



Accessibility Audit

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Section 1 - Introduction

1.1 ACCESSIBILITY AUDIT

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

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

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

1.2 PURPOSE OF AUDIT

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

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

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

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

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

1.3 AUDIT PROCESS

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

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

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

Stage 1 – Information gathering

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

Stage 2 – Results and recommendations

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

1.4 PRIORITIES

The priorities are dependent upon various factors including:

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

Priority ratings are as follows:

Priority A:

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

Priority B:

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

Priority C:

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

Priority D:

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

1.5 KEYS FOR COSTS

Budget costs have been included in the form of bands.

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

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

1.6 ABBREVIATIONS

Used throughout the report are the following abbreviations:

- DDA** - Disability Discrimination Act
- BS8300** - British Standard BS8300: 2009 - Design of Buildings and their approaches to meet the need of disabled people
- AD M** - 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 1970s
Constructed of:	Traditional Construction
Number of Floors:	2No+ Storeys (Sloping Site)
External Areas:	Approach Routes / Play Areas / Car Parking
No. Passenger Lifts	Passenger Lift Provided

3.2 ACCESS FACILITIES IN PLACE

Facility	Details
Ramps	Provided
Platform lifts	N/A - Passenger Lift Provided
Stair lift	N/A - Passenger Lift Provided
Visual indicators for fire alarms	Limited Visual Alarms Provided
Induction loops / Infrared systems	None Provided - Recommended Within Main Hall & Reception
Accessible toilets	3No Accessible WCs - Visitors Undersized/Not Compliant
Tactile signage	Limited / Lack of Pictorial Signage
On site assistance	Front Reception
Designated parking areas	Accessible Parking to Front By Entrance
Evacuation Equipment	Provided - Clarification Required

Any Other Additional Information:

Note - Access audits should be undertaken every three years. The next access audit should be undertaken 2023.

Section 4 – Action Plan

4.1 - ACTION TABLE

COSTS - N = NONE M = MINIMAL OG = ONGOING MAINTENANCE ST = STRUCTURAL CHANGE EX = MAJOR STRUCTURAL CHANGE				
Item Ref.	Details / Issue	Recommendation	Est Cost	Action Taken
PRIORITY A				
2.3	At the main entrance there are two accessible parking spaces however the left side is not marked out with the appropriate transfer zones.	<p>The accessible parking space should be clearly marked out BS8300.</p> <p>In order to comply, the accessible parking spaces need to be at least 2.4m wide x 4.8m long plus a 1.2m side transfer zone at the side and end of the bay.</p>	OG	
6.5	<p>There is no induction loop provided to the reception desk to accommodate hearing aid users who struggle when there is background noise.</p> <p>The recent revision of the BS8300 has emphasised the importance of providing auxiliary aids for people with hearing impairments.</p>	<p>This was highlighted in both of the previous access audit reports.</p> <p>An induction loop should be installed to the reception desk. Signage should also be provided indicating the availability of the facility. Staff members should be aware in how to use the system.</p> <p>BS8300 - A hearing enhancement system, using induction loop, infrared or radio transmission, should be installed at service or reception counters where the background noise level is high.</p> <p>Direct Access is able to assist with this recommendation if required - https://www.directaccessstore.com/loops/</p>	M	
6.9	Is there a procedure to ask visitors if they have any access requirements prior to their visit to the school?	Site management need to ensure that this is suitably in place.	N	

6.10	<p>At current visitors do not appear to be asked if they may require assistance should the fire alarm be activated.</p>	<p>Site management need to ensure that this is suitably in place.</p> <p>Visitors should be asked if they would need any assistance in the event of the fire alarm being activated.</p>	N	
8.4	<p>As highlighted within the previous access audit reports, the entrance to the sensory room has a clearance width, which is not compliant.</p> <p>The entrance to the head teachers office is too narrow however there is access via the main office.</p>	<p>To be compliant these entrances should have a clearance with of 800mm.</p> <p>Refer to BS8300 -An effective clear width of less than 800 mm may result in people with poor manoeuvring ability or with large wheelchairs not being able to pass through without damage to themselves or the door. Use of the preferred effective clear width more easily accommodates people with assistance dogs and where there is heavy pedestrian traffic.</p>	ST	

<p>13.1</p>	<p>There are three accessible WCs within the school. One of the facilities has a hoist to accommodate those who require assisted use.</p> <p>The visitors accessible WC, which is located near the reception area, has dimensions which are not compliant. Many wheelchair users are likely to find this facility difficult to use.</p> <p>The accessible WC off the library could do with a refurbishment, as it is not correctly laid out. All of the fittings are not contrasted, limited grab rails, no hand wash basin within reach of toilet, no mirror or hand drier.</p>	<p>An architectural feasibility study should be undertaken to provide a BS8300 compliant accessible WC facility. It was recommended in previous access audit reports that consideration should be given to utilizing the toilet adjacent in order to enlarge this facility.</p> <p>To be compliant, the facility should be at least 1500mm x 2200mm and be clear of any box piping. BS8300 should be referred to for the suggested layout and guidance.</p> <p>Consideration should be given to undertaking a refurbishment for this accessible WC.</p>	<p>OG</p>	
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16.6	<p>There is no induction loop provided within the main hall to aid people with hearing impairments.</p> <p>This part of the school is an area in which visitors can frequent such as for performances.</p> <p>The recent revision of the BS8300 has emphasised the importance of providing auxiliary aids for people with hearing impairments.</p>	<p>This was highlighted in both of the previous access audit reports.</p> <p>The recent revision of the BS8300 has emphasised the importance of providing auxiliary aids for people with hearing impairments.</p> <p>An induction loop should be installed within the main hall to benefit hearing aid users.</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> <p>Direct Access is able to assist with this recommendation if required - https://www.directaccessstore.com/loops/</p>	M	
17.2	<p>Level egress is available out of the all the key fire exits, which will allow wheelchair users independence in the event of fire evacuation.</p> <p>The left side fire exit for the main hall should be highlighted as being the exit for those that require step free egress.</p>	<p>Install signage which clearly states that the left side fire exit for the main hall has level egress.</p>	OG	
17.5	<p>Evacuation chairs are provided. Clarification is required on when last serviced and who has been trained in how to use them.</p>	<p>Site management should review and take the appropriate action.</p>	N	

18.4	Vertical circulation; Lifts, platform lifts and stair lifts checked regularly for proper functioning?	Site management need to ensure that this is suitably in place.	N	
18.5	Means of Escape; Exit routes checked regularly for freedom from obstacles (including locked doors) and combustible materials? Alarm systems, including those in WCs, regularly checked?	Site management need to ensure that the appropriate procedures are in place to frequently check the exit routes to make sure that there are no obstacles. Alarm systems including those within the WCs also need to be checked.	N	
18.6	Means of Escape; Personal egress plan available for each member of staff needing assistance? Overall escape strategy for visitors who may need assistance?	Site management need to ensure that the appropriate personal egress plans are available for each member of staff needing assistance.	N	
18.7	Means of Escape; Both general escape strategy and personal emergency egress plans regularly checked for efficiency and effectiveness?	Site management need to ensure that both the general escape strategy and personal emergency egress plans are regularly checked for efficiency and effectiveness.	N	
18.8	Equipment; Are emergency cord alarms tested at regular intervals to ensure that they are working? Are induction loops frequently tested for effectiveness?	Site management need to ensure that this is suitably in place.	N	

