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CW5 5PB

## Accessibility Audit

**Kingsway Primary School**  
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# CONTENTS

<b>Section 1</b>	<b>Introduction</b>
1.1	Accessibility audit
1.2	Purpose of audit
1.3	Audit process
1.4	Priorities
1.5	Keys for costs
1.6	Abbreviations
1.7	Sources of guidance
1.8	Images
<b>Section 2</b>	<b>Consultation</b>
2.1	Access groups
2.2	Conservation area/ listed building status
2.3	Fire officer
<b>Section 3</b>	<b>Site Details</b>
3.1	Description of site
3.2	Facilities in place
<b>Section 4</b>	<b>Audit Findings</b>
4.1	Audit Table
<b>Section 5</b>	<b>Photographic Survey</b>
5.1	Audit Media
<b>Section 6</b>	<b>Action Plan</b>
6.1	Action Table

## **Section 1 - Introduction**

### **1.1 ACCESSIBILITY AUDIT**

The 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: 2009 – Design of Buildings and Their Approach to Meet the Needs of Disabled People – 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 building 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 building, which determines its accessibility, is the shell. Decisions made by the architect can fundamentally affect the accessibility for a long time.

When the building is fitted out, fixtures and fittings can be critical. Most do not survive as long as

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 the building 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 building, if available, and the checklists in Section 5 (Audit table) The general order of the checklists is:

Checklist Ref	Description	Applicable to this property	
		Yes	No
Checklist 1	Approach, Routes & Street Furniture	✓	
Checklist 2	Car Parking	✓	
Checklist 3	External Ramps		X
Checklist 4	External Steps		X
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		X
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 building.

#### 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 (2004)

British Standard BS8300:2009 - Design of Buildings and their approaches to meet the need of disabled people.

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).

The Access Manual, by Anne Sawyer and Keith Bright, Blackwell, 2003.

Access Audit Price Guide, Building Cost Information Service, 2002.

Please note however the 'DDA' 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 BS8300: 2009 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**

The site or buildings do not have a listed building status. 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 PROPERTY

Description	Details
Date of Construction:	Est 2008's
Constructed of:	Traditional Construction
Number of Floors:	1No Storey
Access Via:	Main Public Entrance
External Areas:	Approach Routes and Car Parking
No. Passenger Lifts	N/A




### 3.2 FACILITIES IN PLACE



Facility	Details
Ramps	N/A
Platform lifts	N/A
Stair lift	N/A
Visual indicators for fire alarms	Provided
Induction loops / Infrared systems	Provided
Accessible toilets	Provided
Tactile signage	Not Provided
On site assistance	Provided at Reception
Designated parking areas	Provided
Evacuation chairs	N/A
Fire protected lift(s)	N/A
Identified internal safety refuge(s)	N/A
<b>Any Other Additional Information:</b>	

## Audit

Question	Response	Details
<b>Checklist 1 - Approach Routes &amp; Street Furniture</b>		
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)	Yes	The school is located off Valley Gardens. There is a bus stop within immediate vicinity. There is plenty of car parking provided.
 <p data-bbox="255 884 360 906">Appendix 1</p>		



Question	Response	Details
<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>	<p>No</p>	<p>There is no tactile warning paving on approach to the car park to aid people with impaired vision.</p> <p>There are dropped kerbs provided around the site and they are clearly defined for wheelchair users.</p>
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Appendix 2</p> </div> <div style="text-align: center;">  <p>Appendix 3</p> </div> <div style="text-align: center;">  <p>Appendix 4</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>	<p>Yes</p>	<p>On the day of the survey, all paths had no overhanging tree branches which are a collision hazard for those with impaired vision because they may not be able to detect the hazard with their assistance cane.</p>
<p>1.4 - Surfaces even and slip resistant? Is paving flush with no cracks or gaps that could trap the wheels of a wheelchair?</p>	<p>Yes</p>	

Question	Response	Details
1.5 - Is the location of the school clearly identified from the street? Visual clues and sufficient landmarks to aid orientation?	No	The Kingsway signage is in capital letters which is not the preferred format and the red letters are not suitably colour contrasted against blue background for people with impaired vision.
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Appendix 5</p> </div> <div style="text-align: center;">  <p>Appendix 6</p> </div> </div>		

Question	Response	Details
<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>No</p>	<p>All door barriers and bike racks are not suitably colour contrasted against the background to aid people with impaired vision.</p> <p>The low level planting boxes and small seats needs to be made more visible by e.g. back rest/high level plantings as they could cause a stumbling/trip hazard and they are not suitably colour contrasted against the background.</p> <p>There are numerous trip hazards such as bikes, toy equipment and net poles.</p>



Appendix 7



Appendix 8



Appendix 9



Appendix 10








Appendix 11










Appendix 12







Appendix 13

Question	Response	Details
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?	No	Numerous structural posts supporting the canopy do not have colour contrast or have markings at two heights in accordance with BS8300.
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Appendix 14</p> </div> <div style="text-align: center;">  <p>Appendix 15</p> </div> <div style="text-align: center;">  <p>Appendix 16</p> </div> <div style="text-align: center;">  <p>Appendix 17</p> </div> </div>		
1.8 - Adequate seating provided along routes? Is there seating where parents wait to pick up / drop off their children?	No	There are seats provided between the main site entrance and the main reception entrance to provide people with ambulant disabilities a short rest before entering the school however they do not feature armrests.
<div style="text-align: center;">  <p>Appendix 18</p> </div>		

Question	Response	Details		
<p>1.9 - Are entrance gates appropriately colour contrasted and do intercoms have accessible features?</p>	<p>No</p>	<p>All gates do not have suitable colour contrast to the controls and surround to aid people with impaired vision.</p> <p>Two site entrances - There is no LED display provided to aid people with impaired hearing. The buttons lack colour contrast against the background to aid people with impaired vision. The buttons are not positioned too high off the ground level making them easy to reach for wheelchair users and people of small stature.</p>		
 <p>Appendix 19</p>	 <p>Appendix 20</p>	 <p>Appendix 21</p>	 <p>Appendix 22</p>	 <p>Appendix 23</p>
<p>1.10 - Is there appropriate seating within the playing areas? Is there space to the side of seating to allow a wheelchair user to park alongside a seated companion?</p>	<p>No</p>	<p>The seating has lack of colour contrast against the surroundings and there are no armrests to aid people with ambulant disabilities.</p>		
 <p>Appendix 24</p>				



Question	Response	Details
1.11 - Where there is playing equipment, is there a section which is accessible for people with mobility disabilities?	N/A	This is something that could be reviewed for the future.
BS8300 - Uneven surfaces, surfaces of loose materials (e.g. gravel) and large gaps between paving materials cause problems for wheelchair users, people with impaired vision and people who are, generally, unsteady on their feet.		
<b>Checklist 2 - Car Parking</b>		
2.1 - Are accessible bays provided for badge holders?	Yes	There are 32 defined spaces and there are 3 designated Blue Badge Holders parking spaces in the car park.
2.2 - Accessible bays clearly sign-posted from the school's car park entrance? Is there signage to the front of the bays?	No	<p>There is no signage indicating where the accessible bays are located when entering the car park.</p> <p>There is no signage to the front of any accessible bays.</p>
 <p data-bbox="248 1102 367 1126">Appendix 25</p>		



Question	Response	Details
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?	Yes	The markings are in accordance with BS8300.
 <p data-bbox="248 675 367 699">Appendix 26</p>		
2.4 - Close enough to facilities the car park serves?	Yes	
2.5 - Routes from parking area to school entrance accessible, with dropped kerbs and appropriate tactile warnings? Car park surface smooth, even and free from loose stones?	No	There is no tactile warning paving on approach to the main reception entrance to aid people with impaired vision.
 <p data-bbox="248 1264 367 1287">Appendix 27</p>		



