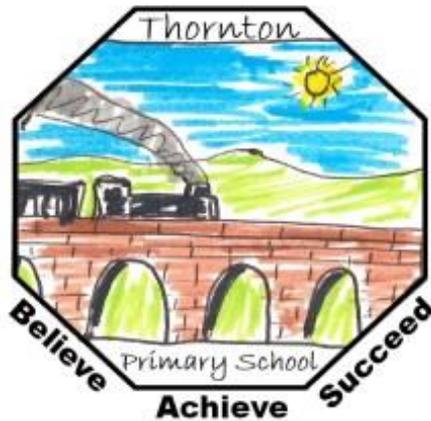


# Thornton Primary School



# Accessibility Plan

**Date of Policy: October 2014**

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**Approved by Governors: October 2014**

**Renewal Date: October 2017**

# **Thornton Primary School Accessibility Plan**

1. Vision Statement
2. Aims & Objectives
3. Current Good Practice
  - Physical Environment
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## **Vision Statement:**

Under the Equality Act 2010 schools should have an Accessibility Plan. The Equality Act 2010 replaced all existing equality legislation, including the Disability Discrimination Act. The effect of the law is the same as in the past, meaning that "schools cannot unlawfully discriminate against pupils because of sex, race, disability, religion or belief and sexual orientation". According to the Equality Act 2010 a person has a disability if:

- (a) He or she has a physical or mental impairment, and
- (b) The impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

The Accessibility Plan is listed as a statutory document of the Department for Education's guidance on statutory policies for schools. The Plan must be reviewed every three years and approved by the Governing Body. The review process can be delegated to a committee of the Governing Body, an individual or the Head. At Thornton Primary School the Plan will form part of the Premises, Resources, Fund-Raising and Marketing section of the School Development Plan and will be monitored by the Headteacher and evaluated by the relevant Governors' committee. The current Plan will be appended to this document.

At Thornton Primary School we are committed to working together to provide an inspirational and exciting learning environment where all children can develop an enthusiasm for life-long learning. We believe that children should feel happy, safe and valued so that they gain a respectful, caring attitude towards each other and the environment both locally and globally.

- 1) The Thornton Primary School Accessibility Plan has been developed and drawn up based upon information supplied by the Local Authority, and consultations with pupils, parents, staff and governors of the school. Other, outside agencies and specialists have also been consulted. The document will be used to advise other school planning documents and policies and will be reported upon annually in respect of progress and outcomes. The intention is to provide a projected plan for a three year period ahead of the next review date.
- 2) The Accessibility Plan is structured to complement and support the school's Equality Objectives, and will similarly be published on the school website. We understand that the Local Authority will monitor the school's activity under the Equality Act 2010 (and in particular Schedule 10 regarding Accessibility) and will advise upon the compliance with that duty.
- 3) Thornton Primary School is committed to providing an environment that enables full curriculum access that values and includes all pupils, staff, parents and visitors regardless of their education, physical, sensory, social, spiritual, emotional and cultural needs. We are committed to taking positive action in the spirit of the Equality Act 2010 with regard to disability and to developing a culture of inclusion, support and awareness within the school.