PRIORITY B

1.1	<p>This is the third accessibility audit commissioned by the school. Previous audits were undertaken in 2010 and 2015.</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> <p>The new revision of the BS8300 highlights the importance of communication prior to a site visit. BS8300 states that clear and accurate pre-visit information via websites, literature, social media, telecommunications that is easy to access and understand and available in alternative formats, including details of modes of transport, parking, drop-off and what level of accessibility to expect on arrival should be provided.</p>	N	
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1.9	<p>The entrance gate intercom is positioned too high off the ground floor level and it has no accessible features.</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	
1.10	<p>Access to the top tier play field may be difficult for some who have mobility impairment.</p> <p>It is recommended that a hand rail be installed along the path leading to the top.</p>	<p>Consideration to installing a free standing BS8300 compliant handrail to one side of the path. 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>It would be preferable for the signs in front of the accessible parking spaces to be pictorial.</p> <p>The existing sign has faded and should refer to blue badge holders rather than disabled.</p>	<p>Consider installing new pictorial signs to the front of each accessible parking space. Signage should illustrate the 'International Symbol of Access' (wheelchair symbol)</p>	M	
4.5	<p>The external steps could do with having the edge of the step nosings remarked as they have started to fade.</p>	<p>It is recommended that the edge of the step nosings be re-painted.</p> <p>BS8300 - Each step nosing should incorporate a durable, permanently contrasting continuous material for the full width of the stair on both the tread and the riser to help people who are blind or partially sighted appreciate the extent of the stair and identify individual treads. The contrasting material should extend 50 mm to 65 mm in width from the front edge of the tread and 30 mm to 55 mm from the top of the riser, and should contrast visually with the remainder of the tread and riser.</p>	OG	
6.8	<p>There is currently no seating within the reception area.</p>	<p>Consider providing some new seating in the reception waiting area which has armrests to aid ambulant disabled people. Ensure all seating is well contrasted against the background upon which they are seen.</p> <p>According to BS8300 - If a seat is too high or too low, or if there are no armrests or side supports, a person may experience considerable discomfort as a result of poor posture. A person may also have difficulty rising from a seated position if the seat is set too low, or if it has no armrests.</p>	M	

8.2	The fully glazed doors do not have manifestations. This could cause a potential collision hazard.	<p>New 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	
10.3	The stairwell near the sensory room has handrails, which are not of the correct oval profile. They also do not extend 300mm beyond the first step pitch line.	<p>New BS8300 compliant handrails should be installed to the stairwell.</p> <p>The handrails need to be changed to one with a suitable profile (circular: 40 – 45mm, oval 50mm, in diameter) that projects at least 60 - 75mm clear of the adjacent wall – 50mm between a cranked support and the underside of the handrail.</p> <p>The handrail needs to be at least 300mm beyond the top and the bottom of the steps and should not project the route of travel.</p>	M	
12.6	WCs do not have lever style or sensor operated taps to aid people with dexterity impairments.	<p>This was highlighted in both of the previous access audit reports.</p> <p>It is recommended that new taps which are operated via a lever action (or preferably sensor taps) be installed. This will aid people with limited dexterity in their wrists.</p> <p>According to BS8300 - Taps should either be mixer taps with an up and down action to control water flow or individual hot and cold lever operated taps with not more than a quarter turn from off to full flow.</p>	M	

13.4	<p>The visitors accessible WC has a door lock which is not compliant.</p>	<p>A rolling refurbishment programme should be implemented to install new BS8300 compliant door furniture.</p> <p>New furniture handles should be well contrasted and tubular style operated via lever.</p> <p>Door knobs are generally difficult for use by people with ambulant disabilities. People who may have dexterity impairments or arthritis due to the wrist action required to open them.</p>	M	
13.5	<p>The visitors accessible WC has poor contrast to the fittings and there is no hand drier available.</p> <p>The large accessible WC with a hoist has no mirror provided. The hand drier and soap dispenser are not colour contrasted.</p>	<p>Greater contrast should be added to the fixtures and fittings within the accessible WCs. This can be achieved by having light sanitary ware seen against a dark background or vice versa.</p> <p>It is recommended that a large mirror be installed within the accessible WC. Ensure that it is appropriately positioned for use by a wheelchair user.</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	
13.7	<p>The visitors accessible WC has white grab rails seen against white walls, which does not provide sufficient contrast.</p>	<p>Colour contrast should be added to the grab rails within the accessible WC.</p>	OG	

13.8	The large accessible WC with a hoist does not have a backrest installed.	<p>A backrest should be considered and be installed to the rear of the toilet pan.</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	The visitors accessible WC flush is not of spatula style and it is located on the wrong side of the toilet pan.	<p>Install a spatula style flush on the transfer side of the toilet pan.</p> <p>Refer to BS8300 - Where practicable, the flush should be operated manually by a spatula type lever and, for a corner arrangement, positioned on the open or transfer side of the pan for ease of access.</p>	M	
15.7	Within the reception area there should be signage stating that information issued by the school can be provided in accessible formats on request.	It is recommended that new signage be installed within the reception area that indicates all information can be provided in accessible formats on request.	N	

16.1	<p>The lighting to the base of the steps near the Willow Class could do with being upgraded.</p>	<p>In previous access audit reports it was recommended that a lighting review should be undertaken within this area.</p> <p>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>	OG / M	
16.7	<p>No portable induction loops are provided that could be transported around the school as when required.</p> <p>This would be beneficial for one to one meetings such as between parents and teachers.</p>	<p>This was highlighted in both of the previous access audit reports.</p> <p>It is recommended that a portable induction loop be purchased which can be transported around the school as when required.</p> <p>Signage should be provided indicating that the availability of a portable induction loop is available on request.</p>	M	
17.1	<p>There are limited means of informing people with hearing impairments in the event of the fire alarm being activated.</p> <p>There is only a limited number of visual alarms available.</p>	<p>It is recommended that further visual alarms be installed throughout the school. This importance has been reinforced in the latest revision of the BS8300 and should be considered as soon as possible.</p> <p>BS8300 - A fire alarm should emit a visual and audible signal to warn occupants with hearing or visual impairments</p>	M	
<p>PRIORITY C</p>				

1.6	<p>The canopy outside the reception playground should have the posts padded. In the short term markings should be provided at two heights.</p>	<p>It is recommended that the posts within the reception playground have protection padding installed to the posts.</p> <p>If this is not actioned, then in the short term markings should be provided at two heights.</p> <p>Refer to BS8300 - Each free-standing post, e.g. a lighting column, within an access route should contrast visually with the background against which it is seen (it is desirable also to incorporate a band, 150 mm high, whose bottom edge is 1 500 mm above ground level, and which contrasts visually with the remainder of the column or post</p>	OG / M	
2.6	<p>There are no marked out walking routes within the car parking areas.</p>	<p>This was highlighted in both of the previous access audit reports.</p> <p>This is important to ensure that people with hearing impairments who may not hear an engine are not put at risk. It will also highlight to motorists where pedestrians are most likely to be.</p> <p>Mark out 1200mm wide hatched pedestrian routes within the car parks complete with signage warning of pedestrians. Also recommend providing a maximum speed limit of 5 mph within the car parks.</p>	OG	

