



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	✓	
Checklist 10	Internal Stairs	✓	
Checklist 11	Lifts / Platform Lifts		X
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 1960s - Since Refurbished and New Rear Extension
Constructed of:	Traditional Construction
Number of Floors:	Single Storey With Internal Ramp/Short Step Flight Near Rear
External Areas:	Approach Routes / Car Park (Extended Since Original Report) / Play Areas
No. Passenger Lifts	N/A

3.2 ACCESS FACILITIES IN PLACE

Facility	Details
Ramps	Provided - Works Required
Platform lifts	N/A
Stair lift	N/A
Visual indicators for fire alarms	Limited Visual Alarms Provided / Provided Within New Extension
Induction loops / Infrared systems	Not Provided At Reception / Main Hall
Accessible toilets	Provided - Works Required None Provided Within New Extension
Tactile signage	None Provided
On site assistance	Front Line Reception / Visitors Escorted As Appropriate
Designated parking areas	Accessible Parking Space Provided (Car Park Since Extended)
Evacuation Equipment	N/A - Single Storey School
Any Other Additional Information:	
Note - Access audits should be undertaken every three years. The next access audit should be undertaken 2021.	

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				
1.10	There needs to be a ramp built up to the external gazebo to allow access for wheelchair users.	This was discussed with the Headteacher at the time of the survey, a small ramp is to be constructed by the site caretaker.	OG	
6.5	As identified within the last access audit, there is no induction loop provided to the front reception desk. This is important to ensure that visitors to the school are appropriately accommodated.	<p>An induction loop should be installed to the reception desk. Signage should be provided indicating the availability of the facility and staff members should be aware in how to use the system.</p> <p>Direct Access is able to source this if required. Please ask us for details</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	There does not still appear to be a procedure to ask visitors if they have any access requirements prior to visiting the school. This is important as preparation is key prior to a person with an impairment visiting the school. For an example, the surveyor who undertook this access audit has a hearing impairment.	<p>Procedures should be implemented to put this policy into place.</p> <p>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>	N	

13.2	It is disappointing that an accessible WC was not constructed within the new build. At current this would result in disabled people in having to exit the new build and go to the main school in order to reach a suitable facility.	<p>It is strongly recommended that the toilet that staff are currently using within the new build be adapted into a BS8300 unisex accessible WC facility.</p> <p>BS8300 should be referred to for the suggested layout and guidance.</p> <p>An alarm should be installed within the facility and the fittings should be well contrasted.</p>	M	
13.6	The far left side accessible WC has push taps instead of the recommended single lever mixer tap.	A new hand wash basin should be installed within the accessible WC that has a single lever mixer tap.	M	
13.10	On the day of the survey, the sanitary bins were stored within the transfer area of the new central accessible WC denying wheelchair users the appropriate transferring techniques in which an accessible WC is designed to provide.	<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	The accessible WC near the Headteachers office has a cord alarm which is too short and the bangles need to be set at two different heights.	<p>A new alarm cord should be installed within the accessible WC.</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	

16.4	The lighting within the far left side accessible WC did not appear to be working at the time of the survey.	Site management should review and take the appropriate action.	N	
16.6	<p>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. It is understood that where a pupil has required this facility that individual devices have been used however this would not accommodate visitors.</p> <p>An induction loop is strongly recommended for the main hall.</p>	<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>Direct Access is able to source this if required. Please ask us for details</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	The new fire exit in front of the accessible parking space should be levelled out.	Undertake remedial works to ensure that level egress can be achieved for wheelchair users in the event of an emergency.	OG	
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. It is understood that this is in the school's policy.	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	It is understood that this is now part of the Caretaker's weekly routine. Site management need to ensure that this is suitably in place.	Implement a management procedure to ensure that the cord alarms are tested frequently as part of routine maintenance.	N	

PRIORITY B

1.1	<p>Options on how to arrive at the school should be clearly illustrated on literature and on the website. The school is located close to public transport options and there is an accessible parking space provided at the main entrance.</p> <p>Since the last access audit was undertaken, a new extension has been built to the rear. The existing main school has also been considerably altered taking into account the recommendations within the access audit report. The access audit has identified how far the school has come and has considerably improved in its levels of accessibility.</p>	<p>Options on how to arrive at the school should be clearly illustrated on literature and on the website.</p> <p>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.</p>	N	
1.4	<p>Within the playground there is a section which has a steep gradient between the existing school and new build. It is strongly recommended that a free standing handrail be installed.</p>	<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	<p>There are no signs on entry to the car park to indicate where the accessible bay is located.</p> <p>There is no signage provided to the front of the accessible parking space.</p>	<p>Install a sign to the front of the accessible parking space.</p> <p>There should be a sign at the entrance to the car park to indicate where the accessible parking space is 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	
3.2	<p>There is a steep gradient up to the front entrance of the new extension that many may struggle to negotiate.</p> <p>There is a steep gradient up to the rear entrance of the new extension that many may struggle to negotiate.</p>	<p>It is recommended that a free standing handrail be installed to the left side (looking up)</p> <p>It is recommended that a free standing handrail be installed to the either side.</p> <p>The handrails should be well contrasted and not cold to touch. The handrails also need to be one with a suitable profile (circular: 40 – 45mm, oval 50mm, in diameter)</p>	M	

5.7	<p>The front and rear entrances for the new build have an opening pressure that some may struggle to negotiate.</p>	<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>	OG	
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5.8	<p>The intercom at the preschool entrance 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	
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5.9	<p>Manifestations are not provided at the fully glazed main entrance. This could cause a potential collision hazard.</p>	<p>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>	M	
5.11	<p>On the day of the survey, the timings of the main entrance automatic doors appeared to be sufficient to allow slow moving persons through without causing a potential collision hazard.</p> <p>When the budget is available, the front and rear entrances for the new extension should be made automatic.</p>	<p>Providing automatic closers at the front and rear entrances for the new extension 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	

6.8	<p>The seats within the reception area do not feature armrests to accommodate ambulant disabled persons.</p>	<p>Provide some seating in the reception waiting area which has armrests to ambulant disabled persons.</p> <p>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	
8.2	<p>The fully glazed doors within the new build have the appropriate manifestations provided at two heights. The fully glazed doors out of the pre-school still require manifestations to ensure that a potential collision hazard is minimised.</p>	<p>Well contrasted manifestations should be provided at two heights to the doors.</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>	M	

