

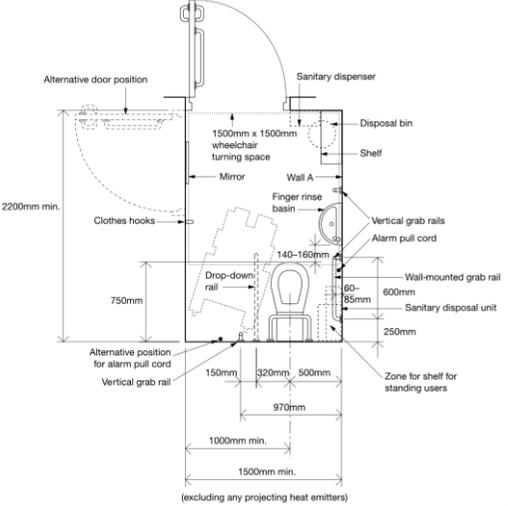
# Priestthorpe Accessibility Action Plan March 2023

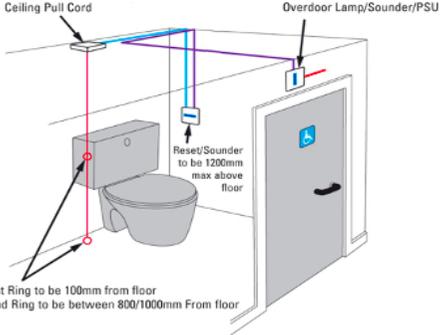
## 4.1 - ACTION TABLE

COSTS - **N** = NONE **M** = MINIMAL **OG** = ONGOING MAINTENANCE **ST** = STRUCTURAL CHANGE **EX** = MAJOR STRUCTURAL CHANGE

Item Ref.	Details / Issue	Recommendation	Est Cost	Action Taken
<b>PRIORITY 1</b>				
3.1	<p>The ramp leading towards the site management and storage area was approximately 1000mm wide with a steep gradient.</p> <p>The wooden ramp leading into the entrance near to the main hall, featured a height of approximately 570mm and a length of 4080mm.</p> <p>A ramp was identified between the rear play areas. This was not a constructed ramp, rather a change in topography.</p> <p>A ramp was identified leading from nursery. This ramp featured a slightly uneven gradient, becoming steeper towards the bottom.</p>	<p>External ramps should be subject to remedial works to reduce the gradients to reasonable slopes that can comply with BS8300 and ADM-2:1.26 requirements.</p> <p>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.</p> <p><b>Diagram 3 Relationship of ramp gradient to the going of a flight</b></p>	<b>M</b>	
3.4	<p>The edging provided to the ramp, by the main hall, was below the recommended 100mm.</p> <p>Edging was not provided to the ramp leading from nursery, which could lead to a trip hazard.</p>	<p>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.</p>	<b>M</b>	

5.7	<p>No issues to report at the main entrance.</p> <p>The level access to the rear of the building was fast closing, which could knock a wheelchair user off balance.</p>	<p>Implement maintenance to de-tense and recalibrate the hinges. 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>	N/M	
6.5	<p>Signage for an induction loop was not identified. It was confirmed that an auxiliary aid was not provided.</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 - <a href="https://directaccessgp.co.uk/induction-loops-and-hearing-enhancement-systems/">https://directaccessgp.co.uk/induction-loops-and-hearing-enhancement-systems/</a></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>	M	Portable.
7.3	<p>Access to Year 1 required stepped access, unless an external route, outside of the school grounds, is taken.</p> <p>The office areas used by the Trust were positioned upstairs.</p>	<p>Any service offered on the lower ground floor or first floor, such as classrooms and office areas, 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	Completed.

