


Oakbank Accessibility Action Plan April 2023

4.1 - ACTION TABLE

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

Item Ref.	Details / Issue	Recommendation	Est Cost	Action Taken
PRIORITY A				
6.10	The auditor was informed of where to go, should the alarm system be activated, but was not asked if they required assistance during the evacuation.	Site management need to ensure that the appropriate procedures are implemented to ensure that visitors can be provided with assistance in the event of a fire evacuation, if required. This could be implemented as a question within the sign-in procedure. Refer to 6.9, 18.5, 18.6.	N	Will be asked when signing in.
12.8	Self-contained shower facilities in the sports centre were cluttered and would not be suitable for use. Clothes hooks were positioned at one height, 1550mm, in the sports centre changing facilities, which may not be suitable for all users.	Site management to implement a procedure to ensure that all shower facilities are maintained free from obstruction and are readily available for use when required. Clothes hooks should be provided, located on the wall or alternatively on the back of the door at two heights of 1400mm and 1050mm.	N/M	Disabled shower room is always available and free from clutter. Coat hooks will be checked with building regs when built.

<p>13.3</p>	<p>Most facilities featured doors that suitably opened outwards.</p> <p>The first-floor facility, 637, opened into the doorway of F33, which could be a collision hazard.</p> <p>Facility 638 partially opens into the doorway of F5, which could be a collision hazard.</p> <p>208 partially opens into G16, which could be a collision hazard.</p>	<p>It is recommended to provide bi-folding, or sliding doors for these facilities to reduce the risk of a collision.</p> 	<p>M</p>	<p>All toilets are designed and are in specification with accessibility regulations. The doors can only open outwards as the door would not close if opened inwards if a wheelchair was used.</p>
<p>13.10</p>	<p>Items were identified in each of the facilities transfer areas.</p> <p>Items within these areas can prevent a wheelchair user from adopting the appropriate techniques in order to access the 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>☒ 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>	<p>N</p>	<p>These items were medical bins and are needed. The Bins do not obstruct access.</p>

13.11

Many of the facilities featured suitably positioned cord alarms.

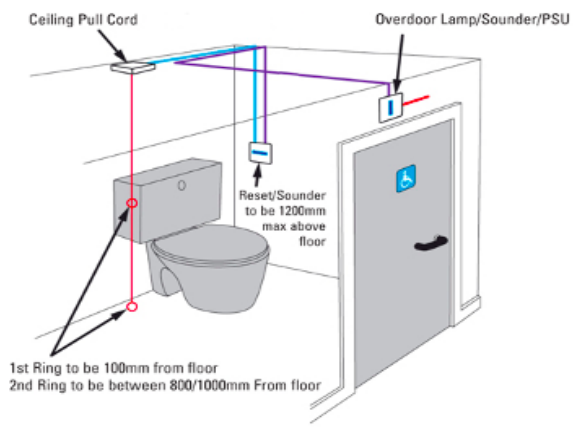
Tied cord alarms were identified by S44, 830 and 638.

The cord alarm in the sports building facility was positioned on the shelf.

The cord alarm in the CTMC building was high from ground floor level and a reset button was not identified.

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

☑
According to BS8300 - An emergency assistance pull cord should be sited so that it can be operated from the WC and from an adjacent floor area. The emergency assistance pull cord, coloured red, should be provided with two red bangles of 50 mm diameter, one set at a height between 800 mm and 1000 mm and the other set at 100 mm above floor level.



N

Pull cords will be checked and repairs/adjustments carried out.