8.4	<p>The double doors into the main hall should be changed to a door and a half to allow a greater clearance width for wheelchair users.</p> <p>In the last access audit, it was identified that the staff room entrance was too narrow for some wheelchair users. This has now been addressed with the introduction of a new second entrance which has a clearance width that exceeds 800mm. No issues to report.</p>	<p>It would be beneficial for wheelchair users to 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	
9.4	<p>The internal ramp located near the Headteachers office does not have handrails provided. These should be installed to the left side (looking down) This was highlighted within the last access audit but has not yet been actioned. Many ambulant disabled persons can find it easier to negotiate steps hence the provision of a hand rail is critical.</p>	<p>Install handrails to aid ambulant disabled persons when using the ramp. Ensure that the handrails are well contrasted against their surround.</p> <p>According to BS8300 - Many ambulant disabled people find it easier to negotiate a flight of steps than a ramp and, for them, the presence of handrails for support is essential.</p>	M	

12.6	<p>Since the last access audit was undertaken, the majority of the taps have now been changed to lever style. This is a considerable improvement from when the last access audit was compiled.</p> <p>The toilets for the preschool children still feature push style taps.</p>	<p>Ensure that within the remaining W.Cs that there are taps which are operated via a lever action, this will aid people with limited dexterity in their wrists.</p> <p>If children leaving taps running is a concern then consideration should be given to using sensor operated taps.</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	
13.4	The accessible WC near the Headteachers office does not have a compliant door lock installed.	A lever handle lock should be installed to the entrance.	M	

13.5	<p>The fittings within the new central accessible WC are white seen against a white background. There is no mirror or hand drier provided within the facility.</p> <p>The far left side accessible WC does not have a hand drier provided. The tissue and soap dispenser are white seen against a white background.</p> <p>The accessible WC near the Headteachers office has white fittings seen against a white wall. There is no hand drier provided.</p>	<p>Colour contrast should be added to the fixtures and fittings within the accessible WC. A mirror and hand drier should be installed as recommended within Part M of the Building Regulations.</p> <p>Install a hand drier facility. This will aid people who have limited dexterity and struggle to use the standard towels. Ensure that the hand drier and dispensers are well contrasted against the background upon which they are seen.</p> <p>Colour contrast should be added to the fixtures and fittings within the accessible WC. Install a hand drier facility and ensure that it is colour contrasted against the background upon which it is seen.</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 / M	
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13.8	<p>As identified within the last access audit, the accessible WCs do not have a backrest provided to the rear of the toilet pans.</p>	<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>	M	
13.9	<p>The far left side accessible WC has a spatula style flush installed however it is located on the wrong side of the toilet pan.</p> <p>The accessible WC near the Headteachers office flush is not of spatula style and it is located on the wrong side of the toilet pan.</p>	<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	

15.1	<p>As identified within the last access audit, there is no tactile or braille signage provided within the school to aid people with impaired vision. There is very limited pictorial signage to aid people with learning and developmental disabilities.</p> <p>It is disappointing that this wasn't considered for the new build.</p>	<p>It is recommended that the school undergoes a way finding review. Tactile and Braille signage should be considered for 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 appropriate toilet signage should be provided as part of the recommended way finding review, refer to 15.1	M	
15.7	There needs to be signage within the reception area which clearly states that information issued by the school 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>	N	

16.7	<p>No portable induction loops are provided that could be transported around the school as when required.</p> <p>It is understood that where a pupil has required this facility that individual devices have been used however this would not accommodate visitors. A portable induction loop would be useful for one to one meetings with visitors.</p>	<p>Purchase a portable induction loop which can be transported around the school as when required.</p> <p>Install signage indicating the availability of the facility on request.</p>	M	
17.1	<p>Not all areas have visual strobe alarms to inform people with hearing impairments in the event of the fire alarm being activated such as the main hall. The new build has flashing blue lights which works well however there are still areas within the main building where people could be sited alone.</p>	<p>Site management should review and take the appropriate action. The remaining areas should be fitted with visual beacons to ensure that people with hearing impairments are suitably notified in the event of the fire alarm being activated.</p> <p>BS8300 - A fire alarm should emit a visual and audible signal to warn occupants with hearing or visual impairments</p>	M	

PRIORITY C				
1.3	The pathway to the right side of the site in which parents will bring their children appears to have a steeper gradient than previously.	<p>It is recommended that a free standing hand rail be installed to the right side of the pathway.</p> <p>This should be well contrasted and not cold to touch. The handrails need to be one with a suitable profile (circular: 40 – 45mm, oval 50mm, in diameter)</p>	M	
1.5	As identified within the last access audit, there is a limited amount of on-street signage to indicate where the school is located. The signage above the main entrance was identified as being extremely clear and distinguishable on approach.	<p>As recommended within the last access audit report, 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	
4.5	The new steps which formed part of the extension construction have black strips provided to the edge of the step nosings. However the first base strips should be removed as they can cause potential confusion.	<p>The strips should be removed to ensure that potential confusion is removed.</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	

12.3	<p>Since the last access audit was undertaken, the colour contrast schemes provided within the toilets have been considerably improved. However there are still a number of limited fittings are not suitably contrasted such as tissue dispensers.</p>	<p>Colour contrast should be added to the remaining white fixtures and fittings within the WCs. There has been considerable improvement since the last access audit.</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	
14.2	<p>Classrooms do not have chairs with armrests to aid ambulant disabled persons. This was identified within the last access audit.</p>	<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>	M	
14.7	<p>There are no height adjustable tables provided to accommodate wheelchair users and people of short stature.</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>	N/A	

