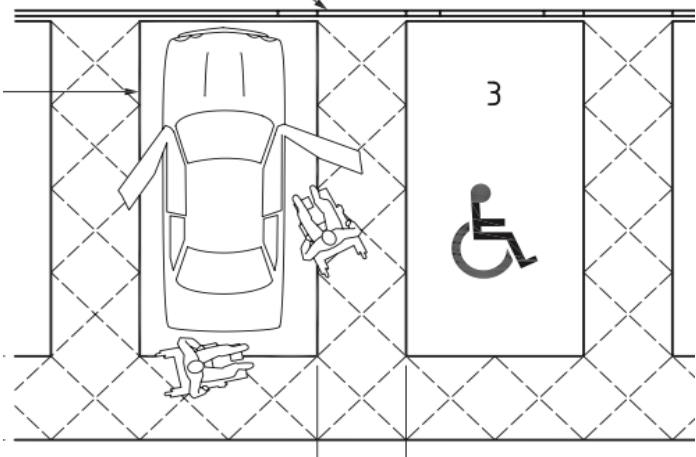



Heaton Primary Accessibility Action Plan April 2023

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
PRI OR I TY A				
2.3	The position of the bays would not allow both bays to be used at the same time.	<p>The bays should be repositioned, parallel to one another, to allow both bays to be accessed at all times.</p> <p>The designated accessible parking should be clearly marked out at least 2.4m wide x 4.8m long plus a 1.2m side transfer zone at the side and end of the bay.</p> 	M	

<p>6.5</p>	<p>An induction loop system was not identified at the reception area, which could assist people who have hearing loss.</p>  <p>The image shows a blue square sign with a white ear icon and a white induction loop symbol. Below the icon, the text reads "Induction Loop Available" and "Please ask a member of staff". There is also a small white 'T' in a blue square in the bottom right corner of the sign.</p>	<p>Install an induction loop to the reception desk. Install signage indicating the availability of the facility and ensure that staff members are aware of how to use the system.</p> <p>Direct Access has its own bespoke desk induction loop for people with hearing impairments. We are able to supply, install and provide brief training. Please see here and contact us for more information - https://directaccessgp.co.uk/induction-loops-and-hearingenhancement-systems/</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>M</p>	
<p>6.9</p>	<p>The auditor was not asked.</p> <p>Is there a procedure to ask visitors, prior to their visit, if they have any access requirements?</p>	<p>Site management need to ensure that the appropriate procedures are implemented. Procedures must be in place to ask any visitors/clients/participants in advance if they have any access requirements.</p> <p>When asking about access requirements ensure that forms and information is available in accessible formats and electronically by email and phone etc.</p> <p>Ask for forms to be completed prior to any visit to the premises. Booking forms will ask "Do you have any access requirements? (Level Access, Induction Loop, BSL)"</p> <p>Any access limitations of the premises and the alternatives must be communicated via the website.</p>	<p>N</p>	

6.10	<p>The auditor was not asked.</p> <p>Is there a procedure to ask visitors if they require assistance in the event of the fire alarm being activated?</p>	<p>Site management need to ensure that the appropriate procedures are implemented.</p> <p>Refer to 6.9, 18.5, 18.6.</p>	N	
7.3	<p>Narrow access was required to the small kitchenette by room 220. This area may not be suitable for a wheelchair user.</p> <p>The external seating area by room 270 featured a raised decking area, with no level access.</p>	<p>Any service offered must be replicated, relocated or offered in alternative accessible locations on an equal basis when it is required by disabled people.</p> <p>Any alternative location used must be subject to review in response to access requirements and user need to ensure that accessible facilities are provided.</p>	N/M	
9.1	<p>A temporary ramp was provided, leading near to reception, towards key stage one. This ramp featured a steep gradient, does not feature suitably sized level landings that are free from obstruction and has an uneven surface to the top. This temporary ramp is not suitable for purpose.</p>	<p>The internal ramp in this location is not suitable as it does not comply with AD M requirements.</p> <p>A feasibility study of providing a verticle or inclined platform lift over the level change should be considered as an alternative.</p> <p>Wheelchair stairlifts for existing buildings should be installed only where it is not possible to install a conventional a vertical lifting platform.</p> <p>Any lift provided should be used with assistance on demand.</p> <p>In the short term, suitable signposting should be provided to direct people towards the nearest lift that provides level access over the level changes, towards the key stage one area of the school.</p>	ST	

11.6	One set of controls was identified and upside-down. This could cause confusion on how to control the lift.	Site management to schedule maintenance of these controls to ensure that are correctly positioned.	M	
13.10	Bins were identified in the transfer zones of the accessible WCs. This could prevent a wheelchair user from adopting the required transfer techniques to access the facility.	<p>It is vitally important and is strongly recommended that a management procedure be implemented to ensure that accessible WC facilities are always kept clear.</p> <p>☐ This will enable wheelchair users to adopt the many transfer techniques available to them in which an accessible WC is designed to provide. Without a free transfer area, a wheelchair user is highly unlikely to be able to use a facility.</p>	M	

13.11

The cord alarm was marginally high from ground floor level in facility 270.

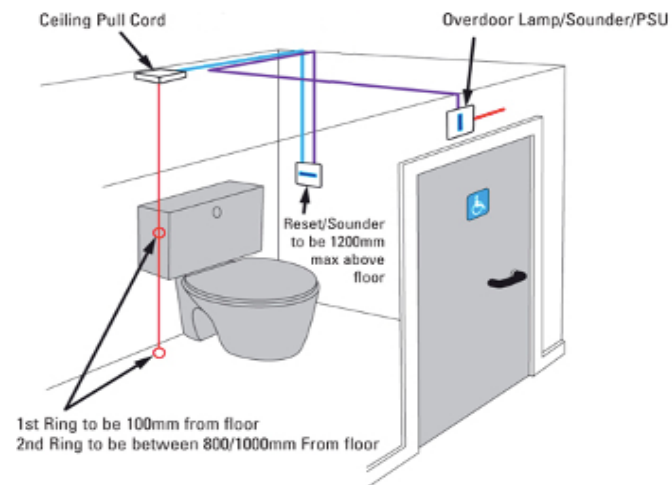
The years 5 and 6 facility featured a cord alarm that was tucked behind a pipe, high from ground floor level.

If a cord alarm is not within a suitable distance from ground floor level, a distress call may go unnoticed.

