the entrances should be colour contrasted.	M/OG	
13.6	Lever style taps are not provided within the accessible WCs which would aid people with dexterity impairments.	<p>Ensure that within every accessible W.C that there is a single lever tap, this will aid people with limited dexterity in their wrists.</p> <p>According to BS8300 - Taps should either be mixer taps with an up and down action to control water flow or individual hot and cold lever operated taps with not more than a quarter turn from off to full flow.</p>	M	
13.7	All of the accessible WCs have a dated grab rail kit installed. The drop down rails also require replacement to double loop rails. There is also a missing vertical rail to the other side of the hand wash basins. In some of the accessible WCs, the colour contrast is poor due to having white grab rails seen against white/pale walls.	<p>It is recommended that a new grab rail kit be installed within the accessible WCs that are colour contrasted.</p> <p>According to BS8300 - to help blind and partially sighted people identify key objects within sanitary accommodation, support rails and grab rails should contrast visually with the wall, the WC seat and cover should contrast visually with the WC pan and cistern, and sanitary fittings and accessories should contrast visually with the background against which they are seen.</p>	M	

13.9	None of the accessible WCs have the appropriate spatula style flush installed on the transfer side of the toilet pan. They are also positioned too high for the ground floor level.	<p>Install a spatula style flush on the transfer side of the toilet pans.</p> <p>Refer to BS8300 - Where practicable, the flush should be operated manually by a spatula type lever and, for a corner arrangement, positioned on the open or transfer side of the pan for ease of access.</p>	M	
13.10	On the day of the survey, items were being consistently stored within the transfer area of the accessible WC denying wheelchair users the appropriate transferring techniques in which an accessible WC is designed to provide. Some were being used as storage spaces such as within the nursery.	<p>Implement a management procedure to ensure that accessible WC facilities are always kept clear.</p> <p>This will enable wheelchair users to adopt the many transfer techniques available to them in which an accessible WC is designed to provide.</p>	N	
13.11	Identified as one of the highest priorities within the access audit report, all of the emergency alarms are dated and require replacing.	<p>Pull cord alarms are now a requirement in the Building Regs and in the BS8300. These should also be linked to a manned panel such as within the reception area.</p> <p>Install new cord alarms within the accessible WCs, ensure that they feature bangles at two heights and reach to 100mm off the ground floor level.</p> <p>According to BS8300 - An emergency assistance pull cord should be sited so that it can be operated from the WC and from an adjacent floor area. The emergency assistance pull cord, coloured red, should be provided with two red bangles of 50 mm diameter, one set at a height between 800 mm and 1000 mm and the other set at 100 mm above floor level.</p>	M	

16.6	<p>There is no induction loop provided within the two main halls to aid people with hearing impairments. These parts of the school are areas in which visitors can frequent such as for performances. It is understood that the halls are not let out to the local community other than for use as polling stations.</p> <p>There is no induction loop provided within the CPD meeting room to accommodate hearing aid users. It is understood that this space can sometimes be used by visitors.</p> <p>The Music Room (which is also used as a cinema) should have an induction loop installed.</p>	<p>Install an induction loop within the main halls to benefit hearing aid users.</p> <p>Install induction loops within the CPD meeting room along with the Music Room.</p> <p>When this is actioned, liaise with Direct Access to source appropriate suppliers.</p> <p>According to BS8300 - A hearing enhancement system, using induction loop, infrared or radio transmission, should be installed in rooms and spaces used for meetings, lectures, classes, performances, spectator sport or films, and at service or reception counters where the background noise level is high or where glazed screens are used.</p>	M	
17.2	<p>The provision of level egress throughout the school was identified as being excellent with the exception of two areas, the IT Suite (conservatory) and to the rear of the CPD meeting room (which is sometimes used by visitors)</p>	<p>Undertake remedial works to ensure that level egress can be achieved from these areas for wheelchair users in the event of an emergency.</p>	OG	

17.4	<p>The lift is not to be used for the purpose of fire evacuation. It is understood that the former EVAC chair which was provided has now been removed.</p>	<p>It is a legal requirement for the school to have a method to safely evacuate mobility impaired persons from the first floor.</p> <p>An urgent survey should be undertaken to assess the provision of EVAC chairs and identify the key pin point locations where these need to be located. Direct Access is able to commission a free survey by an EVAC chair specialist on request. The survey is also able to assess the suitability on current training provided to staff members.</p> <p>Signage should also be provided indicating where the EVAC chairs are located throughout. Staff members should also receive frequent training on their use.</p>	N	
18.4	Vertical circulation; Lifts, platform lifts and stair lifts checked regularly for proper functioning?	Site management need to ensure that this is suitably in place.	N	
18.5	Means of Escape; Exit routes checked regularly for freedom from obstacles (including locked doors) and combustible materials? Alarm systems, including those in WCs, regularly checked?	Site management need to ensure that the appropriate procedures are in place to frequently check the exit routes to make sure that there are no obstacles. Alarm systems including those within the WCs also need to be checked.	N	
18.6	Means of Escape; Personal egress plan available for each member of staff needing assistance? Overall escape strategy for visitors who may need assistance?	Site management need to ensure that the appropriate personal egress plans are available for each member of staff needing assistance.	N	
18.7	Means of Escape; Both general escape strategy and personal emergency egress plans regularly checked for efficiency and effectiveness?	Site management need to ensure that both the general escape strategy and personal emergency egress plans are regularly checked for efficiency and effectiveness.	N	

18.8	The alarm systems within the accessible WCs do not appear to be tested frequently as part of general maintenance.	Implement a management procedure to ensure that the cord alarms are tested frequently as part of routine maintenance. This should be recorded and logged as appropriate.	N	
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PRIORITY B				
1.1	Options on how to arrive at the school should be clearly illustrated on literature and on the website.	Options on how to arrive at the site should be clearly illustrated on literature and on the website. The information regarding the site on the internet should be fully accessible for persons with reading disabilities through enlargement capability and screen readers, combined with synthetic speech or Braille displays. A clear and logical design that includes written explanations for visual or audio content. Text and graphics should be easily understood without use of colour.	N	

1.9	<p>The intercom at the main entrance gate is positioned marginally too high off the ground floor level for wheelchair users and for people of small stature. The intercom does not have any accessible features such as an LED display to accommodate people with hearing impairments.</p>	<p>Install an intercom which has tactile definition to the buttons and an LED display. Ensure all operating parts are within 1050mm off the landing level and ensure no obstruction below. Ensure that it is well contrasted against the background upon which it is seen.</p> <p>Note AD M is not descriptive on intercoms and BS8300, best practice should be referred to. In all cases when installing intercoms specialist advice should be sought.</p> <p>BS8300 States - Entryphone systems should be sited for approach and use from a wheelchair and should contain a light emitting diode (LEd) display to enable people who are deaf and hard of hearing to use them. the means of indicating that the call is acknowledged and that the lock has been released (if permitted) should be both audible and visible. the entryphone system should contrast visually with the background.</p> <p>NOTE Video entryphone systems provide additional benefits for the person answering the call, as well as for the person wishing to gain entry.</p>	M	
4.5	<p>The steps up to the external classrooms do not have colour contrast provided to the edge of the step nosings.</p>	<p>Bright colour contrast needs to be painted to the edge of the step nosings to clearly highlight their presence.</p> <p>AD M criteria will be satisfied if all nosings are made apparent by means of a permanently contrasting material 55mm wide on both the tread and the riser.</p>	OG	

8.6	<p>Key doors throughout the school have suitable opening pressures that require less than 30 Newtons of force to open. The only door that was identified as having a heavy opening pressure is the ground floor staff WC (former accessible WC) near the School Business Managers Office.</p>	<p>A review should be undertaken and an exercise should be implemented to go through each door, attempting to reduce the pressure required to open the doors. Doors should not require more than 30 Newtons of force to open.</p> <p>If the force required for opening doors is greater than wheelchair users and people with limited strength can manage, they will be unable to continue their journeys independently. If the force of the closing device is too great or its speed too fast, disabled people risk being pushed off balance.</p>	OG	
10.2	<p>The stairwell to the first floor near the lift has nosing strips which are of a similar colour as the treads. The colour contrast is poor to suitably highlight the tread and risers.</p> <p>The fire exit stairwell off Year 3 on the first floor does not have any colour contrast provided to the edge of the step nosings.</p>	<p>New nosing strips should be installed to the edge of the steps.</p> <p>BS8300 states - All steps need to have clear colour contrast edgings applied to nosings permanently contrasting material 55mm wide on both the tread and the riser.</p>	M	

