



Striving for Excellence

ACCESSIBILITY PLAN

Introduction

Ryefield School meets part 6 of the Equality Act 2010 so it does not discriminate against disabled people.

The Special Educational Needs and Disability Act 2001 require that you do not discriminate against disabled people in their access to education by imposing a planning duty.

Aim

This Accessibility Plan will cover the following

- Increasing access to the school curriculum for disabled pupils
- Improving the delivery of information to disabled pupils
- Improving physical access to the school environment

Any area of the school which is visited by members of the public is included in this act and the school has an obligation under Part 5, Employment.

Plan

In June 2014 the school commissioned Evans Jones to complete a full Accessibility Audit of the schools facilities. The results of this audit have been analysed and placed into the following Accessibility Plan. The issues within this plan are to be resolved through the actions identified in the timescale shown. The Responsible Person named must ensure that these issues are rectified but do not necessarily have to carry out the changes themselves. Any problems that may delay the completion of the resolution must be noted in the comments column.

Priorities

- **1** – Urgent – low cost items which impose serious health and safety issues and/or barriers to access
- **2** – Adjustments which need to be carried out as soon as possible
- **3M** – Adjustments as part of maintenance or capital works project
- **3R** – As part of refurbishment programme
- **4** – When a specific need is identified

Cost Bandings

- A - £0-£500
- B - £500-£2500
- C - £2500-£5000
- D- £500-£10000
- E - £10000+

Priority 1 - Urgent – low cost items which impose serious health and safety issues and/or barriers to access

Issue	Action	Cost	Responsible Person	Timescale	In SDP	Complete	Comments
The entrance into the site is fitted with dropped kerbs which are set above the level of the carriageway = issue to wheelchair user	Contact Planning Department at the Local Authority and request Local Highways Authority lower the dropped kerbs so that they are flush with the adjacent carriageway	0	School Operations Manager (SOM)	Immediately	N/A	Yes	
The post mounted lighting on the approach along Ryefield Avenue is poorly contrasted = collision risk	Contact Planning Department at the LA and ask for them to apply contrasting markings to post mounted lighting	0	SOM	Immediately	N/A	Yes	
Water temperature appears excessively hot.	Upgrade school heating system.	E	Head Teacher (HT)	Sep 14	N/A	Yes	Replace all single taps with mixer taps as necessary
Accessible Toilet Cleaner's equipment set in the	Move Cleaner's equipment clear of transfer zone and	A	Site Manager (SM)	Immediately	N/A	Yes	Water Temp checked monthly

Issue	Action	Cost	Responsible Person	Timescale	In SDP	Complete	Comments
lateral transfer zone to the side of the WC pan	instruct cleaners accordingly						
External entrance to hall The external steps adjacent to the above ramp have no contrasting nosings = difficult for the visually impaired to identify	Apply contrasting nosing's to step edges	A	(SM)	Sept 2020	N/A		
Library - Stepped means of access beyond the fire exit door. - Steps require contrasting nosings and handrail.	Fit contrasting nosings to steps and handrail system.	A	SBM / SM	Nosing's = End of Feb 2017 Handrail = gain quote by End of Feb 2016	N/A Dependent on cost	Yes	
External classroom doors The majority of these fire exit doors are stepped externally. External steps are not fitted with a suitable handrail system or contrasting nosing's.	Fit contrasting nosing's to internal and external steps serving classroom fire exit/entrance doors.	A	SM	July 2020	N/A		
Classrooms Ensure Independent Escape for all disabled pupils	Identify classrooms that give independent means of escape for pupils and place in Admissions Procedure	0	SOM	Immediately	N/A	Yes	Evacu Chairs installed either side of junior block
Staff entrance to commercial building Stepped approach are not fitted with contrasting nosing.	Fit contrasting nosing's to steps.	A	SM	End of Feb 2015		Yes	Ramp access completed