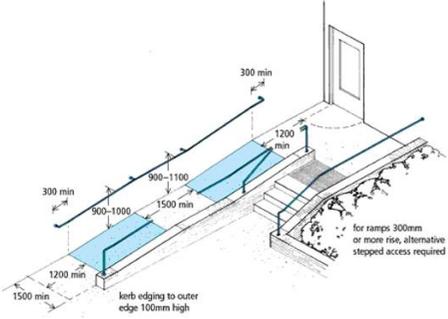
9.2	The small ramp featured a steep gradient and was not colour contrasted to indicate the change in level.	The ramp should be subject to remedial works to reduce the gradient to a reasonable slope that can comply with ADM-2:1.26 and BS8300 requirements.	M	
13.1	<p>An accessible WC was provided to the main building, leading directly onto the hall.</p> <p>Entrance width of approximately 900mm, compartment width 2280mm, narrowed to 1720mm due to cupboards. The length of this compartment was 2850mm.</p> <p>The compartment in nursery measured to be approximately 1970mm by 2190mm but was narrowed due to furniture, 1680mm.</p>	<p>Implement a management procedure to ensure that any furnishing provided to the accessible WCs, do not decrease the available size of the compartment to beneath ADM requirements, as shown in Diagram 18:</p> 	N	Process in place any accessible toilets will ensure they meet diagram 18 suggestions.
13.8	A suitable backrest was not provided to the facility in nursery.	A fixed horizontal rail, with a padded backrest, should be located behind, and centred on, the WC pan when the cistern is not present.	M	
13.9	<p>The WC was centrally located in the facility in the hall.</p> <p>The flush was high from ground floor level in the facility in nursery and may not be accessible for all users.</p>	<p>It may be beneficial to consider lowering the cistern within this facility. A spatula style flush should be accessible for both standing and seated users, on the transfer side of the toilet pan.</p> <p>Refer to BS8300 - Where practicable, the flush should be operated manually by a spatula type lever and, for a corner arrangement, positioned on the open or transfer side of the pan for ease of access.</p>	M	
13.10	<p>The transfer areas of the facility in nursery were being used to store bins and other items.</p> <p>If transfer areas are not kept clear from obstructions, a wheelchair user may not be able to adopt the required transfer techniques to access this facility.</p>	<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>☐</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>	N	

<p>13.11</p>	<p>The reset and exit button were directly next to each other in the facility in the hall, which could cause confusion. These were positioned at approximately 1160mm from ground floor level. The cord alarm in this facility did not feature bangles at two heights.</p> <p>The cord alarm in the nursery facility was looped onto the grab rail. The reset was positioned behind items and would not be easily accessed.</p> 	<p>Implement a management procedure to ensure that cord alarms are always kept loose and not tied up.</p> <p>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.</p> <p>Both facilities should include an alarm reset button, that is well contrasted from its surroundings, in its correct position on the adjacent wall to the WC at a height of 800mm -1000mm, free from obstruction.</p>	<p>N/M</p>	
<p>16.6</p>	<p>An induction loop was not identified in the main hall. This is an area of the school that may be used for assemblies and performances. This area measured to be approximately 14080mm by 11040mm.</p> 	<p>Install an induction loop 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 <a href="mailto:info@directaccess.group">info@directaccess.group</a> or read more at <a href="https://directaccessgp.co.uk/induction-loops-and-hearing-enhancement-systems/">https://directaccessgp.co.uk/induction-loops-and-hearing-enhancement-systems/</a></p> <p>According to BS8300 - A hearing enhancement system, using induction loop, infrared or radio transmission, should be installed in rooms and spaces used for meetings, lectures, classes, performances, spectator sport or films, and at service or reception counters where the background noise level is high or where glazed screens are used.</p>	<p>M</p>	<p>Portable.</p>

<p>17.2</p>	<p>There are level or ramped exit routes towards the rear of the school.</p> <p>Exit routes towards the sides and front were stepped.</p> <p>Year 1 featured a stepped egress route; however, an alternative route was available.</p>	<p>Ideally permanently ramped exits should be provided.</p> <p>However, where this is not possible, it is acceptable in the short-term to provide suitable evacuation equipment where appropriate, and ensure that any accessible exit route is suitably signed to direct people to a level egress point.</p> <p>Any equipment and assistance must be part of an escape plan, see 18.5, 18.6, 18.7.</p> 	<p>M</p>	
<p>18.5</p>	<p>Exit routes were maintained free from obstruction.</p> <p>How frequently are alarm systems checked, including those in WCs?</p>	<p>Site management need to ensure that the appropriate procedures are in place to frequently check the alarm systems including those within the WCs.</p>	<p>N</p>	<p>Alarms are checked monthly, Students/staff/visitors requiring assistance will have a PEEP or EHCP or Occ Health review in place to ensure assistance can be given.</p>
<p>18.6</p>	<p>Are PEEPS available for both staff and students who may require assistance?</p>	<p>Site management need to ensure that the appropriate personal egress plans are available for each member of staff or 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 &amp; Part B/B1.xvi. Guidance on providing PEEPS can be found here <a href="https://www.gov.uk/government/publications/fire-safety-risk-assessment-means-of-escape-for-disabled-people">https://www.gov.uk/government/publications/fire-safety-risk-assessment-means-of-escape-for-disabled-people</a></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>	<p>N</p>	<p>Yes where necessary, if a child has an EHCP staff are aware of the needs of the student. Staff will have seen HR and any adjustments will be in place, where appropriate.</p>