Implement a management procedure to ensure that cord alarms are always kept loose and not tied up.

☒

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.



N

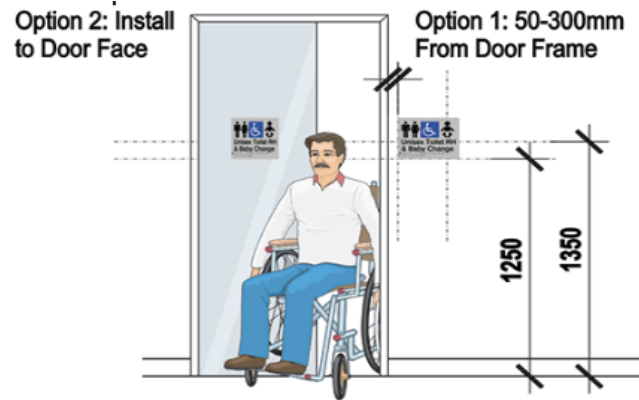
15.3

Some WC facilities were suitably signed with pictorial information.

The signage on facility 42 was slightly damaged.

The Hygiene Room 270 was not suitably signed for its purpose.

The WC facility 171 in years 5 and 6 was not suitably signposted.



The appropriate toilet signage should be provided. As well as signage on the toilet doors, there should also be signs indicating where the accessible WCs are located.

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.

All accessible WC door signage should ideally be accessible to all disabled people with Braille and embossed lettering preferred.



M

16.6	<p>Induction loop systems were not identified in key areas where assemblies or meetings may take place.</p> <p>The use of area 254 was unknown during the survey. This area could be used for assemblies and dining and was measured to be approximately 9470mm by 7590mm.</p> <p>Large community rooms may be used for meetings.</p> <p>Room 203 was measured to be approximately 6960mm by 5530mm.</p> <p>The main dining and assembly hall was measured to be approximately 14210mm by 14250mm.</p>	<p>Install an induction loop in key areas to benefit hearing aid users. An induction loop or similar should be present at the premises where visitors are likely to experience presentations, meetings, training etc.</p> <p>It is a legal requirement under the Equality Act 2010 to provide auxiliary aids.</p> <p>Direct Access has a partnership with a world leading induction loop manufacturer to provide auxiliary aids for people with hearing impairments. Please contact the Direct Access Implementation Team for more details at info@directaccess.group or read more at https://directaccessgp.co.uk/induction-loops-and-hearing-enhancement-systems/</p> <p>According to BS8300 - A hearing enhancement system, using induction loop, infrared or radio transmission, should be installed in rooms and spaces used for meetings, lectures, classes, performances, spectator sport or films, and at service or reception counters where the background noise level is high or where glazed screens are used.</p>	M	
17.5	<p>A refuge area and chair were identified in area 37. This area featured a recycling bin.</p>	<p>Site management to implement a procedure to ensure that the Refuge area is maintained free from obstruction at all times.</p>	N	
18.2	<p>The accessible parking bay featured a skip on the day of the survey. The survey was undertaken during half term.</p>	<p>Accessible parking bays should be regularly monitored to ensure that they are not subject to use by motorists or items that should not be occupying the space.</p>	N	

18.4	How frequently is the stair lift checked for working function?	The lift must be subject to regular inspection, maintenance and servicing at manufacturer prescribed intervals to ensure that it is continually available for use. Maintenance and servicing schedules should be scheduled to avoid peak times where the lift will be required most by disabled people.	M	
18.5	<p>The exit from room 51 was partially blocked by furniture and bins, which could slow egress.</p> <p>The remaining exit routes were kept free from obstruction.</p>	<p>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.</p> <p>Alarm systems including those within the WCs also need to be checked.</p>	N	

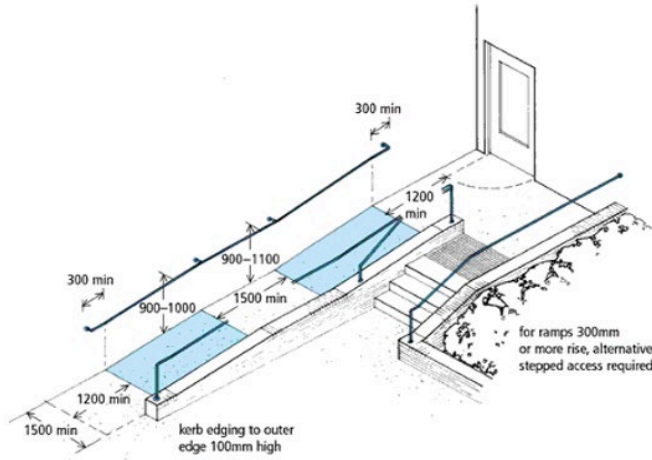
18.6	Are PEEPS provided for both staff and students when required?	<p>As part of any induction procedure staff should be asked if they require any assistance during an emergency and a PEEP (Personal Emergency Evacuation Plan) should be agreed in consultation with the staff member.</p> <p>Site management need to also ensure that the appropriate personal egress plans are available for each student needing assistance.</p> <p>PEEPS (Personal Emergency Evacuation Plans) are recommended to be provided, practiced and implemented by building management to ensure that correctly trained personnel and the correct equipment is in place to facilitate the efficient evacuation of disabled people, as recommended in BS9999/46.2 & Part B/B1.xvi. Guidance on providing PEEPS can be found here https://www.gov.uk/government/publications/fire-safety-risk-assessment-means-of-escape-for-disabled-people</p> <p>PEEPS (Personal Emergency Evacuation Plans) must be planned in consultation with individual disabled people that are expected to regularly access the building. Additional generic PEEPs should be provided to cater for the possibility of wheelchair users, Deaf and partially hearing people and Blind and partially sighted people using the building.</p>	N	
18.7	How frequently are both general and personal emergency escape strategies tested 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	How frequently are the cord alarm systems checked for working function?	<p>All Accessible WC alarms should be subject to regular inspection to ensure that the alarm is in working order and that the alarm cord remains located in the correct position.</p> <p>This should be implemented and recorded as appropriate.</p> <p>Should a legal complaint be made as a result of a distress call going unnoticed, the log book may be requested.</p>	N	
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PRI OR TY B

The ramps leading towards the key stage two playground, from both the key stage one and key stage two classrooms were long with no level landings. Contrast was not provided to these ramps to indicate a change in gradient.