- 4) Thornton Primary School Accessibility Plan shows how access is to be improved for disabled pupils, staff and visitors to the school within a given timeframe and anticipating the need to make reasonable adjustments to accommodate their needs where practicable. The Accessibility Plan contains relevant and timely actions to:-
- Increase access to the curriculum for pupils with a disability, expanding the **curriculum** as necessary to ensure that pupils with a disability are as, equally, prepared for life as are the able-bodied pupils; (If a school fails to do this they are in breach of their duties under the Equalities Act 2010); this covers teaching and learning and the wider curriculum of the school such as participation in after-school clubs, leisure and cultural activities or schools visits – it also covers the provision of specialist or **auxiliary aids and equipment**, which may assist these pupils in accessing the curriculum within a reasonable timeframe;
  - Improve and maintain access to the **physical environment** of the school, adding specialist facilities as necessary – this covers improvements to the physical environment of the school and physical aids to access education within a reasonable timeframe;
  - Improve the delivery of **written information** to pupils, staff, parents and visitors with disabilities; examples might include hand-outs, timetables, textbooks and information about the school and school events; the information should be made available in various preferred formats within a reasonable timeframe.
- 5) The Thornton Primary School Accessibility Plan relates to the key aspects of physical environment, curriculum and written information.
- 6) Whole school training will recognize the need to continue raising awareness for staff and governors on equality issues with reference to the Equality Act 2010.
- 7) This Accessibility Plan should be read in conjunction with the following school policies, strategies and documents:
- Asset Management Plan
  - Behaviour Management Policy
  - Curriculum Policy
  - Critical Incident Support Plan
  - Equal Opportunities Policy
  - Health & Safety Policy
  - Equality Plan
  - School Prospectus
  - School Improvement Plan
  - Special Educational Needs Policy
  - Staff Development Policy

- 8) The Accessibility Plan for physical accessibility relates to the Access Audit of the School, which remains the responsibility of the governing body. It may not be feasible to undertake all of the works during the life of this accessibility plan and therefore some items will roll forward into subsequent plans. An accessibility audit will be completed by the school prior to the end of each period covering this plan in order to inform the development of a new Accessibility Plan for the ongoing period.
- 9) Equality Impact Assessments will be undertaken as and when school policies are reviewed. The terms of reference for all governors' committees will include the need to consider Equality and Diversity issues as required by the Equality Act 2010.
- 10) The Accessibility Plan will be published on the school website.
- 11) The Accessibility Plan will be monitored through the Governor Finance and Premises Committee
- 12) The school will work in partnership with the Local Authority in developing and implementing this Accessibility Plan.
- 13) The Accessibility Plan may be monitored by Ofsted during inspection processes in relation to Schedule 10 of the Equality Act 2010.

## **Aims and Objectives**

### **Our Aims are:**

- o **Increase access to the curriculum for pupils with a disability,**
- o **Improve and maintain access to the physical environment**
- o **Improve the delivery of written information to pupils,**

**Our objectives are detailed in the Action Plan below – to follow**

## **Current good practice**

We aim to ask about any disability or health condition in early communications with new parents and carers. For parents and carers of children already at the school, we collect information on disability as part of a survey of parents' views, or in conjunction with a letter home about a parents' evening.

### **Physical Environment**

Disabled pupils participate in extra-curricular activities. Some aspects of extra-curricular activities present particular challenges, for example: lunch and break times for pupils with social/interaction impairments, after-school clubs for pupils with physical impairments, school trips for pupils with medical needs.

## **Curriculum**

There are areas of the curriculum to which disabled pupils have limited or no access. Some areas of the curriculum present particular challenges, for example: PE for pupils with a physical impairment, science and technology for pupils with a visual impairment, humanities for pupils with learning difficulties. Other issues affect the participation of disabled pupils, for example: bullying, peer relationships, policies on the administration of medicines, the provision of personal care, the presence or lack of role models or images of disabled people, in effect, all the school's policies and procedures, written and unwritten.

## **Information**

Different forms of communication are made available to enable all disabled pupils to express their views and to hear the views of others. Access to information is planned, with a range of different formats available for disabled pupils, parents and staff.

# **Access Audit Action Plan**

See Below

## **Management, coordination and implementation**

- We will consult with experts when new situations regarding pupils with disabilities are experienced.
- The Governors and Senior Leadership Team will work closely with the Local Authority.