18.7	How frequently are both general and person 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	School is of a small nature so areas are seen on a regular basis. Termly Fire Alarms are in place, access and egress are checked.
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18.8	<p>How frequently are the cord alarms tested for proper working function?</p> <p>No induction loops were identified for testing.</p>	<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	Monthly checks are made of alarm cords etc.
<b>PRIORITY 2</b>				
1.1	<p>Beckfoot Thornton Priestthorpe Primary School is located on Mornington Road and was constructed circa 1870s.</p> <p>Bingley Train Station is located within 0.4 miles and bus stops are located along Mornington Road within close proximity to the school.</p> <p>The school does not feature its own car park. Road parking was required on areas surrounding the school.</p> <p>Options on how to arrive at the school are not provided to the website.</p>	<p>Options on how to arrive at the site should be clearly illustrated on literature and on the website.</p> <p>The information regarding the site on the internet should be fully accessible for persons with reading disabilities through enlargement capability and screen readers, combined with synthetic speech or Braille displays. A clear and logical design that includes written explanations for visual or audio content. Text and graphics should be easily understood without use of colour.</p> <p>The new revision of the BS8300 highlights the importance of communication prior to a site visit. BS8300 states that clear and accurate pre-visit information via websites, literature, social media, telecommunications that is easy to access and understand and available in alternative formats, including details of modes of transport, parking, drop-off and what level of accessibility to expect on arrival should be provided.</p>	N	

<p>3.2</p>	<p>Handrails were not provided to the ramp leading towards the site management and storage area, or the ramp leading into nursery.</p> <p>The ramp leading into the area near to the main hall had a handrail to one side only.</p>	<p>BS8300 compliant handrails should be installed to both sides of the external ramps.</p> <p>Any handrail provided should have the required 300mm horizontal landing extensions with the entire handrail located at a height of 900mm from the slope and landing surface. The handrails should also be coated with nylon or a suitable alternative to ensure that they are not cold to touch.</p> 	<p>M</p>	
<p>4.2</p>	<p>Handrails were provided to the main entrance.</p> <p>The steps leading into the area near to the main hall, featured handrails to one side only.</p> <p>Handrails were not provided to the steps leading into the raised garden area. These steps were narrow.</p> <p>Handrails were not provided to the steps leading into the area used by the Trust.</p> <p>Handrails were provided to one side only of the steps leading near year 1.</p>	<p>Where appropriate, BS8300 compliant handrails should be installed to both sides of the external steps. These should be well contrasted and not cold to touch.</p> <p>The handrails need to be one with a suitable profile (circular: 40 – 45mm, oval 50mm, in diameter)</p> <p>The handrail should be installed at a height of 900mm and needs to continue horizontally at least 300mm beyond the top and the bottom and should not project into the route of travel at final landings.</p>	<p>M</p>	<p>Area to be padlocked as not an escape route and there is no requirement for anyone to be accessing this area.</p>
<p>4.5</p>	<p>The external steps featured either faded nosings, or no nosings at all.</p> <p>Bright contrast to the edge of steps can assist people who are partially sighted.</p>	<p>Bright colour contrast needs to be painted to the edge of the step nosings to clearly highlight their presence.</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>	<p>OG</p>	