14.7	<p>Height adjustable desks were identified in various areas of the school, including IT rooms, Science rooms, Cookery rooms and general classrooms.</p> <p>The height adjustable table provided to G29 had limited space to approach.</p> <p>The height adjustable equipment such as cookers and sinks in the cookery rooms featured obstacles both on the top and along the route towards them. Wheelchair users may find accessing this equipment difficult.</p>	<p>Ensure that the height adjustable equipment is suitable for approach, on demand, by wheelchair users.</p> <p>Ensure that the height adjustable tables are suitably positioned to allow clear access. Spacing between tables should be 1550mm - 2050mm with a minimum of 1050mm width clear of any seating.</p>	N	<p>Ajustable desks are currently not used at the moment as we don't have any students in wheelchairs. Items can be quickly moved and cleared if we do.</p>
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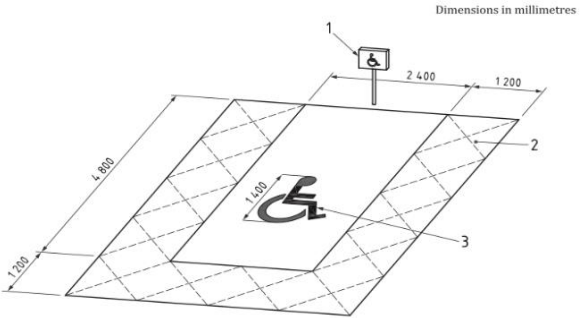
16.6	<p>Signage for an induction loop was not identified in the main hall, which measured to be approximately 15060mm by 19700mm.</p> <p>This is an area of the school that is used for assemblies and performances.</p>	<p>Install an induction loop to benefit hearing aid users. An induction loop or similar 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 info@directaccess.group or read more at https://directaccessgp.co.uk/induction-loops-and-hearing-enhancement-systems/</p> <p>According to BS8300 - A hearing enhancement system, using induction loop, infrared or radio transmission, should be installed in rooms and spaces used for meetings, lectures, classes, performances, spectator sport or films, and at service or reception counters where the background noise level is high or where glazed screens are used.</p>	M	Will look into this with LOR
18.4	How frequently are the lifts checked for working function?	All lifts must be subject to regular inspection, maintenance and servicing at manufacturer prescribed intervals to ensure that they are continually available for use. Maintenance and servicing schedules should be scheduled to avoid peak times where the lift will be required most by disabled people.	M	NONE - All lifts and hoists are serviced
18.5	How frequently are the alarm systems checked, including those in WCs?	Site management need to ensure that the appropriate procedures are in place to frequently check the alarm systems including those within the WCs.	N	Checked weekly and have always been.

18.7	How frequently are both general and personal 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	Checked/PEEPS file
18.8	How frequently are the cord alarm and induction loop systems checked for working functions?	<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> <p>Any hearing enhancement system must be subject to testing and maintenance as part of an enforced maintenance schedule that ensures that the equipment is working at all times. Inspection and servicing at intervals not exceeding 12 months needs to be carried out.</p>	N	Serviced every year, cord alarms checked weekly.

PRIORITY B

<p>1.1</p>	<p>Beckfoot Oakbank is located on Oakworth Road. Access to the main car park is via a long, sloped driveway, due to the topography of the site.</p> <p>The school features a staff car park with four accessible bays. This car park is provided to the rear of the school, as the route from main carpark towards the entrance requires stepped access.</p> <p>A google map link is provided on the website; however, details on how to arrive at the school, or the location of the accessible bays, was not identified on the website. Public transport links include a bus stop within close proximity to the school.</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>	<p>N</p>	<p>Visitors/parents/students are asked and told about the disabled access points, parking and access requirements.</p>
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<p>1.9</p>	<p>The intercom provided to the main car park vehicle gate was audio only. This may not be accessible for all users, particularly people who are Deaf or have hearing loss.</p> <p>The intercom provided to the rear car park was positioned at a height suitable for vans, but not cars. This may not be accessible for all users from their vehicles, particularly as this intercom was also audio only.</p> <p>Entrance gates and their controls, located around the school grounds, were not well contrasted against the surrounding fencing.</p>	<p>Add colour contrast to the gates and their controls to aid people with impaired vision.</p> <p>Intercoms and gate control systems can be very difficult for disabled people to operate from their vehicles. 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 gate control system.</p>	<p>M</p>	<p>Where disabled users park, No access intercom is used. Users can park directly in disabled bays.</p>												
<p>2.1</p>	<p>Four accessible bays were provided to the lower car park of the school.</p> <p>The auditor was informed that the school minibus requires two of these spaces, and that more can be reserved if required.</p> <p>Consideration could be taken to increasing the number of accessible parking bays provided.</p>	<p>Proportionate to demand, the number of accessible bays provided within the car park should be increased. Designated accessible parking spaces should be provided as a minimum in accordance with Table 2. Where there is evidenced local need that a higher percentage is required, this should be provided accordingly.</p> <table border="1" data-bbox="958 991 1666 1150"> <thead> <tr> <th></th> <th>One space for each employee who requires one</th> <th>Designated spaces % of total parking spaces</th> <th>Enlarged spaces (see 7.4.1) % of total parking spaces</th> </tr> </thead> <tbody> <tr> <td>Workplace</td> <td>Yes</td> <td>5</td> <td>5</td> </tr> <tr> <td>Educational buildings</td> <td>Yes</td> <td>5</td> <td>5</td> </tr> </tbody> </table> <p>Any designated accessible parking bay should be clearly marked out at least 2.4m wide x 4.8m long plus a 1.2m side transfer zone at the side and end of the bay.</p>		One space for each employee who requires one	Designated spaces % of total parking spaces	Enlarged spaces (see 7.4.1) % of total parking spaces	Workplace	Yes	5	5	Educational buildings	Yes	5	5	<p>OG</p>	<p>Mini buses moved.</p>
	One space for each employee who requires one	Designated spaces % of total parking spaces	Enlarged spaces (see 7.4.1) % of total parking spaces													
Workplace	Yes	5	5													
Educational buildings	Yes	5	5													