10.3	<p>The stairwell to the first floor near the lift has handrails which are not of the preferred oval profile in accordance to BS8300.</p> <p>The second stairwell to the first floor near Classroom 4P has handrails which are not of the preferred oval profile in accordance to BS8300.</p> <p>The fire exit stairwell off Year 3 on the first floor has handrails which are of exposed metal making them cold to touch. Additionally, they are not of the correct oval profile.</p>	<p>BS8300 compliant handrails should be installed.</p> <p>The handrails need to be changed to one with a suitable profile (circular: 40 – 45mm, oval 50mm, in diameter) that projects at least 60 - 75mm clear of the adjacent wall – 50mm between a cranked support and the underside of the handrail.</p> <p>The handrail needs to be at least 300mm beyond the top and the bottom of the steps and should not project the route of travel.</p> <p>The handrails should be replaced with a BS8300 oval style profile and be coated with nylon or a suitable alternative to ensure that they are not cold to touch.</p>	M	
12.5	Urinals do not feature grab rails to aid ambulant disabled persons.	A well contrasted grab rail should be provided to one urinal in every WC where applicable.	M	
12.6	Older WCs do not have lever style or sensor operated taps to aid people with dexterity impairments.	<p>Ensure that within every W.C that there are taps which are operated via a lever action, this will aid people with limited dexterity in their wrists.</p> <p>According to BS8300 - Taps should either be mixer taps with an up and down action to control water flow or individual hot and cold lever operated taps with not more than a quarter turn from off to full flow.</p>	M	

12.8	<p>A former accessible WC has been refurbished and changed into a staff WC / shower (the previous sign is still up which should be removed) However the shower is not level and there is no grab rail to aid ambulant disabled persons.</p>	<p>Ensure a well contrasted grab rail is provided within the shower unit.</p> <p>At the next planned refurbishment for the site, a feasibility study should be undertaken to assess the possibility of providing a level accessible shower facility for wheelchair users.</p>	M	
13.5	<p>Dated, deep hand wash basins which are marginally out of reach whilst seated on the toilet pans are generally provided. It is recommended that BS8300 compliant hand wash basins be installed.</p> <p>New larger mirrors are required within the accessible WCs to enable wheelchair users to use them appropriately.</p>	<p>It is recommended within the report that the accessible WCs be refurbished, refer to 13.1.</p> <p>As part of this recommendation new hand wash basins along with large mirrors be provided.</p>	M	
15.7	<p>There needs to be signage within the reception area stating that information provided by the school can be issued in accessible formats on request.</p>	<p>Signage should be provided to indicate that all leaflets and information can be provided in accessible formats on request.</p>	N	
16.7	<p>No portable induction loops are provided that could be transported around the school as when required.</p>	<p>Purchase a portable induction loop which can be transported around the site as when required.</p> <p>Install signage indicating the availability of the facility on request.</p>	M	

17.1	<p>There is a lack of visual strobe alarms to inform people with hearing impairments in the event of the fire alarm being activated. Only an audible alarm system is mainly provided.</p>	<p>Specialist advice should be undertaken to install further alarm/alerting systems for people with impaired hearing, such as flashing beacons. If flashing beacons are used, supplement with signage to indicate purpose.</p> <p>It is recommended that a deaf fire SMS system is considered for the site as this would be substantially cheaper than installing visual beacons and would require minimal wiring. This would send an SMS message to anyone i.e. staff and visitors registered with the system. Contact us for details.</p> <p>BS8300 - A fire alarm should emit a visual and audible signal to warn occupants with hearing or visual impairments</p>	M	
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PRIORITY C

1.5	There is a lack of on street signage on approach to the school.	<p>The site management should undertake liaison with the local Highways Dept to increase current level of on-road and street signage.</p> <p>People with hearing impairments make up the largest group of disabled people. They can be helped or hindered by signage. Good signage can mean that a person with a hearing disability can manage without having to ask questions. For further information on signage please refer to - JMU Access Partnership and The Sign Design Society. 2000. ISBN 185878 412 3.</p>	N	
1.10	The playground areas were identified as being excellent, even the gazebo has a level approach. However, it would be beneficial to consider a free standing handrail for the slope down to the huts to aid ambulant disabled persons.	<p>Consideration to installing a free standing BS8300 compliant handrail to one side. This should be well contrasted and not cold to touch.</p> <p>The handrails need to be one with a suitable profile (circular: 40 – 45mm, oval 50mm, in diameter)</p>	M	
2.2	There are no signs on entry to the car park to indicate where the accessible bays are located.	<p>There should be a sign at the entrance to the car park to indicate where the accessible parking spaces are located.</p> <p>Refer to BS8300, A sign or, if appropriate, signs should be provided at the entrance to each car park and at each change in direction to direct disabled motorists to designated parking spaces.</p>	M	

2.6	There are no safety marked out walking routes within the car park potentially putting people at risk, particularly those with hearing impairments who may not hear a car reversing out of its space.	Mark out 1200mm wide hatched pedestrian routes within the car parks complete with signage warning of pedestrians. Also recommend providing a maximum speed limit of 5 mph within the car parks.	M	
6.8	The seating provided within the reception area may not be suitable for all users and the seats do not feature the appropriate armrests to aid ambulant disabled persons.	<p>Provide some seating in the reception waiting area which has armrests to aid ambulant disabled people. Ensure all seating is well contrasted against the background upon which they are seen.</p> <p>According to BS8300 - If a seat is too high or too low, or if there are no armrests or side supports, a person may experience considerable discomfort as a result of poor posture. A person may also have difficulty rising from a seated position if the seat is set too low, or if it has no armrests.</p>	M	
7.2	<p>In the reception foyer area, there is an exposed column which is not colour contrasted against the background upon which it is seen. This could cause a potential collision hazard.</p> <p>Within the staff room there is an exposed column which is not colour contrasted against the background upon which it is seen. This could cause a potential collision hazard.</p>	Add colour contrast to the columns to ensure that they are clearly visible against the background upon which they are seen.	OG	

7.5	The colour scheme throughout the school. The majority of the doors and walls are very similar throughout the site.	<p>Investigate colour coding the areas using coloured statement walls in conjunction with coloured signage and new maps (which show the areas in their appropriate colours) This will provide people with further visual clues as to where they are located within the school.</p> <p>At the next planned renovation/re-decoration liaison should be undertaken with the RNIB to ensure a well-designed colour scheme adding contrast to floors, skirting and walls is provided which would substantially aid people with impaired vision to navigate around the school.</p>	OG	
8.3	Various doors throughout the school do not feature vision panels, this could cause a potential collision hazard.	<p>A rolling refurbishment programme should be implemented to install new BS8300 compliant doors with vision panels.</p> <p>Vision panels need to be included in frequently used doors where privacy (toilets etc.) is not required with a minimum visibility zone between 500mm and 1500mm from floor level and located at the side of the leading edge.</p> <p>Glass should comply with BS6206.</p> <p>Implement management procedure to ensure that the temporary notices are not on the vision panels.</p>	M	

8.4	<p>The double doors into the main halls are potentially too narrow for users of larger wheelchairs when a single leaf is opened. When doors are replaced, they should be replaced with a door and a half system. These areas are used by visitors.</p>	<p>Where there are double doors, these should be replaced with a door and a half system at the next refurbishment.</p> <p>At the next main refurbishment or when double doors are replaced, convert these doors to a door and a half system. This would allow wheelchair users a greater clearance width when using the master leaf.</p> <p>Refer to BS8300 -An effective clear width of less than 800 mm may result in people with poor maneuvering ability or with large wheelchairs not being able to pass through without damage to themselves or the door. Use of the preferred effective clear width more easily accommodates people with assistance dogs and where there is heavy pedestrian traffic.</p>	M	
11.4	<p>There is no mirror provided within the lift car to aid wheelchair users when attempting to enter and exit the lift.</p>	<p>Install a mirror within the lift car.</p> <p>According to BS8300 - Where a lift has only one door and has dimensions of 1100 mm × 1400 mm, a mirror should be provided on the wall of the lift car opposite the lift door to enable wheelchair users to reverse out more safely. It also allows the wheelchair user to see if anyone is behind them and to see the floor indicator panel. The mirror should not extend below 900 mm from the lift floor to avoid confusing blind and partially sighted people.</p>	M	

12.3	Not all of the fittings and fixtures within the WCs are easily seen against their backgrounds.	<p>Colour contrast should be added to the fixtures and fittings within the WCs.</p> <p>According to BS8300 - to help blind and partially sighted people identify key objects within sanitary accommodation, support rails and grab rails should contrast visually with the wall, the WC seat and cover should contrast visually with the WC pan and cistern, and sanitary fittings and accessories should contrast visually with the background against which they are seen.</p>	OG	
14.7	There are no height adjustable tables provided to accommodate wheelchair users and people of short stature.	<p>Site management to review, height adjustable table should ideally be purchased and installed for wheelchair users or people of small stature who may need to use the computing facilities.</p> <p>This is something that could be provided once it is a specific requirement such as a pupil who requires the use of a wheelchair.</p>	M	