Question	Response	Details
2.6 - For larger car parks, are safety marked out walking routes provided to guard slow moving persons or people with hearing impairments?	Yes	Not required as the car park is small. There is speed limit signage provided.
 <p data-bbox="248 675 367 699">Appendix 28</p>		
2.7 - Is the car park adequately lit? Do staff members frequently check the level of lighting within the car park?	Yes	There is street lighting available however the survey was undertaken during day light hours. Site management should undertake a review.
 <p data-bbox="248 1192 367 1216">Appendix 29</p>		
<p data-bbox="152 1257 1989 1321">According to the BS8300 - A sign or, if appropriate, signs should be provided at the entrance to the car park and at each change in direction to direct disabled motorists to designated parking spaces.</p>		
<p data-bbox="152 1361 609 1398"><b>Checklist 3 - External Ramps</b></p>		










Question	Response	Details
3.1 - Wide enough and suitably graded? Is there colour contrast to the surface of the ramp?	N/A	
3.2 - Suitable handrails on each side?	N/A	
3.3 - Surface slip-resistant, firmly fixed and easy to maintain?	N/A	
3.4 - Edges protected to prevent accidents?	N/A	
3.5 - If a permanent ramp cannot be constructed, is a portable ramp, platform lift or stair lift available?	N/A	
According to BS8300 - The colour of the surface of a ramp should contrast in luminance with that of a landing and surrounding area so that its presence is distinguishable by people with impaired vision.		
<b>Checklist 4 - External Steps</b>		
4.1 - Visual and tactile warnings at the top and bottom of steps?	N/A	
4.2 - Suitable handrails on each side? Are handrails suitably colour contrasted to aid people with impaired vision?	N/A	
4.3 - Lighting adequate and well positioned? Are steps appropriately illuminated during darker hours?	N/A	
4.4 - Treads long enough and all of the same length?	N/A	
4.5 - Risers shallow enough, all of the same height, and unlikely to trip users? Are there open risers?	N/A	
4.6 - Nosings readily identifiable? If nosings are painted, is the paint still durable with no wear and tear?	N/A	
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.		



Question	Response	Details
<b>Checklist 5 - Entrances</b>		
5.1 - Main school entrances easy to find? Is the entrance clearly distinguishable from facade?	No	The grey doors are not clearly seen on approach owing to a lack of colour contrast against the grey facade to aid people with impaired vision.
<div style="display: flex; justify-content: space-around;"> <div data-bbox="152 427 465 742">  <p data-bbox="248 751 367 772">Appendix 30</p> </div> <div data-bbox="474 427 788 742">  <p data-bbox="571 751 689 772">Appendix 31</p> </div> </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	<p>All double doors throughout the school have an opening clearance width of at least 800mm when a single door is opened.</p> <p>According to BS8300 - An effective clear width of less than 800mm might result in people with poor manoeuvring ability or with large wheelchairs not being able to pass through without damage to themselves or the door or frame.</p>
5.3 - Level or flush threshold?	Yes	All doors have an upstand of less than 15mm making it easy to access for wheelchair users.
5.4 - If there are steps at the main entrance, is there signage indicating where the accessible entrance is located?	N/A	


Question	Response	Details
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?	No	Many doors have notices stuck over vision panels.
 <p data-bbox="248 675 367 699">Appendix 32</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?	No	<p data-bbox="1272 738 2011 802">Black door handles against dark glazed background are not suitably contrasted to aid people with impaired vision.</p> <p data-bbox="1272 847 2018 911">All fire exit door handles are not of the preferred profile to aid people with dexterity impairments.</p>
 <p data-bbox="248 1265 367 1289">Appendix 33</p> <p data-bbox="573 1265 692 1289">Appendix 34</p>		
5.7 - Door closer of appropriate type? Can the door be easily opened single handedly?	No	A number of doors have an opening pressure that exceeds 30 Newtons of force, making it very difficult for many people to open them.

Question	Response	Details
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?	N/A	
5.9 - Glazed entrance door: markings for safety and visibility? If manifestations are provided, are these suitably colour contrasted against their background?	Yes	There are manifestations at two levels on all glazed doors and glazed full height windows.
 <p data-bbox="248 815 367 839">Appendix 35</p>		
5.10 - Weather mat of firm texture and flush with floor?	No	There is a weather mat at the main reception which is a potential trip hazard.
 <p data-bbox="248 1299 367 1323">Appendix 36</p>		





Question	Response	Details
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?	No	There are power assisted doors provided to Main Reception and Rear Entrance however there are no visual and tactile warnings provided.
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Appendix 37</p> </div> <div style="text-align: center;">  <p>Appendix 38</p> </div> </div>		
5.12 - If automatic doors are operated via a push pad rather than a sensor, are these clearly seen on approach? (internally and externally)	No	<p>All push pad buttons have no suitable colour contrast against the backgrounds to aid people with impaired vision.</p> <p>Main Reception Entrance - The push pad button is positioned too high off the floor level causing difficulties reaching for wheelchair users and people of small stature.</p>
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Appendix 39</p> </div> <div style="text-align: center;">  <p>Appendix 40</p> </div> <div style="text-align: center;">  <p>Appendix 41</p> </div> </div>		
5.13 - Is there a second set of doors / lobby doors and are these accessible?	Yes	

Question	Response	Details
AD M - The presence of the door should be apparent not only when it is shut but also when it is open. Where it can be held open, steps should be taken to avoid people being harmed by walking into the door		
<b>Checklist 6 - Reception Areas and Lobbies</b>		
6.1 - Clear view in from outside? Can receptionists see visitors and provide assistance if necessary?	Yes	The main entrance is glazed allowing a clear view into the reception area.
6.2 - Transitional lighting? Is the entrance lobby and reception area well illuminated?	Yes	
6.3 - Reception/desk/counter/ checkout suitable for approach and use from both sides by people either standing and seated?	No	Main Reception - The desk is at approx 760mm high, this has a lower section plus sufficient knee space both sides for people sitting or wheelchair users. This desk also has a 1100mm level to accommodate people standing however there is a fitted glazed panel provided.
		
Appendix 42	Appendix 43	


Question	Response	Details
6.4 - Surfaces suitable? Is there colour contrast to the flooring in front of the reception desk and are edges highlighted?	No	There is no contrast to the flooring to aid orientation for people with impaired vision when attempting to locate the reception desk.
 <p data-bbox="248 675 367 699">Appendix 44</p>		
6.5 - Induction loop fitted? Is there signage indicating the availability of the facility? Are front line staff aware of the facility and its purpose?	Yes	There is a fitted induction loop and signage indicating the availability of the facility provided at the reception.
 <p data-bbox="248 1190 367 1214">Appendix 45</p>		
6.6 - If security permits the use of a glazed screen, is this non-reflective and free of glare which could hinder lip-readers?	Yes	




Question	Response	Details
6.7 - Is there a minicom provided for deaf people? Is the availability of this facility highlighted on the website and on leaflets?	No	No minicom is provided for people with hearing impairments. People with impaired hearing ringing in would have to rely on a not generally preferred relay service such as BT TYPETALK.
6.8 - Seating designed for ease of use? Is there a management procedure to ensure spaces are provided for wheelchair users?	No	<p>Standard chairs, all are at the same height and feature armrests to aid people with ambulant disabilities however there is a TV projecting from the wall over the seating area which could cause a potential impact injury for people with impaired vision when using the chairs because they may not be able to detect the hazard with their assistance cane.</p> <p>A management procedure is in place to accommodate wheelchair users when required.</p>
 <p data-bbox="248 1027 367 1050">Appendix 46</p>		
<p>People with hearing and visual impairment make up the largest group of disabled people. Both these groups 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, and it can help a person with a visual disability to navigate a facility more effectively. For further information on signage please refer to - JMU Access Partnership and The Sign Design Society. 2000. ISBN 185878 412 3.</p>		
<p><b>Checklist 7 - Corridors and Internal Surfaces</b></p>		