3.1



The ramp should be subject to remedial works to reduce the gradient to a reasonable slope that can comply with BS8300 and ADM-2:1.26 requirements.

Any permanent ramp must be a maximum 1:12 over a maximum going of 2m, it should be a minimum 1.2m wide and feature 1.2m landings at head and foot, handrails to both sides and a contrasted sloped surface.

Colour contrast should be added to the surface of the ramps.



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.

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.

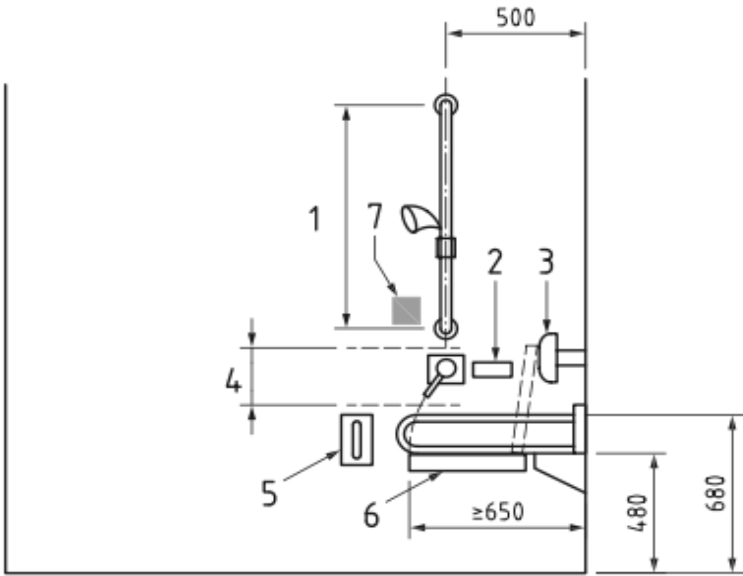
M/OG

3.2	<p>Handrails were not provided to both sides of the ramp, leading from year 2.</p> <p>Handrails were not provided to both side of the ramp leading towards the key stage two playground.</p> <p>The handrail on the ramp leading from the key stage two classrooms was exposed metal, which could be cold to the touch.</p>	<p>Wheelchair users do not normally need to use handrails to negotiate a ramp. However, in slippery conditions on long and/or steep ramps, handrails can help wheelchair users to steady themselves.</p> <p>Some people with an ambulant mobility impairment might be weaker on one side and, therefore, a handrail on each side of the flight is essential for support, for ascending and descending.</p> <p>A handrail should be provided on each side of the ramps, throughout their length. The top surface of the handrail should be between 900 mm and 1 000 mm from the surface of a ramp or pitch line of a stair and between 900 mm and 1 100 mm from the landing. The handrails should be coated with nylon or a suitable alternative to ensure that they are not cold to touch.</p>	M	
3.4	Edging was not provided to the small ramp leading from 222 into the play area.	There should be a kerb on the open side of any ramp or landing, at least 100mm high, which contrasts visually with the ramp or landing, in addition to any guarding required.	M	
4.5	Brightly contrasted nosings were not provided to the external steps. Contrast can provide warning of the edge of a step for people who are partially sighted.	<p>Bright colour contrast needs to be painted to the edge of the step nosings to clearly highlight their presence.</p> <p>☒</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	

<p>6.3</p>	<p>The reception area featured a lowered section; however, this was not readily identifiable from the front of reception, which was high from ground floor level. Access to the lowered section was also narrowed, due to the sign in screen.</p>	<p>It may be beneficial to consider reconfiguring the reception desk to provide a lowered counter to the area opposite the main lobby doors.</p> <p>The reception should be designed to accommodate both standing and seated customers with at least one section of the counter 1500mm wide, with its surface no higher than 760mm, and a knee recess 500mm deep up to a height of 700mm.</p> <p>Access and approach to the reception desk should be free from obstructions at all times.</p>	<p>M</p>	
<p>6.8</p>	<p>The seating provided to the reception area did not feature armrests, which could assist people who have ambulant disabilities.</p>	<p>Provide some seating in the reception waiting area which has armrests to aid ambulant disabled people. Ensure all seating is well contrasted against the background upon which they are seen.</p> <p>☒</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>	<p>M</p>	

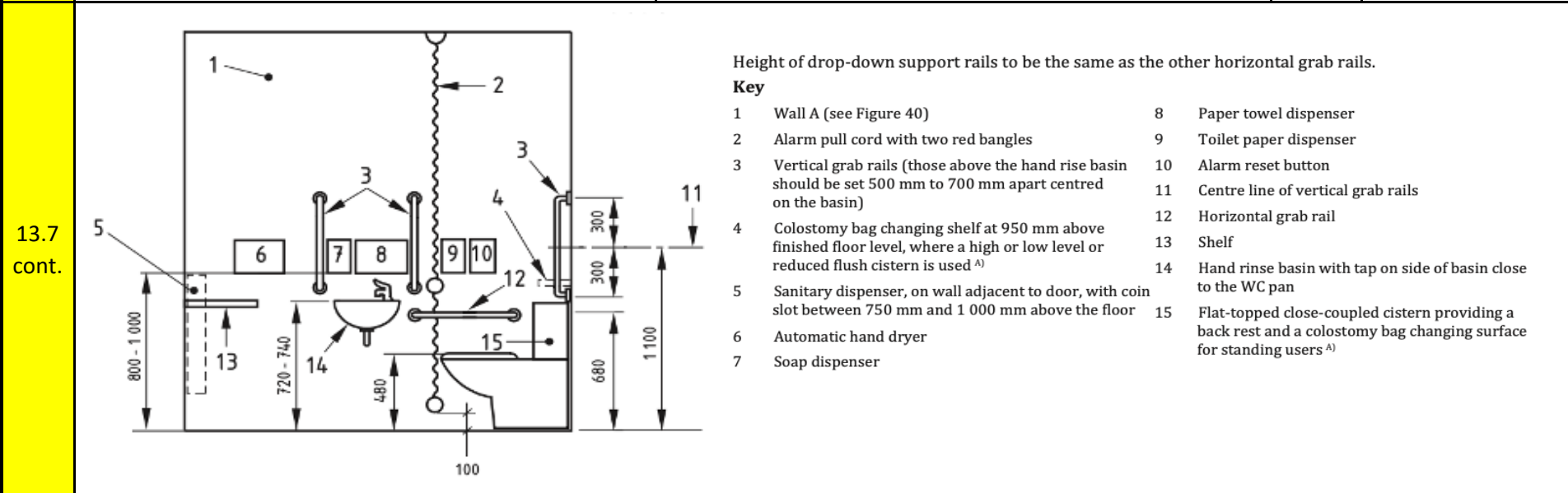
7.2	<p>Access to smaller areas in room 58 was limited due to the positioning of furniture.</p> <p>The route into room 51 was narrowed by furniture.</p> <p>Internal columns were identified in various classroom, some of which were not well contrasted, including the column in community room A (room 203), the staffroom (room 2) and the year 4 classroom (room 145).</p> <p>Access to the kitchen in room 38 is narrowed because of the furnishings.</p>	<p>All columns identified should feature improved contrast to make them apparent Blind/partially sighted people. The column/support should incorporate a band, 150 mm high, whose bottom edge is 1500 mm above ground level, and which contrasts visually with the remainder of the column/support.</p> <p>Ideally, spacing around tables should be 1550mm - 2050mm with a minimum of 1050mm width clear of any seating.</p> <p>Horizontal circulation routes should be subject to regular inspection, to ensure that corridor widths are maintained at their full available width.</p>	M/N	
8.6	<p>There are doors that require heavy opening pressure to open, including into classroom 60, the double doors between 58 and 46, and all classroom doors for years 5 and 6.</p> <p>Heavy and fast closing doors were identified for rooms 43, 215, 190, 188, 189 and 192.</p> <p>The year 1 classroom door required heavy opening pressure, part way through the opening cycle.</p> <p>Wheelchair users and people with reduced mobility may find heavy pressure doors and fast closing doors difficult to access and could be knocked off balance.</p>	<p>Implement maintenance to de-tense and recalibrate the hinges and/or closers on the doors identified. Ensure doors can be opened with less than 30 Newtons of force.</p> <p>If the force required for opening doors is greater than wheelchair users and people with limited strength can manage, they will be unable to continue their journeys independently. If the force of the closing device is too great or its speed too fast, disabled people risk being pushed off balance.</p>	M/N	