Issue	Action	Cost	Responsible Person	Timescale	In SDP	Complete	Comments
Staff entrance to commercial kitchen Route can be used by disabled visitors accessing the main hall.	Procedural change - ensure assistance is provided for disable visitors. Paving levels to be adjusted	0	SOM SOM	Immediately Gain quote for ramp attachment Sept 2020	N/A	Yes	
New build entrance The entrance doors are poorly manifested, putting a visually impaired person at risk of collision.	Apply manifestation to glazed doors.	A	SOM and MACE	Before conversion	No	Yes	
KS2 Classrooms Entrance Entrance from KS2 playground into Yr2 Corridor has external stepped approach which does not benefit from a ramp and will therefore be inaccessible to a wheelchair user.	In the short term ensure contrasting nosing detail to existing stepped approach Long term = install ramp	A	SM SBM / SM	End of Feb 2015	No	Yes	
No signage for disabled visitors wanting to access main school hall or a procedure in place to guide disabled visitors	Procedural change for all disabled visitors needing to access school hall	A	SBM	Immediately	No	Yes	
External entrance to main hall The existing pavement route is currently obstructed by boxes	Ensure all accessible pathways are clear of obstructions	0	SM	Immediately	No	Yes	

Issue	Action	Cost	Responsible Person	Timescale	In SDP	Complete	Comments
Hall Ramp No contrasting nosings	Fit contrasting nosing's to steps	A	SM	Sept 2020	No		
Teacher's Library stairwell is poorly lit	Upgrade light levels to achieve mi. 100lux at tread level	A	SM	Sept 2020	No		Quote gained – due to cost the long term plan is to apply for funding from EFA (CIF)
Main stairs Stairs at either end of Year 2 Corridor are poorly lit.	Upgrade light levels to achieve min. 100lux at tread level	A	SM	Sept 2020	No		Quote gained – due to cost the long term plan is to apply for funding from EFA (CIF)
Teachers Library Library is currently inaccessible to wheelchair users	New Teachers Library area created in Teachers PPA room	0	HT	Immediately	No	Yes	
Servery Hatch No Tray Slide available for wheelchair users	Procedural Change – ensure all disabled pupils have lunchtime buddy and ensure SMSAs trained to assist	0	Deputy Head	Immediately	No	Yes	
Library Some shelves are set over 1400mm above floor level, putting some books out of reach to most wheelchair users.	Procedural change - Offer assistance to wheelchair users in accessing texts set on high shelves.	0	Teacher or Responsible Adult leading class	Immediately	No	Yes	

Issue	Action	Cost	Responsible Person	Timescale	In SDP	Complete	Comments
Library Aisle widths restrict access.	Re-arrange shelves to improve circulation space.	0	Library lead and SM	April Holiday	No	Yes	
Library At the time of inspection several resources were obstructed by musical equipment and other stored items.	Relocate all stored items within Library to separate storage area	0	SM	Immediately	No	Yes	
Means of Escape The building appears to be fitted with audible fire alarm sirens only and thus there is a risk that a hearing impaired person will not be warned in the event of fire.	Carry out Fire Warden training and ensure all Fire Wardens are aware that they must 'sweep' the building in event of an evacuation	0	SOM	January 2015	No	Yes	
Means of escape Several ground floor final exits are inaccessible to wheelchair users or a disabled pupil, some means of assisted evacuation will be required.	Create Personal Emergency Evacuation Plans (PEEP) for all pupils and visitors that cannot access the exits	0	SEN Coordinator	Sept 2017	No	Yes	
Means of escape No disabled refuges in order that a wheelchair user can wait in a place for safety for rescue.	Disabled refuge point already available in New Build. Second point to be assigned by staff room	0	SOM	Immediately	No	Yes	

Priority 2 - Adjustments which need to be carried out as soon as possible

Issue	Action	Cost Banding	Responsible Person	Timescale	In SDP	Complete	Comments
Poor signage from the Highway and thus could prove difficult to locate by a user with a visual impairment or learning difficulty.	Install well contrasted signage at entrance to site.	A	HT SOM	Sept 2020	No		
The key fob and intercom system is mounted at an excessive height which will be out of reach to most wheelchair users.	Discuss with Mace about lowering fob system	A	SOM & MACE	As part of snagging	No	Yes	
The accessible bays have no signage.	Fit new post or building mounted signage	A	SM	Summer 2015	No	Yes	Current signage deemed adequate
There is no dropped kerb within close proximity to the accessible bays	Fit dropped kerb adjacent to accessible bays.	A	MACE	As part of snagging	No	Yes	Current drop curb meets current regulations
Several benches are located on grassed areas or on topsoil and will therefore be inaccessible to wheelchair users.	Tables to be removed	A	SM	ASAP	No	Yes	To be relocated
School access control system and intercom mounted at an inaccessible	Lower intercom system	A	MACE	As part of snagging	No	Yes	