<p>2.2</p>	<p>Posts were identified to the front of the bays; however, these did not feature appropriate accessible bay signage. The signage provided at the entrance to the car park could be improved.</p>  <p>Dimensions in millimetres</p> <p>Key</p> <p>1 Sign, with its lower edge 1 000 mm above the ground, to identify parking space when road markings are obscured, e.g. by snow or fallen leaves, with the words "Blue Badge holders only"</p> <p>2 1 200 mm wide access zone between designated accessible parking spaces</p> <p>3 International Symbol for Access (see BS 8300-2:2018, Figure 9)</p>	<p>Install a sign to the front of any accessible parking space. According to BS8300 - Sign should be present with its lower edge 1000 mm above the ground, to identify parking space when road markings are obscured, e.g. by snow or fallen leaves, with the words "Blue Badge holders only".</p> <p>Refer to BS8300, A sign or, if appropriate, signs should be provided at the entrance to each car park and at each change in direction to direct disabled motorists to designated parking spaces.</p> <p>As the signage provided is updated, consideration should be taken to removing the word "disabled" and replacing it with "accessible" or "Blue Badge Holders".</p>	<p>M</p>	<p>Signs to be ordered</p>
<p>2.4</p>	<p>The accessible bays were located within close proximity to an accessible entrance.</p> <p>The intercom provided at this entrance route may not be suitable for all users.</p>	<p>Audio only intercoms can be very difficult for disabled people to operate. 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 or gate control system.</p>	<p>N/M</p>	
<p>4.5</p>	<p>Brightly contrasted nosings were not provided to the external steps.</p> <p>Contrast could assist people who are partially sighted by indicating where the edge of the step is located.</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>Main step nosings are painted and well lit.</p>

6.5	An induction loop system was provided. This system was a portable system.	<p>It is recommended that a permanent induction loop system is provided to the reception desk. Install signage indicating the availability of the facility and ensure that staff members are aware of how to use the system.</p> <p>Direct Access has its own bespoke desk induction loop for people with hearing impairments. We are able to supply, install and provide brief training. Please see here and contact us for more information - https://directaccessgp.co.uk/induction-loops-and-hearingenhancement-systems/</p> <p>BS8300 - A hearing enhancement system, using induction loop, infrared or radio transmission, should be installed at service or reception counters where the background noise level is high.</p>	M	N/A
6.8	The seating provided to reception did not feature armrests that could assist people with ambulant disabilities.	<p>Provide some seating in the reception waiting area which has armrests to aid ambulant disabled people. Ensure all seating is well contrasted against the background upon which they are seen.</p> <p>☒ According to BS8300 - If a seat is too high or too low, or if there are no armrests or side supports, a person may experience considerable discomfort as a result of poor posture. A person may also have difficulty rising from a seated position if the seat is set too low, or if it has no armrests.</p>	M	Will be upgrading reception furniture.

8.6	<p>Doors into the music studio areas were slightly stiff upon initial opening, which could be difficult for a person with reduced mobility to access.</p> <p>Double doors leading from the stairwells, particularly on the 'up only' stairwell leading to the second floor by S44, featured slightly heavy opening pressure, which could knock someone with reduced mobility 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>	M/N	Have been adjusted
10.2	<p>The light grey nosings provided to the main stairwells in the main building may not provide sufficient contrast to assist someone who is partially sighted.</p> <p>Contrasted nosings were not provided to the stairwell in the CTMC building.</p>	<p>It may be beneficial to provide new nosing strips to the edge of the steps. All nosing strips should be uniform in colour.</p> <p>BS8300 states - All steps need to have clear colour contrast edgings applied to nosings permanently contrasting material 55mm wide on both the tread and the riser.</p>	M	
11.5	<p>The passenger lifts featured suitable closers.</p> <p>The closer identified on the platform lift in the CTMC created slightly heavy opening pressure. Wheelchair users and people with limited mobility may be knocked off balance when attempting to open this door.</p>	<p>It is understood that some weight must be provided to the door to ensure it is suitable closed whilst in use.</p> <p>Site management to schedule maintenance of the platform lift to in an attempt to reduce the required pressure to open it.</p>	M	
12.1	<p>Most doors were light enough and easy to open.</p> <p>The facility door for the Staff, Ladies WC on the first floor, featured heavy opening pressure which could knock someone with reduced mobility off balance.</p>	<p>The door identified 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>	M/N	

