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ACCESSIBILITY AUDIT AND ACTION PLAN

October 2020



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1. Approach, routes and street furniture

Question?	✓/x	Comments
1.1 Building within convenient walking distance of: <ul style="list-style-type: none">• A public highway?• Public transport?• Car parking?	✓ ✓ ✓	
1.2 Route free of kerbs?	✓	
1.3 Wide enough?	✓	
1.4 Surfaces even and slip-resistant?	✓	
1.5 Aural, tactile and visual clues?	✓	
1.6 Sufficient landmarks to aid orientation?	✓	
1.7 Route clearly signed?	✓	
1.8 Adequately lit?	✓	
1.9 Free of hazards such as bollards, litter bins?	✓	
1.10 Free of hazardous building features such as outward-opening doors, windows or overhangs?	✓	
1.11 Adequate seating provided along routes?	N/A	

General Observations:



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2. Car parking

Question?	✓/x	Comments
2.1 Accessible bays clearly signposted from car park entrance?	✓	
2.2 Identified as provision for disabled drivers or passengers only?	✓	
2.3 Close enough to facilities the car park serves?	✓	
2.4 Can car doors can be fully opened to allow disabled drivers and passengers to transfer to a wheelchair parked alongside?	✓	
2.5 Space for tail loading?	✓	
2.6 Routes from parking area to buildings accessible, with dropped kerbs and appropriate tactile warnings?	✓	
2.7 Car park surface smooth, even and free from loose stones?	✓	
2.8 Adequately lit?	✓	

General Observations:



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3. External ramps

Question?	✓/x	Comments
3.1 Ramp accompanied by steps for ambulant disabled people? (<i>see Checklist 4</i>)	✓	
3.2 Wide enough and suitably graded?	✓	
3.3 Suitable handrails on each side?		
3.4 Surface slip-resistant, firmly fixed and easy to maintain?	✓	
3.5 Edges protected to prevent accidents?	✓	
3.6 If a permanent ramp cannot be constructed, is a portable ramp, platform lift or stair lift available?	N/A	

General Observations:



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4. External steps

Question?	✓/x	Comments
4.1 Visual and tactile warnings at top and bottom of steps?	✓	
4.2 Suitable handrails each side?	✓	
4.3 Lighting adequate and well positioned?	✓	
4.4 Treads long enough and all of same length?	✓	
4.5 Risers shallow enough, all of same height, and unlikely to trip users?	✓	
4.6 Nosing's readily identifiable?	✓	
4.7 Landings big enough and provided at intermediate levels in a long flight?	✓	

General Observations:



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5. Entrances

Question?	✓/x	Comments
5.1 Main entrance easy to find and clearly distinguishable from facade?	✓	
5.2 Door opening wide enough for all users?	✓	
5.3 Level or flush threshold?	✓	
5.4 Can people each side of the door, either standing or seated, see each other and be seen?	✓	
5.5 Adequate space available alongside leading edge for a wheelchair user to open the door while clear of door swing?	✓	
5.6 Door control at a suitable height for both standing and seated users, clearly located and easy to use?	✓	
5.7 Door handles easy to grip?	✓	
5.8 Door closer of appropriate type?	✓	
5.9 Entry phones and security systems detailed to allow use by people with sensory or mobility impairments?	✓	
5.10 Glazed entrance door: markings for safety and visibility?	✓	
5.11 Automatically operated door: • Remains open long enough for slow moving person to pass through? • Both visual and tactile information and warnings?	✓ ✓	



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5.12 Revolving door: supplemented by a non-revolving door in regular use?	N/A	
5.13 Weather mat of firm texture and flush with floor?	✓	

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6. Reception areas and lobbies

Question?	✓/x	Comments
6.1 Clear view in from outside?	✓	
6.2 Transitional lighting?	✓	
6.3 Lobby: <ul style="list-style-type: none">• Inner door meets same criteria as entrance door?• Big enough to allow wheelchair users to move clear of first door before negotiating the second?	✓ ✓	
6.4 Signs designed and located to convey information to visitors with sight impairments and wheelchair users with lower eye levels?	✓	
6.5 Reception desk/counter/checkout suitable for approach and use from both sides by people either standing or seated?	✓	
6.6 Induction loop fitted?	x	Looking into costs/options to have one fitted
6.7 Telephone provided? (if YES, see Checklist 16b)	N/A	
6.8 Waiting area: <ul style="list-style-type: none">• seating designed for ease of use?• space for wheelchair users?	✓ ✓	
6.9 Information given about how to reach other parts of building by appropriate signs and by tactile information?	✓	Not by tactile information
6.10 Surfaces suitable? (see Checklist 15)	✓	