16.1	<p>The lighting within the corridors of the main school building were identified as requiring an upgrade such as near the rear internal ramp.</p> <p>The lighting within the new build was identified as being excellent.</p>	<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>	M	
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PRIORITY D				
1.2	There is no tactile paving provided to the crossing points on approach to the site to aid people with impaired vision.	Site management should undertake liaison with the Highways Dept to provide tactile paving in the area to aid people with impaired vision.	N	
2.7	Is the car park adequately lit? Do staff members frequently check the level of lighting within the car park?	Site management should check the lighting levels within the car park during darker hours to ensure they are sufficient.	N	
3.1	The graded approach to the new build entrances / fire exits should be colour contrasted to forewarn of the gradient. This would minimise a potential stumbling hazard.	<p>Colour contrast should be added to the surface of the gradients. As discussed with the Headteacher at the time of the survey, this could take the form of arrows.</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	
4.3	Lighting adequate and well positioned? Are steps appropriately illuminated during darker hours?	Site management should check the lighting levels during darker hours to ensure they are sufficient.	N	
5.1	<p>Since the original access audit was undertaken a new entrance has been constructed which is considered to be extremely accessible. There is new clear signage above the entrance.</p> <p>However, main entrance is not suitably colour contrasted against the side panels to aid people with impaired vision.</p>	<p>Colour contrast should be added to the entrance to ensure that it is clearly visible on approach to aid people with impaired vision.</p> <p>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</p>	OG	



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 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>	M	
6.6	The reception hatch has a glazed screen which is reflective which is likely to cause potential difficulties for people who lip-read. Deemed reasonable to retain in the short term as the glass is typically pulled to one side when in use.	<p>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.</p> <p>Security screen should be replaced at the next refurbishment with alternative that is designed to ensure that reflections are avoided.</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	<p>The flooring within the main hall has a slight shine which could make people with impaired vision slightly apprehensive as it could appear to be a wet surface.</p> <p>Throughout the school, the floor surfaces appear to be slip-resistant. There does not appear to be any further bright and boldly patterned floors that could potentially cause confusion for people with impaired vision. Busy or distracting wall coverings have been avoided.</p>	<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	
9.2	<p>The ramp by the Headteachers office does not have colour contrast to the surface to indicate the presence of a gradient. This was highlighted within the last access audit but has not been actioned.</p> <p>The ramp to the rear of the school does not have contrast to the surface to indicate the presence of a gradient.</p>	<p>Colour contrast should be added to the surface of the ramps. This can be easily achieved by changing the carpets.</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>	M	
10.4	<p>The internal steps adjacent to the internal ramp do not have warnings provided to the top and bottom of the flight.</p>	<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	


14.1	There are no chairs with armrests provided within the staff room to aid ambulant disabled persons. This was identified within the last access audit. Note, the chairs are also the same colour as the surrounding carpet.	<p>Provide a mixture of chairs, varying in height. Some with and some without armrests. Ensure that new seating purchased suitably colour contrasts against the flooring.</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	The kitchenette within the staff room does not feature lever taps to aid people with dexterity impairments. There are also no split height work surfaces to aid wheelchair users and people of short stature.	<p>Install lever taps to aid people with dexterity impairments.</p> <p>In the event of employment of a disabled person, the kitchenette 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>	N/M	

16.2	<p>As identified within the last access audit, the majority of the light switch plates are not suitably colour contrasted against their background.</p> <p>Sensor lighting is provided throughout 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.</p>	<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	
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Audit

Question	Response	Details
Checklist 1 - Approach Routes & Street Furniture		
<p>1.1 - Is the school within convenient walking distance of:-</p> <ul style="list-style-type: none"> _ Public Highway and Pathways? _ Public Transport e.g. Bus Stops? _ Car parking? (For car parking refer to Checklist 2) 	B	<p>Options on how to arrive at the school should be clearly illustrated on literature and on the website. The school is located close to public transport options and there is an accessible parking space provided at the main entrance.</p> <p>Since the last access audit was undertaken, a new extension has been built to the rear. The existing main school has also been considerably altered taking into account the recommendations within the access audit report. The access audit has identified how far the school has come and has considerably improved in its levels of accessibility.</p>
<p>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?</p>	D	<p>There is no tactile paving provided to the crossing points on approach to the site to aid people with impaired vision.</p>
<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  <p>Photo 1</p> </div> <div style="text-align: center;">  <p>Photo 2</p> </div> </div>		
<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?</p>	C	<p>The pathway to the right side of the site in which parents will bring their children appears to have a steeper gradient than previously. It is recommended that a free standing hand rail be installed to the right side of the pathway.</p>

		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.
 <p>Photo 3</p>		
1.4 - Surfaces even and slip resistant? Is paving flush with no cracks or gaps that could trap the wheels of a wheelchair?	B	Within the playground there is a section which has a steep gradient between the existing school and new build. It is strongly recommended that a free standing handrail be installed.
 <p>Photo 4</p>		
1.5 - Is the location of the school clearly identified from the street? Visual clues and sufficient landmarks to aid orientation?	C	As identified within the last access audit, there is a limited amount of on-street signage to indicate where the school is located. The signage above the main entrance was identified as being extremely clear and distinguishable on approach.
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?	Yes / N/A	No issues to report.
1.8 - Adequate seating provided along routes? Is there suitable seating within the play areas?	C	<p>There is a lack of seating with armrests within areas that parents pick up and drop off their children. There is also a lack of suitable seating with armrests within the playground areas to aid ambulant disabled persons. The lack of suitable seating within the playground areas was identified within the previous access audit report.</p> <p>It is understood that works are to be undertaken to the playground area shortly along with the introduction of new seating. A significant portion of the seating should feature armrests to aid ambulant disabled persons.</p>
 <p>Photo 5</p>		
1.9 - Are entrance gates appropriately colour contrasted and do intercoms have accessible features?	D	No issues to report.
1.10 - Is there accessible play equipment provided for children with impairments? Are all key external areas accessible such as wildlife areas?	A	There needs to be a ramp built up to the external gazebo to allow access for wheelchair users.

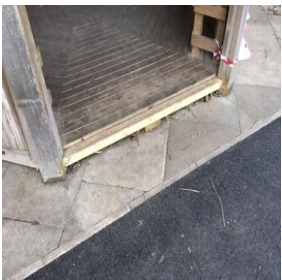


Photo 6

Checklist 2 - Car Parking

2.1 - Are accessible bays provided for badge holders?

Yes / N/A

There is a well marked out accessible parking space provided by the main entrance. This also has a marked out route from the rear of the bay to the entrance.

Since the last access audit was undertaken, the front car park has been extended outwards allowing for an increase in parking spaces.