Question	Response	Details
7.1 - Corridor wide enough for a wheel chair user to manoeuvre and for other people to pass? Turning space for wheel chair users?	No	Canteen Kitchen and outside Site Manager Office - There is some furniture and kitchen units in the corridor causing potential difficulties accessing for wheelchair users.
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Appendix 47</p> </div> <div style="text-align: center;">  <p>Appendix 48</p> </div> </div>		
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?	No	<p>There is a model aeroplane hanging from the ceiling near Main Reception which could cause a potential impact injury for people with impaired vision because they may not be able to detect the hazard with their assistance cane.</p> <p>Main Reception - The plant pots positioned within the corridor are a potential trip hazard for people with impaired vision.</p>
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Appendix 49</p> </div> <div style="text-align: center;">  <p>Appendix 50</p> </div> </div>		

Question	Response	Details
7.3 - Are all key facilities within the school accessible for all users? Eg Sport Hall, Main Hall, Music Room, Changing Room etc. Where there are facilities not available can these be 'swopped' with a standard classroom?	Yes	
7.3 - If not all of the school classrooms are accessible for wheelchair users, what is the procedure for Parents Evenings? How are parents or visitors with disabilities currently accomodated?	N/A	
7.4 - Floor surfaces suitable for passage of wheelchairs? Junctions between floor surfaces correctly detailed?	Yes	
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	
7.6 - Floor surfaces slip-resistant? Bright, boldly patterned floors avoided?	Yes	
7.7 - Busy or distracting wall coverings avoided?	Yes	
<p>BS8300 - Colour and luminance contrast should be used to distinguish the boundaries of floors, walls, doors and ceilings, e.g. if the architrave is the same colour as the door but a different colour from the surrounding wall, it may outline the opening for some visually impaired users when the door is open. The colour and luminance of a wall should be noticeably different from that of the ceiling and of the floor. To avoid giving the wrong impression about the size of a room, skirtings should be the same colour and luminance contrast as the wall so that the junction between the skirting and the floor marks the extent of the room.</p>		
<p><b>Checklist 8 - Internal Doors</b></p>		



Question	Response	Details
8.1 - Distinguishable from surroundings?	Yes	The wooden doors against white walls are suitably contrasted to aid people with impaired vision.
 <p data-bbox="248 639 365 663">Appendix 51</p>		
8.2 - Glass door: clearly visible when closed? Are manifestations suitably colour contrasted against the background?	N/A	

Question	Response	Details
<p>8.3 - Can people each side of the door, either standing or seated, see each other and be seen? Are vision panels kept clear of temporary notices? (for an example classroom entrances)</p>	<p>No</p>	<p>Medical Room door has a vision panel that is too high off the floor level.</p> <p>Many vision panels have notices stuck over them.</p> <p>Vision panels need to be included in frequently used doors where privacy (toilets etc) is not required, with a minimum visibility zone between 500mm and 1500mm from floor level and located at the side of the leading edge. Glass should comply with BS6206.</p>
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Appendix 52</p> </div> <div style="text-align: center;">  <p>Appendix 53</p> </div> <div style="text-align: center;">  <p>Appendix 54</p> </div> </div>		
<p>8.4 - Clear opening width sufficient for a wheel chair user? Adequate space available alongside leading edge for a wheel chair user to open the door while clear of the door swing?</p>	<p>Yes</p>	<p>All single and double doors throughout the school have an opening clearance width of at least 800mm when a single door is opening.</p> <p>According to BS8300 - An effective clear width of less than 800mm might result in people with poor manoeuvring ability or with large wheelchairs not being able to pass through without damage to themselves or the door or frame.</p>





Question	Response	Details
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	All doors have suitable black tubular lever door handles that are easy to use for people with dexterity impairments and handles that are well colour contrasted against the background to aid people with impaired vision.
 <p data-bbox="248 708 367 730">Appendix 55</p>		
8.6 - Door light enough to open easily? Door closers of an appropriate type and with minimum necessary opening pressure?	No	There are numerous doors throughout the school that require an opening pressure that exceeds 30 Newtons. This is likely to cause difficulties for many users.
8.7 - Where there are security keypads or readers, are these suitably positioned for potential staff members with disabilities?	N/A	
<p data-bbox="152 1018 2069 1118">According to BS8300 - Colour and luminance contrast should be used to distinguish the boundaries of floors, walls, doors and ceilings, e.g. if the architrave is the same colour as the door but a different colour from the surrounding wall, it may outline the opening for some visually impaired users when the door is open.</p>		
<p data-bbox="152 1161 600 1198"><b>Checklist 9 - Internal Ramps</b></p>		
9.1 - Is there a ramp at any internal level change?	N/A	
9.2 - Ramp available for short rise within single storey?	N/A	
9.3 - Wide enough and suitably graded? Surface slip resistant?	N/A	



Question	Response	Details
9.4 - Exposed edges protected to prevent accidents?	N/A	
9.5 - Suitable handrail each side?	N/A	
9.6 - If permanent ramp cannot be constructed, is a suitable portable ramp available? If a portable ramp is provided, is there signage indicating the availability of the facility.	N/A	
comments		
<b>Checklist 10 - Internal Stairs</b>		
10.1 - Treads long enough and each of same length?	N/A	
10.2 - Risers shallow enough, all of the same height, and unlikely to trip users?	N/A	
10.3 - Nosings readily identifiable?	N/A	
10.4 - Suitable handrails on each side? Do handrails extend 300mm beyond the first and last step pitch-line? Are handrails suitably colour contrasted?	N/A	
10.5 - Landings big enough and provided at intermediate levels in a long flight?	N/A	
<p>Each step nosing should incorporate a permanently contrasting continuous material for the full width of the stair on both the tread and the riser to help blind and partially sighted people appreciate the extent of the stair and identify individual treads. the material should be 50 mm to 65 mm wide on the tread and 30 mm to 55 mm on the riser, and should contrast visually with the remainder of the tread and riser</p>		
<b>Checklist 11 - Lifts</b>		
11.1 - Passenger lift available for vertical circulation within a building of more than one storey?	N/A	




Question	Response	Details
11.2 - Car dimensions sufficient to allow space for wheel chair user? Door opens wide enough for wheel chair users?	N/A	
11.3 - Support rails in car appropriately designed and positioned?	N/A	
11.4 - Is there a mirror within the lift car?	N/A	
11.5 - Delayed-action closer and override (not a door pressure system) to allow slow entry or exit?	N/A	
11.6 - Controls, including emergency call, located easily using visual or tactile information and within easy reach of all users?	N/A	
11.7 - Voice indication of floor reached? Is audio loud enough to be heard by hearing aid users?	N/A	
11.8 - Is there a floor level indicator inside and outside the lift to reassure people with hearing impairments?	N/A	
11.9 - Immediately outside lift: sufficient unobstructed space for waiting and manoeuvring by wheel chair users?	N/A	
11.10 - Is there a 1500mm x 1500mm contrasting surface outside the lift and are lift doors suitably colour contrasted to aid people with impaired vision?	N/A	
AD criteria will be satisfied if - the landing call button symbols, where provided, and lifting device control button symbols are raised to facilitate tactile reading and all call and control buttons contrast visually with the surrounding face plate, and the face plate similarly contrasts with the surface on which it is mounted		
<b>Checklist 12 - WC Provision &amp; Changing Areas</b>		






Question	Response	Details
12.1 - Lobby door light enough to open easily? Lobby of sufficient size for easy access?	Yes	
12.2 - Slip-resistant floors throughout?	Yes	Slip resistant flooring is provided throughout the toilets.
12.3 - Fittings all easily distinguishable from background? Are hand dryers and sanitary ware easily seen against their surroundings?	No	<p>Throughout WCs numerous sanitary ware and hand dryers were not sufficiently colour contrasted against the surroundings to aid people with impaired vision.</p> <p>There are air blade hand dryers provided however this may be difficult to use for those with limited manual dexterity.</p>
<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>Appendix 56</p> </div> <div style="text-align: center;">  <p>Appendix 57</p> </div> </div>		