## 6.1 - 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
<b>PRIORITY A</b>				
5.7	The white external doors have heavy opening pressures that many may struggle to negotiate.	<p>Implement maintenance to de-tense and recalibrate the hinges. Ensure doors can be opened with less than 30 Newtons of force.</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>	<b>OG</b>	
6.9	At current there is not a procedure to ask visitors if they have any access requirements prior to visiting the school.	<p>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 school should be aware of.</p>	<b>N</b>	

## 6.1 - 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
6.10	At current visitors are not asked if they may require assistance should the fire alarm be activated. However there is a notice on the noticeboard adjacent to reception.	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 on the check in screen.	<b>N</b>	
8.6	Numerous doors throughout the school have heavy opening pressures that require more than 30 Newtons of force to open.	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.	<b>OG</b>	
12.8	There is a level access shower facility available with a hoist system however this is used as a store room.	Site management should review and take the appropriate action.		
13.3	The accessible WC within the Year 3 corridor has a heavy opening pressure.	Implement maintenance to de-tense and recalibrate the hinges. Ensure that the accessible WC entrance can be opened with less than 30 Newtons of force.	<b>OG</b>	

## 6.1 - 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
13.10	On the day of the survey, the sanitary bins were 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.	Implement a management procedure to ensure that accessible WC facilities are always kept clear.  This will enable wheelchair users to adopt the many transfer techniques available to them in which an accessible WC is designed to provide.	<b>N</b>	
13.11A	The accessible WC near the nursery area has the cord alarm positioned too far away and is located near the entrance.  The accessible WC near the general office area has the cord alarm positioned too far away and is located near the mirror by the entrance.  The accessible WC near the Year 5 has the cord alarm positioned too far away and is located near the entrance.	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.	<b>OG</b>	
13.11B	The accessible WC within Year 3 has an alarm cord which is marginally too short and it does not have two triangular bangles.	Install a new alarm cord that extends to just above the ground floor level.	<b>M</b>	

## 6.1 - 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
16.6A	There is no induction loop provided within the main hall to aid people with hearing impairments. This part of the school is an area in which visitors can frequent such as for performances.	<p>Install an induction loop within the main hall to benefit hearing aid users. This is an area in which visitors can frequent such as for performances.</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>	<b>M</b>	
16.7	No portable induction loops are provided that could be transported around the site as when required.	<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>	<b>M</b>	

## 6.1 - 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
17.1	There is a lack of visual alarms throughout to inform people with hearing impairments in the event of the fire alarm being activated. These are currently too far and few, the existing tally needs to be increased.	Specialist advice should be undertaken to install further alarm/alerting systems for people with impaired hearing, such as flashing beacons and vibrating devices. If flashing beacons are used, supplement with signage to indicate purpose.  BS8300 - A fire alarm should emit a visual and audible signal to warn occupants with hearing or visual impairments	<b>N</b>	
18.2	On the day of the survey, an able bodied person briefly parked in the accessible bay without displaying a disabled blue badge.	Implement a management procedure to ensure the use of the designated parking spaces are monitored regularly to limit misuse by non-disabled motorists.	<b>N</b>	
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	<b>N</b>	

6.1 - 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
		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?	Site management need to ensure that the appropriate personal egress plans are available for each member of staff needing assistance.	<b>N</b>	
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.	<b>N</b>	
18.8	The cord alarms do not appear to be tested as part of routine maintenance. Requires clarifying.	Implement a management procedure to ensure that the cord alarms are tested frequently as part of routine maintenance.	<b>N</b>	

6.1 - 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
<b>PRIORITY B</b>				
1.1	The school is close to public transport options and there is car parking available. There are three accessible bays provided within the immediate vicinity of the entrance.	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.	<b>N</b>	
2.3	The accessible parking spaces are marked out in accordance to BS8300. However there needs to be a post mounted sign to the front of each space.	Install a sign to the front of each space.	<b>M</b>	

6.1 - 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
2.5	There is an intercom at the vehicular gate that people with hearing impairments may struggle to use.	<p>Install an intercom which has an LED display to aid people with hearing impairments.</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>	<b>M</b>	

## 6.1 - 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
4.6	The external steps do not have suitable colour contrast provided to the edge of the step nosings.	Bright colour contrast needs to be painted to the edge of the step nosings to clearly highlight their presence.  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.	<b>OG</b>	
5.5	It was noticed that notices are being put on the entrance doors, this could cause a potential collision hazard as it is obscuring the view.	Implement management procedure to ensure that the temporary notices are not on the vision panels.	<b>N</b>	