12.6	<p>Many of the facilities featured push style taps, some of which were stiff to use and may not be accessible for people with limited dexterity in their wrists.</p>	<p>The push taps should be replaced with lever or sensory 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 grab rail was not provided to the inner face of the door in the reception facility.</p> <p>Clothes hooks were positioned high from ground floor level, which may not be accessible for both standing and seated users.</p>	<p>A well contrasted grab rail should be provided to the inner face of the accessible WC door in reception.</p> <p>Clothes hooks should be provided, located on the wall or alternatively on the back of the door at two heights of 1400mm and 1050mm.</p>	M	
13.5	<p>Hand towel dispensers are positioned high from ground floor level in each facility. The soap dispensers in each facility are all positioned high from ground floor level.</p> <p>These fittings may not be suitable for use for both standing and seated users.</p>	<p>The soap and towel dispensers should be relocated at a height of between 800mm and 1000mm above finished floor level.</p>	M	
13.6	<p>Lever style taps were provided to each of the facilities.</p> <p>The tap in facility 113 was slightly stiff on the day of the survey. People with limited dexterity in their wrists may find accessing this tap difficult.</p>	<p>Site management to schedule maintenance of the tap in facility 113 to reduce the pressure required to operate the tap.</p>	N	

13.7	<p>Most facilities featured suitably positioned and well contrasted grab rails.</p> <p>The grab rails provided to the facility in the CTMC were white against a light surrounding, providing no contrast to assist people who are partially sighted.</p>	<p>The grab rail set in the CTMC facility 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>	M	
13.9	<p>Flushes featured suitable spatula style flushes.</p> <p>The flush in 208 was positioned on the wall side of the cistern, which may then require the user to lean over the cistern, in order to access the flush.</p>	<p>The existing flush should be relocated to 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	
14.3	<p>The dining counters appeared to be a suitable height. Signage for an induction loop system was not identified.</p>	<p>Proportionate to demand, one of the serving counters should feature an induction loop to accommodate people with hearing impairments.</p>	M	
14.5	<p>The machine identified for assisting students with paying for their lunches, featured controls that were approximately 1320mm from ground floor level, which may not be suitable for both standing and seated users.</p>	<p>It may be beneficial to provide a second machine, positioned with controls no higher than 1200mm from ground floor level. Alternatively, the current machine could be lowered.</p>	M	

<p>14.6</p>	<p>The library featured a dropped counter that was suitable for approach for both standing and seated users.</p> <p>An induction loop system was not identified, which could assist people who are Deaf or have hearing loss.</p>	<p>Proportionate to demand, install an induction loop to the reception desk. Install signage indicating the availability of the facility and ensure that staff members are aware in how to use the system.</p> <p>Direct Access has its own bespoke desk induction loop for people with hearing impairments. We are able to supply, install and provide brief training. Please see here and contact us for more information - https://directaccessgp.co.uk/induction-loops-and-hearingenhancement-systems/ BS8300 - A hearing enhancement system, using induction loop, infrared or radio transmission, should be installed at service or reception counters where the background noise level is high."</p>	<p>M</p>	
<p>15.2</p>	<p>There are notices provided to the reception that are high from ground floor level and may not be suitable for all eye levels. This includes the fire zones map that is essential information during an evacuation.</p>	<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>	<p>N</p>	

15.5	The location of the lifts was not signposted at key areas to assist with way finding.	<p>The appropriate lift signage should be provided.</p> <p>BS8300 - Signs and universally accepted symbols or pictograms, indicating lifts, stairs, circulation routes and other parts of the building should be provided. Visual signs should be self-evident and, in particular, legible to visually impaired people. Plain English and pictograms together should be used to assist people with learning difficulties.</p>	M	Disabled users are told when arrive.
16.7	A portable induction loop system was provided to the reception desks. Is this system available to relocate around the school buildings when required?	<p>It may be beneficial to transport the Portable Induction Loop system around the premises when required as this could be beneficial for one-to-one meetings.</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>	N	Yes