Question	Response	Details
<p>12.4 - Compartment door controls all easily gripped and operated? Are cubicle doors suitably colour contrasted against the panels?</p>	<p>Yes</p>	<p>All cubicle doors are suitably colour contrasted against the surroundings to aid people with impaired vision.</p> <p>All door controls are easy to use for those with dexterity impairments.</p>
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Appendix 58</p> </div> <div style="text-align: center;">  <p>Appendix 59</p> </div> </div>		
<p>12.5 - Are urinals well contrasted and do they have grab rails to assist people with ambulant disabilities?</p>	<p>No</p>	<p>There are no grab rails to any of the urinals to assist people with ambulant disabilities.</p> <p>All urinals are suitably colour contrasted against the background to aid people with impaired vision.</p>
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Appendix 60</p> </div> <div style="text-align: center;">  <p>Appendix 61</p> </div> </div>		





Question	Response	Details
12.6 - Are lever style taps provided within the WCs to aid people with dexterity impairments?	No	Throughout the WCs, standard and push taps are provided which are not easy to use for people with dexterity impairments.
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Appendix 62</p> </div> <div style="text-align: center;">  <p>Appendix 63</p> </div> </div>		
12.7 - When there is no accessible WC available, is there a facility provided for people with ambulant disabilities?	N/A	
12.8 - Where there are shower facilities, is a grab rail provided? Is there a level access shower for disabled people?	N/A	
12.9 - Within changing rooms, is there a lower section of pegs to accommodate wheelchair users or people of small stature?	N/A	
Please refer to Checklist 13 for details on accessible WC facilities for disabled people.		
<b>Checklist 13 - WCs: Wheelchair Users</b>		
13.1 - Compartment large enough to allow manoeuvring into position for frontal, lateral, angled and backward transfer unassisted and with assistance?	Yes	The Accessible WC room measured 2500mm x 2400mm and there is a shower facility within the room which is compliant with BS8300.
13.2 - Travel distance to a suitable WC no greater than that for able-bodied people?	Yes	



Question	Response	Details
13.3 - Sufficient space available outside toilet compartment for manoeuvre? Is the entrance wide enough and does it open outwards?	Yes	The Accessible WC door opens outwards with sufficient space available for wheelchair users.
13.4 - Hand washing and dry facilities within easy reach of someone seated on WC? Is the hand basin suitably positioned in accordance to BS8300?	No	The hand wash basin is within easy reach whilst seated on the toilet pan. There is no hand dryer provided to aid people who may struggle to use hand towels.
 <p data-bbox="248 815 367 839">Appendix 64</p>		
13.5 - Door controls, lock and light switch easily reached and operated? Is there a grab rail to the inner face of the entrance?	Yes	Grab rail on the door is provided. There is a lever lock that is easy to use for those with dexterity impairments. Sensor lighting is provided.
 <p data-bbox="248 1334 367 1358">Appendix 65</p>  <p data-bbox="573 1334 692 1358">Appendix 66</p>		

Question	Response	Details
13.6 - Tap appropriate for use by a person with limited dexterity, grip of strength?	Yes	Wash hand basin and shower control have lever taps to aid people with dexterity impairments.
 <p data-bbox="248 639 367 663">Appendix 67</p>  <p data-bbox="573 639 692 663">Appendix 68</p>		
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?	No	<p data-bbox="1267 703 2063 767">There are blue grab rails in the toilet pan areas and these have a suitable colour contrast against the background.</p> <p data-bbox="1267 807 2063 871">There are no grab rails provided in the shower areas and there is no tip-up seat for people with ambulant disabilities.</p>
 <p data-bbox="248 1230 367 1254">Appendix 69</p>  <p data-bbox="573 1230 692 1254">Appendix 70</p>  <p data-bbox="898 1230 1016 1254">Appendix 71</p>		




Question	Response	Details
13.8 - Is there a back rest provided to the toilet pan?	No	This accessible WC has no back support.
 <p data-bbox="248 603 367 627">Appendix 72</p>		
13.9 - Is the flush of a suitable spatula type and is it appropriately located on the transfer side of the toilet pan?	No	This toilet pan does have a suitable spatula type flush handle but it is positioned on the wrong side of the cistern.
 <p data-bbox="248 1086 367 1110">Appendix 73</p>		



Question	Response	Details
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?	No	On the day of the survey, a black bin and a chair were positioned within the transfer area.
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Appendix 74</p> </div> <div style="text-align: center;">  <p>Appendix 75</p> </div> </div>		
13.11 - Is there a cord alarm? Is this coloured red with two triangular bangles and easy to reach from floor level?	No	There is a pull cord alarm provided however both triangular bangles were positioned near the floor level.
<div style="text-align: center;">  <p>Appendix 76</p> </div>		
<p>BS8300 - Lavatory accessories, such as dispensers for soap, toilet paper and paper towels, should be suitable for single-handed use and for use by people with weak arm movements. They should be readily accessible to a person in a wheelchair or seated on the WC, and to a person when standing</p>		
<p><b>Checklist 14 - Facilities</b></p>		

Question	Response	Details
14.1 - Are seats provided at intervals along long internal routes or where waiting likely?	Yes	
14.2 - Seats stable, with armrests and provided in a range of heights? Space for wheelchair user to pull up alongside a seated companion?	No	There are no seats with armrests provided within the Main Hall, Staff Rest Room and Library area to aid people with ambulant disabilities.
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Appendix 77</p> </div> <div style="text-align: center;">  <p>Appendix 78</p> </div> <div style="text-align: center;">  <p>Appendix 79</p> </div> </div>		
14.3 - Are a number of chairs with armrests available within each classroom?	No	There are no chairs with armrests in any classrooms.
<div style="text-align: center;">  <p>Appendix 80</p> </div>		

Question	Response	Details
14.4 - Do dining room counters have provision on both sides for wheelchair users? Do these counters have an induction loop to accommodate hearing aid users?	No	There is no lower counter provided for wheelchair users or those of small stature. There is no induction loop.
 <p data-bbox="248 675 365 699">Appendix 81</p>		
14.5 - Do vending machines have all operating parts at less than 1200mm off the floor level and are they suitably colour contrasted?	No	Canteen Kitchen - The emergency gas shut off button is positioned too high off the floor level causing difficulties reaching for wheelchair users and people of small stature.
 <p data-bbox="248 1190 365 1214">Appendix 82</p>		






Question	Response	Details
14.6 - Does the dining room have appropriate seating rather than fixed seating which can be inaccessible for a range of users?	No	There is no fixed seating in the dining room however there are no seats with armrests to aid people with ambulant disabilities.
 <p data-bbox="248 639 367 660">Appendix 83</p>		
14.7 - Is there a dropped counter and an induction loop available for the Library counter?	N/A	
14.8 - Where there are IT facilities i.e. within classrooms and the Library (if applicable) are height adjustable computer desks available?	No	Computer facilities are provided throughout the school. It was noticed that there are no height adjustable tables provided for wheelchair users or people of small stature.
 <p data-bbox="248 1265 367 1286">Appendix 84</p>  <p data-bbox="573 1265 692 1286">Appendix 85</p>		
14.9 - In the Main Hall, is the stage raised? If so what is the current procedure for wheelchair users? For an example when receiving awards on Speech Day?	N/A	

Question	Response	Details
<p>14.10 - Does the kitchen sink within the Staff Room have a lever tap to accommodate people with dexterity impairments?</p>	<p>No</p>	<p>Canteen Kitchen, classrooms and Staff Rest Room - There are lever taps provided that are easy to use for people with dexterity impairments.</p> <p>Site Manager Office - There are no lever taps provided.</p> <p>No accessible tables were identified within the employee working areas.</p>
<div style="display: flex; justify-content: space-around;"> <div data-bbox="150 528 465 842">  </div> <div data-bbox="472 528 788 842">  </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span data-bbox="248 850 367 874">Appendix 86</span> <span data-bbox="571 850 689 874">Appendix 87</span> </div>		
<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>		
<p><b>Checklist 15 - Way Finding</b></p>		