6.1 - 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
5.8	<p>The intercom at the main entrance is positioned 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>NOTE Video entryphone systems provide additional benefits for the person answering the call, as well as for the person wishing to gain entry.</p>	<p><b>M</b></p>	

## 6.1 - 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
7.2A	The glazed link corridor needs to have new manifestations installed at two heights. The existing manifestations are starting to peel away.	<p>New well contrasted manifestations should be provided at two heights to glazed panels to minimise a potential hazard.</p> <p>Glass needs to have strips within a zone of 1.4mm to 1.600mm from the floor. These strips need to be contrast in colour (not treated glass) and luminance with the background seen through the glass in all light conditions.</p>	<b>M</b>	
7.2B	Columns within the new library area need to have colour contrast or be padded.	Add colour contrast to the columns to minimize a potential collision hazard.	<b>OG</b>	
8.2	Fully glazed fire exit doors do not have any / or the appropriate manifestations installed causing a potential collision hazard.	Well contrasted manifestations should be provided at two heights to the doors.	<b>OG</b>	

## 6.1 - 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
8.4	<p>When double doors are replaced, these should be replaced with a door and a half system to allow a greater clearance through the master leaf for wheelchair users.</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 manoeuvring 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	

## 6.1 - 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
12.3	Throughout all of the WCs the colour contrast is poor. The fittings and fixtures are not 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>	<b>OG</b>	
12.5	None of the urinals have a grab rail to aid people with ambulant disabilities.	A well contrasted grab rail should be provided to one urinal in every WC where applicable.	<b>M</b>	

## 6.1 - 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
12.6	Lever style taps are provided within the recently refurbished WCs however older WCs have standard taps.	<p>A rolling programme should be implemented to 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>	<b>M</b>	
13.4A	The white fittings within the accessible WCs are not colour contrasted against their surround to aid people with impaired vision.	Add colour contrast to the fittings and fixtures within the accessible WC.	<b>OG</b>	
13.4B	There is no handryer available within some of the facilities such as the Year 3 and Year 5 accessible WCs.	<p>Install a handryer facility within the accessible WCs. This will aid people who have limited dexterity and struggle to use the standard towels.</p> <p>Ensure that the handryers are well contrasted against the background upon which they are</p>	<b>M</b>	

6.1 - 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
		seen.		
13.8	There are no backrests provided to the rear of the newer toilet pans. The accessible WC within Year 3 has a backrest installed.	<p>A backrest should be provided to the rear of the toilet pans.</p> <p>Refer to BS8300 - a fixed horizontal rail, with a padded backrest, should be located behind, and centered on, the WC pan when the cistern is in a duct, when there is sufficient space below a low-level cistern (not close-coupled) or when the cistern is at high level, provided the rail's projection allows the seat to tilt beyond the vertical and remain raised so that the WC is comfortable and safe to use and can be used as a urinal.</p>	<b>M</b>	

## 6.1 - 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
13.9	The accessible WC within Year 3 does not have a spatula style flush.	<p>Install a spatula style flush on the transfer side of the toilet pan.</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>	<b>M</b>	
14.4	The dining counter does not have an induction loop to aid people with hearing impairments who struggle when there is excessive background noise.	<p>Deemed reasonable to retain until a student with a hearing impairment requests this facility.</p> <p>No further action.</p>	<b>N/A</b>	

6.1 - 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
15.1	<p>There is no tactile or braille signage provided throughout the site to aid people with impaired vision. There is very limited pictorial signage to aid people with learning disabilities.</p>	<p>Review of way finding signage required.</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</p>	<p><b>M</b></p>	