4.2	<p>The steps leading to the top tier play field has handrails, which are of exposed metal making them cold to touch.</p> <p>The steps to the right side of the entrance has a handrail which is not of the correct profile and it is rusty which can cause a potential injury.</p>	<p>The handrails should be coated with nylon or a suitable alternative to ensure that they are not cold to touch.</p> <p>BS8300 - In locations subject to extremely cold or hot temperatures, handrails should not become excessively cold or hot to touch, while being of a material that, if necessary, is sufficiently robust to resist vandalism or misuse.</p> <p>New BS8300 compliant handrails should be installed to the external steps. These should be well contrasted and not cold to touch.</p>	OG / M	
6.6	<p>The reception hatch has a glazed screen, which is reflective, which is likely to cause potential difficulties for people who lip-read.</p> <p>Deemed reasonable to retain in the short term as the glass is typically pulled to one side when in use.</p>	<p>It is recommended that the school considers replacing the screen with an alternative that does not generate reflections. This will ensure that the staff can be easily lip-read.</p>	M	
12.3	<p>Throughout all of the WCs the colour contrast is poor. The fittings and fixtures are not easily seen against their backgrounds.</p>	<p>Greater contrast should be considered for the fixtures and fittings within the WCs. This can be achieved by having light sanitary ware seen against a dark background or vice versa.</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	Classrooms do not have chairs with armrests to aid ambulant disabled persons.	<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	
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15.1	There is no tactile or braille signage provided within the school to aid people with impaired vision.	<p>As highlighted within the previous access audits, the school could do with a signage review.</p> <p>Review of way finding signage is recommended. Whilst the latest BS8300 revision has downplayed the requirement for Braille, it has highlighted the importance of pictorial signage.</p> <p>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. Signage should also have symbols where possible.</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>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	
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15.3	<p>There is no tactile or braille signage provided on the toilet doors.</p> <p>There is no signage to indicate where the accessible WCs are located.</p>	<p>The appropriate toilet signage should be provided as part of the recommended way finding review, refer to 15.1. As well as signage on the toilet doors, there should also be signs indicating where the accessible WCs are located.</p> <p>BS8300 states - Information and direction signs should be provided at each point where they are required, e.g. at junctions of circulation routes, at key locations such as doorways and reception points, at facilities such as telephones and toilets, and in rooms, spaces and counters. The colour, design and typeface of signs should be consistent throughout a building.</p>	M	
15.4	<p>There is no level signage provided within the stairwells to help people identify where they are located within the building.</p>	<p>The appropriate stairwell signage should be provided as part of the recommended way finding review, refer to 15.1</p>	M	
15.5	<p>Appropriate lift signage needs to be included as part of the way finding review for the site.</p>	<p>The appropriate lift signage should be provided as part of the recommended way finding review, refer to 15.1</p>	M	
PRIORITY D				
1.2	<p>There is no tactile paving provided to the crossing points or road ends on approach to the school to aid people with impaired vision. Liaison should be undertaken with the Local Authority.</p>	<p>Site management should undertake liaison with the Highways Dept to provide tactile paving in the area to aid people with impaired vision.</p>	N	

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



3.1	<p>The external ramps including leading up to the main entrance do not have colour contrast to indicate the presence of a gradient. Note, a yellow strip to the start of a ramp can cause potential confusion as it can indicate a step.</p> <p>This is important to ensure that the presence of a gradient is indicated. Gradients that take someone by surprise could cause a potential stumbling hazard.</p>	<p>Appropriate colour contrast should be added to the surface of the ramps.</p> <p>According to BS8300 - The surface of a ramp should contrast visually with the landings and the edge protection so that its presence is discernible by people who are blind or partially sighted.</p> <p>To maintain traction, a sloping surface should have a higher slip resistance than an equivalent level surface. The steeper the slope, the greater the friction needed to maintain contact with the ground without slipping. Surface materials should be chosen to be durable and easy to maintain, and should be slip-resistant when wet, to allow for rain and other environmental factors.</p>	OG / M	
4.1	<p>The external steps throughout the external areas with the exception of the main entrance do not have tactile paving to aid people with impaired vision.</p> <p>This was highlighted in both of the previous access audit reports.</p>	<p>This is now deemed reasonable to retain until there is a specific requirement. The most important steps which are at the main entrance have the paving.</p> <p>BS8300 - To give advance warning of a step, tactile paving with a corduroy hazard warning surface should be provided at the top and bottom of each flight, excluding intermediate landings with continuous handrails. Where the approach to the stair is wider than the flight, the tactile surface should extend beyond the line of each edge of the flight.</p>	N/A	
4.3	<p>Lighting adequate and well positioned? Are steps appropriately illuminated during darker hours?</p>	<p>Site management should check the lighting levels provided to the surface of the external steps during darker hours to ensure they are sufficient and evenly lit.</p> <p>This will minimise a potential stumbling hazard.</p>	N	

5.1	The main entrance is not suitably colour contrasted against the side panel to aid people with impaired vision.	<p>It would be beneficial for the main entrance to be a different colour to the side panels. This will ensure that the entrance is immediately identifiable on approach.</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>	M	
6.4	The reception does not have colour contrast provided to the flooring in front to aid people with impaired vision.	Provide colour contrast to the front of the reception hatch will aid people with impaired vision.	M	
10.4	<p>Stairs do not have tactile warning surfaces to the top and bottom of the flights to accommodate people with impaired vision.</p> <p>This was highlighted in both of the previous access audit reports.</p>	<p>There should be a hazard warning of tactile surfacing on the top & bottom landing of the flight of stairs that should be positioned at least 400mm from the nosing.</p> <p>This will ensure that people with impaired vision are forewarned that there is a step flight ahead.</p>	M	
11.9	There is no colour contrast to the flooring outside the lift to aid people with impaired vision.	<p>There should be 1500mm x 1500mm contrasting texture floor finish immediately outside the lift.</p> <p>Also a lift door should contrast visually with the adjoining wall of the lift lobby. Lift doors should have an effective clear width of at least 800 mm, but at least 900 mm for buildings used by the general public.</p>	M	
12.4	As highlighted within the previous access audit reports, numerous cubicle doors are not colour contrasted against the side panels.	Add colour contrast to the cubical doors to aid people with impaired vision.	M	

14.8	<p>The kitchenette within the staff room does not feature lever taps to aid people with dexterity impairments.</p> <p>There are also no split height work surfaces to aid wheelchair users and people of short stature.</p> <p>The taps within the classrooms should be changed to lever style.</p>	<p>Ensure lever taps are available within the staff kitchenette to aid people with dexterity impairments.</p> <p>In the event of employment of a disabled person, the kitchenettes should include disability access, i.e., a section of work top lowered to 800mm with clear space underneath to allow wheelchair access; sink unit to have lever taps fitted, and utensils included.</p> <p>It is recommended that the taps within the classrooms be changed to lever style to aid people with dexterity impairments.</p>	M	
16.2	<p>The majority of the light switch plates are not suitably colour contrasted against their background.</p> <p>This is due to having white light switch plates seen against pale walls.</p>	<p>This was highlighted in both of the previous access audit reports.</p> <p>It is recommended that at the next refurbishment these light switches should be replaced with alternatives that have a grey/silver plate.</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. All switches and controls should be operational without the use of both hands and have front plates that contrast visually to surround.</p>	M	

Westfield Primary School – Access Audit

Question	Response	Details
Checklist 1 - Approach Routes & Street Furniture		
1.1 - Is the school within convenient walking distance of:- _ Public Highway and Pathways? _ Public Transport e.g. Bus Stops? _ Car parking? (For car parking refer to Checklist 2)	B	This is the third accessibility audit commissioned by the school. Previous audits were undertaken in 2010 and 2015. Options on how to arrive at the school should be clearly illustrated on literature and on the website.
1.2 - Route free of kerbs? Do crossings on approach have tactile paving? If there are pedestrian crossings, do these have turn cones to aid people who are DeafBlind?	D	There is no tactile paving provided to the crossing points or road ends on approach to the school to aid people with impaired vision. Liaison should be undertaken with the Local Authority.
 <p>Appendix 1</p>		
1.3 - Wide enough? If a route or pathway is narrow, is there a suitable passing place for wheelchair users? Is plantation trimmed back and are low branches avoided?	Yes / N/A	All of the routes are wide enough to accommodate wheelchair users. On the day of the survey, plantation was trimmed and low branches were avoided which can cause potential difficulties people with impaired vision.
1.4 - Surfaces even and slip resistant? Is paving flush with no cracks or gaps that could trap the wheels of a wheelchair?	Yes / N/A	All of the key approaches to the entrances appear to have non-slip surfaces. Surfaces were also identified as being even with no tripping hazards.