Question	Response	Details
<p>15.1 - Overall layout of school reasonably clear and logical? Is there signage available in Braille and tactile?</p>	<p>No</p>	<p>Review of way finding signage required.</p> <p>Tactile and Braille signage should be provided throughout the site. There should be new directory boards and tactile/Braille signage on the actual doors.</p> <p>Direct Access is able to carry out wayfinding surveys and provide costings to implement a new signage strategy. Please contact <a href="mailto:jtyson@accessdda.com">jtyson@accessdda.com</a> for more information.</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. Symbols should also be used to compliment signage where possible. Refer to - JMU Access Partnership and The Sign Design Society. 2000. ISBN 185878 412 3. Seek specialist advice for tactile signage.</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>
<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>No</p>	<p>Refer to 15.1.</p>

Question	Response	Details
<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 symbol)</p>	<p>No</p>	<p>There is a lack of signage throughout the school indicating the locations of the accessible WC facilities.</p> <p>There is International Symbol of Access signage on the Accessible WC door.</p>
<div data-bbox="152 422 465 737" data-label="Image"> </div> <p data-bbox="248 746 367 767">Appendix 88</p>		
<p>15.4 - Within stairwells are each of the levels clearly identifiable by tactile and visual information?</p>	<p>N/A</p>	
<p>15.5 - Are the location of the lifts clearly signed at key locations throughout the site? Is there lift signage near the reception area and on entry to key stairwells?</p>	<p>N/A</p>	


Question	Response	Details
<p>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?</p>	<p>No</p>	<p>Throughout the school various locations were identified where there are temporary notices typed out in capital letters.</p> <p>Temporary notices are placed behind a reflective screen making viewing difficult for those with impaired vision.</p>
<div style="display: flex; justify-content: space-around;"> <div data-bbox="152 424 465 737">  </div> <div data-bbox="474 424 788 737">  </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span data-bbox="248 743 367 767">Appendix 89</span> <span data-bbox="568 743 687 767">Appendix 90</span> </div>		
<p>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?</p>	<p>Yes</p>	<p>The leaflets are positioned not more than 1200mm off the floor level make it easy to reach for wheelchair users or people of small stature.</p>
<div style="display: flex; justify-content: space-around;"> <div data-bbox="152 1046 465 1359">  </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span data-bbox="248 1366 367 1390">Appendix 91</span> </div>		


Question	Response	Details
15.8 - If this is a large school, is information also given in tactile form (such as maps and models)?	N/A	
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.		
<b>Checklist 16 - Lighting &amp; Acoustics</b>		
16.1 - Lighting designed to meet a wide range of users needs? Level of lighting sufficient for intended use?	Yes	
16.2 - Lights positioned where they do not cause glare, reflection, confusing shadows or pools of light and dark?	Yes	
16.3 - Can occupiers control lighting? Are light switch plates suitably colour contrasted and appropriately positioned for a wheelchair user?	No	<p>Throughout the site the light switches are the same colour as the walls.</p> <p>All light switches are not positioned too high off the floor level making them easy to reach for wheelchair users or people of small stature.</p>
<div data-bbox="152 991 463 1305" data-label="Image"> </div> <p data-bbox="248 1315 365 1337">Appendix 92</p>		


Question	Response	Details
16.4 - Are classrooms 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	
16.5 - Within stairwells is the lighting adequate and well positioned? Are wall lights avoided?	N/A	
16.6 - Quiet and noisy areas separated by a buffer zone? Environment free from unnecessary obtrusive noise (e.g. heating units)?	Yes	
16.7 - Good balance of hard and soft surfaces?	Yes	
16.8 - Are induction loops fitted within the key areas i.e.- Main Hall, Sports Hall, key study areas e.g. Music Room.	No	There is a fitted induction loop provided in both Halls however there are no signages indicating the availability of the facility provided.
<div data-bbox="152 847 463 1161" data-label="Image"> </div> <p data-bbox="248 1171 365 1193">Appendix 93</p>		
16.9 - Are portable induction loops available? Are staff members aware of how to use the facility and are they kept charged?	N/A	
<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>		

Question	Response	Details
<b>Checklist 17 - Means of Escape</b>		
17.1 - Audible alarm system supplemented by visual system?	Yes	There are flashing beacons provided in all Classrooms, Offices, Halls, WCs and Corridors for people with impaired hearing in the event of an emergency.
<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>Appendix 94</p> </div> <div style="text-align: center;">  <p>Appendix 95</p> </div> </div>		



Question	Response	Details
17.2 - Ground floor exit routes accessible to all, including wheel chair users, as entrance routes?	No	<p>All fire exits have sufficient clearance width, the thresholds are level with the floor and have ramps making egress easy for wheelchair users.</p> <p>All break glass buttons are not positioned too high off the floor level making them easy to reach for wheelchair users or people of small stature.</p> <p>All fire exit doors do not have push to open bars for people with dexterity impairments.</p>
 <p>Appendix 96</p>		
17.3 - Once outside, can a wheelchair user get to a place of safety? Are pathways provided and are these wide enough?	Yes	
17.3 - Vertical escape from upper to lower floors possible using a fire-protected lift with an independent power supply?	N/A	
17.4 - 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?	N/A	

Question	Response	Details
17.5 - Are EVAC chairs provided and is there signage indicating their location? Are staff members well versed in how to use the facility?	N/A	
Specialist advice should be undertaken to install alarm/alerting systems for people with impaired hearing, such as flashing beacons and vibrating devices. If flashing beacons are used, supplement with signage to indicate purpose. BS8300 - A fire alarm should emit a visual and audible signal to warn occupants with hearing or visual impairments		
<b>Checklist 18 - Building Management</b>		
18.1 - External Routes; Including steps and ramps, kept clean, unobstructed and free from surface water, snow and ice?	Yes	
18.2 - Accessible parking; Designated spaces not used by non-disabled drivers and kept free from obstructions?	No	On the day of the survey, all accessible bays were used by non-Blue Badge Holders.
 <p data-bbox="248 1102 367 1126">Appendix 97</p>		
18.3 - Horizontal circulation; Space required for wheel chair manoeuvre not obstructed by furniture, deliveries, storage etc.?	Yes	
18.4 - Vertical circulation; Lifts, platform lifts and stair lifts checked regularly for proper functioning?	N/A	

Question		Response	Details
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?		No	This requires further investigation.
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?		No	This requires further investigation.
18.7 - Means of Escape; Both general escape strategy and personal emergency egress plans regularly checked for efficiency and effectiveness?		Yes	
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	John Coppock	13/11/2013 14:18	

