Beckfoot Heaton Primary School - Accessibility Action Plan

Updated: 07/11/2025

Costs key: N=None, M=Minimal, OG=Ongoing, ST=Structural change, EX=Major structural change

	Work completed
	In progress
	Not yet progressed

Priority A

Item ref	Details / issue	Recommendation	Est cost	Action Taken
6.9	The auditor was not asked. Is there a procedure to ask visitors, prior to their visit, if they have any access requirements?	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. When asking about access requirements ensure that forms and information is available in accessible formats and electronically by email and phone etc. 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)" Any access limitations of the premises and the alternatives must be communicated via the website.	**N**	

Priority B

Item ref	Details / issue	Recommendation	Est cost	Action Taken
3.1	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.	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	Handrails were not provided to both sides of the ramp, leading from year 2. Handrails were not provided to both side of the ramp leading towards the key stage two playground. The handrail on the ramp leading from the key stage two classrooms was exposed metal, which could be cold to the touch.	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. 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. 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.	**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**	
13.5	Room 270 (the hygiene room) may be used with assistance; however, limited contrast was provided to the fixtures and fittings. A high soap dispenser was identified in the facility by years 5 and 6, measuring to be approximately 1200mm from ground floor level. The fittings in the compartment being refurbished have minimal contrast against their surroundings to assist people who are partially sighted.	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. 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. The soap dispenser should be relocated at a height of between 800mm and 1000mm above finished floor level.	**M**	

13.7	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. A grab rail was missing to the left of the hand wash basin in the facility by years 5 and 6. The facility being refurbished featured grab rails that were not well contrasted to the top half.	The grab rail sets should be replaced with a new BS8300 compliant set that offers colour contrast. Alternatively, a contrasted background could be provided. 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. Grab rails should be positoned as shown in BS8300 Figure 42:	**M**	
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**	
17.2	Level egress was available for multiple exits across the school, including from year 2 classrooms, year 1 classrooms, and room 51. Ramped egress was identified from year 1 (room 47). There appeared to be an uneven surface leading from room 223. A slight step was identified leading from room 217 towards the undercover play area. Slight lips to the exit doors were identified from year 4 (room 145).	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. 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.	**M**	

Priority C

Item ref	Details / issue	Recommendation	Est cost	Action Taken
1.9	Entrance gates were not well contrasted against their surroundings. Greater contrast could assist people who are partially sighted.	Add colour contrast to the gates and their controls to aid people with impaired vision.	M	
2.2	The bays are not signposted to the front to assist with identifying their location.	Install a sign to the front of any accessible parking space. 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”.	M	
4.2	The handrails provided were exposed metal and could be cold to the touch.	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.	M	
5.1	The main entrance door was not well contrasted against the surrounding frame. Contrast could assist someone who is partially sighted in locating the position of the door.	Colour contrast should be added to the entrance to ensure that it is clearly visible on approach to aid people with impaired vision. AD M - The presence of the door should be apparent not only when it is shut but also when it is open. Where it can be held open, steps should be taken to avoid people being harmed by walking into the door.	M	
8.1	Most internal doors were well contrasted against the surroundings. The fire exit doors across KS1 were not well contrasted against the surroundings frames. The exit door by area 21 was not well contrasted against the surrounding frame. Contrast could assist people who are partially sighted in locating the door.	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.	M	
8.3	Most areas of the school featured doors with suitable vision panels. 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.	A rolling refurbishment programme should be implemented to install new BS8300 compliant doors with vision panels to zone 4. 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. 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.	M	
8.4	Door and a half systems were used across many corridors within the school. Double doors into 212 may not provide a sufficient width when only one leaf is open. Double doors leading outside, by 197, were approximately 740mm. Double doors towards zone 5 may not provide sufficient width when only one leaf is open. Narrow double doors were identified into the area opposite unisex WC facilities in years 5 and 6, measuring to be approximately 500mm.	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. 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.	M	

8.7	There are security readers across the school that are high from ground floor level and may not be accessible for all users. 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. The proximity reader in room 217 may not be accessible for all users as it positioned in a narrow area.	Keypad systems, which require more precise hand control, should be orientated vertically, within a height range of 900mm to 1000mm.	**M**	
12.3	Good contrast was provided to WC facility 264. Some contrast was provided to the fittings and fixtures in 226 and 228. Minimal contrast was provided to WC facilities 44 and 45, 132, 133, 216, 183. Greater contrast could assist people who are partially sighted.	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. 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.	**M**	
12.4	Most facilities featured well contrasted cubicle doors. No contrast or limited contrast was provided to the WC facilities 216, 7, 86 and 168 and 169. Small, thumb style locks were identified in facility 184. Small thumb locks may not be suitable for people with limited dexterity in their wrists.	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. 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.	**M**	
12.5	The urinals identified were well contrasted but did not feature grab rails that could assist people with ambulant disabilities.	Proportionate to demand, a well contrasted grab rail should be provided to both sides of one urinal in every WC where applicable.	**M**	
14.2	Limited chairs with armrests were identified in the classrooms. Light gray chairs, table and flooring were identified in the mezzanine area, room 114, which may be unsuitable for people who are partially sighted.	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. 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.	**M**	
15.1	The overall layout of the school was reasonably clear as signage was identified on doorways. Signage was limited on key routes, which could assist with way finding.	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. Pictorial signage should be considered for throughout the site. There should be new directory boards and tactile/Braille signage on the actual doors. 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. 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**	