Photo 7

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

B

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

There is no signage provided to the front of the accessible parking space.

2.3 - Are bays marked out appropriately and easily identified? Can car doors be fully opened to allow disabled drivers and

Yes / N/A

The accessible parking space is correctly marked out in


passengers to transfer to a wheel chair parked alongside?		accordance to BS8300. No issues to report.
2.4 - Close enough to facilities the car park serves?	Yes / N/A	The parking spaces are located within the immediate vicinity of the main entrance.
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	Since the last access audit was undertaken the approach pathway from the pedestrian street up to the main entrance has been separated with a barrier. This works extremely well.
 <p>Photo 8</p>		
2.6 - For larger car parks, are safety marked out walking routes provided to guard slow moving persons or people with hearing impairments?	Yes / N/A	Refer to 2.5, Since the last access audit was undertaken the approach pathway from the pedestrian street up to the main entrance has been separated with a barrier. This works extremely well.
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 graded approach to the new build entrances / fire exits should be colour contrasted to forewarn of the gradient. This would minimise a potential stumbling hazard.



Photo 9

3.2 - Suitable handrails on each side?

B

There is a steep gradient up to the front entrance of the new extension that many may struggle to negotiate. It is recommended that a free standing handrail be installed to the left side (looking up)

There is a steep gradient up to the rear entrance of the new extension that many may struggle to negotiate. It is recommended that a free standing handrail be installed to the either side.

Refer to 1.3, The pathway to the right side of the site in which parents will bring their children appears to have a steeper gradient than previously. It is recommended that a free standing hand rail be installed to the right side of the pathway.

Also refer to 1.4, Within the playground there is a section which has a steep gradient between the existing school and new build. It is strongly recommended that a free standing handrail be installed.




Photo 10	Photo 11	
3.3 - Surface slip-resistant, firmly fixed and easy to maintain?	Yes / N/A	No issues to report.
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	The new steps which formed part of the extension construction have tactile paving provided to the top and bottom of the flights. No issues to report.
 <p>Photo 12</p>		
4.2 - Suitable handrails on each side? Are handrails suitably colour contrasted to aid people with impaired vision?	Yes / N/A	The new steps which formed part of the extension construction have the appropriate BS8300 compliant handrails installed. No issues to report.
4.3 - Lighting adequate and well positioned? Are steps appropriately illuminated during darker hours?	D	Site management should check the lighting levels during darker hours to ensure they are sufficient.
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	All of the external steps have treads which are long enough and they are of the same length.
4.5 - Nosings readily identifiable? If nosings are painted, is the paint still durable with no wear and tear?	C	The new steps which formed part of the extension construction have black strips provided to the edge of the step nosings. However the first base strips should be removed as they can cause potential confusion.



Photo 13

Checklist 5 - Entrances

5.1 - Main school entrances easy to find? Is the entrance clearly distinguishable from facade?

D

Since the original access audit was undertaken a new entrance has been constructed which is considered to be extremely accessible. There is new clear signage above the entrance.

However, main entrance is not suitably colour contrasted against the side panels to aid people with impaired vision.



Photo 14



Photo 15

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. The previous entrance has a step up which has now been levelled off allowing ease of access for all. No issues to report.


5.4 - If there are steps at the main entrance, is there signage indicating where the accessible entrance is located?	Yes / N/A	Refer to 5.3, A level threshold is provided through the main entrance. The previous entrance has a step up which has now been levelled off allowing ease of access for all. No issues to report.
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 providing ease of access for all. The entrances for the new build have BS8300 compliant handrails installed which are considered easy to use. No issues to report.
5.7 - Door closer of appropriate type? Can the door be easily opened single handedly?	B	The front and rear entrances for the new build have an opening pressure that some may struggle to negotiate.
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?	B	The intercom at the preschool entrance does not have any accessible features such as an LED display to accommodate people with hearing impairments.
 <p>Photo 16</p>		
5.9 - Glazed entrance door: markings for safety and visibility? If manifestations are provided, are these suitably colour contrasted against their background?	B	Manifestations are not provided at the fully glazed main entrance. This could cause a potential collision hazard.



Photo 17

5.10 - Weather mat of firm texture and flush with floor?	Yes / N/A	No issues to report.
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?	B	<p>On the day of the survey, the timings of the main entrance automatic doors appeared to be sufficient to allow slow moving persons through without causing a potential collision hazard.</p> <p>When the budget is available, the front and rear entrances for the new extension should be made automatic.</p>
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. No issues to report.
6.2 - Transitional lighting? Is the entrance lobby and reception area well illuminated?	Yes / N/A	The reception area is well lit and there is no glare that could cause potential difficulties for people who lip-read. No issues to report.
6.3 - Reception/desk/counter/ checkout suitable for approach and use from both sides by people either standing and seated?	Yes / N/A	The reception has a counter which is of a suitable height to accommodate wheelchair users. No issues to report.



Photo 18

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.

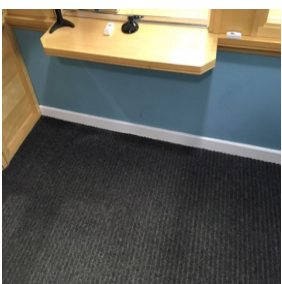


Photo 19

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

As identified within the last access audit, there is no induction loop provided to the front reception desk. This is important to ensure that visitors to the school are appropriately accommodated.

6.6 - If security permits the use of a glazed screen, is this non-reflective and free of glare which could hinder lip-readers?