<p>1.5 - Is the location of the school clearly identified from the street? Visual clues and sufficient landmarks to aid orientation?</p>	<p>Yes / N/A</p>	<p>There is suitable on-road signage on approach to the school. At the key road junctions there is signage indicating the location of the school.</p> <p>As people with hearing impairments currently 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 impairment can manage without having to ask questions.</p>
 <p>Appendix 2</p>		
<p>1.6 - Free from hazards such as bollards, litter bins? Are planting features kept to a minimum and are they colour contrasted?</p>	<p>C</p>	<p>The canopy outside the reception playground should have the posts padded. In the short term markings should be provided at two heights.</p>
 <p>Appendix 3</p>		
<p>1.7 - Free from hazardous building features such as outward-opening doors, windows or overhangs? Do columns or</p>	<p>D</p>	<p>On approach to the school, the light posts and traffic posts do not feature contrast markings at two heights in accordance to</p>

structural posts have markings at two heights?		BS8300. This was highlighted in both of the previous access audit reports.
<div data-bbox="488 264 698 549" data-label="Image"> </div> <div data-bbox="533 564 651 592" data-label="Caption"> <p>Appendix 4</p> </div>		
1.8 - Adequate seating provided along routes? Is there suitable seating within the play areas?	D	There is a lack of suitable seating with armrests within the playground areas to aid people with ambulant disabilities.
<div data-bbox="488 735 698 1019" data-label="Image"> </div> <div data-bbox="533 1035 651 1062" data-label="Caption"> <p>Appendix 5</p> </div>		
1.9 - Are entrance gates appropriately colour contrasted and do intercoms have accessible features?	B	The entrance gate intercom is positioned too high off the ground floor level and it has no accessible features.



Appendix 6

Appendix 7

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

B

Access to the top tier play field may be difficult for some who have a mobility impairment. It is recommended that a hand rail be installed along the path leading to the top.



Appendix 8

Checklist 2 - Car Parking

2.1 - Are accessible bays provided for badge holders?

Yes / N/A

There are two accessible parking spaces provided by the main entrance. One is marked out in accordance to BS8300 with transfer zones and one is standard but has a disabled sign to the front.
A further bay is provided within the second car park however this is for the playgroup and not the school. Note, this bay requires remarking.



Appendix 9

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

B

It would be preferable for the signs in front of the accessible parking spaces to be pictorial. The existing sign has faded and should refer to blue badge holders rather than disabled. Signage indicating where the accessible parking spaces are located are not deemed required.



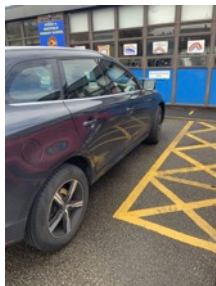
Appendix 10

Appendix 11

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

A

At the main entrance there are two accessible parking spaces however the left side is not marked out with the appropriate transfer zones.



Appendix 12


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	The approach to the entrance from the accessible parking spaces is all flat with no potential obvious difficulties that could occur.
2.6 - For larger car parks, are safety marked out walking routes provided to guard slow moving persons or people with hearing impairments?	C	There are no marked out walking routes within the car parking areas. This was highlighted in both of the previous access audit reports. This is important to ensure that people with hearing impairments who may not hear an engine are not put at risk. It will also highlight to motorists where pedestrians are most likely to be.







Appendix 13

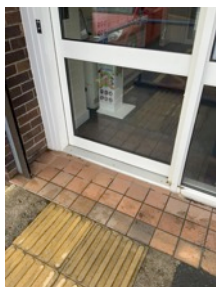


Appendix 14

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 external ramps including leading up to the main entrance do not have colour contrast to indicate the presence of a gradient. Note, a yellow strip to the start of a ramp can cause potential confusion as it can indicate a step. This is important to ensure that the presence of a gradient are indicated. Gradients that take someone by surprise could cause a potential stumbling hazard.
<div style="display: flex; justify-content: space-around; align-items: center;">  </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 5px;"> Appendix 15 Appendix 16 Appendix 17 </div>		
3.2 - Suitable handrails on each side?	Yes / N/A	No issues to report.
3.3 - Surface slip-resistant, firmly fixed and easy to maintain?	Yes / N/A	The ramps appear to have surfaces which are firmly fixed and easy to maintain. No issues to report.
3.4 - Edges protected to prevent accidents?	Yes / N/A	Further edging is not required for the external ramps. No issues to report.
Checklist 4 - External Steps		
4.1 - Visual and tactile warnings at the top and bottom of	D	The external steps throughout the external areas with the exception of the main entrance do not have tactile paving to aid

steps?		people with impaired vision. This was highlighted in both of the previous access audit reports.
<div data-bbox="486 264 698 549" data-label="Image"> </div> <div data-bbox="524 563 656 588" data-label="Caption"> <p>Appendix 18</p> </div>		
4.2 - Suitable handrails on each side? Are handrails suitably colour contrasted to aid people with impaired vision?	C	The steps leading to the top tier play field has handrails which are of exposed metal making them cold to touch. The steps to the right side of the entrance has a handrail which is not of the correct profile and it is rusty which can cause a potential injury.
<div data-bbox="486 837 698 1123" data-label="Image"> </div> <div data-bbox="524 1137 656 1163" data-label="Caption"> <p>Appendix 19</p> </div> <div data-bbox="698 837 911 1123" data-label="Image"> </div> <div data-bbox="734 1137 866 1163" data-label="Caption"> <p>Appendix 20</p> </div>		
4.3 - Lighting adequate and well positioned? Are steps appropriately illuminated during darker hours?	D	Site management should check the lighting levels provided to the surface of the external steps during darker hours to ensure they are sufficient and evenly lit. This will minimise a potential stumbling hazard.
4.4 - Treads long enough and all of the same length? Risers	Yes / N/A	The external steps have treads which are long enough and they

shallow enough, all of the same height, and unlikely to trip users? Are there open risers?		are of the same length. No issues to report.
4.5 - Nosings readily identifiable? If nosings are painted, is the paint still durable with no wear and tear?	B	The external steps could do with having the edge of the step nosings remarked as they have started to fade.
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Appendix 21</p> </div> <div style="text-align: center;">  <p>Appendix 22</p> </div> <div style="text-align: center;">  <p>Appendix 23</p> </div> </div>		
Checklist 5 - Entrances		
5.1 - Main school entrances easy to find? Is the entrance clearly distinguishable from facade?	D	The main entrance is not suitably colour contrasted against the side panel to aid people with impaired vision.
<div style="text-align: center;">  <p>Appendix 24</p> </div>		
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.