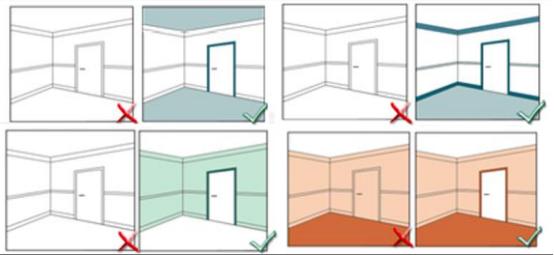
<p>5.4</p>	<p>Steps were required at the main entrance. The auditor was informed of potential future developments for this entrance to be ramped to avoid the extended route around the school. The height of the steps was approximately 1500mm.</p> <p>Signage was provided to direct people to an alternative entrance. The phrase “disabled access” requires changing.</p> <p>Steps were required into the trust area; the alternative entrance was not signposted from here.</p>	<p>The access limitations of the premises and the alternatives must be communicated via the website.</p> <p>Suitable signposting should be provided to direct disabled people to an alternative accessible entrance. Any signage provide should feature the access symbol and correct directional arrow. The alternative entrance must be open and available for use or have suitable procedures in place to provide assistance on demand.</p>  <p>Should a ramp be constructed at the main entrance, it must 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.</p>	<p>M/ST</p>	
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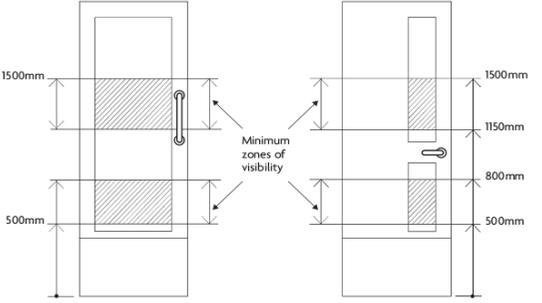
5.8	<p>The entry phone system was approximately 1450mm from ground floor level, which may not be accessible for people who are short in stature.</p> <p>The intercom at the accessible entrance was audio only. A camera was provided for reception to see this area; however, people who are Deaf or have hearing loss may find accessing this control difficult.</p> <p>The intercom at the main entrance was high from ground floor level and may not be accessible for all users.</p>	<p>Consider installing intercoms which have tactile definition to the buttons and an LED display. Ensure all operating parts are within 1050mm off the landing level and ensure no obstruction below. Ensure that it is well contrasted against the background upon which it is seen.</p> <p>☒ Note AD M is not descriptive on intercoms and BS8300, best practice should be referred to. In all cases when installing intercoms specialist advice should be sought.</p> <p>☒ BS8300 States - Entryphone systems should be sited for approach and use from a wheelchair and should contain a light emitting diode (LED) display to enable people who are deaf and hard of hearing to use them. the means of indicating that the call is acknowledged and that the lock has been released (if permitted) should be both audible and visible. the Entryphone system should contrast visually with the background.</p> <p>Where the entrance point does not provide a clear view of the reception area, make sure that a phone number or suitable alert and management system are in place to provide alternative access for anyone that cannot operate the intercom.</p>	M/N	CCTV in place, intercom is accessible.
7.2	<p>The furniture positioned along the route 59, towards the office space (room 29), narrowed the available width of the corridor, which may not be suitable for all wheelchair users.</p> <p>Further corridor widths were deemed to be suitable.</p>	Horizontal circulation including corridors and passageways should be subject to regular inspection and maintenance to ensure that surfaces are maintained in good condition and access routes are provided at their full available width free of obstructions.	N	Area will be cleared if needed.
8.6	<p>Of the doors tested, most were light enough and easy to open.</p> <p>The first-floor featured doors that were slightly heavy pressure and fast closing.</p> <p>The door leading to the nursery kitchen required slightly heavy opening pressure.</p>	<p>These 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>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>	N	Doors looked at and they are appropriate for the areas, safeguarding and H&S areas concerned.

8.7	<p>There are security readers that are positioned high from ground floor level across the school. This may be due to safeguarding; however, the height of the readers may not be accessible for wheelchair users and people who are short in stature.</p> <p>The proximity readers identified ranged from heights between 1300mm and 1470mm.</p>	<p>Systems, which require more precise hand control, should be orientated vertically, within a height range of 900mm to 1000mm.</p> <p>It is understood that this control may be positioned for safeguarding purposes; however, in the event that this room is 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>	M/N	
9.4	<p>Handrails were not provided to this ramp. A gate was positioned at this area.</p>	<p>Refer to 9.2 for the recommended reconfiguration of this ramp.</p> <p>Once reconfigured, install handrails to aid ambulant disabled persons.. Ensure that the handrails are well contrasted against their surround.</p> <p>According to BS8300 - Many ambulant disabled people find it easier to negotiate a flight of steps than a ramp and, for them, the presence of handrails for support is essential.</p>	M	
10.2	<p>The nosings to the stairs leading towards the Trust offices did not feature contrasted marking.</p> <p>The nosings to the year 1 stairwell were deemed to be suitable.</p>	<p>The nosings of the steps are recommended to be contrasted. 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	
12.6	<p>Many facilities featured suitable lever style controls.</p> <p>Turn style taps were identified in the WCs, upstairs near to the offices.</p> <p>Push style taps were identified in the WC facilities sign posted for boys.</p>	<p>The remaining push and turn style taps should be replaced with lever 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	
13.4	<p>A suitable door lock and contrasting grab rail were provided to the facility door.</p> <p>A proximity reader was positioned outside of the facility, which was approximately 1230mm from ground floor level.</p> <p>The lock controls provided to the facility near nursery were not identifiable against their background.</p>	<p>The system on the accessible WC door in the hall, should be orientated vertically, within a height range of 900mm to 1000mm.</p> <p>The Accessible WC facility in nursery must have an accessible lock, which is well contrasted, located at 900mm above ffl and capable of being operated using a "closed-fist" and of a design that allows it to be opened from the outside in the event of an emergency.</p>	M	