15.1	At current there is no tactile or braille signage provided within the site to aid people with impaired vision. There is very limited pictorial signage to aid people with learning and developmental impairments.	<p>Review of way finding signage recommended.</p> <p>Tactile and Braille signage should be provided throughout the school. There should be new directory boards and tactile/Braille signage on the actual doors.</p> <p>Words entirely in upper case type (capital) should also be avoided. A sans serif type face with a relatively large “capital” height to “x” height should be used.</p> <p>Symbols should also be used to compliment signage where possible.</p> <p>BS8300 - Signs and universally accepted symbols or pictograms, indicating lifts, stairs, circulation routes and other parts of the building should be provided. Visual signs should be self- evident and, in particular, legible to visually impaired people. Plain English and pictograms together should be used to assist people with learning difficulties.</p>	M	
15.3	There is no tactile or braille signage provided on the toilet doors. The existing signage n the accessible WCs is dated and should be replaced.	The appropriate toilet signage should be provided as part of the recommended way finding review, refer to 15.1	M	

PRIORITY D

1.7	<p>On approach to the school, the light posts and traffic posts do not feature contrast markings at two heights in accordance to BS8300.</p> <p>The canopy posts within the playground require markings at two heights.</p>	<p>Well contrasted markings should be provided at two heights to the canopy. Undertake liaison with Highways for the posts on approach to the school.</p> <p>Refer to BS8300 - Each free-standing post, e.g. a lighting column, within an access route should contrast visually with the background against which it is seen (it is desirable also to incorporate a band, 150 mm high, whose bottom edge is 1 500 mm above ground level, and which contrasts visually with the remainder of the column or post</p>	N/OG	
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1.8	<p>There is a lack of seating with armrests within areas that parents pick up and drop off their children.</p> <p>There is a lack of suitable seating with armrests within the playground areas to aid ambulant disabled children.</p>	<p>Provide benches with armrests. Ensure that the armrests are well contrasted and that there is a space either side of the seat so that a wheelchair user can park alongside a seated companion</p> <p>Seating in resting places should meet the following recommendations.</p> <p>1) There should be a variety of seat heights, ranging from 380 mm to 580 mm, within which a height of 480 mm is suitable for wheelchair users.</p> <p>2) Armrests should be provided to help people lower themselves onto the seat and stand up.</p> <p>3) Where the seat is set at a height suitable for wheelchair users, armrests should not be at the extreme end of the seat but set in so as not to restrict the lateral transfer from a wheelchair to the seating. they should also not restrict front or oblique transfer.</p> <p>4) A supportive back-rest should be incorporated for at least 50% of the length of the seat.</p>	M	
2.7	<p>Is the car park adequately lit? Do staff members frequently check the level of lighting within the car park?</p>	<p>Site management to undertake investigation of the lighting levels within the car parking areas during darker hours to ensure that they are sufficient.</p>	N	

3.1	The ramp up to the external classroom does not have colour contrast to the surface to indicate the presence of a gradient.	<p>Colour contrast should be added to the surface of the ramp.</p> <p>According to BS8300 - The colour of the surface of a ramp should contrast in luminance with that of a landing and surrounding area so that its presence is distinguishable by people with impaired vision.</p>	OG	
5.10	At the next refurbishment for the site, consider installing recessed mats rather than the current loose ones to minimise the potential tripping hazard. At another site we've surveyed, similar mats to these were provided and someone tripped up on one of the loose corners.	<p>At the next planned refurbishment for the site, consider installing recessed mats which are flush with the surrounding flooring.</p> <p>Refer to BS8300 - any matting should either have its surface level with the adjacent floor finish or, if surface laid, be of a type that has a rubber backing and chamfered edges. if, in exceptional circumstances other types of surface laid mats are used, they should be securely fixed to the floor at their edges and at any joints, to avoid the risk of tripping or slipping.</p>	M	
6.4	The reception does not have colour contrast provided to the front flooring to aid people with impaired vision.	<p>Replace a section of the flooring in front of the reception hatch with an alternative that is suitably colour contrasted.</p> <p>This will aid people with impaired vision when attempting to locate the reception hatch.</p>	M	


6.7	The school does not have a minicom provided to accommodate hearing impaired people who are unable to use the telephone.	<p>Provide a minicom facility and ensure staff are trained in how to use the facility.</p> <p>Ensure that the direct line is advertised in relevant literature and on the internet.</p> <p>Note – whilst it is possible to take an incoming minicom call via BT Typetalk (a BT relay operator recites what is being typed on the minicom) Personal research shows that people would rather not have a third person in the conversation.</p>	M	
7.6	Throughout the school, the floor surfaces appear to be slip-resistant. There does not appear to be any bright and boldly patterned floors that could potentially cause confusion for people with impaired vision. Busy or distracting wall coverings have been avoided. However, the vinyl flooring within the corridor off the IT Suite has a shine which could make people with impaired vision slightly apprehensive as it could appear to be a wet surface.	<p>Management to review cleaning substances currently used in order to achieve a matt finish to floors rather than apposed to a 'shine'</p> <p>BS8300 states - Blind and partially sighted people will be confused by reflections and glare from shiny surfaces if those surfaces are large in area. Glare and reflections also make it more difficult for people to lip read.</p> <p>Very shiny finishes should be avoided due to problems with glare and the fact that they are perceived as being slippery even when they have a slip-resistant surface.</p>	OG	
10.4	Stairs do not have tactile warning surfaces to the top and bottom of the flights to accommodate people with impaired vision.	<p>There should be a hazard warning of tactile surfacing on the top landing of the flight of stairs that should be positioned at least 400mm from the nosing.</p> <p>This should be implemented as part of an ongoing renovation plan for the site.</p>	M	

11.7	There is no audio provided within the lift car to aid people with impaired vision.	<p>Undertake liaison with the lift manufacturer to assess the feasibility of installing audio within the lift car to aid people with impaired vision.</p> <p>BS8300 - For the benefit of blind and partially sighted users, there should be an audible announcement of lift arrival and direction of travel. A sign indicating the number of the floor should be provided in each lift lobby on the wall opposite all the lift landing doors.</p>	M	
11.8	A level indicator is not provided outside the lift which would reassure people with hearing impairments that the lift is on its way.	A level indicator should be provided outside the lift which would inform people with hearing impairments that the lift is on its way.	M	
11.9	There is no colour contrast to the flooring outside the lift to aid people with impaired vision.	<p>There should be 1500mm x 1500mm contrasting texture floor finish immediately outside the lift.</p> <p>Also a lift door should contrast visually with the adjoining wall of the lift lobby. Lift doors should have an effective clear width of at least 800 mm, but at least 900 mm for buildings used by the general public.</p>	M	
12.4	Cubicle doors throughout are not appropriately colour contrasted to aid people with impaired vision.	Add colour contrast to the cubical doors to aid people with impaired vision. Also refer to 12.3.	OG	

14.2	<p>Classrooms do not have chairs with armrests to aid ambulant disabled persons.</p> <p>None of the seats within the Music Room feature armrests.</p>	<p>Provide a mixture of chairs, varying in height. Some with and some without armrests.</p> <p>Recommend providing armrests to one section of the seating within the music room to aid ambulant disabled persons.</p> <p>According to BS8300 - If a seat is too high or too low, or if there are no armrests or side supports, a person may experience considerable discomfort as a result of poor posture. A person may also have difficulty rising from a seated position if the seat is set too low, or if it has no armrests.</p>	M	
14.8	<p>The kitchenette within the staff room features lever taps to aid people with dexterity impairments however there are no split height work surfaces to aid wheelchair users and people of short stature.</p> <p>Taps within the classrooms should be changed to lever style to aid people with dexterity impairments.</p>	<p>In the event of employment of a disabled person, the kitchenettes should include disability access, i.e., a section of work top lowered to 800mm with clear space underneath to allow wheelchair access; sink unit to have lever taps fitted, and utensils included.</p> <p>The classroom sinks should be changed to lever style to aid people with dexterity impairments.</p>	N / M	

15.6	Temporary signs are generally typed out in capital letters that does not comply with best practice which recommends using a mixture of upper and lower case letters.	<p>Implement a management procedure to ensure that any temporary notices are typed out using a mixture of lower and upper case lettering.</p> <p>According to best practice, words entirely in upper case type (capital) should be avoided. A sans serif type face with a relatively large “capital” height to “x” height should be used.</p>	N	
16.2	The majority of the light switch plates are not suitably colour contrasted against their background.	<p>At the next planned electrical rewire for the site, light switches need to be lowered to within a range of 750mm and 1200mm.</p> <p>All switches and controls should be operational without the use of both hands and have front plates that contrast visually to surround.</p>	OG	