D


The reception hatch has a glazed screen which is reflective which is likely to cause potential difficulties for people who lip-read. Deemed reasonable to retain in the short term as 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?	B	The seats within the reception area do not feature armrests to accommodate ambulant disabled persons.
 <p>Photo 20</p>		
6.9 - Is there a procedure to ask visitors if they have any access requirements prior to their visit to the school?	A	There does not still appear to be a procedure to ask visitors if they have any access requirements prior to visiting the school. This is important as preparation is key prior to a person with an impairment visiting the school. For an example, the surveyor who undertook this access audit has a hearing impairment.
6.10 - When checking in / signing in, are visitors asked if they may require assistance if the fire alarm is activated?	Yes / N/A	The sign in screen enquires as to whether a visitor would require assistance in the event of the fire alarm being activated. This has now been addressed since the last access audit was undertaken. No issues to report.
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?	Yes / N/A	<p>Main corridors have widths which would easily accommodate wheelchair users. The new build was considered to be spacious and has excellent maneuverability.</p> <p>It is great to see that improvements have been made since the last access audit was undertaken for an example the approach to the accessible WC adjacent to the headteacher's office has now been cleared.</p> <p>Identified within the last access audit is that the approach to the Headteacher's office was restricted. This is now deemed reasonable to retain as meetings are held in an alternative</p>

		accessible area as when required.
 <p>Photo 21</p>		
7.2 - Free from obstruction to wheel chair users and from hazards to people with impaired sight? Are there any internal columns that have a lack of colour contrast?	Yes / N/A	There were no internal hazards identified as part of the survey. No issues to report.
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 throughout 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)	Yes / N/A	Since the last access audit was undertaken, the colour contrast scheme within the school has been considered and considerably improved. Select doors now have well contrasted grey frames which work extremely well. No issues to report.
7.6 - Floor surfaces slip-resistant? Bright, boldly patterned floors avoided? Busy or distracting wall coverings avoided?	D	<p>The flooring within the main hall has a slight shine which could make people with impaired vision slightly apprehensive as it could appear to be a wet surface.</p> <p>Throughout the school, the floor surfaces appear to be slip-resistant. There does not appear to be any further bright and boldly patterned floors that could potentially cause confusion for people with impaired vision. Busy or distracting wall coverings</p>



		have been avoided.
 <p>Photo 22</p>		
Checklist 8 - Internal Doors		
8.1 - Distinguishable from surroundings?	Yes / N/A	Since the last access audit was undertaken, the colour contrast scheme within the school has been considered and considerably improved. Select doors now have well contrasted grey frames which work extremely well. No issues to report.
 <p>Photo 23</p>		
8.2 - Glass door: clearly visible when closed? Are manifestations suitably colour contrasted against the background?	B	The fully glazed doors within the new build have the appropriate manifestations provided at two heights. The fully glazed doors out of the pre-school still require manifestations to ensure that a potential collision hazard is minimised.



Photo 24



Photo 25

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)

Yes / N/A

Key doors throughout have the appropriate vision panels.

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?

B

The double doors into the main hall should be changed to a door and a half to allow a greater clearance width for wheelchair users.

In the last access audit, it was identified that the staff room entrance was too narrow for some wheelchair users. This has now been addressed with the introduction of a new second entrance which has a clearance width that exceeds 800mm. No issues to report.

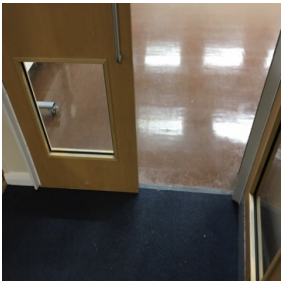


Photo 26

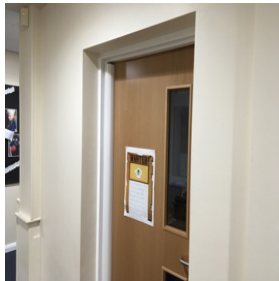

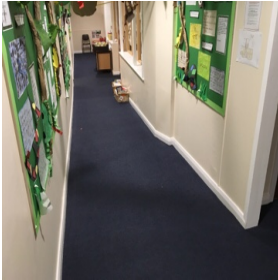



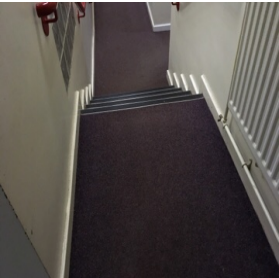
Photo 27

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?

Yes / N/A

BS8300 compliant tubular style lever handles are provided throughout the new build and the existing school building. No issues to report.

8.6 - Door light enough to open easily? Door closers of an appropriate type and with minimum necessary opening pressure?	Yes / N/A	The majority of the doors have opening pressures which were measured as being less than 30 Newtons.
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	There are two external ramps located within the existing school building. These are located near the Headteachers office and to the rear adjacent to the steps.
9.2 - Wide enough and suitably graded? Surface slip resistant?	D	<p>The ramp by the Headteachers office does not have colour contrast to the surface to indicate the presence of a gradient. This was highlighted within the last access audit but has not been actioned.</p> <p>The ramp to the rear of the school does not have contrast to the surface to indicate the presence of a gradient.</p>
<div>   </div> <div> <p>Photo 28</p> <p>Photo 29</p> </div>		
9.3 - Exposed edges protected to prevent accidents?	Yes / N/A	No issues to report.
9.4 - Suitable handrail each side?	B	The internal ramp located near the Headteachers office does not have handrails provided. These should be installed to the left side (looking down) This was highlighted within the last access audit but has not yet been actioned. Many ambulant disabled persons can find it easier to negotiate steps hence the provision of a hand

		rail is critical.
 <p>Photo 30</p>		
Checklist 10 - Internal Stairs		
10.1 - Risers shallow enough, all of the same height, and unlikely to trip users?	Yes / N/A	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?	Yes / N/A	Since the last access audit was undertaken, the contrast to the nosing strips has now been improved. No issues to report.
10.3 - Suitable handrails on each side? Do handrails extend 300mm beyond the first and last step pitch-line? Are handrails suitably colour contrasted?	Yes / N/A	No issues to report.
10.4 - Landings big enough and provided at intermediate levels in a long flight?	D	The internal steps adjacent to the internal ramp do not have warnings provided to the top and bottom of the flight.
 <p>Photo 31</p>		

Checklist 11 - Lifts

11.1 - Passenger lift available for vertical circulation within a building of more than one storey?	Yes / N/A	Not applicable for this school. Step free access is available throughout the school.
11.2 - Car dimensions sufficient to allow space for wheel chair user? Door opens wide enough for wheel chair users?	Yes / N/A	
11.3 - Support rails in car appropriately designed and positioned?	Yes / N/A	
11.4 - Is there a mirror within the lift car?	Yes / N/A	
11.5 - Delayed-action closer and override (not a door pressure system) to allow slow entry or exit?	Yes / N/A	
11.6 - Controls, including emergency call, located easily using visual or tactile information and within easy reach of all users?	Yes / N/A	
11.7 - Voice indication of floor reached? Is audio loud enough to be heard by hearing aid users?	Yes / N/A	
11.8 - Is there a floor level indicator inside and outside the lift to reassure people with hearing impairments?	Yes / N/A	
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?	Yes / N/A	