12.1	<p>Most lobby doors were deemed to be suitable.</p> <p>Heavy closing doors were identified into WC facilities 44, 183 and 184.</p> <p>This could knock someone with reduced mobility off balance.</p>	<p>All doors should be adjusted to provide a light opening action 30N from 0° (the door in the closed position) to 30° open, and not more than 22.5N from 30° to 60° of the opening cycle.</p> <p>Where possible, select cam-action door closers with a delayed action in order to provide the most accessible door opening procedure possible.</p> <p>If the force required for opening doors is greater than people with limited strength can manage, they will be unable to continue their journeys independently. If the force of the closing device is too great or its speed too fast, disabled people risk being pushed off balance.</p>	M	
12.6	<p>Sensor style taps were identified in facilities 44, 45, 132, 133, 168 and 169.</p> <p>Lever style taps were also provided to some facilities 216, 214 and 264, whilst minimal pressure taps were provided to facility 86.</p> <p>Push style taps were identified in 226, 228 and 184. Turn style taps were identified in facilities 7 and 183. These styles of tap may not be suitable for people with limited dexterity in their wrists.</p>	<p>Implement a rolling programme to replace the remaining push taps with lever or sensor style, 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	

<p>12.8</p>	<p>A level access shower was identified in Hygiene Room 270. This facility did not feature a drop-down chair or contrasted grab rails. A hoist system was also provided to this facility.</p> <p>The student coat storing areas did not feature areas with lowered coat hooks, which could assist people who are short in stature.</p>	<p>A padded tip-up seat should be securely fixed to the wall and drop-down support rails and grab rails for a self-contained shower/ changing area should be located as shown in Figure 37.</p> <p>It may be beneficial to provide clothes hooks at two heights, one level at 1050mm and the other at 1400mm above the floor.</p>	<p>M</p>	
<p>12.8 cont.</p>	 <p>a) Elevation (for clarity excluding fixed grab rails on rear wall with shower fitting)</p> <p>Key</p> <ul style="list-style-type: none"> 1 Vertical rod to carry a detachable shower head, adjustable within a range 1 050 mm to 1 850 mm above the floor 2 Soap tray 3 Back rest 4 Height range for shower controls 750 mm to 1 000 mm above the floor 5 Drop-down support rails on side and rear walls 6 Tip-up shower seat 7 Alarm reset button 			
<p>13.2</p>	<p>Three facilities were provided to the school. This is a large primary school. Are all students and staff who require the use of an accessible WC based within a suitable distance?</p>	<p>Ensure that staff and students, who require the use of the accessible WCs, are located within a suitable distance to a facility.</p> <p>A wheelchair users should not be required to travel more than 40m in order to use an Accessible WC.</p>	<p>N</p>	

13.4	<p>A grab rail was not provided to the inner face of the door in the facility by years 5 and 6. The light switch control for this facility was high from ground floor level at approximately 1340mm.</p>	<p>Accessible WC door should include a horizontal closing bar on the inside.</p> <p>The switch switch should be replaced. Light switches should have large pads capable of being operated using a 'closed fist' and should be located at a height of 900mm - 1100mm in alignment with door handles.</p>	M	
13.5	<p>Room 270 (the hygiene room) may be used with assistance; however, limited contrast was provided to the fixtures and fittings.</p> <p>A high soap dispenser was identified in the facility by years 5 and 6, measuring to be approximately 1200mm from ground floor level.</p> <p>The fittings in the compartment being refurbished have minimal contrast against their surroundings to assist people who are partially sighted.</p>	<p>Greater contrast should be considered for 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>☒</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>The soap dispenser should be relocated at a height of between 800mm and 1000mm above finished floor level.</p>	M	

