

Accessibility Audit: September 2019

1. Approach Routes and Street Furniture		
Question	Yes/ No	Details/ Points for Improvement
<p>Is the school within convenient walking distance of:</p> <ul style="list-style-type: none"> ➤ Public Highways and Pathways? ➤ Public transport (e.g. Bus Stops)? ➤ Car parking? 	Yes	<p>School is within walking distance of the main road through the village.</p> <p>Bus stop located nearby. There are no hills, steps or obstacles from the bus stop to the school</p> <p>A limited amount of off road parking is provided through use granted by owner of a local shop (church rooms). However, this is limited. We have some disabled parking for disabled visitors to the site.</p>
Route free of kerbs? Do crossings on approach have tactile paving? Is there a pedestrian crossing? Do these have turn cones to aid people who are deaf/blind?	In part	<p>Dropped kerbs throughout route into the school ensures wheelchair accessibility.</p> <p>One pedestrian crossing across staff car park.</p> <p>Repaint pedestrian crossing and investigate possibility of a second across the entrance of the school.</p> <p>Tactile paving at dropped kerbs to accommodate blind or deaf/blind users.</p> <p>Investigate safety features for people for vision impairment to safely cross car park.</p>
Wide enough? If route or pathway is narrow, is there a suitable passing place for wheelchair users? Is plantation trimmed back and are low branches avoided?	Yes	<p>Plantation and low branches are trimmed and kept out of the way.</p> <p>Normal pathway into the school is narrow and slightly uneven with no passing place for wheel chair users.</p> <p>However, alternative entrances into the school provide wide, safe pathways and double entry doors, which can be used by wheelchair users.</p>
Surfaces even and slip resistant? Is paving flush with no cracks or gaps that could trap the wheels of a wheelchair?	Mostly	<p>The pathways around the school are for the most part accessible and wheelchair friendly. Opportunities are being investigated to improve access to the school field for wheelchair users and those with visual or other mobility impairments.</p>
Is the location of the school clearly identified from the street? Visual clues and sufficient landmarks to aid orientation?	Yes	<p>School is clearly signposted from both directions. Staff members are familiar with the local area and can provide clear and simple directions to the school both verbally and in writing using local landmarks for reference.</p> <p>Google maps used on school website to help direct visitors to the school.</p>
Free from hazards such as bollards. Litter bins? Are planting features kept to a minimum and are they colour contrasted?	Yes	<p>All external walkways are kept free from bollards, litter bins and other obstacles. Planting features that could be hazardous to the visually impaired have been removed and tarmacked over.</p>
Free from hazardous building features, such as outward opening doors, windows or overhangs? Do columns or structural posts and markings at two heights?	Yes	<p>All outward opening doors are glazed apart from two fire doors which are used only in emergencies. Outward opening windows along public pathways are all located above head height.</p>
Adequate seating provided along routes? Is there seating where parents wait to pick up/ drop off their children?	In part	<p>Pathways too narrow to accommodate seating. Currently there is no seating provided where parents drop off and collect children. However alternative arrangements have been put in place whereby parents who require seating collect their children from reception which provides seating and is located nearer to the disabled parking space.</p> <p>Investigate external seating possibilities.</p>
2. Car Parking		
Question	Yes/ No	Details/ Points for Improvement

Are there accessible bays provided for badge holders?	Yes	Disabled badge holder designated space provided in off-road car park closest to main entry doors.
Accessible bays clearly signposted from the school's car park entrance? Is there signage to the front of the bays?	In part	The designated badge holder is signed in front of the bay and is marked out in a different colour (yellow). Although designated car park space is visible from the entry of the car park, there is not a specific sign indicating the presence of a disabled parking space that is visible from the road. Investigate options with regards to indicating the presence of disabled parking space.
Are bays marked out and clearly identified? Can car doors be fully opened to allow disabled drivers and passengers to transfer a wheelchair parked alongside?	In part	The bays are clearly marked, however, this bay does not provide sufficient space to allow a wheel chair to be parked alongside the car on one side, but does allow for plenty of space on the other side, which would compensate for the lack of space on the other side. Wheelchair users are also permitted to use a different part of the car park which provides more space for dropping off/ collecting. This space cannot become a disabled parking space, however, due to this space being access to the Hall.
Close enough to the facilities the car park serves?	Yes	Car park is located at the front of the school. Flat access to entry doors.
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?	In part	There are dropped kerbs from the disabled parking space to the main school entrance. The majority of the car park is smooth and free from loose stones. Investigate the possibility of tactile warnings for vision impaired people.
For larger car parks, are safety marked out walking routes provided to guard slow moving persons or people with hearing impairments?	Yes	Pedestrian pathway fenced off from main car park to separate vehicles and pedestrians.