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7. Corridors

Question?	✓/x	Comments
7.1 Corridor wide enough for a wheelchair user to manoeuvre and for other people to pass?	✓	
7.2 Free from obstruction to wheelchair users and from hazards to people with impaired sight?	✓	
7.3 Turning space for wheelchair users?	✓	
7.4 Internal lobbies: space for wheelchair users to clear one door before approaching second?	✓	
7.5 Natural and artificial lighting avoid glare and silhouettes?	✓	
7.6 Visual clues to help orientation?	✓	
7.7 Floor surfaces suitable? (see Checklist 15)	✓	
7.8 Direction or information signs clearly visible from both standing and seated position?	✓	
7.9 Signs tactile for use by people with sight impairments?	x	HIU department to advise

General Observations:



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8. Internal doors

Question?	✓/x	Comments
8.1 Is the door absolutely necessary for safety or functional reasons?	✓	
8.2 Distinguishable from surroundings?	✓	
8.3 Glass door: clearly visible when closed?	✓	
8.4 Can people each side of the door, either standing or seated in a wheelchair, see each other and be seen?	✓	
8.5 Clear opening width sufficient for a wheelchair user?	✓	
8.6 Adequate space alongside leading edge for a wheelchair user or someone with limited mobility to reach door control while clear of its swing?	✓	
8.7 Door control at a height suitable for both standing and seated users?	✓	
8.8 Control clearly distinguishable from door itself?	✓	
8.9 Easily gripped and operated?	✓	
8.10 Door light enough to open easily?	✓	
8.11 Door closers of an appropriate type and with minimum necessary opening pressure?	✓	

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9. Internal ramps

Question?	✓/x	Comments
9.1 Is there a ramp at any internal level change?	✓	
9.2 Ramp available for short rise within a single storey?	✓	
9.3 Wide enough and suitably graded?	✓	
9.4 Surface slip-resistant?	✓	
9.5 Exposed edges protected to prevent accidents?	✓	
9.6 Suitable handrail each side?	N/A	Wall on both sides
9.7 If a permanent ramp cannot be constructed, is a suitable portable ramp available?	N/A	
9.8 Suitable alternative stair? (see Checklist 10)	N/A	

General Observations:



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10. Internal stairs

Question?	✓/x	Comments
10.1 Treads long enough and each of same length?	✓	
10.2 Risers shallow enough, all same height, and unlikely to trip users?	✓	
10.3 Nosing's all readily identifiable?	✓	
10.4 Suitable handrail each side?	✓	
10.5 Landings big enough and provided at intermediate levels in a long flight?	✓	
10.6 Visual warning of top of each flight?	✓	
10.7 Tactile warnings at top and bottom?	✓	
10.8 Location of stair adequately signed at each level?	✓	
10.9 Each level clearly identifiable by tactile and visual information?	✓	
10.10 Adequate, well positioned lighting?	✓	

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11. Lifts

Question?	✓/x	Comments
11.1 Passenger lift available for vertical circulation within a building of more than one storey?	✓	In Maths block
11.2 Car dimensions sufficient to allow space for a wheelchair user?	✓	
11.3 Support rails in car appropriately designed and positioned?	✓	
11.4 Door opens wide enough for wheelchair users?	✓	
11.5 Delayed-action closer and override (not a door-edge pressure system) to allow slow entry or exit?	✓	
11.6 Controls, including emergency call, located easily using visual or tactile information, and within reach of all users?	x	Not a passenger lift
11.7 Voice indication of floor reached?	x	Not a passenger lift
11.8 Floor indicator clear and call controls within reach of all users?	✓	
11.9 Location of lift clearly defined by visual and tactile information?	✓	
11.10 Immediately outside lift: sufficient unobstructed space for waiting and manoeuvring by wheelchair users?	✓	
11.11 Alternative, suitable stair? (see Checklist 10)	N/A	

General Observations:



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12. Platform lifts and stair lifts

Question?	✓/x	Comments
12.1 Can platform lift or stair lift be conveniently and safely approached by wheelchair users at both top and bottom?	✓	
12.2 Platform of adequate size for wheelchair use and manoeuvre?	✓	
12.3 Controls clearly identifiable and within convenient reach of both standing and seated users?	✓	
12.4 In the event of power failure or emergency, does platform automatically return to lower level and allow egress?	x	No stair lifts in school. Platform lift only does not return to lower level.
12.5 When not in use does stair lift platform automatically revert to folded position so that it does not obstruct stair?	N/A	