PRIORITY C

4.2	<p>Suitable handrails were provided to the main entrance steps.</p> <p>The remaining steps featured handrails with suitable profiles; however, these were exposed metal and could be cold to the touch.</p>	<p>BS8300 compliant handrails should be installed to both sides of the external steps. The handrails should be coated with nylon or a suitable alternative to ensure that they are not cold to touch.</p>	M	
5.1	<p>The location of the main entrance was visible from the facade.</p> <p>The visitor entrance and student entrance doors were not well contrasted against the surrounding frame.</p>	<p>Colour contrast should be added to the entrance to ensure that it is clearly visible on approach to aid people with impaired vision.</p> <p>AD M - The presence of the door should be apparent not only when it is shut but also when it is open. Where it can be held open, steps should be taken to avoid people being harmed by walking into the door.</p>	M	
5.6	<p>Powered doors were provided. No issues to report.</p> <p>The proximity reader identified on the Year 8 entrance was not clearly visible from the frame.</p>	<p>For easy identification, all door opening furniture should contrast visually with the surface of the door. A finish should be present that can achieve a minimum of 30 points Irv (Light Reflectance Value) between the system and the surroundings. This could be achieved by providing a contrasted band around the proximity reader systems.</p>	M	

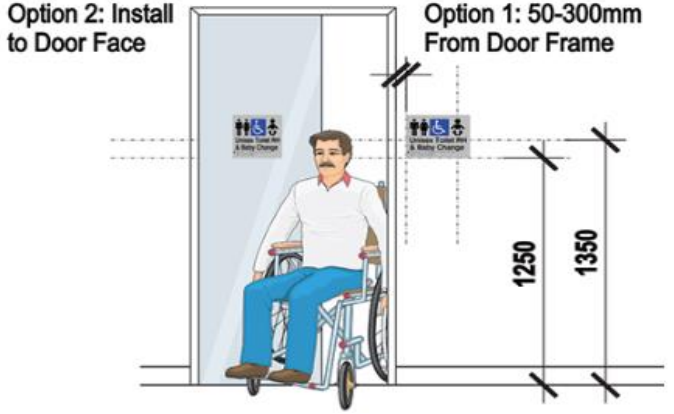
<p>5.8</p>	<p>The entry phone at the main entrance was located at approximately 1100mm from ground floor level.</p> <p>The intercom for the CTMC building may not be suitable for approach for all users as it was directly next to the door and marginally high from ground floor level.</p>	<p>Ensure that all operating parts for the intercom at the CTMC building 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>☒</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>☒</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>☒</p> <p>NOTE Video Entryphone systems provide additional benefits for the person answering the call, as well as for the person wishing to gain entry.</p>	<p>M</p>	
<p>6.7</p>	<p>No signage was identified to state that information provided by the school could be provided in alternative, accessible formats.</p>	<p>It is recommended that signage be installed to indicate that all public information issued can be provided in accessible formats on request. Refer to 15.7.</p>	<p>N</p>	

8.2	<p>There are areas of large glazing across the school. These areas featured manifestations; however, these were not always clearly visible from all angles and lighting, which could create a collision hazard.</p> <p>These glazed areas were identified in areas that include, but are not limited to, the main entrance lobby doors, the glazed areas by the stairwells, the large, glazed areas overlooking the sports courts to the side of the building, the glazed areas overlooking the dining hall, the glazed areas opposite F51 and the glazed barriers overlooking the dining hall.</p> <p>Large areas of glazing, particularly at heights, can cause difficulties for people with vestibular conditions.</p>	<p>The glazed areas must be clearly highlighted with manifestation that contrasts visually with the surface behind it. This manifestation should be located within two zones, from 850mm to 1000mm from the floor and from 1400mm to 1600mm from the floor.</p> <p>PAS 6463: Where full-height glazing are proposed on upper floors, the impact should be assessed. The application of non-transparent manifestation or non-reflective film to a lower proportion of the glazing should be taken into account as a helpful intervention, without affecting views out.</p> <p>Full-height glazing can cause difficulties for some people with vestibular conditions, such as Meniere's, particularly at upper levels where they can feel unsteady or dizzy.</p>	M	
8.3	<p>Suitable vision panels were provided to many of the communal, frequently used doors but there are doors on site with high vision panels. High set vision panels could be a collision hazard for people who are wheelchair users or people who are short in stature.</p> <p>Some doors featured blinds to assist with privacy whilst rooms were in use. Doors with paper on the vision panels was identified, which is not recommended as this could cause a collision hazard.</p>	<p>It is recommended that site management implement a procedure to ensure that the temporary notices are not on the vision panels. This will prevent a potential collision hazard.</p> <p>Should privacy be required, suitable blinds should be purchase for these doors.</p>	N/M	
10.3	<p>Handrails in the main building stairwells were well contrasted, positioned and extended 300mm beyond the final steps.</p> <p>The handrail based in the CTMC building did not extend onto the level landing.</p>	<p>The handrail in the CTMC building should be extended throughout its length (including intermediate landings) without obstructing access routes.</p>	M	