<p>13.7</p>	<p>Compartment 270 (the hygiene room) featured grab rails with minimal colour contrast, and a grab rail was missing to the left of the hand wash basin.</p> <p>A grab rail was missing to the left of the hand wash basin in the facility by years 5 and 6.</p> <p>The facility being refurbished featured grab rails that were not well contrasted to the top half.</p>	<p>The grab rail sets should be replaced with a new BS8300 compliant set that offers colour contrast. Alternatively, a contrasted background could be provided.</p> <p>A difference in LRV (Light Reflectance Value) between rail and background of 30 points is considered reasonable. In accessible WCs a blue rail set on white walls is a common accessible combination.</p> <p>Grab rails should be positioned as shown in BS8300 Figure 42:</p>	<p>M</p>	
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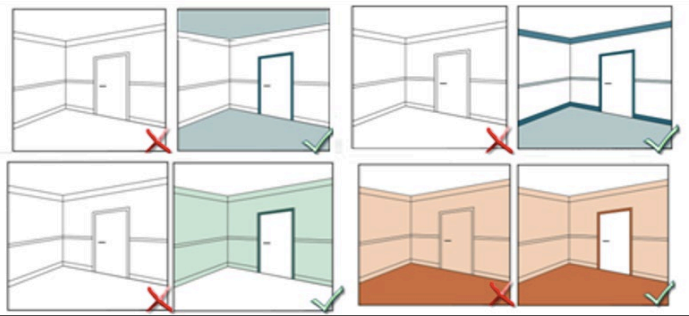
<p>14.3</p>	<p>The dining area appeared to be at a suitable height. An induction loop system was not identified.</p>	<p>Proportionate to demand, the serving counter should feature an induction loop to accommodate people with hearing impairments.</p>	<p>M</p>	
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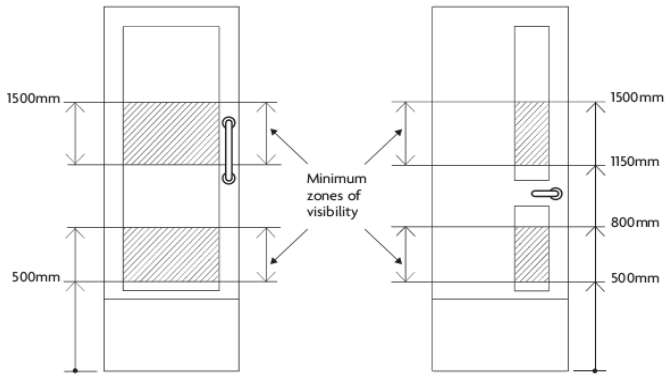
15.2	There are notices on the reception's glazed areas that are high from ground floor level and may not be suitable for all eye levels.	Consistency of sign height and position throughout the premises is important. Signs should be placed between 1400mm and 1700mm for blind and partially sighted people when standing. For wheelchair users signs should be placed between 1000mm and 1100mm above floor level. Signs associated with control panels, e.g. lifts or door entry systems should be located between 900mm x 1200mm, to meet the needs of both wheelchair users and people standing.	N	
15.5	The location of the platform stair lift was not signposted at key locations.	The appropriate lift signage should be provided. 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.	M	
16.7	A portable induction loop system was not identified. Smaller community rooms and rooms that feature one to one meetings may benefit from a portable induction loop.	Proportionate to demand, it may be beneficial to purchase Portable Induction Loops that could be beneficial for one-to-one meetings at the premises, which can be transported around the premises when required. ☒ Signage should be provided indicating that the availability of a portable induction loop is available on request. Where a Portable Induction loop is present it is important to ensure that procedures are in place to provide training and charging so that the system is available on demand.	M	

<p>17.2</p>	<p>Level egress was available for multiple exits across the school, including from year 2 classrooms, year 1 classrooms, and room 51.</p> <p>Ramped egress was identified from year 1 (room 47).</p> <p>There appeared to be an uneven surface leading from room 223.</p> <p>A slight step was identified leading from room 217 towards the undercover play area.</p> <p>Slight lips to the exit doors were identified from year 4 (room 145).</p>	<p>Remedial works should be undertaken to the thresholds to ensure flush egress is provided. This will aid wheelchair users as well as remove a potential tripping hazard.</p> <p>In exceptional circumstances where the provision of a raised threshold is unavoidable, it should have one or more upstands, provided the cumulative height of such upstands is not more than 15 mm. If raised, the threshold should have as few upstands and slopes as practicable. Any upstand more than 5 mm high should have exposed edges chamfered or pencil rounded.</p>	<p>M</p>	
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PRI OR I TY C

<p>1.4</p>	<p>Most surfaces on approach to and within the school grounds were suitable.</p> <p>An uneven surface was identified leading by room 161, towards the staff car park.</p> <p>Uneven paving could be a trip hazard.</p>	<p>Remedial works should be undertaken to the paving to eliminate the potential tripping hazard.</p> <p>☒</p> <p>BS8300 - Uneven surfaces, surfaces of loose materials (e.g. gravel) and large gaps between paving materials cause problems for wheelchair users, people with impaired vision and people who are, generally, unsteady on their feet.</p>	<p>M</p>	
<p>1.9</p>	<p>Entrance gates were not well contrasted against their surroundings. Greater contrast could assist people who are partially sighted.</p>	<p>Add colour contrast to the gates and their controls to aid people with impaired vision.</p>	<p>M</p>	
<p>2.2</p>	<p>The bays are not signposted to the front to assist with identifying their location.</p>	<p>Install a sign to the front of any accessible parking space.</p> <p>According to BS8300 - Sign should be present with its lower edge 1000 mm above the ground, to identify parking space when road markings are obscured, e.g. by snow or fallen leaves, with the words "Blue Badge holders only".</p>	<p>M</p>	
<p>4.2</p>	<p>The handrails provided were exposed metal and could be cold to the touch.</p>	<p>BS8300 compliant handrails should be installed to both sides. The handrails should be coated with nylon or a suitable alternative to ensure that they are not cold to touch.</p>	<p>M</p>	
<p>5.1</p>	<p>The main entrance door was not well contrasted against the surrounding frame.</p> <p>Contrast could assist someone who is partially sighted in locating the position of the door.</p>	<p>Colour contrast should be added to the entrance to ensure that it is clearly visible on approach to aid people with impaired vision.</p> <p>☒</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>	<p>M</p>	

<p>7.4</p>	<p>Most areas of flooring had suitable junctions.</p> <p>A slightly damaged raised area of flooring was developing in room 223, which could become a trip hazard.</p>	<p>Any matting should either have its surface level with the adjacent floor finish or, if surface laid, be of a type that has a rubber backing and chamfered edges. Ideally surface mats should be securely fixed to the floor at their edges and at any joints, to avoid the risk of tripping or slipping and movement caused by heavier wheelchairs.</p>	<p>M</p>	
<p>8.1</p>	<p>Most internal doors were well contrasted against the surroundings.</p> <p>The fire exit doors across KS1 were not well contrasted against the surroundings frames.</p> <p>The exit door by area 21 was not well contrasted against the surrounding frame.</p> <p>Contrast could assist people who are partially sighted in locating the door.</p>	<p>Ideally all doors should have contrast against the surroundings upon which they are seen. This could be achieved by painting the door frames a contrasting colour. Adding colour contrast will aid people with impaired vision.</p> 	<p>M</p>	