## Media



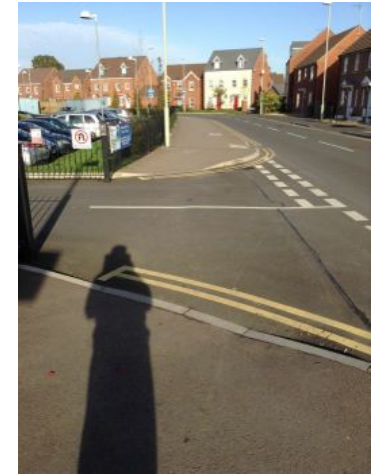
Appendix 1



Appendix 2



Appendix 3



Appendix 4



Appendix 5



Appendix 6



Appendix 7



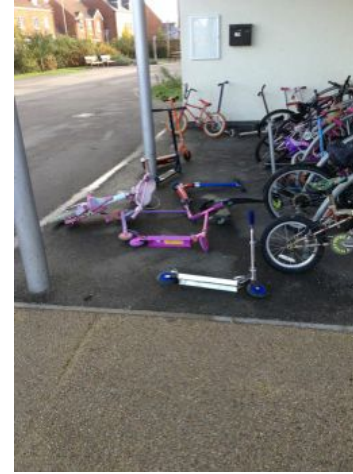
Appendix 8



Appendix 9



Appendix 10



Appendix 11



Appendix 12



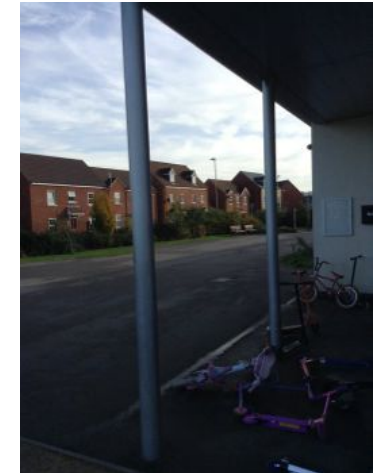
Appendix 13



Appendix 14



Appendix 15



Appendix 16



Appendix 17



Appendix 18



Appendix 19



Appendix 20



Appendix 21



Appendix 22



Appendix 23



Appendix 24



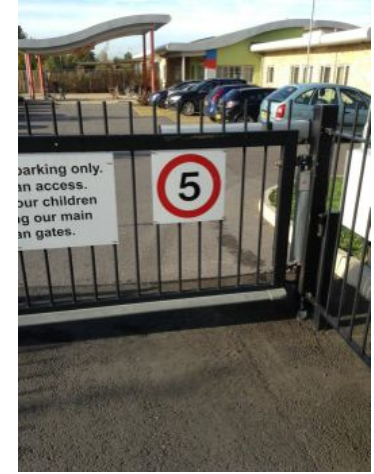
Appendix 25



Appendix 26



Appendix 27



Appendix 28



Appendix 29



Appendix 30



Appendix 31



Appendix 32



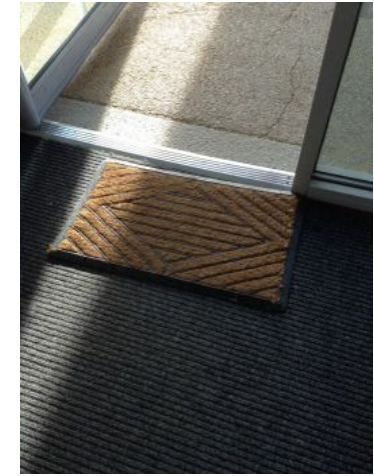
Appendix 33



Appendix 34



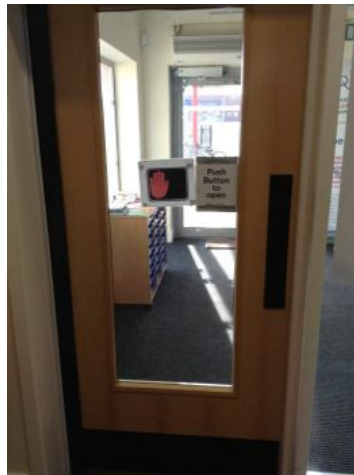
Appendix 35



Appendix 36



Appendix 37



Appendix 38



Appendix 39



Appendix 40





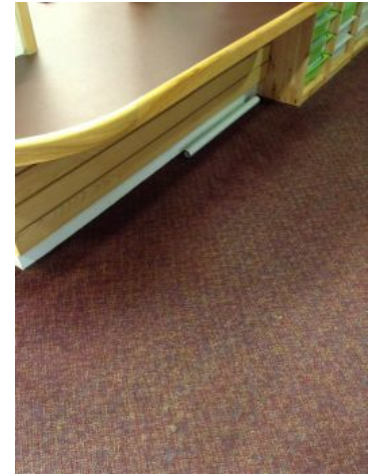
Appendix 41



Appendix 42



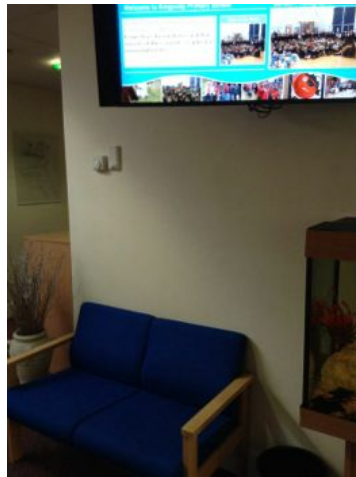
Appendix 43



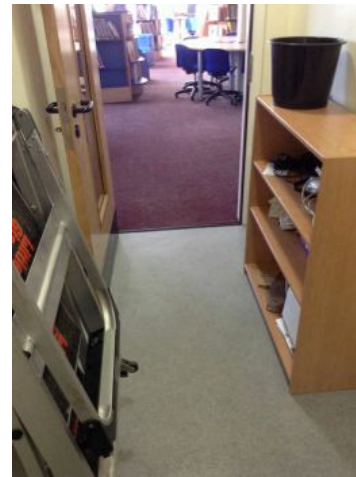
Appendix 44



Appendix 45



Appendix 46



Appendix 47



Appendix 48



Appendix 49



Appendix 50



Appendix 51



Appendix 52



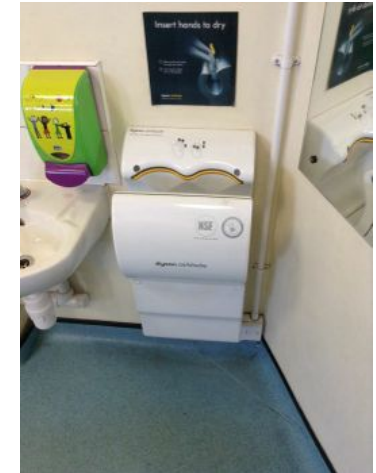
Appendix 53



Appendix 54



Appendix 55



Appendix 56



Appendix 57



Appendix 58



Appendix 59



Appendix 60



Appendix 61



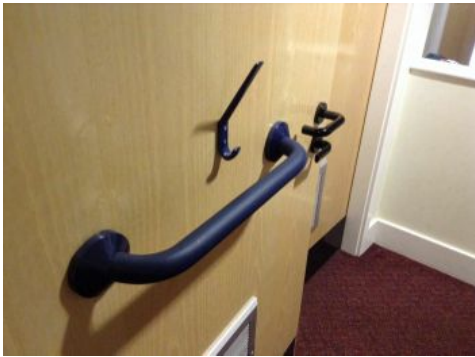
Appendix 62



Appendix 63



Appendix 64



Appendix 65



Appendix 66



Appendix 67



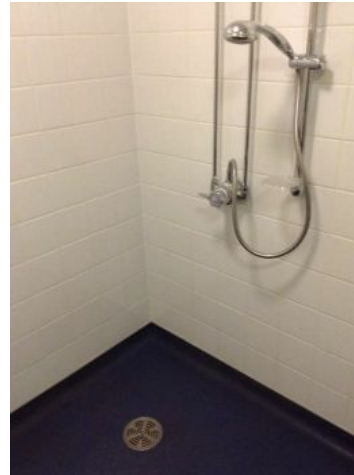
Appendix 68



Appendix 69



Appendix 70



Appendix 71



Appendix 72



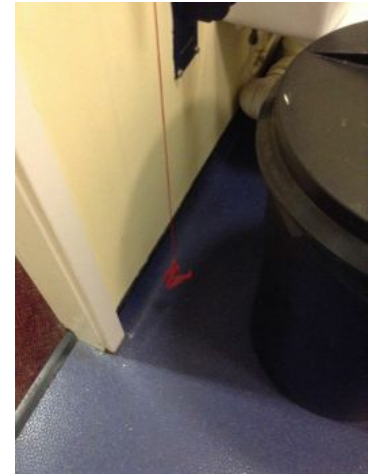
Appendix 73



Appendix 74



Appendix 75



Appendix 76



Appendix 77



Appendix 78



Appendix 79



Appendix 80



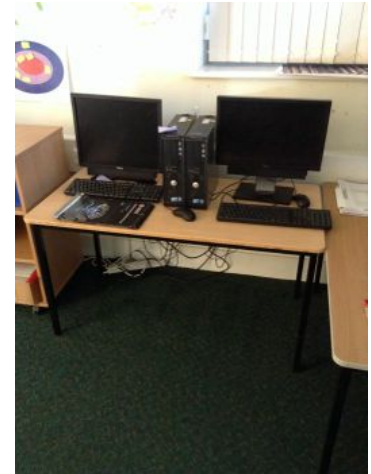
Appendix 81



Appendix 82



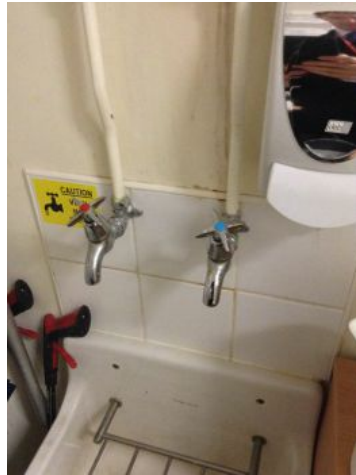
Appendix 83



Appendix 84



Appendix 85



Appendix 86



Appendix 87



Appendix 88



Appendix 89



Appendix 90



Appendix 91



Appendix 92



Appendix 93



Appendix 94



Appendix 95



Appendix 96



Appendix 97



## Section 6 – Action Plan

### 6.1 - ACTION TABLE

COSTS - <b>N</b> = NONE <b>M</b> = MINIMAL <b>OG</b> = ONGOING MAINTENANCE <b>ST</b> = STRUCTURAL CHANGE <b>EX</b> = MAJOR STRUCTURAL CHANGE				
Item Ref.	Details / Issue	Recommendation	Est Cost	Action Taken
<b>PRIORITY A</b>				
2.2	<p>There is no signage indicating where the accessible bays are located when entering the car park.</p> <p>There is no signage to the front of any accessible bays.</p>	<p>Refer to 15.1, it is recommended that a way finding review be undertaken for the school.</p> <p>Install signage to the front of the accessible parking spaces as per BS8300.</p> <p>Implement a management procedure to ensure the use of the accessible bays is monitored regularly to limit misuse by non-disabled motorists.</p>	<b>M</b>	
5.12A	Main Reception Entrance - The push pad button is positioned too high off the floor level causing difficulties reaching for wheelchair users and people of small stature.	<p>Lower the push pad button to 1100mm off the finished floor level.</p> <p>Replace key pads with swipe card system.</p> <p>Implement a management procedure to ensure there is someone at the reception available to assist visitor wheelchair user to get in and out.</p> <p>According to BS8300 - Disabled people with a weak hand grip or poor co-ordination, find that using a card to open a door lock is easier.</p>	<b>M</b>	
6.5	There is a fitted induction loop and signage indicating the availability of the facility provided at the reception.	A management procedure should be implemented to facilitate its usage as well as to ensure that it is working correctly/charged appropriately.	<b>N</b>	

6.8	Standard chairs, all are at the same height and feature armrests to aid people with ambulant disabilities however there is a TV projecting from the wall over the seating area which could cause a potential impact injury for people with impaired vision when using the chairs because they may not be able to detect the hazard with their assistance cane.	Reposition the TV.	<b>M</b>	
7.1	Canteen Kitchen and outside Site Manager Office - There is some furniture and kitchen units in the corridor causing potential difficulties accessing for wheelchair users.	Implement a management procedure to ensure the corridors are kept clear.  Reposition the kitchen units.  According to BS8300 - Clear width of corridor not less than 1200 mm. Clear width of at least 1000 mm where there is a permanent obstruction over a short distance.	<b>N</b>	
13.4	The hand wash basin is within easy reach whilst seated on the toilet pan. There is no hand dryer provided to aid people who may struggle to use hand towels.	Install a hand dryer that is dexterity friendly and ensure it is colour contrasted against the background upon which it is seen.	<b>M</b>	
13.10	On the day of the survey, a black bin and a chair were positioned within the transfer area.	Implement a management procedure to ensure that transfer area adjacent to the toilet pan is kept clear and that the facility is not used for storage purposes. This will enable wheelchair users to adopt the many transfer techniques available to them.	<b>N</b>	
13.11	There is a pull cord alarm provided however both triangular bangles were positioned near the floor level.	Reposition the bangles.  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.  Implement management procedure to ensure that the alarm cord is never tied up and always hanging loose.	<b>M</b>	