<p>13.5</p>	<p>The hand wash basin was not within a suitable distance of the toilet basin. This may have been due to the hoist system in place, where this facility may have been used with assistance. The soap dispenser was high from ground floor level and the fittings were not well contrasted in this compartment.</p> <p>The auditor was informed that the hoist system was checked biannually.</p> <p>A broken soap dispenser was identified in the facility in nursery, items were positioned underneath the towel dispenser, which may not be suitable for approach.</p>	<p>The soap dispensers should be relocated at a height of between 800mm and 1000mm above finished floor level, ensure that the dispenser in nursery is replaced.</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>M</p>	
<p>13.6</p>	<p>Suitable lever style taps were provided to both facilities.</p> <p>One hand wash basin in the nursery featured turn style taps which may not be suitable for someone with limited dexterity in their wrists.</p>	<p>The turn style taps should be replaced with lever 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>	<p>M</p>	
<p>13.7</p>	<p>The grab rails provided to the facility in the hall were not well contrasted against their surroundings.</p> <p>Grab rails in the facility near to nursery were well contrasted.</p> 	<p>The grab rail set in the hall should be replaced with a new BS8300 compliant set that offers colour contrast.</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>M</p>	

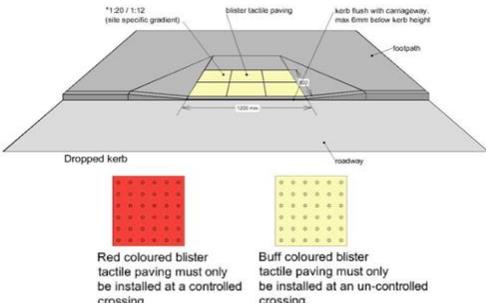
15.3	<p>The accessible WC facility in the hall was not signposted as a WC facility.</p> <p>The WC facilities near to the main hall featured signage for “girls cloakroom”, the auditor was informed that the WC facilities were changed to all students.</p> <p>The WC facilities near to the Trust stairwell did not feature signage.</p> <p>The accessible WC facility in nursery featured signage that was high from ground floor level and no tactile or braille information was provided.</p>	<p>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.</p> <p>Ideally, all accessible WC door signage to be accessible to all disabled people with Braille and embossed lettering preferred.</p> <p>BS8300 states - Information and direction signs should be provided at each point where they are required, e.g. at junctions of circulation routes, at key locations such as doorways and reception points, at facilities such as telephones and toilets, and in rooms, spaces and counters. The colour, design and typeface of signs should be consistent throughout a building.</p> 	M	
16.7	<p>Portable induction loops were not identified but could be beneficial for one-to-one meetings.</p>	<p>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.</p> <p>☒ Signage should be provided indicating that the availability of a portable induction loop is available on request.</p> <p>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.</p>	M	In place.
<b>PRIORITY 3</b>				
5.3	<p>The threshold into the main entrance was deemed to be reasonable.</p> <p>Raised thresholds were identified across various entrance points to the school. This included to the staff area, the entrance near to the WC facilities, nursery entrances, the entrance into the trust area and the ramped, side entrance by the hall.</p>	<p>Remedial works should be undertaken to the thresholds to ensure a flush entrance thresholds are 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>	M	