11.3	The support rails provided to each of the lifts were not well contrasted against the surroundings. Contrast could assist people who are partially sighted.	The lift car should include a contrasted handrail at 900mm height located so that it does not obstruct controls or mirror.	M	
12.3	<p>Many of the fittings were well contrasted against their surroundings.</p> <p>Those which are white, against a light grey surrounding, or those positioned within the CTMC building facility were not well contrasted to 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>☒</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	

<p>12.4</p>	<p>The lock was slightly broken on the female, staff facility on the second floor.</p> <p>Student WC facilities did not have contrasting cubicle doors as they were the same colour as the frames. This could be confusing for people who are partially sighted.</p>	<p>Site management to schedule maintenance and repair of the lock for the staff, female facility on the first floor.</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> 	<p>M</p>	
<p>12.5</p>	<p>Of the urinals identified, contrast was not provided to assist people who are partially sighted.</p> <p>Grab rails were not identified that could assist people with ambulant disabilities.</p>	<p>The surface finish of sanitary fittings and sanitary-ware, such as urinals, sinks and toilets, should contrast visually with background wall and floor finishes. An LRV (Light Reflectance Value) difference of 30 points is considered good contrast.</p> <p>A well contrasted grab rail should be provided to both sides of one urinal in every WC where applicable.</p>	<p>M</p>	

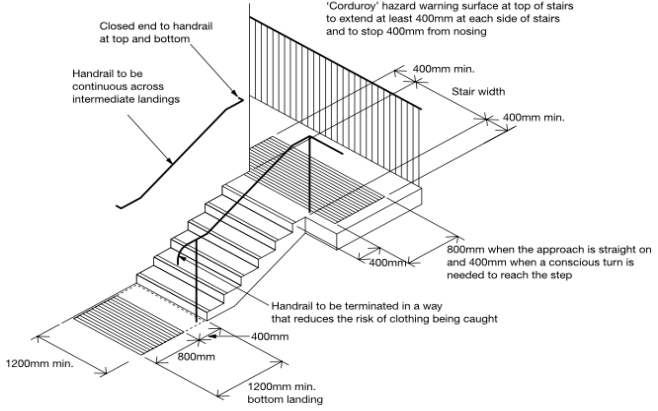
<p>12.7</p>	<p>Facilities for people with ambulant disabilities were provided across the WC facilities.</p> <p>The grab rails were not well contrasted, and the cord alarm systems were either tied or not positioned within a suitable distance to the ground floor level.</p>	<p>Any ambulant disabled cubicle provided should be AD M compliant at least 800mm wide with 750mm clear space in front of the WC pan and should include well contrasted grab-rails, clothes hooks at two heights and an outward opening door.</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>M</p>	
<p>14.2</p>	<p>Minimal chairs with armrests were identified in the learning areas, which could assist people with ambulant disabilities.</p>	<p>Where possible, seating should meet the following recommendations.</p> <p>☒</p> <ol style="list-style-type: none"> 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. 2) Armrests should be provided to help people lower themselves onto the seat and stand up. 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. 4) A supportive back-rest should be incorporated for at least 50% of the length of the seat. 	<p>M</p>	

14.4	<p>The dining area featured tables with fixed seating. Is there sufficient space for a wheelchair user to approach the table and sit alongside companions?</p>	<p>Pedestal design tables are preferred to provide a less obstructed recess beneath that can better accommodate wheelchair users.</p>	M	
15.3	<p>Most facilities featured suitable signage across the school.</p> <p>The shower room for staff, in the sports centre, was not suitably sign posted to assist with identifying its location.</p> <p>There is accessible WC signage positioned marginally high from ground floor level, at approximately 1470mm, which may not be a suitable height for all eye levels.</p> 	<p>The appropriate signage should be provided for the staff facilities in the sports centre. As well as signage on the doors, there should also be signs indicating where the facilities are located.</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> <p>All accessible WC door signage should ideally be accessible to all disabled people with Braille and embossed lettering preferred. This should be suitable positioned for all eye levels.</p>	M	