3. External Ramps

Question	Yes/ No	Details/ Points for Improvement
Wide enough and suitably graded? Is there a colour contrast to the surface of the ramp?	Yes	No ramps around school itself but ramp up to Nippers building located on school site: Will be the focus of this section. Ramp is wider than single door width and has good visibility from top to bottom. The ramp is wooden and the only colour contrast provided is from the difference in colour occurs between the tarmac and entry to the building. There is no change in gradient of the ramp that needs indicating.
Suitable hand rails on each side?	Yes	Hand rails on both sides of the ramp.
Surface slip resistant, firmly fixed and easy to maintain	In part	Wooden surface gets very slippery in wet weather. Mats have provided some anti-slip protection but more permanent slip resistant surfacing may need to be investigated. Ramp is reasonable easy to maintain but is constructed out of wood, which is slippery and less durable than alternatives. When end of life span of ramp is reached, alternative materials that are longer lasting and easier to maintain should be investigated.
Edges protected to prevent accidents?	Yes	Ramp is fenced on both sides to prevent injury.

4. External Steps		
Question	Yes/ No	Details/ Points for Improvement
Visual and tactile warnings at the top at bottom of steps?	N/A	
Suitable hand rails on each side? Are handrails suitably colour contrasted to aid people with impaired vision?	N/A	
Lighting adequate and well positioned? Are steps appropriately illuminated during darker hours?	N/A	
Treads long enough and all of the same length?	N/A	
Risers shallow enough, all the same height, and unlikely to trip users? Are there open risers?	N/A	
Nosings (the edging on a step) readily identifiable? If nosings are painted, is the paint durable with no wear and tear?	N/A	
5. Entrances		
Question	Yes/ No	Details/ Points for Improvement
Main school entrances easy to find? Is the entrance clearly distinguishable from the façade?	In Part	Main school entrance is clearly distinguishable from the façade as it is green. However, may not be easy to locate due to the main Hall doors being the same. Investigate the possibility of colour contrasting signage to indicate the main reception doors.
Door opening wide enough for all users? Enough space alongside leading edge for a wheelchair user to open the door while clear of the door swing?	In Part	Main entry doors are double width. There is sufficient space along the leading edge for a wheelchair user to open the door and remain clear of the door swing, however, some door catches are broken and will not hold the door open. Have broken door holds replaced/ repaired.
Level or flush threshold?	In Part	Metal strip at the bottom of entry doors makes it more difficult for wheelchair users to get through the doors, but it is not impossible. May also cause a trip hazard for the vision impaired. Investigate possibility of replacing/ changing metal strip to have surface flush and level.
If there are steps at the main entrance, is there signage indicating where the accessible entrance is located?	N/A	There are no steps to any of the main entrances.
Can people each side of the door, either standing or seated, see each other and be seen? If the entrance is solid, is this due to security concerns?	Yes	Entry doors are glazed with windows at the top and bottom of the doors.

Door control at a suitable height for both standing and seated users? Are door handles clearly located, easy to use and grip?	Yes	Door handles are of a suitable height, are easy to grip and are colour contrasted.
Door closer of appropriate type? Can the door be easily opened single-handedly?	In Part	Entry doors are slow closing. They are also fire doors and are not easy to open singlehandedly, although it is possible. It is also difficult for wheelchair users to open the doors from the inside as they swing outwards and are too heavy to swing open. Investigate ways of making main entrance doors easier to open singlehandedly or installing a help request button outside the door.
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?	No	Intercom system for security gate is relatively high to discourage children from pressing the button. A person with mobility issues may not be able to press the intercom button. There is no LED screen to assist people with hearing impairments. However, people with these conditions are able to access the main reception area to request assistance. Investigate whether it would be viable to include an LED screen on the intercom system.
Glazed entrance doors: markings for safety and visibility? If manifestations are provided, are these suitably colour contrasted against their background?	Yes	All entrance doors have large glazed panels set in green or grey colour contrasted frames. There are no manifestations as the thick frame indicates the presence of glass in the doors.
Weather Mat of firm texture and flush with floor?	Yes	All current mats are flush against the floor. Health and safety checks ensure that where a mat poses a risk to the health and safety to any visitor, this is rectified immediately. Mats are of a firm texture and not liable to trip or cause an uneven surface.