15.3	There is a lack of signage throughout the school indicating the locations of the accessible WC facilities.	Refer to 15.1, it is recommended that a way finding review be undertaken for the school.	<b>M</b>	
16.8	There is a fitted induction loop provided in both Halls however there are no signages indicating the availability of the facility provided.	Ensure there is signage indicating the availability of the facility and that staff are trained in its use.	<b>M</b>	
17.2	All fire exit doors do not have push to open bars for people with dexterity impairments.	Install well contrasted push bar to fire exit and add clear signage indicating the position of the push bar.	<b>M</b>	
18.2	On the day of the survey, all accessible bays were used by non-Blue Badge Holders.	Implement a management procedure to ensure the use of the proposed space is monitored regularly to limit misuse by non-disabled motorists.	<b>N</b>	

<b>PRIORITY B</b>				
1.6	All door barriers and bike racks are not suitably colour contrasted against the background to aid people with impaired vision.	Add colour contrast to the door barriers and bike racks.	<b>M</b>	
	The low level planting boxes and small seats needs to be made more visible by e.g., back rest/high level plantings as they could cause a stumbling/trip hazard and they are not suitably colour contrasted against the background.	Remedial works should be implemented to remove the trip hazards. In the short term the low level planting boxes and small seats should be highlighted/contrasted. In the long term these needs to be protected to avoid a potential hazard.		
	There are numerous trip hazards such as bikes, toy equipment and net poles.			
1.7	Numerous structural posts supporting the canopy do not have colour contrast or have markings at two heights in accordance with BS8300.	Well contrasted markings should be provided at two heights to the posts. Refer to BS8300 for guidance.	<b>M</b>	
5.5	Many doors have notices stuck over vision panels.	Remove notices from the vision panels.	<b>N</b>	
5.10	There is a weather mat at the main reception which is a potential trip hazard.	Remove the door mat.	<b>N</b>	
5.11	There are power assisted doors provided to Main Reception and Rear Entrance however there are no visual and tactile warnings provided.	Automatically operated doors should incorporate clear visual and tactile warnings indicating their automatic operation and direction of swing.  A management procedure should be implemented to ensure power assisted door is always turned on during public opening hours.	<b>M</b>	
5.12B	All push pad buttons have no suitable colour contrast against the backgrounds to aid people with impaired vision.	Add colour contrast to the push pad buttons and surround.	<b>M</b>	
7.2	There is a model aeroplane hanging from the ceiling near Main Reception which could cause a potential impact injury for people with impaired vision because they may not be able to detect the hazard with their assistance cane.	A management procedure should be implemented to remove the hazards.	<b>N</b>	
	Main Reception - The plant pots positioned within the corridor are a potential trip hazard for people with impaired vision.			

12.6	Throughout the WCs, standard and push taps are provided which are not easy to use for people with dexterity impairments.	Install lever taps.  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.	<b>OG</b>	
13.7	There are no grab rails provided in the shower areas and there is no tip-up seat for people with ambulant disabilities.	Add colour contrast to the grab rails so they can be seen against the background.  A well contrasted grab rail should be provided to shower areas in accordance with BS8300.  Install well contrasted tip-up seat.	<b>M</b>	
13.8	This accessible WC has no back support.	Install backrest to the toilet pan.	<b>M</b>	
13.9	This toilet pan does have a suitable spatula type flush handle but it is positioned on the wrong side of the cistern.	Reposition BS8300 compliant spatula type on the transfer side of the toilet pan.	<b>M</b>	
14.3	There are no chairs with armrests in any classrooms.	Ensure that there is a chair with armrests available within each of the classrooms. This is a recommendation that may need to be phased.	<b>M</b>	
14.4	There is no lower counter provided for wheelchair users or those of small stature. There is no induction loop.	Install an induction loop to the dining counter. Ensure there is signage indicating the availability of the facility and that staff are trained in its use.	<b>M</b>	
14.5	Canteen Kitchen - The emergency gas shut off button is positioned too high off the floor level causing difficulties reaching for wheelchair users and people of small stature.	Lower the emergency gas shut off button to 1100mm off the finished floor level.	<b>M</b>	
14.6	There is no fixed seating in the dining room however there are no seats with armrests to aid people with ambulant disabilities.	Provide a mixture of chairs, varying in height, some with and some without armrests.	<b>M</b>	
14.8	Computer facilities are provided throughout the school. It was noticed that there are no height adjustable tables provided for wheelchair users or people of small stature.	Site management to review, height adjustable table should ideally be purchased and installed for wheelchair users or people of small stature who may need to use the computing facilities.	<b>N</b>	