Audit

Question	Response	Details
Checklist 1 - Approach Routes & Street Furniture		
1.1 - Is the school within convenient walking distance of:- _ Public Highway and Pathways? _ Public Transport e.g. Bus Stops? _ Car parking? (For car parking refer to Checklist 2)	B	Options on how to arrive at the school should be clearly illustrated on literature and on the website.
1.2 - Route free of kerbs? Do crossings on approach have tactile paving? If there are pedestrian crossings, do these have turn cones to aid people who are DeafBlind?	Yes / N/A	There is tactile paving provided to the crossing points on approach to the school to aid people with impaired vision. Tactile paving is also provided to both sides of the school's vehicular entrance.
 <p style="text-align: center;">Photo 1</p>		
1.3 - Wide enough? If a route or pathway is narrow, is there a suitable passing place for wheelchair users? Is plantation trimmed back and are low branches avoided?	Yes / N/A	All of the routes are wide enough to accommodate wheelchair users. On the day of the survey, plantation was trimmed and low branches were avoided which can cause potential difficulties people with impaired vision.
1.4 - Surfaces even and slip resistant? Is paving flush with no cracks or gaps that could trap the wheels of a wheelchair?	Yes / N/A	The approach to the entrances have surfaces which are even and slip resistant. The grounds of the school appear to be extremely well maintained.
1.5 - Is the location of the school clearly identified from the	C	There is a lack of on street signage on approach to the school.


street? Visual clues and sufficient landmarks to aid orientation?		
1.6 - Free from hazards such as bollards, litter bins? Are planting features kept to a minimum and are they colour contrasted?	Yes / N/A	No issues to report.
1.7 - Free from hazardous building features such as outward-opening doors, windows or overhangs? Do columns or structural posts have markings at two heights?	D	<p>On approach to the school, the light posts and traffic posts do not feature contrast markings at two heights in accordance to BS8300.</p> <p>The canopy posts within the playground require markings at two heights.</p>
 <p>Photo 2</p>		
1.8 - Adequate seating provided along routes? Is there suitable seating within the play areas?	D	<p>There is a lack of seating with armrests within areas that parents pick up and drop off their children.</p> <p>There is a lack of suitable seating with armrests within the playground areas to aid ambulant disabled children.</p>
1.9 - Are entrance gates appropriately colour contrasted and do intercoms have accessible features?	B	The intercom at the main entrance gate is positioned marginally too high off the ground floor level for wheelchair users and for people of small stature. The intercom does not have any accessible features such as an LED display to accommodate people with hearing impairments.



Photo 3

1.10 - Is there accessible play equipment provided for children with impairments? Are all key external areas accessible such as wildlife areas?

C

The playground areas were identified as being excellent, even the gazebo has a level approach. However, it would be beneficial to consider a free standing handrail for the slope down to the huts to aid ambulant disabled persons.



Photo 4

Checklist 2 - Car Parking

2.1 - Are accessible bays provided for badge holders?

A

There are two accessible parking spaces marked out which is the appropriate allocation for a school of this size however one is highlighted as the Headteacher's space.



Photo 5

2.2 - Accessible bays clearly sign-posted from the sites' car park entrance? Is there signage to the front of the bays?

C

There are no signs on entry to the car park to indicate where the accessible bays are located.

2.3 - Are bays marked out appropriately and easily identified? Can car doors be fully opened to allow disabled drivers and passengers to transfer to a wheel chair parked alongside?

A

The accessible parking spaces are not correctly marked out and there are no hatched markings provided to the sides or the rear.



Photo 6

2.4 - Close enough to facilities the car park serves?

Yes / N/A

Deemed reasonable to retain.

2.5 - Routes from parking area to site entrance accessible, with dropped kerbs and appropriate tactile warnings? Car park surface smooth, even and free from loose stones?

Yes / N/A

The approach to the entrance from the accessible parking spaces is all flat with no potential obvious difficulties that could occur.

2.6 - For larger car parks, are safety marked out walking routes provided to guard slow moving persons or people with hearing impairments?

C

There are no safety marked out walking routes within the car park potentially putting people at risk, particularly those with hearing impairments who may not hear a car reversing out of its space.



Photo 7

2.7 - Is the car park adequately lit? Do staff members frequently check the level of lighting within the car park?

D

Site management should check the lighting levels within the car park during darker hours to ensure they are sufficient.

Checklist 3 - External Ramps

3.1 - Wide enough and suitably graded? Is there colour contrast to the surface of the ramp?

D

The ramp up to the external classroom does not have colour contrast to the surface to indicate the presence of a gradient.



Photo 8

3.2 - Suitable handrails on each side?

Yes / N/A

Refer to 1.10, The playground areas were identified as being excellent, even the gazebo has a level approach. However, it would be beneficial to consider a free standing handrail for the slope down to the huts to aid ambulant disabled persons.

3.3 - Surface slip-resistant, firmly fixed and easy to maintain?

Yes / N/A

Deemed reasonable to retain.

3.4 - Edges protected to prevent accidents?

Yes / N/A

No issues to report.

Checklist 4 - External Steps

4.1 - Visual and tactile warnings at the top and bottom of steps?	Yes / N/A	Deemed reasonable to retain.
4.2 - Suitable handrails on each side? Are handrails suitably colour contrasted to aid people with impaired vision?	Yes / N/A	Deemed reasonable to retain.
4.3 - Lighting adequate and well positioned? Are steps appropriately illuminated during darker hours?	Yes / N/A	Deemed reasonable to retain.
4.4 - Treads long enough and all of the same length? Risers shallow enough, all of the same height, and unlikely to trip users? Are there open risers?	Yes / N/A	No issues to report.
4.5 - Nosings readily identifiable? If nosings are painted, is the paint still durable with no wear and tear?	B	The steps up to the external classrooms do not have colour contrast provided to the edge of the step nosings.

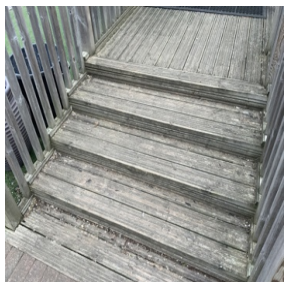


Photo 9

Checklist 5 - Entrances

5.1 - Main school entrances easy to find? Is the entrance clearly distinguishable from facade?	Yes / N/A	The main entrance is suitably colour contrasted against the surrounding facade to aid people with impaired vision. There is also signage above making the entrance clearly distinguishable on approach.
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Photo 10



Photo 11

5.2 - Door opening wide enough for all users? Enough space alongside leading edge for a wheel chair user to open the door while clear of the door swing?	Yes / N/A	The main entrance has a width which provides sufficient clearance for wheelchair users.
5.3 - Level or flush threshold?	Yes / N/A	A level threshold is provided through the main entrance.
5.4 - If there are steps at the main entrance, is there signage indicating where the accessible entrance is located?	Yes / N/A	Not applicable for this school.
5.5 - Can people each side of the door, either standing or seated, see each other and be seen? If the entrance is solid, is this due to security concerns?	Yes / N/A	The main entrance is fully glazed which provides a clear view into the building.
5.6 - Door control at a suitable height for both standing and seated users? Are door handles clearly located, easy to use and grip?	Yes / N/A	The main entrance is automatic. No issues to report.
5.7 - Door closer of appropriate type? Can the door be easily opened single handedly?	Yes / N/A	The main entrance is automatic. No issues to report.
5.8 - Entry phones and intercoms detailed to allow use by people with sensory or mobility impairments? Is there an LED display to accommodate people with hearing impairments?	Yes / N/A	Refer to 1.9, The intercom at the main entrance gate is positioned marginally too high off the ground floor level for wheelchair users and for people of small stature. The intercom does not have any accessible features such as an LED display to accommodate people with hearing impairments.
5.9 - Glazed entrance door: markings for safety and visibility? If manifestations are provided, are these suitably colour contrasted	Yes / N/A	Manifestations are not required for the main entrance.

against their background?		
5.10 - Weather mat of firm texture and flush with floor?	D	At the next refurbishment for the site, consider installing recessed mats rather than the current loose ones to minimise the potential tripping hazard. At another site we've surveyed, similar mats to these were provided and someone tripped up on one of the loose corners.
 <p>Photo 12</p>		
5.11 - Are automatic doors provided? If so, do these remain open long enough for a slow-moving person to pass through? Are visual and tactile warnings provided? If automatic doors are operated via a push pad rather than a sensor, are these clearly seen on approach?	Yes / N/A	On the day of the survey, the timings of the automatic doors appeared to be sufficient to allow slow moving persons through without causing a potential collision hazard.
Checklist 6 - Reception Areas and Lobbies		
6.1 - Clear view in from outside? Can receptionists see visitors and provide assistance if necessary?	Yes / N/A	The main entrance is fully glazed which provides a clear view into the building and the front line staff are able to see if someone requires assistance.
6.2 - Transitional lighting? Is the entrance lobby and reception area well illuminated?	Yes / N/A	The reception area is well lit. Blinds are provided to the windows which monitors the use of daylighting to ensure that there is no glare that could cause potential difficulties for people who lip-read.
6.3 - Reception/desk/counter/ checkout suitable for approach and use from both sides by people either standing and seated?	Yes / N/A	Deemed reasonable to retain.