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	Since the last access audit was undertaken, considerable improvements have been made to all of the toilets.
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	Since the last access audit was undertaken, the colour contrast schemes provided within the toilets have been considerably improved. However there are still a number of limited fittings are





		not suitably contrasted such as tissue dispensers.
 <p>Photo 32</p>  <p>Photo 33</p>  <p>Photo 34</p>		
12.4 - Compartment door controls all easily gripped and operated? Are cubicle doors suitably colour contrasted against the panels?	Yes / N/A	Since the last access audit was undertaken, new cubicle doors have been installed which are now well contrasted and have new furniture. No issues to report.
 <p>Photo 35</p>		
12.5 - Are urinals well contrasted and do they have grab rails to assist ambulant disabled people?	Yes / N/A	The new build does not have urinals installed. No issues to report.
12.6 - Are lever style taps provided within the WCs to aid people with dexterity impairments?	B	<p>Since the last access audit was undertaken, the majority of the taps have now been changed to lever style. This is a considerable improvement from when the last access audit was compiled.</p> <p>The toilets for the preschool children still feature push style taps.</p>



Photo 36

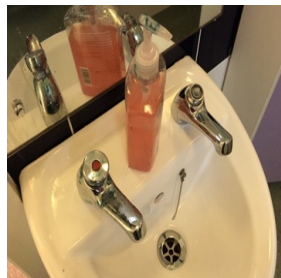


Photo 37

12.7 - When there is no accessible WC available, is there a facility provided for ambulant disabled people?

A

Refer to 13.2, It is disappointing that an accessible WC was not constructed within the new build. At current this would result in disabled people in having to exit the new build and go to the main school in order to reach a suitable facility. It is strongly recommended that the toilet that staff are currently using within the new build be adapted into a BS8300 unisex accessible WC facility.

12.8 - Where there are shower facilities, is a grab rail provided? Is there a level access shower for disabled people?

Yes / N/A

Not applicable for this school.

Checklist 13 - WCs: Wheelchair Users

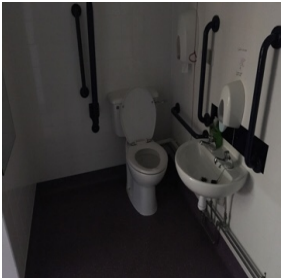

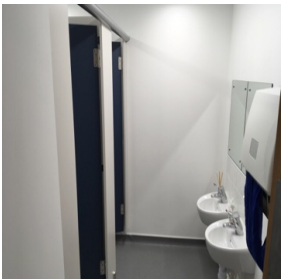
13.1 - Compartment large enough to allow manoeuvring into position for frontal, lateral, angled and backward transfer unassisted and with assistance?

Yes / N/A

As part of the build project, a further accessible WC was introduced within the main school. There are now three accessible WCs available which are located near -

The Headteachers office (minor works since the last access audit undertaken)
A facility to the far left side of the main school (rarely used)
A new central facility

Refer to 13.2, It is disappointing that an accessible WC was not constructed within the new build. At current this would result in disabled people in having to exit the new build and go to the main school in order to reach a suitable facility. It is strongly

		recommended that the toilet that staff are currently using within the new build be adapted into a BS8300 unisex accessible WC facility.
 <p>Photo 38</p>  <p>Photo 39</p>		
13.2 - Travel distance to a suitable WC no greater than that for able-bodied people?	A	It is disappointing that an accessible WC was not constructed within the new build. At current this would result in disabled people in having to exit the new build and go to the main school in order to reach a suitable facility. It is strongly recommended that the toilet that staff are currently using within the new build be adapted into a BS8300 unisex accessible WC facility.
 <p>Photo 40</p>		
13.3 - Sufficient space available outside toilet compartment for manoeuvre? Is the entrance wide enough and does it open outwards?	Yes / N/A	All of the accessible WCs have an outward opening door. No issues to report.

<p>13.4 - Door controls, lock and light switch easily reached and operated? Is there a grab rail to the inner face of the entrance?</p>	<p>B</p>	<p>The accessible WC near the Headteachers office does not have a compliant door lock installed.</p>
<div data-bbox="114 201 392 480" data-label="Image"> </div> <div data-bbox="210 496 293 517" data-label="Caption"> <p>Photo 41</p> </div>		
<p>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?</p>	<p>B</p>	<p>The fittings within the new central accessible WC are white seen against a white background. There is no mirror or hand drier provided within the facility.</p> <p>The far left side accessible WC does not have a hand drier provided. The tissue and soap dispenser are white seen against a white background.</p> <p>The accessible WC near the Headteachers office has white fittings seen against a white wall. There is no hand drier provided.</p>
<div data-bbox="114 946 392 1225" data-label="Image"> </div> <div data-bbox="210 1241 293 1262" data-label="Caption"> <p>Photo 42</p> </div> <div data-bbox="461 946 736 1225" data-label="Image"> </div> <div data-bbox="557 1241 640 1262" data-label="Caption"> <p>Photo 43</p> </div> <div data-bbox="808 946 1084 1225" data-label="Image"> </div> <div data-bbox="904 1241 987 1262" data-label="Caption"> <p>Photo 44</p> </div>		
<p>13.6 - Tap appropriate for use by a person with limited dexterity, grip of strength?</p>	<p>A</p>	<p>The far left side accessible WC has push taps instead of the recommended single lever mixer tap.</p>

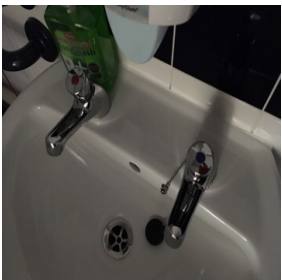


Photo 45

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?

Yes / N/A

The accessible WC near the Headteachers office has white grab rails seen against white walls. Additionally there needs to be a further vertical rail to the right side of the hand wash basin.

BS8300 compliant grab rails are provided throughout the new central accessible WC and they are well contrasted against their surround to aid people with impaired vision.