<p>8.3</p>	<p>Most areas of the school featured doors with suitable vision panels.</p> <p>The doors in zone 4 featured high vision panels, which could be a collision hazard for wheelchair users and people who are short in stature.</p> 	<p>A rolling refurbishment programme should be implemented to install new BS8300 compliant doors with vision panels to zone 4.</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>☒ It is recommended that site management implement a procedure to ensure that the temporary notices are not on the vision panels. This will prevent a potential collision hazard.</p>	<p>M</p>	
<p>8.4</p>	<p>Door and a half systems were used across many corridors within the school.</p> <p>Double doors into 212 may not provide a sufficient width when only one leaf is open.</p> <p>Double doors leading outside, by 197, were approximately 740mm.</p> <p>Double doors towards zone 5 may not provide sufficient width when only one leaf is open.</p> <p>Narrow double doors were identified into the area opposite unisex WC facilities in years 5 and 6, measuring to be approximately 500mm.</p>	<p>It would be beneficial for wheelchair users to convert the doors identified to door and a half systems. This would allow wheelchair users a greater clearance width when using the master leaf.</p> <p>☒ Refer to BS8300 - An effective clear width of less than 800 mm may result in people with poor manoeuvring ability or with large wheelchairs not being able to pass through without damage to themselves or the door. Use of the preferred effective clear width more easily accommodates people with assistance dogs and where there is heavy pedestrian traffic.</p>	<p>M</p>	

8.7	<p>There are security readers across the school that are high from ground floor level and may not be accessible for all users.</p> <p>This includes but may not be limited to the reader by 253, by room 212, in the corridor by room 37, for the exit by 182 and exiting from the additional study/ music area in years 5 and 6.</p> <p>The proximity reader in room 217 may not be accessible for all users as it positioned in a narrow area.</p>	Keypad systems, which require more precise hand control, should be orientated vertically, within a height range of 900mm to 1000mm.	M	
10.2	The riser may not provide sufficient contrast on the steps where the platform stair lift is located.	<p>New nosing strips should be installed to the edge of the steps. All nosing strips should be uniform in colour.</p> <p>BS8300 states - All steps need to have clear colour contrast edgings applied to nosings permanently contrasting material 55mm wide on both the tread and the riser.</p>	M	
12.3	<p>Good contrast was provided to WC facility 264.</p> <p>Some contrast was provided to the fittings and fixtures in 226 and 228.</p> <p>Minimal contrast was provided to WC facilities 44 and 45, 132, 133, 216, 183.</p> <p>Greater contrast could assist people who are partially sighted.</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>	M	

12.4	<p>Most facilities featured well contrasted cubicle doors.</p> <p>No contrast or limited contrast was provided to the WC facilities 216, 7, 86 and 168 and 169.</p> <p>Small, thumb style locks were identified in facility 184.</p> <p>Small thumb locks may not be suitable for people with limited dexterity in their wrists.</p>	<p>Cubicle doors throughout the school's WC facilities should appropriately colour contrasted to identify doors within frames to aid people with impaired vision. A difference of 30 points LRV (Light Reflectance Value) is recommended as appropriate contrast.</p> <p>Door locks and door-furniture should be easy to operate using a 'closed-fist', limited dexterity and/or minimal force. Bold action and sliding locks are preferred and thumb-turn locks should be avoided.</p>	M	
12.5	<p>The urinals identified were well contrasted but did not feature grab rails that could assist people with ambulant disabilities.</p>	<p>Proportionate to demand, a well contrasted grab rail should be provided to both sides of one urinal in every WC where applicable.</p>	M	
14.2	<p>Limited chairs with armrests were identified in the classrooms.</p> <p>Light gray chairs, table and flooring were identified in the mezzanine area, room 114, which may be unsuitable for people who are partially sighted.</p>	<p>Where possible a variety of seat heights at 380mm, 480mm and 580mm should be provided with some seating available with back and arm-rests. For single height only the seat height should be between 450mm – 480mm. Some seating should be freely moveable.</p> <p>When the furniture is next replaced, consideration should be taken to providing furniture that contrasts visually with the surrounding surfaces. A contrast of 30 points LRV difference offers sufficient contrast.</p>	M	

<p>15.1</p>	<p>The overall layout of the school was reasonably clear as signage was identified on doorways.</p> <p>Signage was limited on key routes, which could assist with way finding.</p>	<p>A review of way finding signage may be beneficial. Whilst the latest BS8300 revision has downplayed the requirement for Braille, it has highlighted the importance of pictorial signage.</p> <p>Pictorial signage should be considered for throughout the site. There should be new directory boards and tactile/Braille signage on the actual doors.</p> <p>Words entirely in upper case type (capital) should also be avoided. A sans serif type face with a relatively large “capital” height to “x” height should be used.</p> <p>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>M</p>	
<p>15.4</p>	<p>The stairwells were small level changes in the school, apart from the mezzanine area. The school may benefit from way finding signage.</p>	<p>Refer to 15.1.</p>		

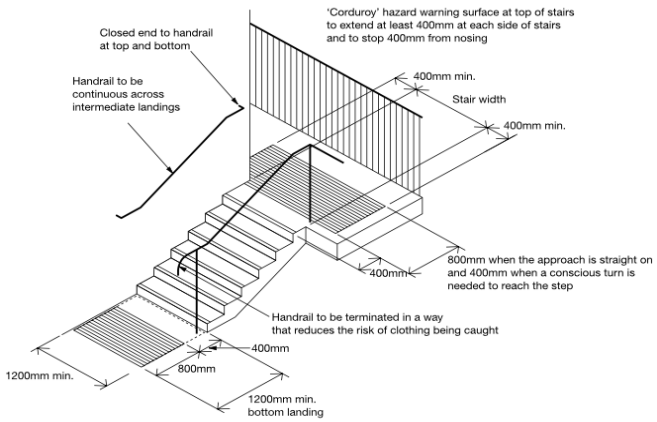
15.7	The leaflets provided were at varying heights. None were identified in alternative formats.	<p>Have procedures in place to produce documents in accessible formats. These formats are Audio, Braille, Large Print, Easy-Read and electronic formats such as WORD and PDF that are more accessible to screen reading technology.</p> <p>Include the phrase "Alternative Formats Available on Request" on written material. You must have contacts and procedures in place to satisfy a request. See https://www.gov.uk/government/publications/inclusive-communication/accessible-communication-formats</p> <p>It is recommended that signage be installed to indicate that all public information issued can be provided in accessible formats on request.</p> <p>☒</p> <p>Direct Access is able to provide materials in accessible formats such as Braille, BSL (British Sign Language), tactile maps and audio descriptions. Please contact the Direct Access Implementation Team for more details at info@directaccess.group.</p>	M	
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PRI OR I TY D