6.4 - Surfaces suitable? Is there colour contrast to the flooring in front of the reception desk and are edges highlighted?	D	The reception does not have colour contrast provided to the front flooring to aid people with impaired vision.
 <p>Photo 13</p>		
6.5 - Induction loop fitted? Is there signage indicating the availability of the facility? Are front line staff aware of the facility and its purpose?	A	There is no induction loop provided to the reception hatch to accommodate hearing aid users who struggle when there is background noise.
 <p>Photo 14</p>		
6.6 - If security permits the use of a glazed screen, is this non-reflective and free of glare which could hinder lip-readers?	C	Deemed reasonable to retain, the glass is typically pulled to one side when in use.
6.7 - Is there a minicom provided for deaf people? Is the availability of this facility highlighted on the website and on leaflets?	D	The school does not have a minicom provided to accommodate hearing impaired people who are unable to use the telephone.
6.8 - Seating designed for ease of use? Is there a management procedure to ensure spaces are provided for wheelchair users?	C	The seating provided within the reception area may not be suitable for all users and the seats do not feature the appropriate armrests to aid ambulant disabled persons.

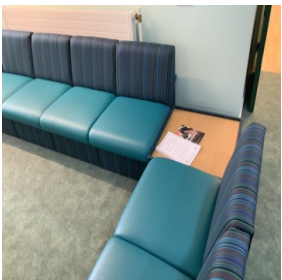


Photo 15

6.9 - Is there a procedure to ask visitors if they have any access requirements prior to their visit to the school?

A

At current there is not a procedure to ask visitors if they have any access requirements prior to visiting the school.

6.10 - When checking in / signing in, are visitors asked if they may require assistance if the fire alarm is activated?

A

At current visitors are not asked if they may require assistance should the fire alarm be activated.

Checklist 7 - Corridors and Internal Surfaces

7.1 - Corridor wide enough for a wheel chair user to manoeuvre and for other people to pass? Turning space for wheel chair users?

A

Main corridors throughout the school have widths which would easily accommodate wheelchair users. However, the way that main IT Suite is laid out could cause difficulties for users of larger wheelchairs due to the narrow clearance width. There is a further suite available within the conservatory but this is not laid out to face a teacher which is beneficial for someone who needs to lip read.



Photo 16

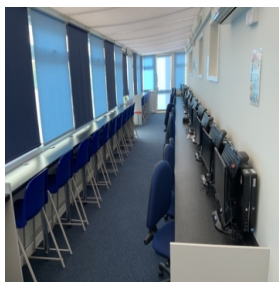





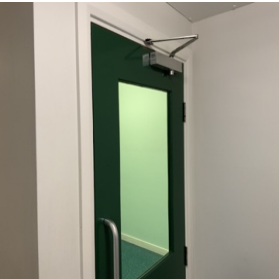
Photo 17





7.2 - Free from obstruction to wheel chair users and from hazards to people with impaired sight? Are there any internal columns that


C

In the reception foyer area, there is an exposed column which is not colour contrasted against the background upon which it is

have a lack of colour contrast?		<p>seen. This could cause a potential collision hazard.</p> <p>Within the staff room there is an exposed column which is not colour contrasted against the background upon which it is seen. This could cause a potential collision hazard.</p>
<div>   </div> <div> <p>Photo 18</p> <p>Photo 19</p> </div>		
7.3 - Are all key facilities within the school accessible for all users? Where there are facilities not available are there alternative means of access procedures in place?	Yes / N/A	Step free access is available to all parts of the school. No issues to report.
7.4 - Floor surfaces suitable for passage of wheelchairs? Junctions between floor surfaces correctly detailed?	Yes / N/A	Throughout the school, floor surfaces are suitable for passage of wheelchair users. Additionally, the junction between floor surfaces are appropriately detailed with no potential tripping hazards identified.
7.5 - Colours, tones and textures varied to help people distinguish between surfaces and fixtures and fittings? Do the floors suitably colour contrast against the walls (this can also be achieved by having well contrasted skirting boards)	C	<p>The colour scheme throughout the school. The majority of the doors and walls are very similar throughout the site.</p> <p>Investigate colour coding the areas using coloured statement walls in conjunction with coloured signage and new maps (which show the areas in their appropriate colours) This will provide people with further visual clues as to where they are located within the school.</p> <p>At the next planned renovation/re-decoration liaison should be undertaken with the RNIB to ensure a well-designed colour scheme adding contrast to floors, skirting and walls is provided which would substantially aid people with impaired vision to</p>

		navigate around the school.
7.6 - Floor surfaces slip-resistant? Bright, boldly patterned floors avoided? Busy or distracting wall coverings avoided?	D	Throughout the school, the floor surfaces appear to be slip-resistant. There does not appear to be any bright and boldly patterned floors that could potentially cause confusion for people with impaired vision. Busy or distracting wall coverings have been avoided. However, the vinyl flooring within the corridor off the IT Suite has a shine which could make people with impaired vision slightly apprehensive as it could appear to be a wet surface.
 <p>Photo 20</p>		
Checklist 8 - Internal Doors		
8.1 - Distinguishable from surroundings?	Yes / N/A	The majority of the doors are suitably colour contrasted against their surroundings.
 <p>Photo 21</p>		
8.2 - Glass door: clearly visible when closed? Are manifestations suitably colour contrasted against the background?	Yes / N/A	No issues to report.

<p>8.3 - Can people each side of the door, either standing or seated, see each other and be seen? Are vision panels kept clear of temporary notices? (for an example classroom entrances)</p>	<p>C</p>	<p>Various doors throughout the school do not feature vision panels, this could cause a potential collision hazard.</p>
<div data-bbox="114 234 392 515">  </div> <p data-bbox="208 528 297 552">Photo 22</p> <div data-bbox="459 234 736 515">  </div> <p data-bbox="553 528 642 552">Photo 23</p> <div data-bbox="806 234 1084 515">  </div> <p data-bbox="900 528 990 552">Photo 24</p>		
<p>8.4 - Clear opening width sufficient for a wheel chair user? Adequate space available alongside leading edge for a wheel chair user to open the door while clear of the door swing?</p>	<p>C</p>	<p>All doors exceed 750mm width which allows wheelchair users to easily pass through without catching their knuckles on the door frames.</p> <p>The double doors into the main halls are potentially too narrow for users of larger wheelchairs when a single leaf is opened. When doors are replaced, they should be replaced with a door and a half system. These areas are used by visitors.</p>
<div data-bbox="114 909 392 1190">  </div> <p data-bbox="208 1203 297 1227">Photo 25</p>		
<p>8.5 - Door control at a height suitable for both standing and seated users? Easily gripped and operated? Control clearly distinguishable from the door itself?</p>	<p>Yes / N/A</p>	<p>No issues to report.</p>

8.6 - Door light enough to open easily? Door closers of an appropriate type and with minimum necessary opening pressure?	B	Key doors throughout the school have suitable opening pressures that require less than 30 Newtons of force to open. The only door that was identified as having a heavy opening pressure is the ground floor staff WC (former accessible WC) near the School Business Managers Office.
 <p>Photo 26</p>		
8.7 - Where there are security keypads or readers, are these suitably positioned for wheelchair users or for persons of short stature?	Yes / N/A	No issues to report.
Checklist 9 - Internal Ramps		
9.1 - Ramp available for short rise within single storey?	Yes / N/A	Not applicable for this school.
9.2 - Wide enough and suitably graded? Surface slip resistant?	Yes / N/A	
9.3 - Exposed edges protected to prevent accidents?	Yes / N/A	
9.4 - Suitable handrail each side?	Yes / N/A	
Checklist 10 - Internal Stairs		
10.1 - Risers shallow enough, all of the same height, and unlikely to trip users?	Yes / N/A	All of the internal steps have treads which are long enough and are each of the same length.
10.2 - Are the edge of the step nosings readily identifiable?	B	The stairwell to the first floor near the lift has nosing strips which are of a similar colour as the treads. The colour contrast is poor to suitably highlight the tread and risers.