General Observations:



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13. WC's: general provision

Question?	✓/x	Comments
13.1 Is there WC provision for people with disabilities?	✓	
13.2 Lobby of sufficient size for easy access?	✓	
13.3 Lobby door light enough to open easily?	✓	
13.4 Slip-resistant floors throughout?	✓	
13.5 Fittings all easily distinguishable from background?	✓	
13.6 Compartment door controls all easily gripped and operated?	✓	
13.7 Sufficient space for ambulant disabled people to manoeuvre?	✓	
13.8 Can ambulant disabled people raise and lower themselves in standard cubicles?	✓	
13.9 Is their travel distance to a suitable WC no greater than that for able bodied people?	✓	
13.10 Provision for wheelchair users? (if YES, use Checklist 14)	✓	

General Observations:



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14. WC's: wheelchair users

Question?	✓/x	Comments
14.1 Compartment large enough to allow manoeuvring into position for frontal, lateral, angled and backward transfer unassisted and with assistance?	✓	
14.2 If more than one Part M layout provided, are the layouts handed (a left-sided approach and a right sided approach)?	✓	
14.3 Hand-washing and drying facilities within easy reach of someone seated on WC?	✓	
14.4 Compartment large enough to allow manoeuvring into position for frontal, lateral (from both sides), angled and backward transfer unassisted and with assistance?	✓	
14.5 Hand-washing and drying facilities approachable by and within easy reach of someone seated in a wheelchair?	✓	
14.6 WC approachable by a wheelchair user – i.e. free of steps, corridor obstructions, narrow doors etc.?	✓	
14.7 Location clearly signed?	✓	
14.8 Travel distance no greater than that required of an able-bodied person?	✓	
14.9 Sufficient space available outside toilet compartment for manoeuvre and door opening?	✓	
14.10 Door controls, lock and light switch easily reached and operated?	✓	



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14.11 Fittings arranged to facilitate easy manoeuvre?	✓	
14.12 Tap appropriate for use by a person with limited dexterity, grip or strength?	✓	
14.13 Suitably designed grab rails fitted in all positions necessary to assist manoeuvring?	✓	
14.14 Manoeuvring area free from obstruction such as boxed in pipework or radiators?	✓	

General Observations:



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15. Internal surfaces

Question?	✓/x	Comments
15.1 Floor surfaces suitable for passage of wheelchairs?	✓	
15.2 Junctions between floor surfaces correctly detailed?	✓	
15.3 Floor and wall surfaces free of confusing glare and reflection?	✓	
15.4 Colours, tones and textures varied to help people distinguish between surfaces and fittings/fixtures etc.?	✓	
15.5 Textured surfaces to aid orientation in people with impaired sight?	x	Advice needed
15.6 Floor surfaces slip-resistant?	✓	
15.7 Bright, boldly patterned floors avoided?	✓	
15.8 Busy or distracting wall coverings avoided?	✓	

General Observations:



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16. Facilities

Question?	✓/x	Comments
Seating		
16.1 Seats provided at intervals along long internal routes or where waiting likely?	✓	
16.2 Seats stable, with armrests and provided in a range of heights?	✓	
16.3 In waiting areas: space for a wheelchair user to pull up alongside a seated companion?	✓	
Counters and service desks		
16.4 Provision on both sides for wheelchair users?	✓	
16.5 Induction loops fitted at counters with glazed screens or where there is background noise?	x	
16.6 Counters designed and positioned to avoid reflections or silhouetting?	✓	
Telephones		
16.7 Fixed at a height that allows easy use by wheelchair users?	✓	
16.8 Is there a text phone?	x	Not required
Alarms		
16.9 Audible alarms supplemented by visual alarms?	✓	

General Observations:



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17. Way Finding

Question?	✓/x	Comments
17.1 Overall layout of building reasonably clear and logical?	✓	
17.2 Signs in a logical position?	✓	
17.3 Easily identifiable against their background?	✓	
17.4 Easy to read?	✓	
17.5 Information also given in tactile form (such as maps and models)?	✓	
17.6 Where a building uses textured surfaces to convey information to people with sight impairments, is there a clear key at a central information point?	N/A	

General Observations:



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18. Lighting

Question?	✓/x	Comments
18.1 Lighting designed to meet a wide range of users' needs?	✓	
18.2 Level of lighting sufficient for intended use?	✓	
18.3 Lights positioned where they do not cause glare, reflection, confusing shadows or pools of light and dark?	✓	
18.4 Can occupiers control lighting?	✓	
18.5 Workspaces: is lighting controllable and adjustable to meet the needs of the individual and the task they are working on?	✓	
18.6 Automatically activated booster lighting for dim conditions?	N/A	