15.4	The stairwells were small level changes in the school, apart from the mezzanine area. The school may benefit from way finding signage.	Refer to 15.1.		
15.7	The leaflets provided were at varying heights. None were identified in alternative formats.	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. 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 It is recommended that signage be installed to indicate that all public information issued can be provided in accessible formats on request. 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.	**M**	

Priority D

Item ref	Details / issue	Recommendation	Est cost	Action Taken
1.6	Bollards were positioned on approach to the school, including near to the main entrance. These bollards did not feature contrasted markings to assist people who are partially sighted and could be a collision hazard.	Add colour contrast to the bollards to ensure that they are easily distinguishable against the background upon which they are seen. 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).	**M**	
1.7	The inner quad by room 212 featured wooden posts with no contrasted markings. The posts in the external play areas near to nursery did not feature contrasted markings. Columns along routes that do not feature contrasted markings could be a collision hazard.	Well contrasted markings should be provided at two heights to the posts/columns. Refer to BS8300 - Each free-standing post, e.g. a lighting column, within an access route should contrast visually with the background against which it is seen (it is desirable also to incorporate a band, 150 mm high, whose bottom edge is 1 500 mm above ground level, and which contrasts visually with the remainder of the column or post.	**M**	
1.10	Various play equipment was identified on the key stage one playground. Limited equipment was identified in the key stage two playground.	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.	**M**	
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**	
5.6	The folded metal door controls on the main and lobby door may not be suitable for people with limited dexterity in their wrists. The lobby door release control was approximately 1260mm from ground floor level, which may not be suitable for all users.	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. Systems, which require more precise hand control, should be orientated vertically, within a height range of 900mm to 1000mm.	**M**	
5.8	The bell was positioned at 1320mm from ground floor level, which may not be accessible for all users.	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.	**M**	
5.9	Not applicable for the main entrance. The double doors leading into entrance near room 42 were glazed with no manifestations and could be a collision hazard.	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.	**M**	

5.11	An automated door was not provided to this site but may be beneficial should future budgets permit.	Powered doors may increase accessibility for a range of users and should be considered during any future developments. Power-operated pedestrian doors for installation in existing and new construction should be one of the following two types: 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. the provision and installation of power-operated doors should be in accordance with BS 7036-1.	**M**	
6.4	A contrasted surface was not provided to the front of the reception desk. Greater contrast could assist people who are partially sighted.	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**	
8.2	Fully glazed doors were not identified. The glazed panels in the mezzanine area may cause discomfort for people with vestibular conditions.	Where glazing is proposed on upper floors, the impact should be assessed. 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. 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.	**M**	
8.5	The controls into 220 were high from ground floor level. This may be for safeguarding purposes. The pull handles for 188mm and 189mm were marginally high from ground floor level at 1120mm. Controls into 161 sports hall and along the corridors towards years 5 and 6 were not well contrasted against the frames. The handles provided to external doors were folded metal controls, which may not be suitable for people with limited dexterity in their wrists.	It is understood that some controls may be positioned for safeguarding purposes; however, in the event that these areras 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. Pull handles to be relocated with the bottom end of the pull handle not lower than 750mm and no higher than 1000mm. A contrast difference between door and handle of 30-point LRV difference is recommended on all internal doors. 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.	**M**	
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	Suitable lever style taps were provided to many classrooms across the school. 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. Turn style taps may not be suitable for people with limited dexterity in their wrists. A lowered counter was not provided to the main staffroom, room 2. Lowered sink areas and height adjustable tables were identified in further kitchenette areas.	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. 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. 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. 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.	**M**	
15.6	There are notice boards on site that feature entirely upper-case lettering, which is not best practice.	Implement a management procedure to ensure that any temporary notices are typed out using a mixture of lower and upper case lettering. 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.	**N**	
16.2	A combination of well contrasted light switch plates, and plates with no light switches were provided across the school. Some light switch plates were provided high from ground floor level, above 1250mm, and may not be accessible for all users.	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. All switches that require precise hand movement, such as light switches, thermostats etc, should be located between 750mm – 1200mm from floor level.	**M**	
16.3	Learning spaces were well illuminated. Curtains may have been provided to room 189 previously but were not present during the survey. Not all classrooms features blinds, do these classrooms receive glare during school hours?	Both natural and artificial sources of lighting should be designed to avoid creating glare, pools of bright light and strong shadows. Implement a procedure to ensure that learning areas do not feature glare during school hours. Those that do, should be provided with a suitable means of controlling natural lighting, such as a blind or curtain. 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.	**M/N**	
16.4	Wall lighting was identified in the mezzanine area. Wall lighting can create glare for people who are partially sighted.	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.	**M**	

16.5	Quiet areas were identified in the school. 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.	Site management to schedule maintenance of the extractor fans in attempt to reduce the noise output. 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. 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.	**M**	