		<p>The fire exit stairwell off Year 3 on the first floor does not have any colour contrast provided to the edge of the step nosings.</p>
<div data-bbox="114 220 392 499" data-label="Image"> </div> <p data-bbox="208 515 297 536">Photo 27</p> <div data-bbox="461 220 736 499" data-label="Image"> </div> <p data-bbox="555 515 645 536">Photo 28</p>		
<p>10.3 - Suitable handrails on each side? Do handrails extend 300mm beyond the first and last step pitch-line? Are handrails suitably colour contrasted?</p>	<p data-bbox="1106 746 1128 767">B</p>	<p>The stairwell to the first floor near the lift has handrails which are not of the preferred oval profile in accordance to BS8300.</p> <p>The second stairwell to the first floor near Classroom 4P has handrails which are not of the preferred oval profile in accordance to BS8300.</p> <p>The fire exit stairwell off Year 3 on the first floor has handrails which are of exposed metal making them cold to touch. Additionally, they are not of the correct oval profile.</p>
<div data-bbox="114 967 392 1246" data-label="Image"> </div> <p data-bbox="208 1262 297 1283">Photo 29</p> <div data-bbox="461 967 736 1246" data-label="Image"> </div> <p data-bbox="555 1262 645 1283">Photo 30</p> <div data-bbox="808 967 1084 1246" data-label="Image"> </div> <p data-bbox="902 1262 992 1283">Photo 31</p>		
<p>10.4 - Landings big enough and provided at intermediate levels in a long flight?</p>	<p data-bbox="1106 1353 1128 1374">D</p>	<p>Stairs do not have tactile warning surfaces to the top and bottom of the flights to accommodate people with impaired vision.</p>

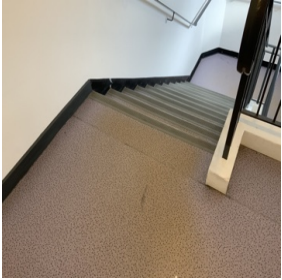


Photo 32

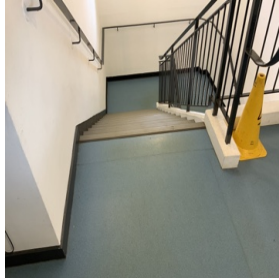


Photo 33

Checklist 11 - Lifts

11.1 - Passenger lift available for vertical circulation within a building of more than one storey?

Yes / N/A

There is a passenger lift provided which allows for step free access to the first floor.



Photo 34

11.2 - Car dimensions sufficient to allow space for wheel chair user? Door opens wide enough for wheel chair users?

Yes / N/A

Deemed reasonable to retain. The lift has the basic minimal required dimensions and would accommodate a wheelchair user.

11.3 - Support rails in car appropriately designed and positioned?

Yes / N/A

Support rails are provided within the lift car. No issues to report.

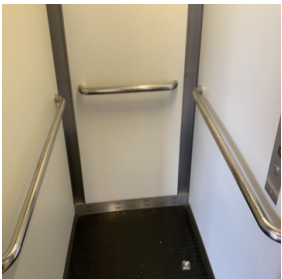


Photo 35

11.4 - Is there a mirror within the lift car?	C	There is no mirror provided within the lift car to aid wheelchair users when attempting to enter and exit the lift.
11.5 - Delayed-action closer and override (not a door pressure system) to allow slow entry or exit?	Yes / N/A	No issues to report.
11.6 - Controls, including emergency call, located easily using visual or tactile information and within easy reach of all users?	Yes / N/A	The lift control buttons feature both tactile and braille. No issues to report.
<div data-bbox="112 467 392 746" data-label="Image"> </div> <div data-bbox="456 467 734 746" data-label="Image"> </div> <div data-bbox="197 758 297 785" data-label="Caption"> <p>Photo 36</p> </div> <div data-bbox="542 758 642 785" data-label="Caption"> <p>Photo 37</p> </div>		
11.7 - Voice indication of floor reached? Is audio loud enough to be heard by hearing aid users?	D	There is no audio provided within the lift car to aid people with impaired vision.
11.8 - Is there a floor level indicator inside and outside the lift to reassure people with hearing impairments?	D	A level indicator is not provided outside the lift which would reassure people with hearing impairments that the lift is on its way.
11.9 - Is there a 1500mm x 1500mm contrasting surface outside the lift and are lift doors suitably colour contrasted to aid people with impaired vision?	D	There is no colour contrast to the flooring outside the lift to aid people with impaired vision.



Photo 38

Checklist 12 - WC Provision & Changing Areas

12.1 - Lobby door light enough to open easily? Lobby of sufficient size for easy access?	Yes / N/A	Refer to 8.6, Key doors throughout the school have suitable opening pressures that require less than 30 Newtons of force to open. The only door that was identified as having a heavy opening pressure is the ground floor staff WC (former accessible WC) near the School Business Managers Office.
12.2 - Slip-resistant floors throughout?	Yes / N/A	Slip resistant flooring is provided within each of the WCs.
12.3 - Fittings all easily distinguishable from background? Are hand dryers and sanitary ware easily seen against their surroundings?	C	Not all of the fittings and fixtures within the WCs are easily seen against their backgrounds.



Photo 39



Photo 40

12.4 - Compartment door controls all easily gripped and operated? Are cubicle doors suitably colour contrasted against the panels?	D	Cubicle doors throughout are not appropriately colour contrasted to aid people with impaired vision.
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Photo 41

12.5 - Are urinals well contrasted and do they have grab rails to assist ambulant disabled people?

B

Urinals do not feature grab rails to aid ambulant disabled persons.



Photo 42



Photo 43

12.6 - Are lever style taps provided within the WCs to aid people with dexterity impairments?

B

Older WCs do not have lever style or sensor operated taps to aid people with dexterity impairments.



Photo 44

12.7 - When there is no accessible WC available, is there a facility

Yes / N/A

Further facilities are not deemed required with the availability of

provided for ambulant disabled people?		9No accessible WCs. Deemed reasonable to retain.
12.8 - Where there are shower facilities, is a grab rail provided? Is there a level access shower for disabled people?	B	A former accessible WC has been refurbished and changed into a staff WC / shower (the previous sign is still up which should be removed) However the shower is not level and there is no grab rail to aid ambulant disabled persons.

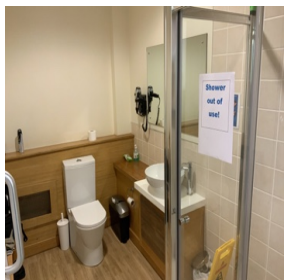


Photo 45

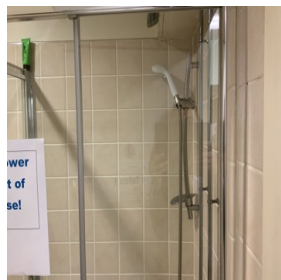


Photo 46

Checklist 13 - WCs: Wheelchair Users

13.1 - Compartment large enough to allow manoeuvring into position for frontal, lateral, angled and backward transfer unassisted and with assistance?	A	<p>There are 9No accessible WCs provided within the school with 7No being located on the ground floor and a further 2No on the first floor. This is a surplus number for a school of this size. Typically, a school of this size would not have more than 3No accessible WCs.</p> <p>All of the accessible WCs require a refurbishment to bring them up to BS8300 compliance as they are dated and are kitted out incorrectly. It is recommended that the visitors accessible WC near the reception area be refurbished as soon as possible as this is the facility that is most likely to bring potential legal implications. Then a further number could be refurbished as when the budget is available, potentially the current number could be reduced to one on the first floor and two on the ground floor.</p>
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Photo 47



Photo 48

13.2 - Travel distance to a suitable WC no greater than that for able-bodied people?

Yes / N/A

There are 9 No accessible WCs available throughout the school with one positioned within the immediate vicinity of the reception area. No issues to report.

13.3 - Sufficient space available outside toilet compartment for manoeuvre? Is the entrance wide enough and does it open outwards?

Yes / N/A

The accessible WCs have outward opening doors which will make it easy to assist someone within the WC should they stumble and rest against the entrances.



Photo 49

13.4 - Door controls, lock and light switch easily reached and operated? Is there a grab rail to the inner face of the entrance?

A

All of the accessible WCs do not have the appropriate lever handle door locks installed. Additionally, the grab rails to the inner face of the entrances are generally not colour contrasted to aid people with impaired vision.



Photo 50



Photo 51

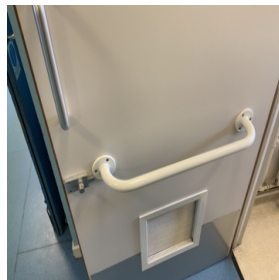


Photo 52

13.5 - Hand washing and dry facilities within easy reach of someone seated on WC? Is the hand basin suitably positioned in accordance to BS8300?

B

Dated, deep hand wash basins which are marginally out of reach whilst seated on the toilet pans are generally provided. It is recommended that BS8300 compliant hand wash basins be installed.

New larger mirrors are required within the accessible WCs to enable wheelchair users to use them appropriately.