<p>15.1</p>	<p>Review of way finding signage required.</p> <p>Tactile and Braille signage should be provided throughout the site. There should be new directory boards and tactile/Braille signage on the actual doors.</p> <p>Direct Access is able to carry out wayfinding surveys and provide costings to implement a new signage strategy. Please contact <a href="mailto:jtyson@accessdda.com">jtyson@accessdda.com</a> for more information.</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. Symbols should also be used to compliment signage where possible. Refer to - JMU Access Partnership and The Sign Design Society. 2000. ISBN 185878 412 3. Seek specialist advice for tactile signage.</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>	<p>A review of the existing way finding signage should be undertaken.</p> <p>Symbols should also be used to compliment signage where possible. Refer to - JMU Access Partnership and The Sign Design Society. 2000. ISBN 185878 412 3. Seek specialist advice for tactile signage.</p> <p>For further information on signage please refer to - JMU Access Partnership and The Sign Design Society. 2000. ISBN 185878 412 3.</p> <p>DAC is able to undertake detailed signage surveys and implement the installation of suitable signage strategies.</p>	<p><b>M</b></p>	
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PRIORITY C				
1.2	There is no tactile warning paving on approach to the car park to aid people with impaired vision.	Site management should undertake liaison with the Highways Department to review.	<b>N</b>	
1.5	The Kingsway signage is in capital letters which is not the preferred format and the red letters are not suitably colour contrasted against blue background for people with impaired vision.	Complete review of way finding signage required. 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. Ensure letters are well contrasted against the background.	<b>OG</b>	
1.8	There are seats provided between the main site entrance and the main reception entrance to provide people with ambulant disabilities a short rest before entering the school however they do not feature armrests.	Provide benches with armrests at equal intervals. Ensure benches are well contrasted against their surroundings and that there is space to the side which will allow a wheelchair user to be alongside a seated companion.	<b>M</b>	
1.9	All gates do not have suitable colour contrast to the controls and surround to aid people with impaired vision.  Two site entrances - There is no LED display provided to aid people with impaired hearing. The buttons lack colour contrast against the background to aid people with impaired vision.	Add colour contrast to the controls and surround.  Replace 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.  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.	<b>OG</b>	

1.10	The seating has lack of colour contrast against the surroundings and there are no armrests to aid people with ambulant disabilities.	<p>Provide well contrasted benches with armrests at equal intervals.</p> <p>Ensure benches are well contrasted against their surroundings and that there is space to the side which will allow a wheelchair user to be alongside a seated companion.</p> <p>If a seat is too high or too low, or if there are no armrests or side supports, a person may experience considerable discomfort as a result of poor posture. A person may also have difficulty rising from a seated position if the seat is set too low, or if it has no armrests.</p>	<b>M</b>	
2.5	There is no tactile warning paving on approach to the main reception entrance to aid people with impaired vision.	School management should undertake to provide tactile warning to aid people with impaired vision.	<b>M</b>	
5.1	The grey doors are not clearly seen on approach owing to a lack of colour contrast against the grey facade to aid people with impaired vision.	At the next refurbishment for the site, colour contrast should be added to the entrance doors to ensure they are clearly seen by people with impaired vision on approach.	<b>OG</b>	
5.6	<p>Black door handles against dark glazed background are not suitably contrasted to aid people with impaired vision.</p> <p>All fire exit door handles are not of the preferred profile to aid people with dexterity impairments.</p>	<p>Add colour contrast to the door handles and surround.</p> <p>Replace with well contrasted BS8300 compliant door handles.</p>	<b>OG</b>	
5.7	A number of doors have an opening pressure that exceeds 30 Newtons of force, making it very difficult for many people to open them.	Implement management procedure to ensure all door ironmongery is maintained on a regular basis and to check door opening pressures do not exceed 30 Newtons as recommended in the BS8300.	<b>OG</b>	
6.3	Main Reception - This desk also has a 1100mm level to accommodate people standing however there is a fitted glazed panel provided.	The fitted glazed should be replaced with sliding glazed panels.	<b>OG</b>	



8.3	<p>Medical Room door has a vision panel that is too high off the floor level.</p> <p>Many vision panels have notices stuck over them.</p>	<p>Install new BS8300 compliant doors with vision panels to Medical Room.</p> <p>Vision panels need to be included in frequently used doors where privacy (toilets etc.) is not required with a minimum visibility zone between 500mm and 1500mm from floor level and located at the side of the leading edge.</p> <p>Glass should comply with BS6206.</p> <p>Implement management procedure to ensure that the temporary notices are not on the vision panels.</p>	<p><b>M</b></p> <p><b>N</b></p>	
8.6	<p>There are numerous doors throughout the school that require an opening pressure that exceeds 30 Newtons. This is likely to cause difficulties for many users.</p>	<p>Implement management procedure to ensure all door ironmongery is maintained on a regular basis and to check door opening pressures do not exceed 30 Newtons as recommended in the BS8300.</p>	<p><b>OG</b></p>	
12.3	<p>Throughout WCs numerous sanitary ware and hand dryers were not sufficiently colour contrasted against the surroundings to aid people with impaired vision.</p> <p>There are air blade hand dryers provided however this may be difficult to use for those with limited manual dexterity.</p>	<p>Colour contrast should be added to the fixtures and fittings within the WCs.</p> <p>According to BS8300 - to help blind and partially sighted people identify key objects within sanitary accommodation, support rails and grab rails should contrast visually with the wall, the WC seat and cover should contrast visually with the WC pan and cistern, and sanitary fittings and accessories should contrast visually with the background against which they are seen.</p> <p>Replace hand dryer with BS8300 compliant.</p>	<p><b>OG</b></p>	
12.5	<p>There are no grab rails to any of the urinals to assist people with ambulant disabilities.</p>	<p>A well contrasted grab rail should be provided to one urinal in every WC where applicable.</p>	<p><b>M</b></p>	
14.2	<p>There are no seats with armrests provided within the Main Hall, Staff Rest Room and Library area to aid people with ambulant disabilities.</p>	<p>Provide a mixture of chairs at varying heights, some with and some without armrests. Ensure all seats are well contrasted against the background upon which they are seen.</p>	<p><b>M</b></p>	

14.10	<p>Site Manager Office - There are no lever taps provided.</p> <p>No accessible tables were identified within the employee working areas.</p>	<p>Install lever 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> <p>In the event of employment of a disabled person, the office should include disability access, i.e., a section of work top lowered to 800mm with clear space underneath to allow wheelchair access.</p> <p>This could potentially be paid/partially paid by Access to Work.</p>	<b>OG</b>	
15.6	<p>Throughout the school various locations were identified where there are temporary notices typed out in capital letters.</p> <p>Temporary notices are placed behind a reflective screen making viewing difficult for those with impaired vision.</p>	<p>Implement a management procedure to ensure that all temporary notices are typed out using upper and lower case lettering.</p> <p>Ensure notices are not behind reflective screen.</p>	<b>OG</b>	

<b>PRIORITY D</b>				
6.4	There is no contrast to the flooring to aid orientation for people with impaired vision when attempting to locate the reception desk.	Replace a section of the flooring in front of the reception desk with an alternative that is suitably colour contrasted. This will aid people with impaired vision when attempting to locate the reception desk.	<b>OG</b>	
6.7	No minicom is provided for people with hearing impairments. People with impaired hearing ringing in would have to rely on a not generally preferred relay service such as BT TYPETALK.	Provide a minicom to the reception desk; ensure staff are trained in how to use the facility. Ensure that the direct line is advertised in relevant literature and on the internet.	<b>M</b>	
16.3	Throughout the site the light switches are the same colour as the walls.	Add colour contrast to the switches and surround.	<b>OG</b>	