## 6.1 - 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
15.3	There is no tactile or braille signage provided on the toilet doors.	The appropriate toilet signage should be provided as part of the recommended way finding review, refer to 15.1	<b>M</b>	
16.6B	An induction loop should be considered for within the meeting room.	Install an induction loop within the meeting room. Ensure that there is a sign on the entrance and that staff members are versed in how to use the facility.	<b>M</b>	
<b>PRIORITY C</b>				
1.3	Long pathway up within the school play area should have free standing handrails provided to both sides.	<p>Consideration to installing free standing BS8300 compliant handrails. These 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>	<b>M</b>	

## 6.1 - 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
1.7	The columns outside the nursery entrance do not have markings at two heights and are not well contrasted causing a potential collision hazard.	Well contrasted markings should be provided at two heights to the posts/columns.  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	<b>OG</b>	
1.8	There is a lack of seating with armrests within areas that parents pick up and drop off their children.	Provide benches with armrests at equal intervals.  Ensure benches are well contrasted against their surroundings and that there is space to the side which will allow a wheelchair user to be alongside a seated companion.	<b>M</b>	

6.1 - 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
1.10	There is a lack of suitable seating with armrests within the playground areas to aid people with ambulant disabilities.	<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> <ol style="list-style-type: none"> <li>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.</li> <li>2) Armrests should be provided to help people lower themselves onto the seat and stand up.</li> <li>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</li> </ol>	<b>M</b>	

6.1 - 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
		transfer. 4) A supportive back-rest should be incorporated for at least 50% of the length of the seat.		

## 6.1 - 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
2.2	There are no signs on entry to the car park to indicate where the accessible bays are located.	There should be a sign at the entrance to the car park to indicate where the accessible parking spaces are located.  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.	<b>M</b>	
2.6	There are no safety marked out walking routes within the car parking areas 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.	<b>OG</b>	
3.2	Some ramps have handrails which are of exposed metal making them cold to touch.	The handrails should be coated with nylon or a suitable alternative to ensure that they are not cold to touch.	<b>OG</b>	

## 6.1 - 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
4.2	The steps on approach to the school from the upper car park has handrails of exposed metal making them cold to touch. The far right playground steps has handrails which are of exposed metal making them cold to touch.	The handrails should be coated with nylon or a suitable alternative to ensure that they are not cold to touch.	<b>OG</b>	
5.6	The nursery entrance and other white entrances have door handles which are the same colour as the frames resulting in a lack of colour contrast.	<p>Add colour contrast to the door furniture to ensure that it is easily seen by people with impaired vision on approach.</p> <p>In the case of door opening furniture, the ease with which blind and partially sighted people are able to distinguish furniture against its background is influenced by its 3-d form (giving light and shade) and the shiny nature of the finish, whether metallic or non-metallic. For such products, it is considered that a difference in LrV between the product and its background of at least 15 points is acceptable.</p>	<b>OG</b>	

6.1 - 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
5.9	The manifestations provided to the main entrance are not well contrasted against the background upon which they are seen causing a potential collision hazard.	<p>New well contrasted manifestations should be provided at two heights to the entrance.</p> <p>Glazed doors need to have permanent strips on the glass within a zone of 1.4mm to 1.600mm from the floor. These strips need to be contrast in colour (not treated glass) and luminance with the background seen through the glass in all light conditions.</p>	<b>M</b>	

6.1 - 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
5.11	<p>Automated door openers would be beneficial for the main entrance when budget permits. Potentially coincide with recommended works for the main entrance. This would increase accessibility for a range of users.</p>	<p>To be reviewed, providing automatic closers would improve accessibility for a range of users and should be considered.</p> <p>Power-operated pedestrian doors for installation in existing and new construction should be one of the following two types:</p> <p>a) a manually activated door controlled by a push pad, coded entry system, card swipe or remote control device; or                      b) an automatically activated door controlled, for example, by a motion sensor or a hands-free proximity reader.</p> <p>the provision and installation of power-operated doors should be in accordance with BS 7036-1.</p> <p>Manual activation controls for power-operated pedestrian doors should be located at a height of between 750 mm and 1 000 mm from the finished floor level in order to be clearly visible, they should contrast visually with the surrounding background.</p>	M	