6. Reception Areas and Lobbies

Question	Yes/ No	Details/ Points for Improvement
Clear view in from outside? Can receptionists see visitors and provide assistance if necessary?	In part	Reception/ waiting area has large glazed windows to the front, which means that anyone struggling to enter the building will be noticed. Due to the Office's window being approximately 3.5ft high, anyone below this height would not be visible from the secretary's desk. The 'ring for attention' bell is not placed in the most accessible place for a wheelchair user. Investigate alternatives/ different location for the 'ring for attention' bell.
Transitional lighting? Is the entrance lobby and reception area well illuminated	Yes	Well-lit with natural and artificial light.
Reception/ desk/ counter/ checkout suitable for approach and use from both sides by people either standing or seated?	In part	Where at least one person is standing, the current arrangement suffices. However, if there were to be two people seated, then the arrangements would have to be reviewed.
Surfaces suitable? Is there a colour contrast to the flooring in front of the reception desk and are edges highlighted?	N/A	Reception desks are in a separate room to the waiting area.
Induction loop fitted? Is there signage indicating the availability of the facility? Are	No	No induction loops fitted at all. At present, this does not pose a problem. However, should we have a visitor or pupil with reduced hearing, this would need to be reviewed. Look into cost of induction loops for the Office.

front line staff aware of the facility and its purpose?		
7. Corridors and Internal Surfaces		
Question	Yes/ No	Details/ Points for Improvement
Corridor wide enough for a wheel chair user to manoeuvre and for other people to pass? Turning space for wheel chair users?	Yes	All corridors are wide enough for a wheelchair user and main hallways provide turning space for a wheelchair user at regular intervals. Significant space at either end of our lifts allow for enough space for wheelchair users to get in and out of lifts.
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?	In part	Area beside lifts in old building currently store our music equipment, which could impede a wheelchair user. On occasion, items such as coats, bags or boxes etc. may block fire escape routes which could cause a hazard for vision impaired people. All internal doors are colour contrasted to the walls by being painted an alternative colour or by having a different colour surround. In the new part of the school, a large laptop station makes the corridor very narrow/ Implement a system that encourages more effective self-policing of blocking evacuation routes or routes around the school. Investigate alternative means of storing musical equipment and find a new home for the laptop trolley.
Are key facilities within the school accessible for all users? E.g. Sports Hall, main hall, music room, changing room etc. Where there are facilities not available, can these be swapped with a standard classroom?	Yes	All key facilities are accessible, including all those mentioned in the question.
Floor surfaces suitable for passage of wheelchairs? Junctions between floor surfaces correctly detailed?	Yes	Floor surfaces are all wheelchair friendly. Floor junctions are low key and wheelchair friendly.
Colours, tones and textures varied to help people distinguish between surfaces and fixtures and fittings? Do the floors suitably colour contrast against the walls (e.g. through the use of well contrasted skirting boards?)	Yes	In the old part of the school, the carpet is dark blue, the walls are pale cream and the trim is light blue, allowing for easy distinguishing between surfaces. In the new school, the walls are whit and the floor is dark blue. Light blue skirting and blue/ grey hand rails allows for further differentiation between these surfaces.
Floors slip-resistant? Bright, boldly patterned floors avoided? Busy or distracting wall coverings avoided?	Yes	Floors are slip resistant and one colour. Walls are painted one colour, with the exception of noticeboards, which are normally varying colours. The hall floor is not slip resistant and when wet can become quite slippery. A risk assessment is in place to manage this.
8. Internal Doors		
Question	Yes/ No	Details/ Points for Improvement
Distinguishable from surroundings?	Yes	Doors are a different colour to the walls and are framed by a light blue trim to ensure easy distinguishing from surroundings. There are no glass doors on site.

Glass door: Clearly visible when closed? Are manifestations suitable colour contrasted against the background?		
Can people each side of the door, either seated or standing, see each other and be seen? Are vision panels kept clear of temporary notices?	Yes	Vision panels in doors means that it is possible to see a person, either standing or seated, either side of the doors. Vision panels are kept clear of any notices.
Clear opening width sufficient for a wheelchair user? Adequate space available alongside leading edge for a wheelchair user to open the door while clear of the door swing?	Yes	Doors are all constructed in accordance with these factors.
Door control at a height suitable for both standing and seated users? Easily gripped and operated? Control clearly distinguishable from the door itself?	Yes	Door handles are silver against wooden doors. All handles work effectively and are easy to use, irrespective of the height of the user.
Door light enough to open easily? Door closers of an appropriate type and with minimum necessary opening pressure?	In part	The majority of doors are fire doors and consequently have a degree of weight to them. The majority of doors can be opened with a degree of effort, which is not too strenuous for someone seated.