General Observations:



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19. Acoustics

Question?	✓/x	Comments
19.1 Acoustic environment suitable for intended use?	✓	
19.2 Quiet and noisy areas separated by a buffer zone?	N/A	
19.3 Environment free of unnecessarily obtrusive noise (e.g. from heating units)?	✓	
19.4 Good balance of hard and soft surfaces?	✓	
19.5 Main power supply cables routed away from public spaces to avoid interference to hearing aid users?	✓	
19.6 Induction loops fitted wherever information given or meetings held?	x	Investigating install in Conference Room/Main hall
19.7 If security needs preclude the use of an induction loop, is an infrared system available?	N/A	

General Observations:



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20. Means of escape

Question?	✓/x	Comments
20.1 Audible alarm system supplemented by visual system?	✓	
20.2 Ground-floor exit routes as accessible to all, including wheelchair users, as entrance routes?	✓	
20.3 Vertical escape from upper or lower floors possible using a fire-protected lift with an independent power supply?	N/A	
20.4 If people with disabilities cannot completely evacuate the building, can they reach places of safety or refuges? (See Checklist 21)	✓	

General Observations:



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21. Building management

Question?	✓/x	Comments
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Are the following issues addressed by building management and checked on a regular basis:

21.1 External routes , including steps and ramps, kept clean, unobstructed and free of surface water, snow and ice?	✓	
21.2 Car parking: designated spaces not used by non-disabled drivers and kept clear of obstructions?	✓	Possibility of increasing the number of disabled parking spaces available
21.3 Doors: Door closers, door ironmongery maintained?	✓	
21.4 Horizontal circulation: space required for wheelchair manoeuvre not obstructed by furniture, deliveries, storage etc.?	✓	
21.5 Vertical circulation: lifts, platform lifts and stair lifts checked regularly for proper functioning?	✓	
21.6 WCs: not used as unofficial storage areas?	✓	
21.7 Surfaces: <ul style="list-style-type: none"> • cleaning and polishing does not render slip-resistant surfaces slippery? • Junctions between different flooring materials do not become worn, presenting a tripping hazard? • Flooring when renewed is replaced like for like? • Redecoration does not compromise a carefully devised colour scheme? 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	
21.8 Way finding: <ul style="list-style-type: none"> • Maps of building interiors updated when use of building changes? • New signs integrate with existing signage? 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	



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<ul style="list-style-type: none">• Signs are replaced correctly after removal for redecoration?		
21.9 Lighting: <ul style="list-style-type: none">• windows, lamps and blinds kept clean to maximise available light?• blown light bulbs swiftly replaced?	✓ ✓	
21.10 Acoustics: <ul style="list-style-type: none">• Induction loop and infrared systems advertised and checked regularly for proper functioning?• Air conditioning and heating units regularly maintained to minimise noise due to wear?	✓	
21.11 Means of escape: <ul style="list-style-type: none">• Exit routes checked regularly for freedom from obstacles (including locked doors) and combustible materials?• Alarm systems, including those in WCs, regularly checked?• New staff trained in alarm response procedures?• Overall escape strategy for visitors who may need assistance?• Personal egress plan available for each member of staff needing assistance?• Both general escape strategy and personal emergency egress plans checked regularly for efficiency and effectiveness?	✓ ✓ ✓ ✓ ✓ ✓	
21.12 Access action plan: Is there an access action plan to carry forward information and recommendations from this access audit?	✓	

General Observations:



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ACCESSIBILITY AUDIT ACTION PLAN

From the accessibility audit, an action has been drawn up, showing items with a priority rating.

Item No (Refer to Checklist)	Priority <small>A = High B = Medium C = Low</small>	Description of Works Required and Responsibility	Current Status	Date by
6.6	C	<ul style="list-style-type: none">Induction loop costs and need being investigated	In progress	March 2021
11.6	A	<ul style="list-style-type: none">Lift company to advise	In progress	Dec 2020
11.7	A	<ul style="list-style-type: none">Lift company to advise	In progress	Dec 2020
12.4	A	<ul style="list-style-type: none">Lift company to advise	In progress	Dec 2020
15.5	C	<ul style="list-style-type: none">See point 6.6Install signage	Pending	March 2021
19.6	C	<ul style="list-style-type: none">See point 6.6	Pending	March 2021