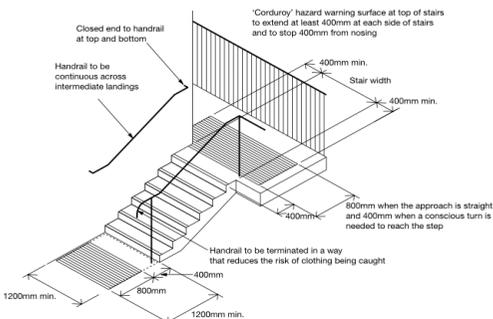
6.3	<p>The reception area was approximately 1000mm from ground floor level.</p> <p>The sign in screen as approximately 1170mm.</p> <p>A stepped entrance is required from the main entrance to access this area. An alternative, extended route is provided.</p>	<p>The reception should be designed to accommodate 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>It is recommended to lower the sign in screen to a height that is suitable for approach from both standing and seated users.</p>	M	
6.7	<p>No signage was identified in reception to state that any information provided by the school could be provided in alternative, accessible formats.</p>	<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 <a href="https://www.gov.uk/government/publications/inclusive-communication/accessible-communication-formats">https://www.gov.uk/government/publications/inclusive-communication/accessible-communication-formats</a></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>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 <a href="mailto:info@directaccess.group">info@directaccess.group</a>.</p>	M	
8.1	<p>Most doors across the school were clearly distinguishable from the surroundings.</p> <p>The door leading to the office (room 29), near to the WC facilities by the hall, and the internal face of the door by the upstairs offices, were not distinguishable from their surroundings.</p>	<p>Ideally all doors should have contrast against the surroundings upon which they are seen. The doorway should be easily identifiable when the door is in the closed position, and when the door is in the open position.</p> <p>This could be achieved by painting the door frames a contrasting colour. Adding colour contrast will aid people with impaired vision.</p>	M	

<p>8.3</p>	<p>Most doors featured suitable vision panels.</p> <p>Doors on the first-floor featured vision panels to the top areas of the door only.</p> <p>The doors in nursery featured vision panels that were covered, which may be for safeguarding purposes.</p> 	<p>Install new BS8300 compliant doors with vision panels to the first floor.</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. If privacy is required, blinds or a suitable alternative could be installed.</p>	<p>M</p>	
<p>8.4</p>	<p>Classroom doors appeared to have suitable opening widths.</p> <p>Doors leading from the hall featured a door and a half system.</p> <p>The double doors into the library area had an available width of approximately 670mm, which may not be suitable for a wheelchair user to pass through when only one leaf is open.</p>	<p>It would be beneficial for wheelchair users to convert these doors to a door and a half system. 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>	
<p>8.5</p>	<p>Suitable lever style controls were provided to many internal doors.</p> <p>Pull handles towards the WC facilities, near to year 1, were marginally high at 1080mm from ground floor level.</p> <p>Controls in nursery were high from ground floor level, which may be for safeguarding purposes.</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>It is understood that door control systems in nursery may be positioned for safeguarding purposes; however, in the event that this room is 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>M/N</p>	

10.3	<p>Handrails were provided to one side only of the stairwell leading towards the Trust area.</p> <p>The handrails did not extend the entire length of the stairs into year 1.</p>	<p>A handrail should be provided on each side of the stair flight, throughout its length (including intermediate landings) without obstructing access routes.</p> <p>The handrails need to be one with a suitable profile (circular: 40 – 45mm, oval 50mm, in diameter)</p> <p>The handrail should be installed at a height of 900mm and needs to continue horizontally at least 300mm beyond the top and the bottom and should not project into the route of travel at final landings.</p>	M	
12.3	<p>There are fittings across the WC facilities that are not well contrasted. Contrast can 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 cubicles were well contrasted.</p> <p>The cubicle doors for the facilities near to the first-floor offices were not well contrasted.</p>	<p>Cubicle doors throughout 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>	M	
13.2	<p>Two compartments were provided. One in the main building and another in Nursery.</p> <p>Facilities were not identified in the key stage two area of the school or by year 1, which has stepped access.</p>	<p>Proportionate to demand, an architectural feasibility study should be undertaken to provide a further BS8300 compliant accessible WC facility within the key stage two area of the school, or within close proximity to the main entrance. Wheelchair Accessible WC facilities will satisfy ADM requirements if one is located as close as possible to the entrance and/or waiting area of the building.</p> <p>BS8300: A disabled employee or student should not have to travel more than 40 m on the same floor from their workstation to an accessible toilet, or more than 40 m combined horizontal travel distance where accessible toilet accommodation is accessed by conventional passenger lift on another floor of the building.</p> <p>☐ BS8300 should be referred to for the suggested layout and guidance.</p> <p>☐ An alarm should be installed within the facility and the fittings should be well contrasted.</p>	M/ST	
14.1	<p>Limited chairs with armrests were identified across the school. Armrests can assist people with ambulant disabilities.</p>	<p>Where possible a variety of seat heights at 380mm, 480mm and 580mm should be provided with some seating available with arm-rests. For single height only the seat height should be between 450mm – 480mm.</p>	M	