The far left side accessible WC has compliant grab rails installed and they are well contrasted. No issues to report.

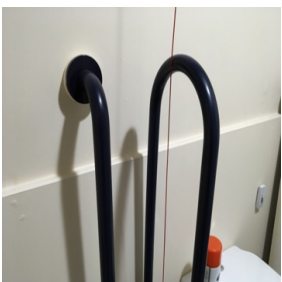


Photo 46



Photo 47

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

B

As identified within the last access audit, the accessible WCs do not have a backrest provided to the rear of the toilet pans.



Photo 48

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

B

The far left side accessible WC has a spatula style flush installed however it is located on the wrong side of the toilet pan.

The accessible WC near the Headteachers office flush is not of spatula style and it is located on the wrong side of the toilet pan.

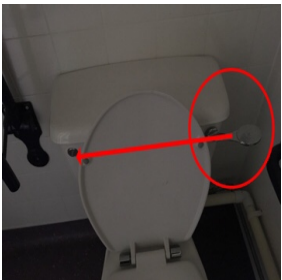


Photo 49

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, the sanitary bins were stored within the transfer area of the new central accessible WC denying wheelchair users the appropriate transferring techniques in which an accessible WC is designed to provide.



Photo 50



Photo 51

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

A

The accessible WC near the Headteachers office has a cord alarm which is too short and the bangles need to be set at two different heights.



Photo 52

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?

D

There are no chairs with armrests provided within the staff room to aid ambulant disabled persons. This was identified within the last access audit. Note, the chairs are also the same colour as the surrounding carpet.



Photo 53

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

C

Classrooms do not have chairs with armrests to aid ambulant disabled persons. This was identified within the last access audit.



Photo 54

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.

14.4 - Do the dining / cafe areas have appropriate seating rather than fixed seating which can be inaccessible for a range of users?

Yes / N/A

Deemed reasonable to retain.

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

Not applicable for this school.

14.7 - Where there are IT facilities or break out study areas are

C

There are no height adjustable tables provided to accommodate

height adjustable computer desks available?		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	The kitchenette within the staff room does not feature lever taps to aid people with dexterity impairments. There are also no split height work surfaces to aid wheelchair users and people of short stature.



Photo 55



Photo 56

Checklist 15 - Way Finding

15.1 - Overall layout of school reasonably clear and logical? Is there signage available in Braille and tactile?	B	As identified within the last access audit, there is no tactile or braille signage provided within the school to aid people with impaired vision. There is very limited pictorial signage to aid people with learning and developmental disabilities. It is disappointing that this wasn't considered for the new build.
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	Deemed reasonable to retain. Visitors are always escorted.
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)	B	There is no tactile or braille signage provided on the toilet doors.



Photo 57

15.4 - Within stairwells are each of the levels clearly identifiable by tactile and visual information?	Yes / N/A	Not applicable for this school.
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	Not applicable for this school.
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?	Yes / N/A	No issues to report.
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 which clearly states that information issued by the school can be provided in accessible formats on request.
15.8 - If this is a large school, is information also given in tactile form (such as maps and models)?	Yes / N/A	Not applicable for this school.
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?	C	<p>The lighting within the corridors of the main school building were identified as requiring an upgrade such as near the rear internal ramp.</p> <p>The lighting within the new build was identified as being excellent.</p>

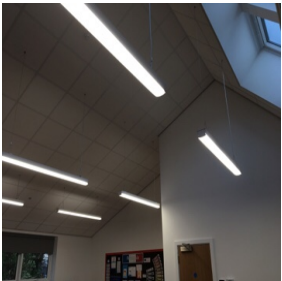


Photo 58

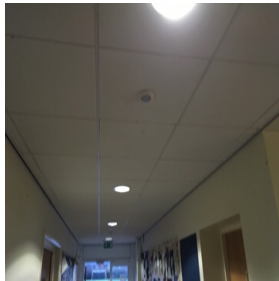


Photo 59

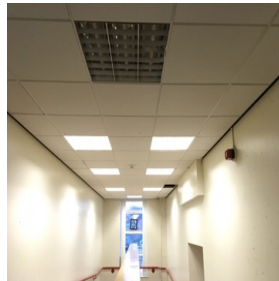


Photo 60

16.2 - Can occupiers control lighting? Are light switch plates suitably colour contrasted and appropriately positioned for a wheelchair user?

D

As identified within the last access audit, the majority of the light switch plates are not suitably colour contrasted against their background.

Sensor lighting is provided throughout 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.



Photo 61



Photo 62

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?


A

The lighting within the far left side accessible WC did not appear to be working at the time of the survey.

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 is a mixture of hard and soft surfaces and furnishings available throughout the school. There is a good mixture of materials used within the new build.
16.6 - Are induction loops fitted within the key areas i.e.- Main Hall	A	<p>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. It is understood that where a pupil has required this facility that individual devices have been used however this would not accommodate visitors.</p> <p>An induction loop is strongly recommended for the main hall.</p>
 <p>Photo 63</p>		
16.7 - Are portable induction loops available? Are staff members aware of how to use the facility and are they kept charged?	B	<p>No portable induction loops are provided that could be transported around the school as when required.</p> <p>It is understood that where a pupil has required this facility that individual devices have been used however this would not accommodate visitors. A portable induction loop would be useful for one to one meetings with visitors.</p>
Checklist 17 - Means of Escape		
17.1 - Audible alarm system supplemented by visual system?	B	Not all areas have visual strobe alarms to inform people with hearing impairments in the event of the fire alarm being activated such as the main hall. The new build has flashing blue lights

		which works well however there are still areas within the main building where people could be sited alone.
 <p>Photo 64</p>		
17.2 - Ground floor exit routes accessible to all, including wheel chair users, as entrance routes?	A	<p>The new fire exit in front of the accessible parking space should be levelled out.</p> <p>Since the last access audit was undertaken, considerable works have been undertaken to ensure that level egress is available for wheelchair users. No issues to report.</p> <p>There is a PEEP plan in place for any children or staff members who have an impairment.</p>
 <p>Photo 65</p>		
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 site are sufficient to allow appropriate maneuverability for wheelchair users.
17.4 - Vertical escape from upper to lower floors possible using a	Yes / N/A	Not applicable for this school.