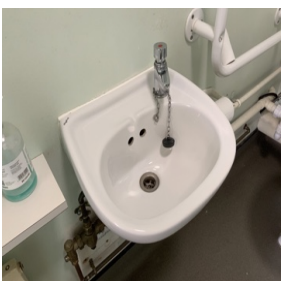


Photo 53

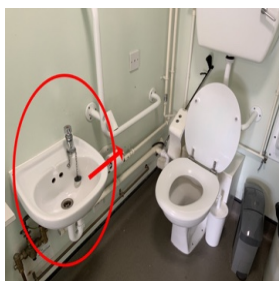


Photo 54

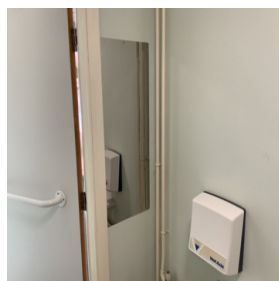


Photo 55

13.6 - Tap appropriate for use by a person with limited dexterity, grip of strength?

A

Lever style taps are not provided within the accessible WCs which would aid people with dexterity impairments.



Photo 56

13.7 - Suitably designed grab rails fitted in all positions necessary to assist manoeuvring? Are grab rails suitably colour contrasted to aid people with impaired vision?

A

All of the accessible WCs have a dated grab rail kit installed. The drop down rails also require replacement to double loop rails. There is also a missing vertical rail to the other side of the hand wash basins. In some of the accessible WCs, the colour contrast is poor due to having white grab rails seen against white/pale walls.



Photo 57



Photo 58

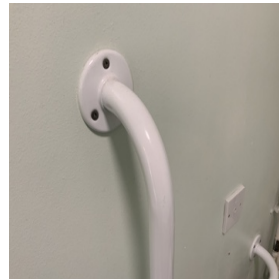


Photo 59

13.8 - Is there a back rest provided to the toilet pan?

Yes / N/A

No issues to report.

13.9 - Is the flush of a suitable spatula type and is it appropriately located on the transfer side of the toilet pan?

A

None of the accessible WCs have the appropriate spatula style flush installed on the transfer side of the toilet pan. They are also positioned too high for the ground floor level.



Photo 60



Photo 61

13.10 - Is the transfer side of the toilet pan kept clear of any obstacles that may deny wheelchair users all of the transferring techniques in which an accessible WC is designed to provide?

A

On the day of the survey, items were being consistently stored within the transfer area of the accessible WC denying wheelchair users the appropriate transferring techniques in which an accessible WC is designed to provide. Some were being used as storage spaces such as within the nursery.



Photo 62

13.11 - Is there a cord alarm? Is this coloured red with two triangular bangles and easy to reach from floor level?

A

Identified as one of the highest priorities within the access audit report, all of the emergency alarms are dated and require replacing. Pull cord alarms are now a requirement in the Building Regs and in the BS8300. These should also be linked to a manned panel such as within the reception area.



Photo 63



Photo 64

Checklist 14 - Facilities

14.1 - Are seats provided at intervals along long internal routes or where waiting likely? Seats stable, with armrests and provided in a range of heights? Space for wheelchair user to pull up alongside a seated companion?

Yes / N/A

There are chairs with armrests provided within the staff room to aid ambulant disabled persons. No issues to report.

14.2 - Are a number of chairs with armrests available within each learning space?

D

Classrooms do not have chairs with armrests to aid ambulant disabled persons.

None of the seats within the Music Room feature armrests.



Photo 65



Photo 66



Photo 67

14.3 - Do dining/ cafe counters have provision on both sides for wheelchair users? Do these counters have an induction loop to accommodate hearing aid users?

Yes / N/A

Deemed reasonable to retain until reported as a specific issue.

14.4 - Do the dining / cafe areas have appropriate seating rather

Yes / N/A

No issues to report.

than fixed seating which can be inaccessible for a range of users?		
14.5 - Do vending machines have all operating parts at less than 1200mm off the floor level and are they suitably colour contrasted?	Yes / N/A	Not applicable for this school.
14.6 - Is there a dropped counter and an induction loop available for the Library counter?	Yes / N/A	
14.7 - Where there are IT facilities or break out study areas are height adjustable computer desks available?	C	There are no height adjustable tables provided to accommodate wheelchair users and people of short stature. This is something that could be provided once it is a specific requirement such as a pupil who requires the use of a wheelchair.
14.8 - Do staff and general kitchenette areas have a lever tap to accommodate people with dexterity impairments? Are there split height work surfaces available? Are there lever taps within the classrooms?	D	<p>The kitchenette within the staff room features lever taps to aid people with dexterity impairments however there are no split height work surfaces to aid wheelchair users and people of short stature.</p> <p>Taps within the classrooms should be changed to lever style to aid people with dexterity impairments.</p>



Photo 68

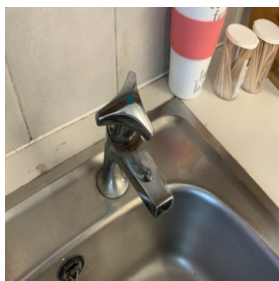



Photo 69

Checklist 15 - Way Finding

15.1 - Overall layout of school reasonably clear and logical? Is there signage available in Braille and tactile?	C	At current there is no tactile or braille signage provided within the site to aid people with impaired vision. There is very limited pictorial signage to aid people with learning and developmental impairments.
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15.2 - On entering the reception area, are signs designed and located to convey information to visitors with sight impairments and wheel chair users with lower eye levels?	Yes / N/A	Visitors are always escorted hence deemed reasonable to retain.
15.3 - Are standard toilet facilities suitably signed? On approach and on the actual entrances? Are the locations of the accessible WC facilities suitably identified and located? Does signage have the International Symbol of Access? (Wheelchair symbol)	C	There is no tactile or braille signage provided on the toilet doors. The existing signage in the accessible WCs is dated and should be replaced.
 <p>Photo 70</p>		
15.4 - Within stairwells are each of the levels clearly identifiable by tactile and visual information?	Yes / N/A	Deemed reasonable to retain.
15.5 - Are the location of the lifts clearly signed at key locations throughout the school? Is there lift signage near the reception area and on entry to key stairwells?	Yes / N/A	Deemed reasonable to retain.
15.6 - Are notice boards well structured and the use of reflective protective covers avoided? Are temporary notices illustrated using good practice i.e. use of lower and upper case lettering?	D	Temporary signs are generally typed out in capital letters that does not comply with best practice which recommends using a mixture of upper and lower case letters.
15.7 - Are leaflets provided at suitable heights for wheelchair users and for people of small stature? Are leaflets available in alternative accessible formats such as Braille, Moon or Large Print? Are staff aware that materials can be provided in accessible formats on request? Is facility indicated as being available?	B	There needs to be signage within the reception area stating that information provided by the school can be issued in accessible formats on request.
15.8 - If this is a large school, is information also given in tactile	Yes / N/A	Not applicable for this school. Deemed reasonable to retain.

form (such as maps and models)?		
Checklist 16 - Lighting & Acoustics		
16.1 - Lighting designed to meet a wide range of users needs? Level of lighting sufficient for intended use? Lights positioned where they do not cause glare, reflection, confusing shadows or pools of light and dark?	Yes / N/A	No issues to report.
16.2 - Can occupiers control lighting? Are light switch plates suitably colour contrasted and appropriately positioned for a wheelchair user?	D	The majority of the light switch plates are not suitably colour contrasted against their background.
 <p>Photo 71</p>		
16.3 - Are learning spaces appropriately illuminated and are blinds available to control the natural day lighting? Is glare avoided which can hinder attempts by people with hearing impairments to lip-read?	Yes / N/A	Blinds are provided within the classrooms which helps to control the glare that could hinder people trying to lip-read.
16.4 - Within stairwells is the lighting adequate and well positioned? Are wall lights avoided?	Yes / N/A	No issues to report.
16.5 - Quiet and noisy areas separated by a buffer zone? Environment free from unnecessary obtrusive noise (e.g. heating units) Good balance of hard and soft surfaces?	Yes / N/A	There was no obvious unnecessary obtrusive noises identified such as potentially from an IT server however it was identified that a new air conditioning system has been recently installed. This has not yet been turned on, these will need to be tested to ensure that they do not produce a background noise that could hinder people with hearing impairments.


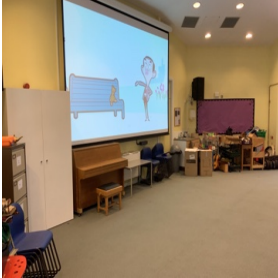
<p>16.6 - Are induction loops fitted within the key areas i.e.- Main Hall</p>	<p>A</p>	<p>There is no induction loop provided within the two main halls to aid people with hearing impairments. These parts of the school are areas in which visitors can frequent such as for performances. It is understood that the halls are not let out to the local community other than for use as polling stations.</p> <p>There is no induction loop provided within the CPD meeting room to accommodate hearing aid users. It is understood that this space can sometimes be used by visitors.</p> <p>The Music Room (which is also used as a cinema) should have an induction loop installed.</p>
<div data-bbox="114 552 392 831">  </div> <div data-bbox="206 842 297 866"> <p>Photo 72</p> </div> <div data-bbox="459 552 736 831">  </div> <div data-bbox="551 842 642 866"> <p>Photo 73</p> </div>		
<p>16.7 - Are portable induction loops available? Are staff members aware of how to use the facility and are they kept charged?</p>	<p>B</p>	<p>No portable induction loops are provided that could be transported around the school as when required.</p>
<p>Checklist 17 - Means of Escape</p>		
<p>17.1 - Audible alarm system supplemented by visual system?</p>	<p>B</p>	<p>There is a lack of visual strobe alarms to inform people with hearing impairments in the event of the fire alarm being activated. Only an audible alarm system is mainly provided.</p>



Photo 74

17.2 - Ground floor exit routes accessible to all, including wheel chair users, as entrance routes?