Issue	Action	Cost Banding	Responsible Person	Timescale	In SDP	Complete	Comments
level for wheelchair users.							
Male standard toilet The cubicle door is fitted with a thumb turn control which will be difficult to operate by someone with impaired dexterity to the hands.	Replace thumb turn with lever type controls.	A	SM	As and when required	No		
Male standard toilet The basin is fitted with knob taps which will be difficult to grip and turn by someone with limited dexterity to the hands	Replace knob taps with lever taps	A	SM	As and when required	No		
Accessible Toilet The cubicle door is fitted with a thumb turn control which will be difficult to operate by someone with impaired dexterity to the hands.	Replace thumb turn with lever type controls.	A	SOM	When all standard toilets are refurbished	Yes		
Accessible Toilet The basin is fitted with knob taps which will be difficult to turn by someone with limited dexterity to the hands	Replace knob taps with lever taps	A	SOM	When all standard toilets are refurbished	Yes		
Accessible Toilet No means to dry hands within reach of the WC pan	Fit paper towel dispenser within reach of pan	A	SM	ASAP	No	Yes	

Issue	Action	Cost Banding	Responsible Person	Timescale	In SDP	Complete	Comments
Pupil Accessible Toilet The cubicle is not fitted with a pull cord alarm.	Long term = Fit pull cord Short term = ensure wheelchair users accompanied	A	SOM SOM	As part of refurb Immediately	Yes	Yes	
Pupil Accessible Toilet The pull switch to the light was noted to be mounted at an excessive height	Extend pull cord to light switch	A	SM	End of summer 2015	No	Yes	
The approach to the main entrance door is set to a gradient; wheelchair user would have difficulty in approaching the main entrance and operating the door set.	Reception staff to open door for all wheelchair users Policy Change	A	SOM	Immediately	No	Yes	
External entrance to hall There is a risk of a visually impaired user walking into the bottom step or off of the top step on the external approach to the School Hall.	Fit nosings to steps	A	SM	Sept 2020	No		
External entrance to hall The external steps adjacent to the ramp on approach to School Hall are fitted with only a single handrail	Fit additional handrail to side of steps.	A	SOM	Quote to be gained by end of Sept 2020	No	Yes	

Issue	Action	Cost Banding	Responsible Person	Timescale	In SDP	Complete	Comments
The fire escape door serving the main School Hall is set 150mm above external ground levels & this is dealt with by way of a ramp with an insufficient level landing.	Re-design the ramp to incorporate a 1500mm level landing and handrail	A	SM to gain quote	By end of Sept 2020	No		
External entrance to hall The door width is further reduced to 700mm on account of the push bar device.	When next replacing the door we suggest a door and half leaf set is fitted.	A	SM to gain quote	As and when required	No		
External entrance to hall The entrance mat using coir fibres which bind with the wheels of a wheelchair making this mat very difficult to pass by a wheelchair user.	Replace coir mat with new firm surfaced mat.	A	SM to gain quote	By end of Sept 2020	No		
From the Infants Hall a short corridor provides access to a further fire exit door leading to the rear playground area Whilst served by a ramp, the top of the ramp finishes 75mm below the threshold, posing a barrier to a wheelchair user	Re-grade ramp in accordance with BS:8300, Table 1, ensuring level threshold and landing – en-route to Infants Hall	B	SOM to gain quote	End of Sept 2020	No		

Issue	Action	Cost Banding	Responsible Person	Timescale	In SDP	Complete	Comments
The fire exit serving the Library has steps that are not fitted with contrasting nosing's or a handrail system to either side.	Fit handrail system to either side of steps	A	SM	End of Sept 2020	No		
The staff entrance door to the Site Manager's Office Has a ramp that is fitted with a single handrail only.	Fit additional wall mounted handrail	A	SM	April 2015 to gain quote	No	Yes	
Alternative stepped approach to Site Manager Office is not fitted with contrasting nosings tactile corduroy paviors or a handrail system to either side.	Fit contrasting nosings and hand rail to either side of steps	A	SM	Sept 2020	No		
Early years building Threshold detail is raised above the level of paving, posing a trip hazard and barrier to a wheelchair user.	Re-grade external paviors to form level threshold detail – entrance door on approach from new Early Years Building	A	MACE	As part of snagging	No	Yes	
New Build Entrance This door is fitted with a knob type handle which will be difficult to grip, particularly for someone with limited dexterity.	fit ergonomic 'D' type handle	A	MACE	As part of snagging	No		