14.2	Limited chairs with armrests were identified across the classrooms. Armrests can assist people with ambulant disabilities.	<p>Where possible, seating should meet the following recommendations.</p> <p>☒</p> <ol style="list-style-type: none"> <li>1) There should be a variety of seat heights, ranging from 380 mm to 580 mm, within which a height of 480 mm is suitable for wheelchair users.</li> <li>2) Armrests should be provided to help people lower themselves onto the seat and stand up.</li> <li>3) Where the seat is set at a height suitable for wheelchair users, armrests should not be at the extreme end of the seat but set in so as not to restrict the lateral transfer from a wheelchair to the seating. they should also not restrict front or oblique transfer.</li> <li>4) A supportive back-rest should be incorporated for at least 50% of the length of the seat.</li> </ol>	M	
15.1	The overall layout of the school was reasonably clear as it was a small site. However, the signage provided was inconsistent in style.	<p>Review of way finding signage required. Whilst the latest BS8300 revision has downplayed the requirement for Braille, it has highlighted the importance of pictorial signage.</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 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. The colour, design and typeface of signs should be consistent throughout a building.</p>	M	
17.1	A visual alarm was identified in the accessible WC in the main hall, but not in the nursery facility or anywhere else in the school.	<p>A suitable method of warning should be provided where one or more persons with impaired hearing are anticipated. This method is ideally by providing visual alarm warnings or it can be managed by allocated personnel and management systems.</p> <p>BS8300: In areas where people are likely to be in relative isolation (e.g. toilets, bathrooms, changing rooms and isolated offices) or in noisy environments, alarm/alerting systems for people who are Deaf and hard of hearing, such as flashing beacons and vibrating devices, should be installed in conjunction with proprietary or conventional fire alarm systems.</p>	M	

<p>1.2</p>	<p>The crossings on approach to the school featured dropped kerbs; however, tactile paving was not always provided, which could assist people who are partially sighted.</p>	<p>Site management should undertake liaison with the appropriate Council Department to provide tactile paving in the area to aid people with impaired vision.</p> 	<p>N</p>	
<p>1.4</p>	<p>The paving on approach to the school was uneven in areas and could be a trip hazard.</p> <p>The rear area of the school, where the playground is located, is positioned on a sloping site.</p> <p>There is a gap between surfaces areas in the nursery play area that could be a trip hazard.</p>	<p>Site management to liaise with the appropriate Council Department to undertake remedial works to the paving to eliminate the potential tripping hazards.</p> <p>Site management to schedule repair to the areas of the nursery playground that require resurfacing.</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>N/M</p>	
<p>1.6</p>	<p>There are bollards positioned along Mornington Road, on approach to the school that were not well contrasted. Two of which were below the recommended height of 1000mm.</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>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>1.8</p>	<p>Minimal seating with armrests was identified in the play area. Armrests could assist people with ambulant disabilities.</p>	<p>Provide benches with armrests. Ensure that the armrests are well contrasted and that there is a space either side of the seat so that a wheelchair user can park alongside a seated companion</p> <p>Seating in resting places should meet the following recommendations.</p> <ol style="list-style-type: none"> <li>1) There should be a variety of seat heights, ranging from 380 mm to 580 mm, within which a height of 480 mm is suitable for wheelchair users.</li> <li>2) Armrests should be provided to help people lower themselves onto the seat and stand up.</li> <li>3) Where the seat is set at a height suitable for wheelchair users, armrests should not be at the extreme end of the seat but set in so as not to restrict the lateral transfer from a wheelchair to the seating. they should also not restrict front or oblique transfer.</li> <li>4) A supportive back-rest should be incorporated for at least 50% of the length of the seat.</li> </ol>	<p>M</p>	
<p>1.10</p>	<p>The rear play area was on a sloping site. The play areas were positioned at the top end of the slopes, towards the rear of the playground areas.</p> <p>A raised garden area was identified that required stepped access.</p>	<p>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>4.1</p>	<p>Tactile warnings were not provided to the external steps surrounding the school.</p> 	<p>Implement a rolling programme to install tactile paving to the top of the external steps throughout the site.</p> <p>BS8300 - To give advance warning of a step, tactile paving with a corduroy hazard warning surface should be provided at the top and bottom of each flight, excluding intermediate landings with continuous handrails. Where the approach to the stair is wider than the flight, the tactile surface should extend beyond the line of each edge of the flight.</p>	<p>M</p>	
<p>4.3</p>	<p>Lighting was identified on the facade of the building but were not seen whilst working due to the survey taking place during the day.</p> <p>Are all steps adequately lit during darker hours?</p>	<p>Site management should undertake a review of the step lighting levels during darker hours to ensure that the step treads are evenly lit.</p> <p>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.</p>	<p>N</p>	