<p>1.6</p>	<p>Bollards were positioned on approach to the school, including near to the main entrance.</p> <p>These bollards did not feature contrasted markings to assist people who are partially sighted and could be a collision hazard.</p>	<p>Add colour contrast to the bollards to ensure that they are easily distinguishable against the background upon which they are seen.</p> <p>☒</p> <p>BS8300 - Low-level posts, e.g. bollards, should not be located within an access route. they should be at least 1000 mm high and should contrast visually with the background against which they are seen (it is desirable also to incorporate a 150 mm deep contrasting strip at the top).</p>	<p>M</p>	
<p>1.7</p>	<p>The inner quad by room 212 featured wooden posts with no contrasted markings.</p> <p>The posts in the external play areas near to nursery did not feature contrasted markings.</p> <p>Columns along routes that do not feature contrasted markings could be a collision hazard.</p>	<p>Well contrasted markings should be provided at two heights to the posts/columns.</p> <p>☒</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>	<p>M</p>	
<p>1.10</p>	<p>Various play equipment was identified on the key stage one playground.</p> <p>Limited equipment was identified in the key stage two playground.</p>	<p>During future developments, the playground should include several accessible ground levels with visual, audible and tactile sensory play opportunities. Dynamic pieces should be within easy reach from seated and standing positions. Quiet areas of retreat and gentle sensory experiences should also be provided.</p>	<p>M</p>	
<p>2.7</p>	<p>Minimal lighting was identified in the car park. Are all bays adequately lit during darker hours?</p>	<p>Site management to undertake investigation of the lighting levels within the car parking areas during darker hours to ensure that they are sufficient.</p>	<p>N</p>	

4.1

The steps leading towards the key stage two playground featured tactile paving.
 The steps near to room 161 and those leading near the main entrance, did not feature tactile paving to provide warning of the first and final step.



Install tactile paving to the top of the external steps throughout the site.
 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.

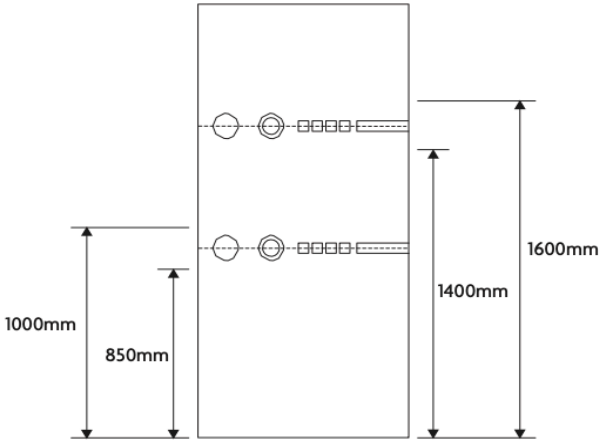
M

4.3

Are all external steps adequately lit during darker hours?

Site management should undertake a review of the step lighting levels during darker hours to ensure that the step treads are evenly lit.
 Lighting on external steps and ramps should achieve a minimum level of 100 lux where they are external and adjacent to entrances/exits of buildings.

N

<p>5.6</p>	<p>The folded metal door controls on the main and lobby door may not be suitable for people with limited dexterity in their wrists.</p> <p>The lobby door release control was approximately 1260mm from ground floor level, which may not be suitable for all users.</p>	<p>Door furniture on the lobby door must be replaced by more accessible contrasted pull handles capable of being operated using a closed-fist. Pull handles to be located with the bottom end of the pull handle not lower than 750mm and no higher than 1000mm.</p> <p>Systems, which require more precise hand control, should be orientated vertically, within a height range of 900mm to 1000mm.</p>	<p>M</p>	
<p>5.8</p>	<p>The bell was positioned at 1320mm from ground floor level, which may not be accessible for all users.</p>	<p>The call button should be relocated at a height of between 900mm and 1100mm from finished floor level and should be well contrasted against its surroundings.</p>	<p>M</p>	
<p>5.9</p>	<p>Not applicable for the main entrance.</p> <p>The double doors leading into entrance near room 42 were glazed with no manifestations and could be a collision hazard.</p>  <p>Manifestation can take various forms, e.g. broken or solid lines, patterns or company logos</p>	<p>All full height glazed areas must be clearly highlighted with manifestation that contrasts visually with the surface behind it under both natural and artificial lighting conditions, from all likely viewing directions. This manifestation should be located within two zones, from 850mm to 1000mm from the floor and from 1400mm to 1600mm from the floor.</p>	<p>M</p>	

5.11	An automated door was not provided to this site but may be beneficial should future budgets permit.	<p>Powered doors may increase accessibility for a range of users and should be considered during any future developments.</p> <p>Power-operated pedestrian doors for installation in existing and new construction should be one of the following two types:</p> <p>a) a manually activated door controlled by a push pad, coded entry system, card swipe or remote control device; or b) an automatically activated door controlled, for example, by a motion sensor or a hands-free proximity reader.</p> <p>the provision and installation of power-operated doors should be in accordance with BS 7036-1.</p>	M	
6.4	<p>A contrasted surface was not provided to the front of the reception desk.</p> <p>Greater contrast could assist people who are partially sighted.</p>	It is recommended that a section of the flooring in front of the reception desk be replaced with an alternative that is suitably colour contrasted. This will aid people with impaired vision when attempting to locate the reception desk.	M	