## 6.1 - 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
5.12	The keypad at the lobby entrance is positioned marginal too high off the ground floor level for wheelchair users and there is a plant positioned to the front making access potentially difficult.	The keypad should be lowered to be within the range of 1050mm to 1200mm off the ground floor level.	<b>OG</b>	
6.6	The reception has a glazed screen which is reflective potentially making lip-reading difficult due to the glare. Deemed reasonable to retain in the short term as the screen is pulled to one side when in use.	To facilitate lip reading, lighting design should ensure that both the receptionist's and the customer's faces are evenly lit. In the short term, staff members need to be aware that lip-readers may find it difficult to see their face through the reflective glass.  Security screen should be replaced at the next refurbishment with alternative that is designed to ensure that reflections are avoided.	<b>M</b>	

## 6.1 - 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
8.1	Whilst the majority of the doors are suitably colour contrasted against their surroundings there are a limited number that do not.	<p>Ensure all doors have contrast against the surroundings upon which they are seen.</p> <p>According to BS8300 - Colour and luminance contrast should be used to distinguish the boundaries of floors, walls, doors and ceilings, e.g. if the architrave is the same colour as the door but a different colour from the surrounding wall, it may outline the opening for some visually impaired users when the door is open.</p>	<b>OG</b>	
12.4	Not all cubicle doors are appropriately colour contrasted to aid people with impaired vision. Photos illustrate two lots - one with good contrast and the other with poor contrast.	Add colour contrast to the cubical doors to aid people with impaired vision. Also refer to 12.3.	<b>OG</b>	
14.1	There are no chairs with armrests provided within the meeting room to aid people with ambulant disabilities.	Provide a mixture of chairs, varying in height. Some with and some without armrests.	<b>M</b>	

6.1 - 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
14.3	Classrooms do not have chairs with armrests to aid people with ambulant disabilities. In some classrooms the seating is the same colour as the flooring resulting in poor contrast such as within the Fox Class.	<p>Ensure that there is a chair with armrests available within each of the classrooms. This is a recommendation that may need to be phased.</p> <p>Also ensure that any new furniture purchased will suitably colour contrast against the background upon which it will be 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>	<b>M</b>	

6.1 - 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
14.10	Sinks within the classrooms do not have lever taps to aid people with dexterity impairments.	<p>Ensure lever taps are available 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>This could potentially be paid/partially paid for by the Government scheme 'Access To Work'</p>	<b>M</b>	

6.1 - 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
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>	<b>N</b>	
15.7	There is no signage to state that leaflets can be provided in accessible formats on request.	<p>Signage should be provided to indicate that all leaflets and information can be provided in accessible formats on request.</p> <p>Site management should undertake a review and ensure all leaflets are available within 1200mm of the ground floor level. This can sometimes be achieved by repeating the leaflets vertically rather than horizontally.</p>	<b>N</b>	

6.1 - 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
16.1	The lighting within the Year 4 corridor is dark/dull with patches of shadows.	<p>A lighting review should be undertaken. A new consistent lighting scheme should be designed which does not have reflections, glare and deep shadows.</p> <p>Lighting should create a confusion-free environment that avoids excessive reflection, glare, deep shadows and wide variations in lighting levels. The lighting design should aim to achieve this by controlling the location, quantity and quality of both natural and artificial light.</p>	<b>N</b>	
<b>PRIORITY D</b>				
1.2	The crossing near the entrance should have tactile installed on both sides.	Provide tactile paving to both sides of the crossing near the entrance.	<b>M</b>	

6.1 - 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
1.4	The bases of the trees within the playground are not flush causing a potential tripping hazard.	<p>Remedial works should be undertaken to eliminate the potential tripping hazard.</p> <p>BS8300 - Uneven surfaces, surfaces of loose materials (e.g. gravel) and large gaps between paving materials cause problems for wheelchair users, people with impaired vision and people who are, generally, unsteady on their feet.</p>	<b>OG</b>	