4.4	The treads leading to the entrance near the hall, the raised garden area and the steps leading near to year 1 were uneven, which could be a trip hazard.	During future works the steps should be subject to remedial works to achieve 150mm and 180mm for the rise and between 300mm and 450mm for the going. The rise and going of each step within a flight should be uniform. Where practicable, the rise and going of each step should also be uniform between a series of flights.	<b>M</b>	
5.10	The weather mat was firm and flush with the flooring at the main entrance and accessible entrance.  The weather mat at the entrance towards the trust area was raised and could be a trip hazard.	Consider installing a recessed mat which is flush with the surrounding flooring. This will ensure that there is no potential tripping hazard. ☐ Refer to BS8300 - 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. If, in exceptional circumstances other types of surface laid mats are used, they should be securely fixed to the floor at their edges and at any joints, to avoid the risk of tripping or slipping.	<b>M</b>	
5.11	Not applicable for this site, but may be beneficial should future budgets permit, particularly to the main level entrance route.	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.	<b>M</b>	
6.4	A contrasted section of flooring was not provided to the area in front of the reception desk.	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.	<b>M</b>	
7.5	There should be a visual contrast between the wall and the ceiling and between the wall and the floor. The LRV of a wall should be 30 points different from that of the ceiling and of the floor. To avoid giving the wrong impression of a room, skirtings should have the same LRV as walls so that the junction between the skirting and the floor marks the extent of the room.	This colour scheme should be reviewed as it does not provide a suitable colour palette for those who have impaired vision.  There should be a visual contrast between the wall and the ceiling and between the wall and the floor. The LRV of a wall should be 30 points different from that of the ceiling and of the floor. To avoid giving the wrong impression of a room, skirtings should have the same LRV as walls so that the junction between the skirting and the floor marks the extent of the room.	<b>M</b>	

14.4	The seating provided to the dining area was fixed. This may not be suitable for all users.	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.	<b>M</b>	
14.8	<p>A lowered worktop was provided to the main staffroom and nursery kitchenettes, which also featured lever style taps.</p> <p>The kitchenette in year 1 was not lowered but did feature lever style taps.</p> <p>Many classrooms featured turn style taps, including in years 1, 2, 4, 5 and 6, which may not be suitable for people with limited dexterity in their wrists.</p> <p>Year 3 featured lever style taps.</p>	<p>Site management to implement a rolling programme to replace the turn style taps with lever style.</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>	<b>M</b>	
15.2	Some of the information provided in reception was high from ground floor level and may not be accessible for all eye levels.	<p>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.</p> <p>The RNIB and the Joint Mobility Unit recommend positioning all signs at eye level (1500 mm), including tactile (embossed) and Braille signs. If posts are used for fixing signs, or signs are free-standing, they must contrast with the environment so they are visible for people with visual impairment.</p>	<b>N</b>	
15.6	<p>Many notice boards were suitable across the school.</p> <p>Some temporary notices were identified as featuring 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>	<b>N</b>	

16.2	<p>Light switch plates provided across the school were not well contrasted. Some of which were positioned high from ground floor level 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.</p> <p>Alternatively, light switch plates with a contrasting surround could be used.</p> <p>This will ensure that they are easily located by people with impaired vision.</p>	M	
16.3	<p>Most learning spaces featured suitable blinds. There were areas on the first floor that did not feature blinds or curtains to assist with controlling glare from natural light.</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>Provide blinds or a suitable alternative to the first floor. 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>	M	
16.4	<p>The stairwells were well illuminated but the stairwell leading towards the Trust area featured wall lighting. This could 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	