9. Internal Ramps

Question	Yes/ No	Details/ Points for Improvement
Ramp available for short rise within single storey?	N/A	No short rises in school requiring a ramp.
Wide enough and suitably graded? Surface slip resistant?	N/A	No short rises in school requiring a ramp.
Exposed edges protected to prevent accidents?	N/A	No short rises in school requiring a ramp.
Suitable handrail each side?	N/A	No short rises in school requiring a ramp.

10. Internal Stairs

Question	Yes/ No	Details/ Points for Improvement
Treads long enough and each of the same length?	Yes	N/A
Risers shallow enough, all of the same height and unlikely to trip users?	Yes	N/A
Nosings readily identifiable?	Yes	N/A
Suitable handrails on each side? Do handrails extend 300mm beyond the first	Yes	N/A

and last pitch-line? Are handrails suitably colour contrasted?		
Landings big enough and provided at intermediate levels in a long flight?	Yes	N/A
11. Lifts		
Question	Yes/ No	Details/ Points for Improvement
Passenger lift available for vertical circulation within a building of one storey or more?	Yes	2 passenger lifts currently on site: 1 between old school and hall and a new lift between the hall building and the new school.
Car dimensions sufficient to allow space for wheel chair user? Door opens wide enough for wheel chair users?	Yes	Ensure that there are no items left in hallways that affect the lift door when opened.
Support rails in car appropriately designed and positioned?	Yes	
Is there a mirror within the lift car?	No	Lifts are waist height and glass in white plastic – Mirror not required
Delayed action closer and override (not a door pressure system) to allow slow entry or exit?	N/A	Doors are manually opened and can stay open as long as required.
Controls, including emergency call, located easily using visual or tactile information and within easy reach of all users?	Yes	Buttons easily discernible
Voice indication of the floor reached? Is audio loud enough to be heard by hearing aid users?	Yes	
Is there a floor level indicator inside and outside the lift to reassure people with hearing impairments?	In part	Floor level indicator inside the lifts. – visible from the outside.
12. WC Provision and Changing Areas		
Question	Yes/ No	Details/ Points for Improvement
Lobby door light enough to open easily? Lobby of sufficient size for easy access?	N/A	No lobby area – disabled toilet accessible directly from hallway.
Slip resistant floors throughout?	Yes	
Fittings easily distinguishable from background? Are hand dryers and sanitary ware easily seen against their surroundings?	Yes	All colour contrasted.
Compartment door controls all easily gripped and operated? Are cubicle doors	Yes	

suitably colour contrasted against the panels?		
Are urinals well contrasted and do they have grab rails to assist people with ambulant disabilities?	N/A	
Are lever style taps provided within WCs to aid people with dexterity impairments?	Yes	
When there is no accessible WC available, is there a facility provided for people with ambulant disabilities?	N/A	
Where there are shower facilities, is a grab rail provided? Is there a level access shower for disabled people?	Yes	
13. WCs: Wheel Chair Users		
Question	Yes/ No	Details/ Points for Improvement
Compartment large enough to allow manoeuvring into position for frontal, lateral, angled and backwards transfer unassisted and with assistance?	Yes	Main disabled toilet is sufficient in size to allow for wheelchair manoeuvring. Disabled toilet in the new build is less so: partly because it is smaller and partly because some space is taken up with changing equipment for EYFS/ Yr1 classroom.
Travel distance to a suitable WC no greater than that for able bodied people?	Yes	
Sufficient space available outside toilet compartment for manoeuvre? Is the entrance wide enough and does it open outwards?	Yes	Doors open outwards and are directly accessible from main hallways.
Handwashing and dry facilities within easy reach of someone seated on WC? Is the hand basin suitably positioned in accordance to BS8300?	Yes	
Door controls, lock and light switch easily reached and operated? Is there a grab rail to the inner face of the entrance?	Yes	
Tap appropriate for use by a person with limited dexterity or grip of strength	Yes	
Suitably designed grab rails fitted in all positions necessary to assist manoeuvring? Are grab rails suitably colour contrasted to aid people with impaired vision?	Yes	