15.7	No leaflets were identified. Is any information provided by the school offered in alternative, accessible environments?	<p>Have procedures in place to produce documents in accessible formats. These formats are Audio, Braille, Large Print, Easy-Read and electronic formats such as WORD and PDF that are more accessible to screen reading technology.</p> <p>Include the phrase "Alternative Formats Available on Request" on written material. You must have contacts and procedures in place to satisfy a request. See https://www.gov.uk/government/publications/inclusive-communication/accessible-communication-formats</p> <p>It is recommended that signage be installed to indicate that all public information issued can be provided in accessible formats on request.</p> <p>☒</p> <p>Direct Access is able to provide materials in accessible formats such as Braille, BSL (British Sign Language), tactile maps and audio descriptions. Please contact the Direct Access Implementation Team for more details at info@directaccess.group.</p>	M	
17.2	<p>The main school building featured level egress on all ground floor exits.</p> <p>Stepped egress was identified to the rear of the CTMC building.</p>	<p>Ideally, permanently ramped exits should be provided. It is acceptable in the short-term to provide a portable temporary ramp made available on demand with appropriate assistance.</p> <p>Any equipment and assistance must be part of an escape plan, see 18.5, 18.6, 18.7.</p>	M	

PRIORITY D

1.8	<p>The seating provided on the school grounds did not feature backrests or armrests, which 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>☐</p> <p>Seating in resting places should meet the following recommendations.</p> <p>☐</p> <ol style="list-style-type: none"> 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. 2) Armrests should be provided to help people lower themselves onto the seat and stand up. 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. 4) A supportive back-rest should be incorporated for at least 50% of the length of the seat. 	M	
2.6	<p>The car park did not feature designated pedestrian routes.</p> <p>Routes could assist people who have sight or hearing loss, who may not notice oncoming traffic.</p>	<p>Mark out 1200mm wide hatched pedestrian routes within the car parks complete with signage warning of pedestrians. Also recommend providing a maximum speed limit of 5 mph within the car parks.</p>	OG	
2.7	<p>The survey took place during day light hours.</p> <p>Are the parking areas adequately lit during darker hours?</p>	<p>Site management to undertake investigation of the lighting levels within the car parking areas during darker hours to ensure that they are sufficient.</p>	N	


<p>4.1</p>	<p>Tactile warnings were provided to the steps that lead from the car park, towards the main entrance.</p> <p>The remaining external steps identified did not feature tactile paving to the top or bottom, which could assist people who are blind or partially sighted, by providing prior warning of the steps.</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>Are all external 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>	

5.9	<p>The glazed entrance doors at the visitor and student entrances featured manifestations; however, these were not clearly visible in all light conditions and could be a collision hazard.</p>	<p>Well contrasted manifestations should be provided at two heights to the entrance.</p> <p>☒ Glazed doors need to have permanent strips on the glass within two zones, from 850mm to 1000mm from the floor and from 1400mm to 1600mm from the floor. These strips need to be contrast in colour (not treated glass) and luminance with the background seen through the glass in all light conditions.</p>	M	
5.11	<p>Automated doors were provided at the main entrance.</p> <p>The doors into the sports building were either broken or not in use as they were not functioning on the day of the survey.</p>	<p>Site management to schedule maintenance of the sports centre entrance door to ensure that the automated doors are in correct working order.</p>	M	
6.3	<p>The main, visitor reception desk was suitable for approach from both standing and seated users.</p> <p>The student reception desk, through the year 11 entrance, was lowered and featured a table to the front.</p> <p>The sports facility reception featured a lowered section; however, this was also the section raised to allow people in and out of the area.</p>	<p>The reception in the sports centre 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>	M	
6.4	<p>A contrasted section of flooring was not provided to the front of the reception desks provided by the school, which could assist people who are partially sighted.</p>	<p>It is recommended that a section of the flooring in front of the reception desk be replaced with an alternative that is suitably colour contrasted. This will aid people with impaired vision when attempting to locate the reception desk.</p>	M	