<p>8.2</p>	<p>Fully glazed doors were not identified.</p> <p>The glazed panels in the mezzanine area may cause discomfort for people with vestibular conditions.</p>	<p>Where glazing is proposed on upper floors, the impact should be assessed.</p> <p>The application of non-transparent manifestation or non-reflective film to a lower proportion of the glazing should be taken into account as a helpful intervention, without affecting views out.</p> <p>PAS6463: Full-height glazing can cause difficulties for some people with vestibular conditions, such as Meniere's, particularly at upper levels where they can feel unsteady or dizzy.</p>	<p>M</p>	
<p>8.5</p>	<p>The controls into 220 were high from ground floor level. This may be for safeguarding purposes.</p> <p>The pull handles for 188mm and 189mm were marginally high from ground floor level at 1120mm.</p> <p>Controls into 161 sports hall and along the corridors towards years 5 and 6 were not well contrasted against the frames.</p> <p>The handles provided to external doors were folded metal controls, which may not be suitable for people with limited dexterity in their wrists.</p>	<p>It is understood that some controls may be positioned for safeguarding purposes; however, in the event that these areas are to be accessed by a wheelchair user or someone who is short in stature, suitable procedures must be in place to ensure independent access can be gained.</p> <p>Pull handles to be relocated with the bottom end of the pull handle not lower than 750mm and no higher than 1000mm.</p> <p>A contrast difference between door and handle of 30-point LRV difference is recommended on all internal doors.</p> <p>The folded metal door furniture must be replaced by more accessible contrasted pull handles, pull handles to be located with the bottom end of the pull handle not lower than 750mm and no higher than 1000mm.</p>	<p>M</p>	

11.3	Suitable support rails were provided; however, these were not well contrasted.	The lift should include a contrasted handrails so that they are clearly identifiable for people who are partially sighted.	M	
11.9	A contrasted area of flooring was not provided by the lift.	A clear, contrasted and level manoeuvring space of not less than 1500 mm × 1500 mm should be provided in front of the entrance to all types of lifting appliance.	M	
14.4	Minimal dining furniture was identified. Do some tables have freely moving seating?	Where possible a variety of seat heights at 380mm, 480mm and 580mm should be provided with some seating available with back and arm-rests. For single height only the seat height should be between 450mm – 480mm. Some seating should be freely moveable. Spacing between tables in the dining hall, during lunch times, should be 1550mm - 2050mm with a minimum of 1050mm width clear of any seating.	M/N	

14.8	<p>Suitable lever style taps were provided to many classrooms across the school.</p> <p>Turn style taps were identified in classroom 60, the medical room, the kitchenette in room 38, room 190, by years 3 and 4 as well as in years 5 and 6.</p> <p>Turn style taps may not be suitable for people with limited dexterity in their wrists.</p> <p>A lowered counter was not provided to the main staffroom, room 2.</p> <p>Lowered sink areas and height adjustable tables were identified in further kitchenette areas.</p>	<p>At the next refurbishment or when kitchenettes are changed, consideration should be given to installing split height work surfaces. This will ensure that the facilities can be used by all.</p> <p>The staff kitchens/refreshment areas should feature a worktop at 850mm height that includes an 800mm long section with a clear space beneath the depth of the work surface and at least 700mm in height.</p> <p>The ideal solution where dual heights cannot be provided is for an adjustable height work surface to be provided. The use of an adjustable height work surface gives greater flexibility and is therefore preferred.</p> <p>Taps should either be mixer taps with a single lever action to control water flow, or individual, clearly marked, hot and cold lever operated taps with not more than a quarter turn from off to full flow.</p>	M	
15.6	<p>There are notice boards on site that feature entirely upper-case lettering, which is not best practice.</p>	<p>Implement a management procedure to ensure that any temporary notices are typed out using a mixture of lower and upper case lettering.</p> <p>According to best practice, words entirely in upper case type (capital) should be avoided. A sans serif type face with a relatively large "capital" height to "x" height should be used.</p>	N	

16.2	<p>A combination of well contrasted light switch plates, and plates with no light switches were provided across the school.</p> <p>Some light switch plates were provided high from ground floor level, above 1250mm, and may not be accessible for all users.</p>	<p>At the next refurbishment for the sites, it would be beneficial to change the existing light switch plates with alternatives that have a grey/silver plate. Alternatively, contrast should be provided to the area surrounding the light switch plate. This will ensure that they are easily located by people with impaired vision.</p> <p>All switches that require precise hand movement, such as light switches, thermostats etc, should be located between 750mm – 1200mm from floor level.</p>	M	
16.3	<p>Learning spaces were well illuminated.</p> <p>Curtains may have been provided to room 189 previously but were not present during the survey.</p> <p>Not all classrooms features blinds, do these classrooms receive glare during school hours?</p>	<p>Both natural and artificial sources of lighting should be designed to avoid creating glare, pools of bright light and strong shadows.</p> <p>Implement a procedure to ensure that learning areas do not feature glare during school hours.</p> <p>Those that do, should be provided with a suitable means of controlling natural lighting, such as a blind or curtain.</p> <p>Wherever possible, safe and accessible controls for opening and closing curtains/blinds/shutters automatically or by other means of remote control should be provided for use by disabled people. Rods or pull cords for manually opening and closing curtains are acceptable.</p>	N/M	
16.4	<p>Wall lighting was identified in the mezzanine area. Wall lighting can create glare for people who are partially sighted.</p>	<p>Each flight and landing of a stepped access route should be well illuminated, providing a clear distinction between each step and riser. The illuminance at tread level should be at least 100 lux. Lighting that causes glare (such as poorly located wall lights, spotlights, floodlights or low level light sources) should be avoided.</p>	M	

<p>16.5</p>	<p>Quiet areas were identified in the school.</p> <p>A loud extractor unit was identified in room 226, the girls WC facility, as well as the accessible WC facility in years 5 and 6, which may be intrusive for people who have neurodiverse sensitivities.</p>	<p>Site management to schedule maintenance of the extractor fans in attempt to reduce the noise output.</p> <p>People with sensory processing differences are often very sensitive to sound and noise. This includes people with neurodegenerative conditions (such as dementia), neurodivergent conditions (such as autism, ADHD, dyspraxia), or hearing differences due to hyperacusis or misophonia. The types of noise people are sensitive to are different for different people. It might be a continuous noise, intermittent noise, unexpected noise, high volume noise, or specific frequencies of noise.</p> <p>PAS 6463: Background noise from ventilation and air-conditioning systems, which commonly includes significant low frequency components, should be minimized through the selection of appropriate low noise fans, in-duct attenuators, and acoustically insulated ductwork to minimize noise transfer through the ductwork.</p>	<p>M</p>	
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