Issue	Action	Cost Banding	Responsible Person	Timescale	In SDP	Complete	Comments
The floor door strip for the fire exit at the end of the Year 2 corridor is at a higher level than the internal threshold	Replace the floor door strip as it becomes necessary	A	SM	As and when required	No		
Corridors Lighting levels are low in all corridors.	Upgrade fittings to ensure 200 lux along all corridors.	B	SM	As part of redecoration program	Yes		Quote gained – due to cost the long term plan is to apply for funding from EFA (CIF)
No Handrails available on the small flight of steps going to Main Hall in Main foyer	Fit new handrails to either side of steps from Reception to the Main School Hall	A	SM	April 2015 to gain quote then add to annual redecoration program	Yes	Yes	
Hall ramp Outer handrail system needs extending to ensure it is continuous.	Gain quote to make handrail continuous	A	SM	By April 2015	Yes	Yes	
Hall Ramp Steps for hall ramp only have handrail system on one side.	Gain quote to fit additional wall mounted handrail system	A	SM	By April 2015	Yes	Yes	
Library Ramp Handrail system only fitted to one side.	Gain quote to fit additional wall mounted handrail system	A	SM	By April 2015	Yes	Yes	
Library Ramp Steps next to ramp are not fitted with a handrail system to either side	Gain quote to fit handrail system to either side of steps	A	SM	By April 2015	Yes	Yes	

Issue	Action	Cost Banding	Responsible Person	Timescale	In SDP	Complete	Comments
The reception desk is not fitted with a hearing loop which may make communication difficult with the hearing impaired.	Fit portable hearing loop to desk and train staff in its use.	A	SOM	Sept 2020	Yes if needed		
The Teacher's Library stair is fitted with nosings but these achieve poor tonal contrast making it very difficult for a visually impaired person to identify the steps edges thus posing a significant trip hazard.	Fit new contrasting nosing inserts to Teacher's Library stair	A	SM	Sept 2020	No		
The Teacher's Library stairs are fitted with only a single handrail and thus there is no means of support for an elderly or mobility impaired person with no strength or mobility to one side of the body such as an amputee	Fit additional handrail to Teacher's Library stairs	A	SM	Gain quote for handrail by April 2015	Yes	Yes	
Staff & Visitor toilets Wash hand basins are fitted with thumb turn taps requiring a degree of dexterity to the hands, posing a barrier to someone with limited dexterity such as an elderly person with arthritis.	Fit ergonomic lever style taps to sinks	A	SOM	As part of toilet refurb	Yes	Yes	

Issue	Action	Cost Banding	Responsible Person	Timescale	In SDP	Complete	Comments
Staff & Visitor toilets Lighting levels were noted to be inadequate, particularly the cubicle.	Upgrade lighting to achieve 200 lux in toilets.	A	SOM	As part of toilet refurb	Yes		Quote gained – due to cost the long term plan is to apply for funding from EFA (CIF)
Toilets Whilst toilets are fitted with pictogram signage there is no text to identify staff, visitor and pupil toilets respectively.	Fit clear signage to identify particular use of staff, pupil and visitor toilets.	A	SM	Sept 2020	No		
Hall Stage The Main School Hall incorporates a raise stage set approximately 450mm above the general floor level. The steps are not fitted with contrasting nosing system or handrail system to either side.	Fit handrail system to right hand side of steps & fit contrasting nosings.	A	SM	Sept 2020	Yes	Part	
The Main Hall and Infants Hall are not fitted with any means of hearing enhancement system which will make communication with hearing aid users more difficult.	Install hearing loops to Main Hall	C	SOM	Sept 2020	No		SENCO to liaise with HI Team
Classroom lighting Inadequate lighting levels in some classrooms	Upgrade to achieve 300 lux at desk level.	B	SM	Sept 2020	Yes		Quote gained – due to cost the long term