Appendix 25

<p>5.3 - Level or flush threshold?</p>	<p>Yes / N/A</p>	<p>A level threshold is provided through the main entrance which will ensure that wheelchair users are able to access the building independently. No issues to report.</p>
<p>5.4 - If there are steps at the main entrance, is there signage indicating where the accessible entrance is located?</p>	<p>Yes / N/A</p>	<p>Not applicable for this school.</p>
<p>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?</p>	<p>Yes / N/A</p>	<p>The main entrance is fully glazed which provides a clear view into the building.</p>
<p>5.6 - Door control at a suitable height for both standing and seated users? Are door handles clearly located, easy to use and grip?</p>	<p>Yes / N/A</p>	<p>The main entrance is automatic providing ease of access for all. No issues to report.</p>
<p>5.7 - Door closer of appropriate type? Can the door be easily opened single handedly?</p>	<p>Yes / N/A</p>	<p>The main entrance is automatic providing ease of access for all. No issues to report.</p>
<p>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?</p>	<p>Yes / N/A</p>	<p>No issues to report. The intercom at the main entrance is positioned at a suitable height for wheelchair users and for persons of short stature.</p>




Appendix 26


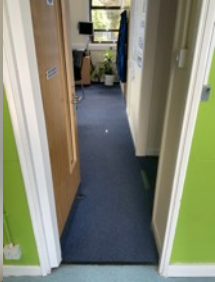

5.9 - Glazed entrance door: markings for safety and visibility? If manifestations are provided, are these suitably colour contrasted against their background?	Yes / N/A	Manifestations are not required for the main entrance.
5.10 - Weather mat of firm texture and flush with floor?	Yes / N/A	Not applicable for this school.
5.11 - Are automatic doors provided? If so, do these remain open long enough for a slow-moving person to pass through? Are visual and tactile warnings provided? If automatic doors are operated via a push pad rather than a sensor, are these clearly seen on approach?	Yes / N/A	On the day of the survey, the timings of the automatic doors appeared to be sufficient to allow slow moving persons through without causing a potential collision hazard.
Checklist 6 - Reception Areas and Lobbies		
6.1 - Clear view in from outside? Can receptionists see visitors and provide assistance if necessary?	Yes / N/A	The main entrance is fully glazed which provides a clear view into the building and the front line staff are able to see if someone requires assistance.
6.2 - Transitional lighting? Is the entrance lobby and reception area well illuminated?	Yes / N/A	The reception area was considered to be appropriately illuminated. Blinds are provided to the windows which controls the daylighting in order to ensure that there is no glare that could cause potential difficulties for people who lip-read.
6.3 - Reception/desk/counter/ checkout suitable for approach	Yes / N/A	The reception is of a height which is suitable to accommodate


and use from both sides by people either standing and seated?		wheelchair users or people of short stature. The latest revision of the BS8300 has reinforced the requirement for welcoming and inclusive environments.
<div data-bbox="488 300 698 584" data-label="Image"> </div> <div data-bbox="533 600 654 624" data-label="Caption"> <p>Appendix 27</p> </div>		
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 flooring in front to aid people with impaired vision.
<div data-bbox="488 767 698 1051" data-label="Image"> </div> <div data-bbox="533 1067 654 1091" data-label="Caption"> <p>Appendix 28</p> </div>		
6.5 - Induction loop fitted? Is there signage indicating the availability of the facility? Are front line staff aware of the facility and its purpose?	A	There is no induction loop provided to the reception desk to accommodate hearing aid users who struggle when there is background noise. The recent revision of the BS8300 has emphasised the importance of providing auxiliary aids for people with hearing impairments. This was highlighted in both of the previous access audit reports.
6.6 - If security permits the use of a glazed screen, is this non-	C	The reception hatch has a glazed screen which is reflective which

reflective and free of glare which could hinder lip-readers?		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.
<div data-bbox="488 300 698 584" data-label="Image"> </div> <div data-bbox="533 600 654 624" data-label="Caption"> <p>Appendix 29</p> </div>		
6.7 - Is there a minicom provided for deaf people? Is the availability of this facility highlighted on the website and on leaflets?	Yes / N/A	Deemed reasonable to retain until there is a specific requirement.
6.8 - Seating designed for ease of use? Is there a management procedure to ensure spaces are provided for wheelchair users?	B	There is currently no seating within the reception area.
<div data-bbox="488 906 698 1190" data-label="Image"> </div> <div data-bbox="533 1206 654 1230" data-label="Caption"> <p>Appendix 30</p> </div>		
6.9 - Is there a procedure to ask visitors if they have any access requirements prior to their visit to the school?	A	Site management need to ensure that this is suitably in place.
6.10 - When checking in / signing in, are visitors asked if they	A	At current visitors do not appear to be asked if they may require

may require assistance if the fire alarm is activated?		assistance should the fire alarm be activated.
Checklist 7 - Corridors and Internal Surfaces		
7.1 - Corridor wide enough for a wheel chair user to manoeuvre and for other people to pass? Turning space for wheel chair users?	Yes / N/A	Main corridors have widths which would easily accommodate wheelchair users.
<div data-bbox="488 443 698 724" data-label="Image"> </div> <p data-bbox="533 740 654 762" style="text-align: center;">Appendix 31</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 obvious obstructions or hazards detected within the main routes on the day of the survey. There were also no internal columns identified which are not suitably colour contrasted.
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	Yes / N/A	No issues to report.

achieved by having well contrasted skirting boards)		
7.6 - Floor surfaces slip-resistant? Bright, boldly patterned floors avoided? Busy or distracting wall coverings avoided?	Yes / N/A	Throughout the school, the floor surfaces are identified as being slip-resistant. There are also no bright and boldly patterned floors identified that could potentially cause confusion for people with impaired vision. Busy or distracting wall coverings have been avoided.
Checklist 8 - Internal Doors		
8.1 - Distinguishable from surroundings?	Yes / N/A	The majority of the doors are suitably colour contrasted against their surroundings. The contrast provided to the doors will aid people with impaired vision. Numerous doors have blue painted frames which provides suitable colour contrast.
8.2 - Glass door: clearly visible when closed? Are manifestations suitably colour contrasted against the background?	B	The fully glazed doors do not have manifestations. This could cause a potential collision hazard.
 <p>Appendix 32</p>		
8.3 - Can people each side of the door, either standing or seated, see each other and be seen? Are vision panels kept clear of temporary notices? (for an example classroom entrances)	Yes / N/A	
8.4 - Clear opening width sufficient for a wheel chair user?	A	As highlighted within the previous access audit reports, the

<p>Adequate space available alongside leading edge for a wheelchair user to open the door while clear of the door swing?</p>		<p>entrance to the sensory room has a clearance width which is not compliant. The entrance to the head teachers office is too narrow however there is access via the main office.</p>
<div style="display: flex; justify-content: space-around; align-items: center;">   </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Appendix 33 Appendix 34 </div>		
<p>8.5 - Door control at a height suitable for both standing and seated users? Easily gripped and operated? Control clearly distinguishable from the door itself?</p>	<p>Yes / N/A</p>	<p>BS8300 compliant tubular style lever handles are provided throughout the school. People with dexterity impairments will find the lever action required to open the doors easy to use.</p>
<div style="display: flex; justify-content: center; align-items: center;">  </div> <div style="display: flex; justify-content: center; margin-top: 10px;"> Appendix 35 </div>		
<p>8.6 - Door light enough to open easily? Door closers of an appropriate type and with minimum necessary opening pressure?</p>	<p>Yes / N/A</p>	<p>No issues to report.</p>
<p>8.7 - Where there are security keypads or readers, are these suitably positioned for wheelchair users or for persons of short</p>	<p>Yes / N/A</p>	<p>No issues to report.</p>

stature?		
Checklist 9 - Internal Ramps		
9.1 - Ramp available for short rise within single storey?	Yes / N/A	Not applicable for this school.
9.2 - Wide enough and suitably graded? Surface slip resistant?	Yes / N/A	
9.3 - Exposed edges protected to prevent accidents?	Yes / N/A	
9.4 - Suitable handrail each side?	Yes / N/A	
Checklist 10 - Internal Stairs		
10.1 - Risers shallow enough, all of the same height, and unlikely to trip users?	Yes / N/A	All of the internal steps have treads which are long enough and are each of the same length.
10.2 - Are the edge of the step nosings readily identifiable?	Yes / N/A	The internal steps within the school have colour contrast provided to the edge of the step nosings. No issues to report.
 <p>Appendix 36</p>		
10.3 - Suitable handrails on each side? Do handrails extend 300mm beyond the first and last step pitch-line? Are handrails suitably colour contrasted?	B	The stairwell near the sensory room has handrails which are not of the correct oval profile. They also do not extend 300mm beyond the first step pitch line.