7.2	<p>Structural columns were identified in the dining area. These could be collision hazards for people who are partially sighted.</p> <p>Narrow routes were identified in the reprographics room, located on the ground floor. This area may not be suitable for wheelchair users.</p>	<p>The columns identified should feature improved contrast to make them apparent Blind/partially sighted people. The column/support should incorporate a band, 150 mm high, whose bottom edge is 1500 mm above ground level, and which contrasts visually with the remainder of the column/support.</p> <p>In order for people to use a building independently, circulation routes need to allow easy movement and provide a sense of location and direction. Corridors and passageways need to have sufficient space to provide convenient access to rooms and, if necessary, to turn through 180°.</p> <p>The surface width of a corridor should be not less than 1200mm, with the exception of permanent obstructions over a short distance.</p>	M	
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7.5	<p>Different floors were colour coded.</p> <p>These colours were subtle in areas and may not be identifiable for people who are partially sighted, with particular attention to the ground floor, green floor.</p>	<p>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.</p> <p>The ground floor colour scheme should be reviewed as it may not provide a suitable colour palette for those who have impaired vision.</p> <p>Liaison should be undertaken with the RNIB or Accessibility Consultant to ensure a well-designed colour scheme adding contrast to floors, skirting and walls is provided which would substantially aid people with impaired vision to navigate around the building.</p>	M	
8.7	<p>Security readers were appropriately positioned across the school.</p> <p>The sign in screens were approximately 1290mm from ground floor level, which may not be suitable for all users.</p>	<p>The logging in terminals must be located at a suitable height for both standing and seated users, with operational parts no high than 1200mm from ground floor level.</p>	M	
11.9	<p>A contrasted section of flooring was not provided outside of the lifts.</p>	<p>A clear, contrasted and level manoeuvring space of not less than 1500 mm × 1500 mm should be provided in front of the entrance to all types of lifting appliance.</p>	M	

14.1	<p>Seating was not provided along the corridor areas.</p> <p>The seating provided to communal areas, such as the staff room and Sixth Form area had minimal seating with armrests that could assist people with ambulant disabilities.</p>	<p>Where possible, seating should meet the following recommendations.</p> <p>☐</p> <ol style="list-style-type: none"> 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. 2) Armrests should be provided to help people lower themselves onto the seat and stand up. 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. 4) A supportive back-rest should be incorporated for at least 50% of the length of the seat. 	M	
14.8	<p>Turn and lever style taps were provided in the cookery lessons.</p> <p>The staffroom featured lever style taps but no lowered countertop spaces to assist people who are short in stature or wheelchair users.</p> <p>Turn taps were identified in F22, Art room.</p> <p>Turn style taps may not be suitable for people with limited dexterity in their wrists.</p>	<p>At the next refurbishment or when kitchenettes are changed, consideration should be given to installing split height work surfaces. This will ensure that the facilities can be used by all.</p> <p>The staff kitchens/refreshment areas should feature a worktop at 850mm height that includes an 800mm long section with a clear space beneath the depth of the work surface and at least 700mm in height.</p> <p>Taps should either be mixer taps with a single lever action to control water flow, or individual, clearly marked, hot and cold lever operated taps with not more than a quarter turn from off to full flow.</p>	M	

<p>15.1</p>	<p>The overall layout of the school is reasonably clear and logical.</p> <p>There are signs on sight that have minimal contrast between the lettering and the background sign. This could be difficult for people who are partially sighted to decipher.</p>	<p>When the signage is next changed, consideration should be taken to providing signage that has greater contrast between the signage boards and their lettering.</p> <p>A significant feature of legibility of the text is the contrast between the text colour and the background that it is printed on. The higher the contrast between the two, the greater the legibility. Black on white or yellow is most legible. A minimum of 70% contrast is recommended for type to background, either dark on light or light on dark.</p>	<p>M</p>	
<p>15.6</p>	<p>There are notice boards and temporary notices across the school that feature words entirely in upper case lettering, which is not best practice to assist people with learning difficulties or who are partially sighted.</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>	<p>N</p>	
<p>16.2</p>	<p>Many of the light switches were well contrasted against their surroundings.</p> <p>The light white switch plates against light surroundings may not provide sufficient contrast to assist people who are partially sighted.</p> 	<p>At the next refurbishment for the sites, it would be beneficial to change the existing light switch plates with alternatives that have a grey/silver plate. Alternatively, a contrasted border could be provided. This will ensure that they are easily located by people with impaired vision.</p> <p>All switches that require precise hand movement, such as light switches, thermostats etc, should be located between 750mm – 1200mm from floor level.</p>	<p>M</p>	

16.4	<p>Wall lighting was identified in stairwell 1, as well as the sports building stairwells.</p> <p>Wall lighting can create glare for people who are partially sighted.</p>	<p>Each flight and landing of a stepped access route should be well illuminated, providing a clear distinction between each step and riser. The illuminance at tread level should be at least 100 lux. Lighting that causes glare (such as poorly located wall lights, spotlights, floodlights or low-level light sources) should be avoided.</p>	M	
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