## 6.1 - 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
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	

## 6.1 - 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
1.6A	On approach to the site, the light posts and traffic posts do not feature contrast markings at two heights in accordance to BS8300.	Well contrasted markings should be provided at two heights. Undertake liaison with the appropriate body to rectify.  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	<b>N</b>	
1.6B	Barrier on approach to the Children's centre is not colour contrasted against the surround.	Add colour contrast to the barrier to ensure that it is easily distinguishable against the background upon which it is seen.	<b>OG</b>	
1.9	Entrance gates throughout the school grounds do not suitably colour contrast and there is no contrast to the controls to aid people with impaired vision.	Add colour contrast to the gates and their controls to aid people with impaired vision.	<b>OG</b>	

## 6.1 - 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
2.7	Site management should check the lighting levels within the car park during darker hours to ensure they are sufficient.	Site management to undertake investigation of the lighting levels within the car parking areas during darker hours to ensure that they are sufficient.	<b>N</b>	
3.1	The ramps do not have colour contrast to the surface to indicate the presence of a gradient.	Colour contrast should be added to the surface of the ramps.  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.	<b>OG</b>	
4.1	The steps on approach to the school from the upper car park has tactile paving on the pavement but there is no tactile provided to the top and bottom of the step flight.	Install tactile paving to the top of the external steps.  AD M criteria will be satisfied if a 'corduroy' hazard warning surface is provided at the top and bottom landings of a series of flights to give advance warning of a change in level.	<b>M</b>	

## 6.1 - 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
4.3	Site management should check the lighting levels during darker hours to ensure they are sufficient.	Site management should undertake a review of the step lighting levels during darker hours to ensure that the step treads are evenly lit.	<b>N</b>	
5.1	The nursery entrance is the same colour as the side panel and surrounding wall resulting in a lack of colour contrast.	Colour contrast should be added to the entrance to ensure that it is clearly visible on approach to aid people with impaired vision.  AD M - The presence of the door should be apparent not only when it is shut but also when it is open. Where it can be held open, steps should be taken to avoid people being harmed by walking into the door	<b>OG</b>	

## 6.1 - 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
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>	<b>M</b>	
6.4	The reception does not have colour contrast provided to the front to aid people with impaired vision.	<p>Replace a section of the flooring in front of the reception desk with an alternative that is suitably colour contrasted.</p> <p>This will aid people with impaired vision when attempting to locate the reception desk.</p>	<b>OG</b>	

## 6.1 - 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
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>	<b>M</b>	
8.7	There is a mixture of keypads used on site and are positioned too high off the ground floor level for wheelchair users. Many people with dexterity impairments can find these difficult to use.	<p>A review should be undertaken to assess whether it would be possible to remove these keypads and switch over a swipe card system.</p> <p>According to BS8300 - Disabled people with a weak hand grip or poor co-ordination, find that using a card to open a door lock is easier.</p>	<b>N</b>	

## 6.1 - 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
14.5	The vending machines do not have accessible features. The coin slots are above 1200mm off the ground floor level.	Site management to undertake liaison with the vending machine supplier to provide accessible alternative that has all operating parts at no more than 1200mm off the floor level. It would also be beneficial to have further accessible features such as tactile and Braille buttons.	<b>N</b>	
14.8	There are no height adjustable tables provided to accommodate wheelchair users and people of short stature.	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.	<b>M</b>	
16.2	Sensor lighting is provided throughout the majority of the school which is not only energy efficient but also far more accessible than light switches that may not colour contrast against the walls or be positioned at awkward heights for wheelchair users.  The remaining light switch plates should be colour contrasted.	All switches and controls should be operational without the use of both hands and have front plates that contrast visually to surround.	<b>OG</b>	

**Policy Back Page**

**Policy Name: Accessibility Plan**

Date Policy adopted by Governing Body: .....

Signed: Chair of Governing Body ..... Date .....

Signed: Headteacher ..... Date .....