Appendix 37

Appendix 38

10.4 - Landings big enough and provided at intermediate levels in a long flight?

D

Stairs do not have tactile warning surfaces to the top and bottom of the flights to accommodate people with impaired vision. This was highlighted in both of the previous access audit reports.



Appendix 39

Checklist 11 - Lifts

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

Yes / N/A

There is a well equipped passenger lift which provides step free access to the lower tier of the school. No issues to report.



Appendix 40

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

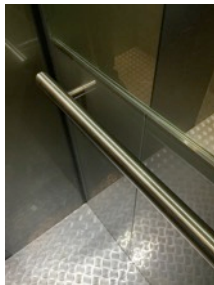
Yes / N/A

The passenger lift has dimensions which will easily accommodate wheelchair users. No issues to report.

11.3 - Support rails in car appropriately designed and positioned?

Yes / N/A

There is a support rail provided within the lift car however this is not colour contrasted.



Appendix 41

11.4 - Is there a mirror within the lift car?

Yes / N/A

There is a mirror provided within the lift car to aid wheelchair users when attempting to enter and exit the lift.

11.5 - Delayed-action closer and override (not a door pressure system) to allow slow entry or exit?

Yes / N/A

The system was checked and the doors should detect any slow moving people who have not yet fully entered or left the lift.

11.6 - Controls, including emergency call, located easily using visual or tactile information and within easy reach of all users?

Yes / N/A

The lift buttons feature tactile and braille which will aid people with impaired vision.



Appendix 42

Appendix 43

11.7 - Voice indication of floor reached? Is audio loud enough to be heard by hearing aid users?

Yes / N/A

No issues to report.

11.8 - Is there a floor level indicator inside and outside the lift to reassure people with hearing impairments?

Yes / N/A

There is no level indicator provided outside the lift. The provision of a level indicator reassures people with hearing impairments that the lift is on its way.

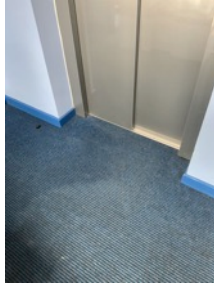


Appendix 44

11.9 - Is there a 1500mm x 1500mm contrasting surface outside the lift and are lift doors suitably colour contrasted to aid people with impaired vision?

D

There is no colour contrast to the flooring outside the lift to aid people with impaired vision.



Appendix 45

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

No issues to report.

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

Throughout all of the WCs the colour contrast is poor. The fittings and fixtures are not easily seen against their backgrounds.



Appendix 46



Appendix 47



Appendix 48



Appendix 49



Appendix 50



Appendix 51

12.4 - Compartment door controls all easily gripped and operated? Are cubicle doors suitably colour contrasted against the panels?

D

As highlighted within the previous access audit reports, numerous cubicle doors are not colour contrasted against the side panels.



Appendix 52

Appendix 53

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

Yes / N/A

Not applicable for this school.

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

B

WCs do not have lever style or sensor operated taps to aid people with dexterity impairments. This was highlighted in both of the previous access audit reports.



Appendix 54

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

Yes / N/A

Deemed reasonable to retain. There are three accessible WCs available within the school.

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?

A

There are three accessible WCs within the school. One of the facilities has a hoist to accommodate those who require assisted use.

The visitors accessible WC which is located near the reception area has dimensions which are not compliant. Many wheelchair users are likely to find this facility difficult to use. It was recommended in previous access audit reports that this facility be potentially enlarged by utilising the toilet adjacent.

The accessible WC off the library could do with a refurbishment as it is not correctly laid out. All of the fittings are not contrasted, limited grab rails, no hand wash basin within reach of toilet, no mirror or hand drier.



Appendix 55

Appendix 56

Appendix 57

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

Yes / N/A

No issues to report.

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

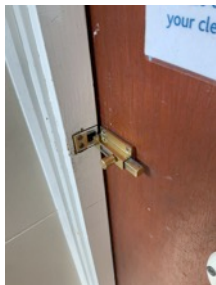
Yes / N/A

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

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

B

The visitors accessible WC has a door lock which is not compliant.

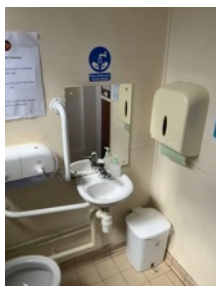


Appendix 58

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

B

The visitors accessible WC has poor contrast to the fittings and there is no hand drier available.
The large accessible WC with a hoist has no mirror provided. The hand drier and soap dispenser are not colour contrasted.



Appendix 59



Appendix 60



Appendix 61

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

Yes / N/A

All of the toilets have a lever style tap to aid people with dexterity impairments. No issues to report.



Appendix 62

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?

B

The visitors accessible WC has white grab rails seen against white walls which does not provide sufficient contrast.



Appendix 63

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

B

The large accessible WC with a hoist does not have a backrest installed.



Appendix 64

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 visitors accessible WC flush is not of spatula style and it is located on the wrong side of the toilet pan.



Appendix 65

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?

Yes / N/A

No issues to report.

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



Yes / N/A

Since the last access audit was undertaken, an alarm cord has been installed within the visitors accessible WC.

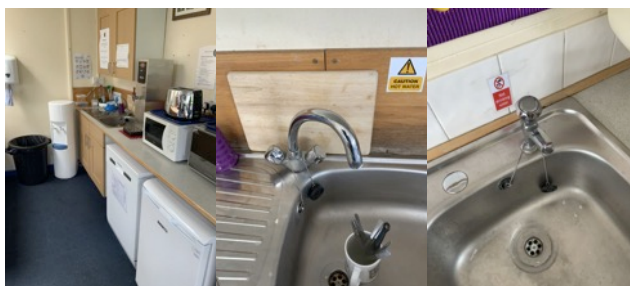
Checklist 14 - Facilities

14.1 - Are seats provided at intervals along long internal routes or where waiting likely? Seats stable, with armrests and

Yes / N/A

provided in a range of heights? Space for wheelchair user to pull up alongside a seated companion?		
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.
<div style="display: flex; justify-content: space-around; align-items: center;">   </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Appendix 66 Appendix 67 </div>		
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 height adjustable computer desks available?	Yes / N/A	There are no height adjustable tables provided to accommodate wheelchair users and people of short stature. This is something that could be provided once it is a specific requirement such as a pupil who requires the use of a wheelchair.