Is there a back rest provided to the toilet pan?	Yes	
Is the flush of a suitable spatula type and is it appropriately located on the transfer side of the toilet pan?	Yes	
Is the transfer side of the toilet pan kept clear of any obstacles that may deny wheel chair users all of the transferring techniques in which an accessible WC is designed to provide?	Yes	
Is there a cord alarm? Is this coloured red with two triangular bangles and easy to reach from floor level?	Yes	
14. Facilities		
Question	Yes/ No	Details/ Points for Improvement
Are seats provided at intervals along long internal routes or where waiting is likely? Seats stable, with arm rests and provided in a range of heights? Space for wheel chair user to pull up alongside a seated companion?	Yes	
Are chairs with armrests provided within the staff room and other key locations, such as meeting areas?	No	No chairs on site with arm rests.
Are a number of chairs with armrests available within each classroom?	No	No chairs on site with arm rests.
Do dining counters have provision on both sides for wheelchair users? Do these counters have an induction loop to accommodate hearing aid users?	In part	There is sufficient space either side for wheelchair users but there would be difficult passing items through to/ from the kitchen if there was a wheelchair user on either side.
Do vending machines have all operating parts at less than 120mm off the floor level and are they suitably colour contrasted?	N/A	No vending machines on site.
Does the dining room have appropriate seating rather than fixed seating which can be inaccessible for a range of users?	In part	Space available at table ends/ bench ends. No specific flexible seating.
Is there a dropped counter and induction loop available for the library counter?	No	Library computers are of fixed height.

Where there are IT facilities i.e. within classrooms and the library (if applicable), are height adjustable computer desks available?	No	Fixed height appropriate for the year group using the equipment.
In the main hall, is the stage raised? If so what is the current procedure for wheelchair users? For example when receiving awards on Speech day?	N/A	
15. Way Finding		
Question	Yes/ No	Details/ Points for Improvement
Overall layout of the school reasonably clear and logical? Is there signage available in braille and tactile?	In Part	The layout of the school is logical. However, there are no braille/ tactile signs in the school Look into braille or tactile signage.
On entering the reception area, are signs designed to convey information to visitors with sight impairments and wheel chair users with lower eye levels?	No	No braille or tactile signage. Height of signs varied across the school.
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)?	In part	Doors are signposted but no signs on the approach to the toilets.
Within stairwells are each of the levels clearly identifiable by tactile and visual information?	N/A	
Are the location of the lifts clearly signed at key locations throughout the school? Is there lift signage near the reception area and on entry to key stairwells?	In part	Lifts are obvious when in site but no signage on the approach to a lift.
16. Lighting and Acoustics		
Question	Yes/ No	Details/ Points for Improvement
Lighting designed to meet a wide range of user's needs? Level of lighting sufficient for intended use? Lights positioned where they do not cause glare, reflection, confusing shadows or pools of light and dark?	Yes	

Can occupiers control lighting? Are light switch plates suitably colour contrasted and appropriately positioned for a wheelchair user?	Yes	
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	
Quiet and noisy areas separated by a buffer zone? Environment free from unnecessary obtrusive noise (e.g. heating units?)	Yes	
Good balance of hard and soft surfaces?	Yes	Balance is that required to effectively function as a school.
Are induction loops fitted within key areas?	No	No induction loops at all.
17. Means of Escape		
Question	Yes/ No	Details/ Points for Improvement
Audible alarm system supplemented by a visual system?	No	The alarm system is not a visual system. 2 rooms currently have flashing lights to indicate a fire alarm. Investigate whether a visual alarm system could be installed.
Ground floor exit routes accessible to all, including wheelchair users, as entrance routes?	Yes	All ground floor
Once outside, can a wheelchair user get to a place of safety? Are pathways provided and are these wide enough?	Yes	External pathways are wide enough for wheelchair users and are relatively level.
Vertical escape from upper to lower floors possible using a fire protected lift with an independent power supply?	N/A	All floors have exits to outside.
If disabled people are unable to leave the building, is there a suitable refuge area and does this have accessible features such as an LED display?	No	There are no plans in place should a wheelchair user be unable to leave the building in the event of an emergency evacuation. Create a plan for the safe evacuation of people with impairments or disabilities.
18. Building Management		
Question	Yes/ No	Details/ Points for Improvement
External Routes; Including steps and ramps, kept clean, unobstructed and free from surface water, snow and ice?	In part	Issues with car park mean that there has been a high degree of surface water along pedestrian path. Although this is not causing an issue at present, it may recur. All main paths are salted in winter to prevent snow and ice sticking to them.

Accessible parking; Designated places not used by non-disabled drivers and kept free from obstructions?	In part	Not always guaranteed – Disabled parking space, although is clearly defined is sometimes used by non-disabled drivers.
Horizontal circulation; Space required for wheel chair manoeuvre not obstructed by furniture, deliveries, storage etc.?	In part	Equipment is stored by the lift in the old school. Find a new home for this equipment
Vertical circulation; Lifts, platform lifts and stair lifts checked regularly for proper functioning?	Yes	Inspected by independent company bi-annually and insurance company annually.
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?	In part	Access routes checked weekly, but in between times, exit routes can be blocked by items. Emergency alarms checked weekly to ensure they operate correctly and other alarm systems are inspected at least annually to ensure that they work. Implement a strategy for more effective self-policing of emergency exits.