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?		
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 Act 1974.	Yes / N/A	Not applicable for this school.
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	<p>On the day of the survey, the external routes were very well maintained. There is a considerable improvement since when the last access audit was undertaken.</p> <p>Also refer to 7.1, It is great to see that improvements have been made since the last access audit was undertaken for an example the approach to the accessible WC adjacent to the headteacher's office has now been cleared.</p>
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?	Yes / N/A	Not applicable for this school.
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	A	Site management need to ensure that the appropriate personal egress plans are available for each member of staff needing

visitors who may need assistance?			assistance. It is understood that this is in the school's policy.
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	It is understood that this is now part of the Caretaker's weekly routine. Site management need to ensure that this is suitably in place.
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	19/11/2018 16:20	

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

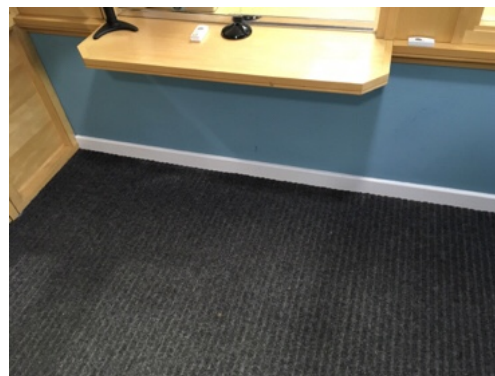
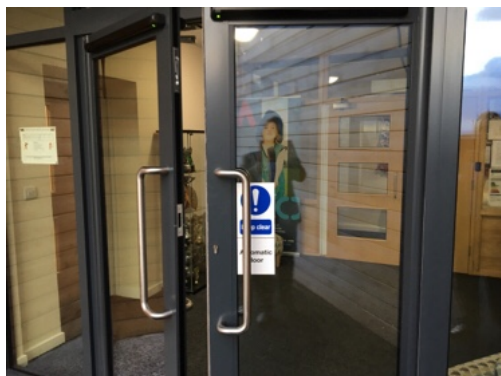


Photo 17



Photo 18



Photo 19



Photo 20



Photo 21



Photo 22



Photo 23



Photo 24



Photo 25

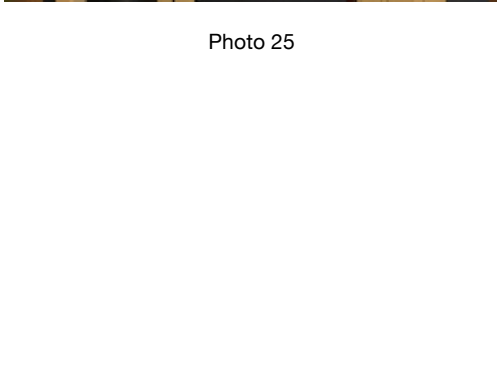


Photo 26

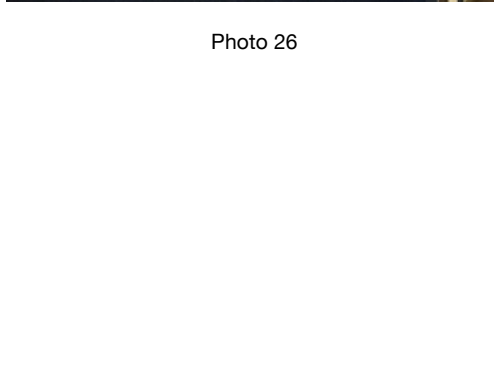


Photo 27

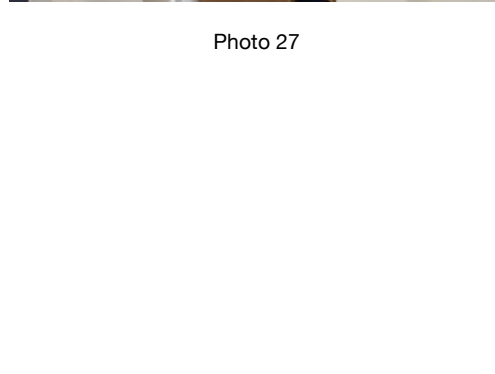


Photo 28

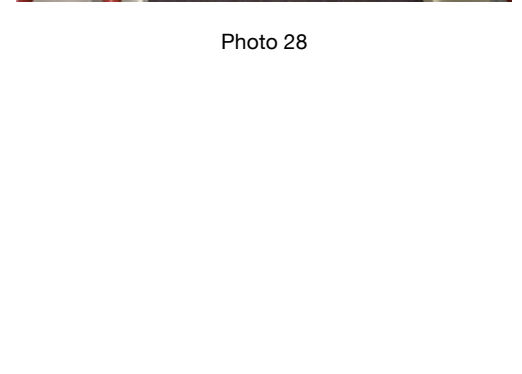




Photo 29



Photo 30



Photo 31



Photo 32



Photo 33



Photo 34



Photo 35



Photo 36

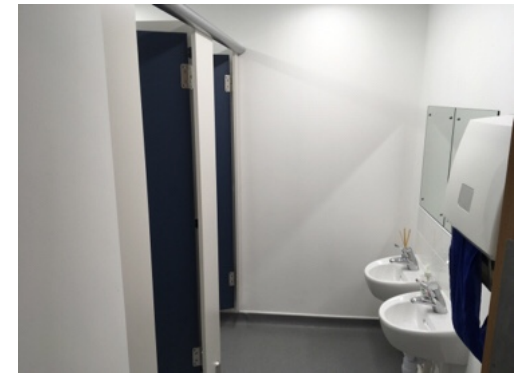
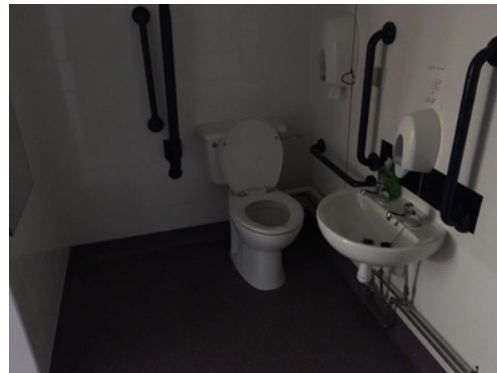


Photo 37



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