<p>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?</p>	<p>D</p>	<p>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. The taps within the classrooms should be changed to lever style.</p>
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Appendix 68

Appendix 69

Appendix 70

Checklist 15 - Way Finding

<p>15.1 - Overall layout of school reasonably clear and logical? Is there signage available in Braille and tactile?</p>	<p>C</p>	<p>As highlighted within the previous access audits, the school could do with a signage review. 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 impairments. Whilst the latest BS8300 revision has downplayed the requirement for Braille, it has highlighted the importance of pictorial signage.</p>
<p>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?</p>	<p>Yes / N/A</p>	<p>Visitors are always escorted hence deemed reasonable to retain.</p>
<p>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</p>	<p>C</p>	<p>There is no tactile or braille signage provided on the toilet doors. There is no signage to indicate where the accessible WCs are located.</p>

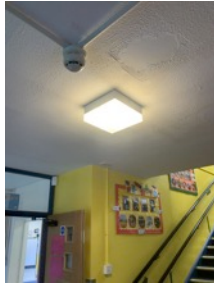
symbol)		
 <p>Appendix 71 Appendix 72</p>		
15.4 - Within stairwells are each of the levels clearly identifiable by tactile and visual information?	C	There is no level signage provided within the stairwells to help people identify where they are located within the building.
15.5 - Are the location of the lifts clearly signed at key locations throughout the school? Is there lift signage near the reception area and on entry to key stairwells?	C	Appropriate lift signage needs to be included as part of the way finding review for the site.
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	Within the reception area there should be signage stating 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?

B

The lighting to the base of the steps near the Willow Class could do with being upgraded.



Appendix 73

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

D

The majority of the light switch plates are not suitably colour contrasted against their background. This is due to having white light switch plates seen against pale walls. This was highlighted in both of the previous access audit reports.



Appendix 74

Appendix 75

16.3 - Are learning spaces appropriately illuminated and are blinds available to control the natural day lighting? Is glare

Yes / N/A

Blinds are provided within the classrooms which helps to control the glare that could hinder people trying to lip-read.

avoided which can hinder attempts by people with hearing impairments to lip-read?		
16.4 - Within stairwells is the lighting adequate and well positioned? Are wall lights avoided?	Yes / N/A	No issues to report.
16.5 - Quiet and noisy areas separated by a buffer zone? Environment free from unnecessary obtrusive noise (e.g. heating units) Good balance of hard and soft surfaces?	Yes / N/A	Difficult to assess when the school is partially opened due to COVID19. There did not appear to be any obvious unnecessary obtrusive noises identified such as potentially from an IT server.
16.6 - Are induction loops fitted within the key areas i.e.- Main Hall	A	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. The recent revision of the BS8300 has emphasised the importance of providing auxiliary aids for people with hearing impairments. This was highlighted in both of the previous access audit reports.
16.7 - Are portable induction loops available? Are staff members aware of how to use the facility and are they kept charged?	B	No portable induction loops are provided that could be transported around the school as when required. This would be beneficial for one to one meetings such as between parents and teachers. This was highlighted in both of the previous access audit reports.
Checklist 17 - Means of Escape		
17.1 - Audible alarm system supplemented by visual system?	B	There are limited means of informing people with hearing impairments in the event of the fire alarm being activated. There is only a limited number of visual alarms available. This importance has been reinforced in the latest revision of the BS8300 and should be considered as soon as possible. A fire SMS system may be a suitable option which would negate the need for using visual alarms.



Appendix 76

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

A

Level egress is available out of the all the key fire exits which will allow wheelchair users independence in the event of fire evacuation.
The left side fire exit for the main hall should be highlighted as being the exit for those that require step free egress.



Appendix 77



Appendix 78



Appendix 79

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 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

Yes / N/A

The lift is not to be used for fire evacuation.

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.	A	Evacuation chairs are provided. Clarification is required on when last serviced and who has been trained in how to use them.
 <p>Appendix 80</p>		
Checklist 18 - Building Management		
18.1 - External Routes; Including steps and ramps, kept clean, unobstructed and free from surface water, snow and ice?	Yes / N/A	On the day of the survey, the external routes were very well maintained.
18.2 - Accessible parking; Designated spaces not used by non-disabled drivers and kept free from obstructions?	Yes / N/A	No issues to report.
18.3 - Horizontal circulation; Space required for wheel chair manoeuvre not obstructed by furniture, deliveries, storage etc.?	Yes / N/A	Difficult to fully assess when the school is only partially opened due to COVID19. On the day of the survey, the routes throughout were kept clear of any obstacles that could present potential difficulties for wheelchair users to manoeuvre.
18.4 - Vertical circulation; Lifts, platform lifts and stair lifts checked regularly for proper functioning?	A	Site management need to ensure that this is suitably in place.

18.5 - Means of Escape; Exit routes checked regularly for freedom from obstacles (including locked doors) and combustible materials? Alarm systems, including those in WCs, regularly checked?	A	Site management need to ensure that the appropriate procedures are in place to frequently check the exit routes to make sure that there are no obstacles. Alarm systems including those within the WCs also need to be checked.	
18.6 - Means of Escape; Personal egress plan available for each member of staff needing assistance? Overall escape strategy for visitors who may need assistance?	A	Site management need to ensure that the appropriate personal egress plans are available for each member of staff needing assistance.	
18.7 - Means of Escape; Both general escape strategy and personal emergency egress plans regularly checked for efficiency and effectiveness?	A	Site management need to ensure that both the general escape strategy and personal emergency egress plans are regularly checked for efficiency and effectiveness.	
18.8 - Equipment; Are emergency cord alarms tested at regular intervals to ensure that they are working? Are induction loops frequently tested for effectiveness?	A	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 Jun 2020 11:37 AM	

