

Beckfoot Oakbank School - Accessibility Action Plan

Updated: 07/11/2025

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

	Work completed
	In progress
	Not yet progressed

Priority A

Item ref	Details / issue	Recommendation	Est cost	Action Taken
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	

Priority B

Item ref	Details / issue	Recommendation	Est cost	Action Taken
2.2	<p>Posts were identified to the front of the bays; however, these did not feature appropriate accessible bay signage.</p> <p>The signage provided at the entrance to the car park could be improved.</p>	<p>Install a sign to the front of any accessible parking space.</p> <p>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>	M	
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	
13.9	<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	
14.5	<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	

15.2	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>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>	N	
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Priority C

Item ref	Details / issue	Recommendation	Est cost	Action Taken
4.2	Suitable handrails were provided to the main entrance steps. The remaining steps featured handrails with suitable profiles; however, these were exposed metal and could be cold to the touch.	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.	M	
5.1	The location of the main entrance was visible from the facade. The visitor entrance and student entrance doors were not well contrasted against the surrounding frame.	Colour contrast should be added to the entrance to ensure that it is clearly visible on approach to aid people with impaired vision. ☒ AD M - The presence of the door should be apparent not only when it is shut but also when it is open. Where it can be held open, steps should be taken to avoid people being harmed by walking into the door.	M	
5.6	Powered doors were provided. No issues to report. The proximity reader identified on the Year 8 entrance was not clearly visible from the frame.	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 Lrv (Light Reflectance Value) between the system and the surroundings. This could be achieved by providing a contrasted band around the proximity reader systems.	M	
5.8	The entry phone at the main entrance was located at approximately 1100mm from ground floor level. 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.	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. ☒ 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. ☒ 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. ☒ NOTE Video Entryphone systems provide additional benefits for the person answering the call, as well as for the person wishing to gain entry.	M	
6.7	No signage was identified to state that information provided by the school could be provided in alternative, accessible formats.	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.	N	
8.2	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. 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. Large areas of glazing, particularly at heights, can cause difficulties for people with vestibular conditions.	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. 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. Full-height glazing can cause difficulties for some people with vestibular conditions, such as Meniere's, particularly at upper levels where they can feel unsteady or dizzy.	M	

8.3	<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>	M/N	
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	<p>The support rails provided to each of the lifts were not well contrasted against the surroundings. Contrast could assist people who are partially sighted.</p>	<p>The lift car should include a contrasted handrail at 900mm height located so that it does not obstruct controls or mirror.</p>	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>☒ 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>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>	M	
12.5	<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>	M	
12.7	<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>	M	

14.2	Minimal chairs with armrests were identified in the learning areas, which could assist people with ambulant disabilities.	<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	
14.4	The dining area featured tables with fixed seating. Is there sufficient space for a wheelchair user to approach the table and sit alongside companions?	Pedestal design tables are preferred to provide a less obstructed recess beneath that can better accommodate wheelchair users.	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

Item ref	Details / issue	Recommendation	Est cost	Action Taken
1.8	The seating provided on the school grounds did not feature backrests or armrests, which could assist people with ambulant disabilities.	<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	The car park did not feature designated pedestrian routes. Routes could assist people who have sight or hearing loss, who may not notice oncoming traffic.	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.	OG	
2.7	The survey took place during day light hours. Are the parking areas adequately lit during darker hours?	Site management to undertake investigation of the lighting levels within the car parking areas during darker hours to ensure that they are sufficient.	N	
4.1	Tactile warnings were provided to the steps that lead from the car park, towards the main entrance. 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>Implement a rolling programme to install tactile paving to the top of the external steps throughout the site.</p> <p>☒</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>	M	
4.3	Are all external steps adequately lit during darker hours?	<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>	N	
5.9	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>Well contrasted manifestations should be provided at two heights to the entrance.</p> <p>☒</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	Automated doors were provided at the main entrance. The doors into the sports building were either broken or not in use as they were not functioning on the day of the survey.	Site management to schedule maintenance of the sports centre entrance door to ensure that the automated doors are in correct working order.	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	
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	
15.1	<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>	M	
15.6	<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>	N	
16.2	<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>	M	
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	