A

The provision of level egress throughout the school was identified as being excellent with the exception of two areas, the IT Suite (conservatory) and to the rear of the CPD meeting room (which is sometimes used by visitors)



Photo 75

17.3 - Once outside, can a wheelchair user get to a place of safety? Are pathways provided and are these wide enough?

Yes / N/A

Once outside, wheelchair users are able to get to a place of safety. The pathways from the school are sufficient to allow appropriate maneuverability for wheelchair users.

17.4 - Vertical escape from upper to lower floors possible using a fire-protected lift with an independent power supply? If disabled people are unable to leave the building, is there a suitable refuge area? Is there an intercom provided within the refuge area and does this have accessible features such as an LED display?

A

The lift is not to be used for the purpose of fire evacuation. It is understood that the former EVAC chair which was provided has now been removed. It is a legal requirement for the school to have a method to safely evacuate mobility impaired persons from the first floor.

17.5 - Is there evacuation equipment provided such as EVAC chairs or mats? Are staff trained in how to use the equipment? This is a legal requirement under the Health and Safety at Work

A

Refer to 17.4, The lift is not to be used for the purpose of fire evacuation. It is understood that the former EVAC chair which was provided has now been removed. It is a legal requirement for

Act 1974.		the school to have a method to safely evacuate mobility impaired persons from the first floor.
Checklist 18 - Building Management		
18.1 - External Routes; Including steps and ramps, kept clean, unobstructed and free from surface water, snow and ice?	Yes / N/A	On the day of the survey, the external routes were very well maintained.
18.2 - Accessible parking; Designated spaces not used by non-disabled drivers and kept free from obstructions?	Yes / N/A	No issues to report.
18.3 - Horizontal circulation; Space required for wheel chair manoeuvre not obstructed by furniture, deliveries, storage etc.?	Yes / N/A	Routes throughout were kept clear of any obstacles that could present potential difficulties for wheelchair users to manoeuvre.
18.4 - Vertical circulation; Lifts, platform lifts and stair lifts checked regularly for proper functioning?	A	Site management need to ensure that this is suitably in place.
18.5 - Means of Escape; Exit routes checked regularly for freedom from obstacles (including locked doors) and combustible materials? Alarm systems, including those in WCs, regularly checked?	A	Site management need to ensure that the appropriate procedures are in place to frequently check the exit routes to make sure that there are no obstacles. Alarm systems including those within the WCs also need to be checked.
18.6 - Means of Escape; Personal egress plan available for each member of staff needing assistance? Overall escape strategy for visitors who may need assistance?	A	Site management need to ensure that the appropriate personal egress plans are available for each member of staff needing assistance.
18.7 - Means of Escape; Both general escape strategy and personal emergency egress plans regularly checked for efficiency and effectiveness?	A	Site management need to ensure that both the general escape strategy and personal emergency egress plans are regularly checked for efficiency and effectiveness.
18.8 - Equipment; Are emergency cord alarms tested at regular intervals to ensure that they are working? Are induction loops frequently tested for effectiveness?	A	<p>The alarm systems within the accessible WCs do not appear to be tested frequently as part of general maintenance.</p> <p>Also refer to 13.11, Identified as one of the highest priorities within the access audit report, all of the emergency alarms are dated and require replacing. Pull cord alarms are now a requirement in the Building Regs and in the BS8300. These should also be linked to a manned panel such as within the reception area.</p>

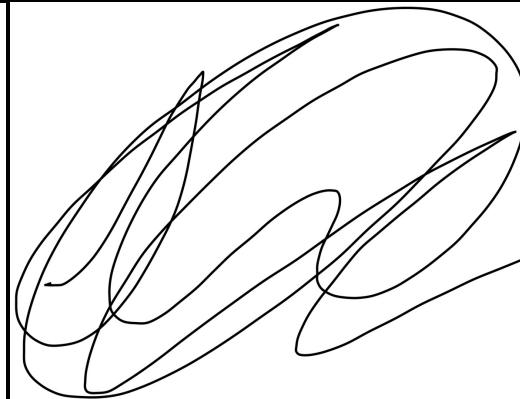
The management strategy / system itself was not inspected / analysed and so this was not confirmed. Ensure a means of escape for all staff is administered, involving for example Fire Wardens/colleagues, to sweep all areas in event of a fire to alert hearing impaired people/assist visually impaired people/mobility impaired people, wherever they may be in the building.

Access Auditor / Surveyor

Steven Mifsud

13/03/2019

13:07

A large, stylized handwritten signature in black ink, consisting of several overlapping loops and curves, filling the rightmost column of the table.

Photographs



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6



Photo 7



Photo 8



Photo 9



Photo 10



Photo 11



Photo 12



Photo 13



Photo 14



Photo 15



Photo 16



Photo 17



Photo 18



Photo 19



Photo 20



Photo 21



Photo 22



Photo 23



Photo 24

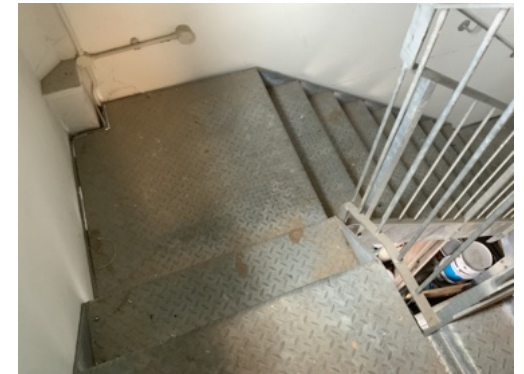


Photo 25



Photo 26



Photo 27



Photo 28





Photo 29

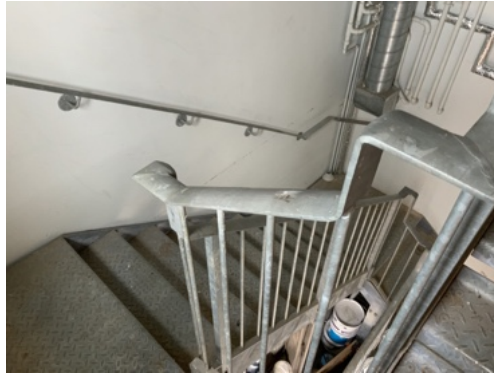


Photo 30



Photo 31



Photo 32

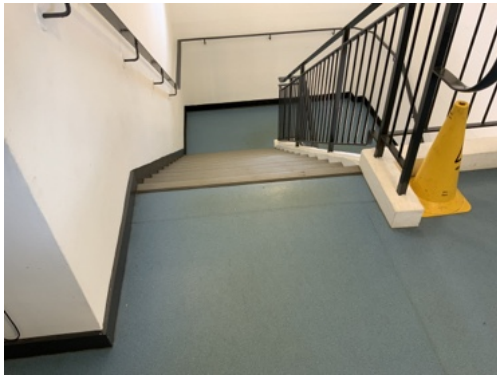


Photo 33



Photo 34

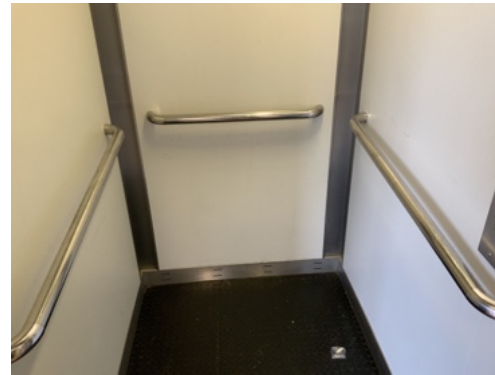


Photo 35



Photo 36



Photo 37



Photo 38



Photo 39



Photo 40



Photo 41



Photo 42



Photo 43



Photo 44



Photo 45

Photo 46

Photo 47

Photo 48



Photo 49



Photo 50



Photo 51



Photo 52



Photo 53



Photo 54



Photo 55



Photo 56



Photo 57



Photo 58



Photo 59



Photo 60



Photo 61



Photo 62



Photo 63



Photo 64



Photo 65



Photo 66



Photo 67



Photo 68





Photo 69



Photo 70



Photo 71



Photo 72



Photo 73



Photo 74



Photo 75