Media



Appendix 1



Appendix 2



Appendix 3



Appendix 4



Appendix 5



Appendix 6



Appendix 7



Appendix 8



Appendix 9



Appendix 10



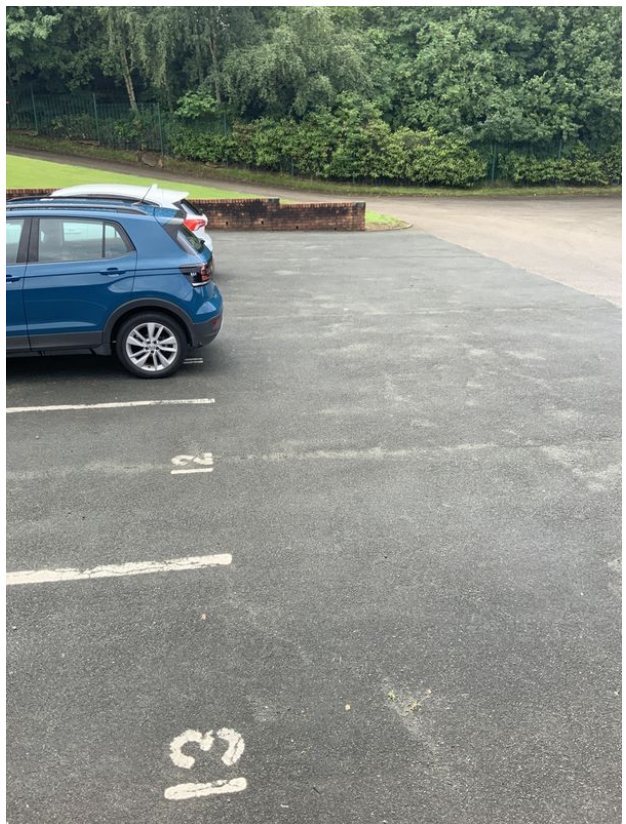
Appendix 11



Appendix 12



Appendix 13



Appendix 14



Appendix 15



Appendix 16



Appendix 17



Appendix 18



Appendix 19



Appendix 20



Appendix 21



Appendix 22



Appendix 23



Appendix 24



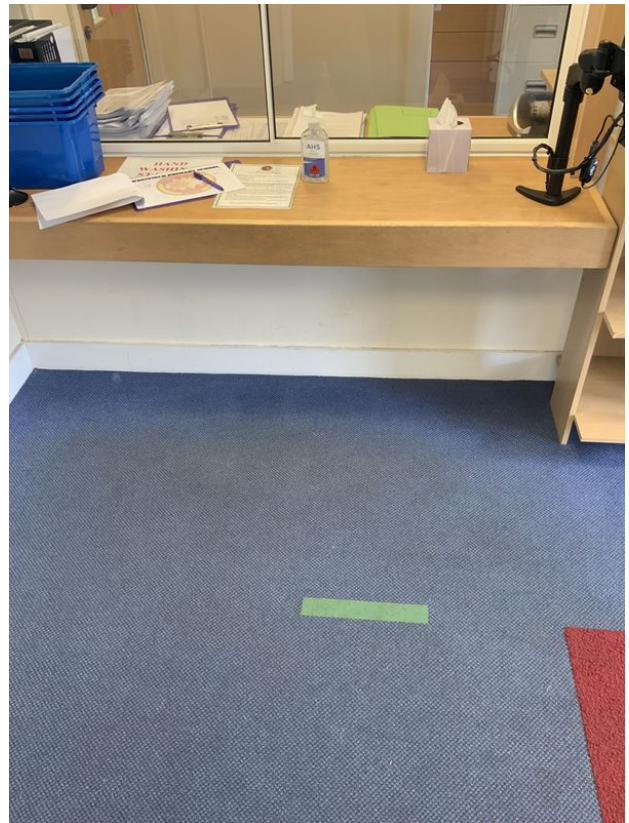
Appendix 25



Appendix 26



Appendix 27



Appendix 28



Appendix 29



Appendix 30



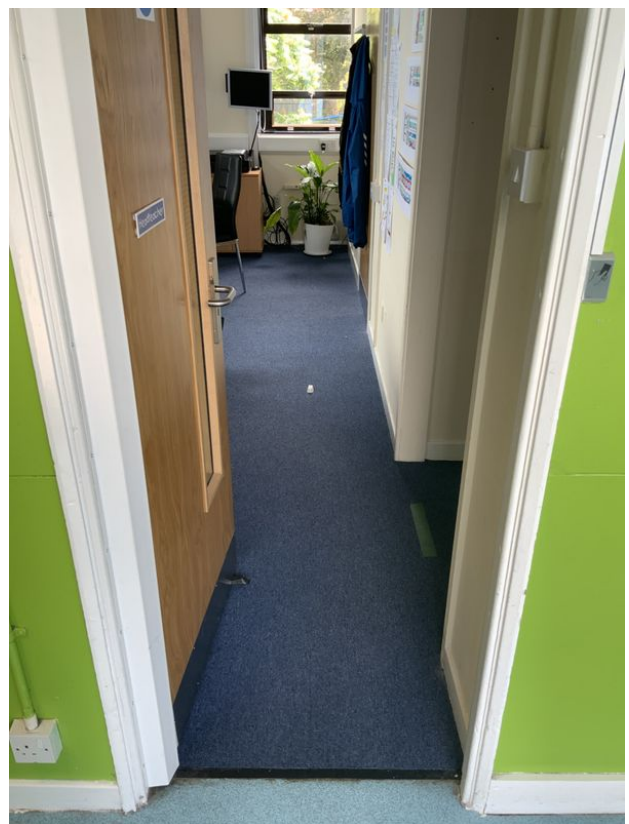
Appendix 31



Appendix 32



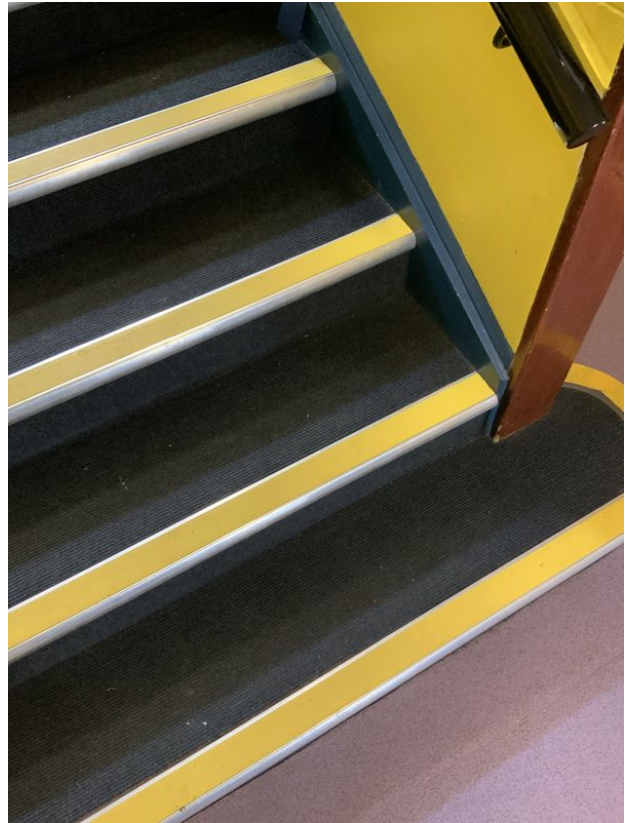
Appendix 33



Appendix 34



Appendix 35



Appendix 36



Appendix 37



Appendix 38



Appendix 39



Appendix 40



Appendix 41



Appendix 42



Appendix 43



Appendix 44



Appendix 45



Appendix 46



Appendix 47



Appendix 48



Appendix 49



Appendix 50



Appendix 51



Appendix 52



Appendix 53



Appendix 54



Appendix 55



Appendix 56



Appendix 57



Appendix 58



Appendix 59



Appendix 60



Appendix 61



Appendix 62



Appendix 63



Appendix 64



Appendix 65



Appendix 66



Appendix 67



Appendix 68



Appendix 69



Appendix 70



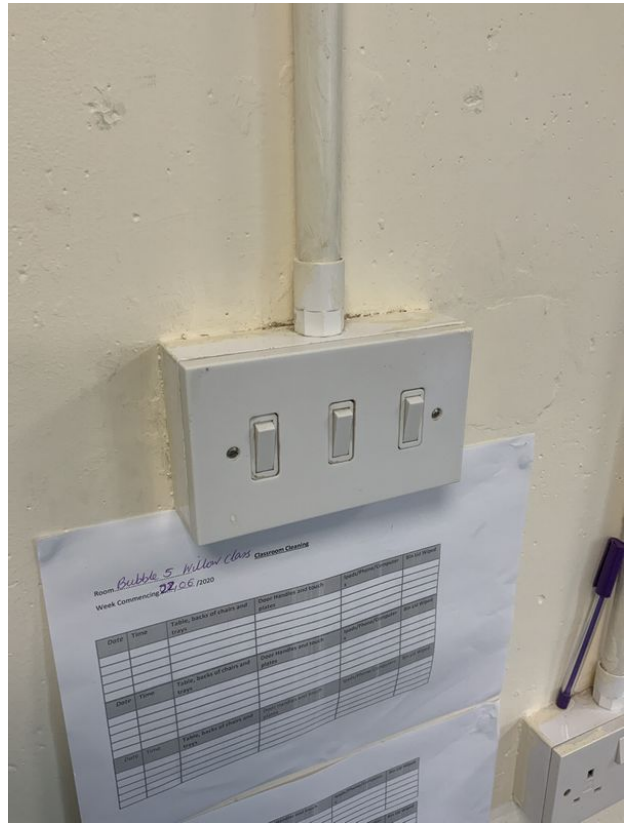
Appendix 71



Appendix 72



Appendix 73



Appendix 74



Appendix 75



Appendix 76



Appendix 77



Appendix 78



Appendix 79



Appendix 80