Issue	Action	Cost Banding	Responsible Person	Timescale	In SDP	Complete	Comments
							plan is to apply for funding from EFA (CIF)
Classrooms are not fitted with a room numbering system and existing signage was noted to be lacking in colour and contrast and in some instances mounted at an excessive height.	Install clear signage to each classroom door.	A	SOM	By April 2015	No	Yes	Class name and Year Group number or Letter clearly displayed on each door.
Means of Escape We recommend that isolated areas including toilets are fitted with flashing beacons to supplement the audible system.	Fit flashing beacons in isolated areas including toilets	B	SM	Sept 2020	Yes		Quote gained – due to cost the long term plan is to apply for funding from EFA (CIF)
Means of escape We saw no evidence that evacuation chairs had been purchased.	Purchase evacuation chairs for each stairway.	A	SOM	Immediately	No	Yes	
Means of escape Once refuges have been designated we do suggest that intercom systems are fitted	Install signage for refuge point at front of school	A	SOM	By April 2015	No	Yes	
Lift The lift is not fitted with a handrail to provide a means of support to a mobility	Fit handrail at 900mm above floor level	A	MACE	As part of snagging	No	Yes	

Issue	Action	Cost Banding	Responsible Person	Timescale	In SDP	Complete	Comments
impaired person.							
Lift There is currently no signage to identify the lift on the approach.	Fit clear signage to identify lift	A	SOM	April 2015	No	Yes	
Accessibility toilet KS2 block There is no means to dry ones hands within reach of the WC pan and thus a user may be forced to adjust dress with wet hands.	Fit paper towel dispenser within reach of pan	A	SM	April 2015	No	Yes	
Accessibility toilet KS2 block Coat hooks are set out of reach to wheelchair users.	Fit new coat hook at 1050mm above floor level	A	SM	August 2015	No	Yes	
Accessibility toilet KS2 block The colostomy shelf in the ground floor cubical obstructs lateral transfer from chair to WC pan.	Relocate shelving unit to rear right hand side corner of cubicle.	A				Yes	
Community Room The Community Room has a small wash hand basin is fitted with thumb turn taps requiring a degree of dexterity to the hands	Fit ergonomic lever style taps to sink	A	MACE	Snagging	No	Yes	

Issue	Action	Cost Banding	Responsible Person	Timescale	In SDP	Complete	Comments
EYFS Block Entrance signage on the approach is lacking in colour and contrast, making it difficult to identify. This can create a confusing environment, particularly as entrance doors are consistent in design.	Improve colour and contrast of entrance signage.	A	SOM	Sept 2020	No		
EYFS Block No clear signage for main entrance into Nursery	Fit clear signage above Nursery entrance door.	A	SOM	Sept 2020	Yes		
EYFS Block There is currently no intercom system or doorbell in order that a visitor can access the Nursery.	Fit intercom or doorbell on approach to Nursery.	A	SM	April 2015 to gain quote	Yes	Yes	
Temporary classroom toilet The electric heater mounted at low level reduces the effective width of the cubicle, restricting manoeuvring space to the side of the WC and transfer space.	Relocate radiator/heater, ideally at high level	A	SM	April 2015	No	N/A	Hut now removed from site

Priority 3M - Adjustments as part of maintenance or capital works project

Issue	Action	Cost Banding	Responsible Person	Timescale	In SDP	Complete	Comments
The controlled gate linking the public car park with playground and sports pitches needs excessive opening force to push open, which will pose a barrier to someone with limited upper body strength or a wheelchair user.	Adjust self-closing device to achieve 30 Newtons (max) opening force	A	MACE	Snagging	No	Yes	
We did note localised areas where the tarmac hard surfacing is in poor condition and noted several raised concrete kerb edgings and upstands posing a trip hazard.	Undertake localised repairs to tarmac hard surfacing within playgrounds to ensure firm and level surface	A	SBM & SM to identify areas and gains quote	Sept 2020	Yes		
The colour and contrast of the pegs in changing facilities needs changing	Improve colour and contrast of coat pegs	A	SM	Sept 2020	No		
External entrance to hall Externally we did note paving slabs are set below the level threshold detail resulting in an excessive upstand exceeding 20mm.	Re-grade paviers beyond fire exit door to ensure level threshold detail	A	SBM	When next refurbishing area	No		

Issue	Action	Cost Banding	Responsible Person	Timescale	In SDP	Complete	Comments
Entrance to new build This door was noted to be particularly stiff to open.	Adjust self-closing device to achieve 30 Newtons maximum opening force.	A	MACE	As part of snagging	No	Yes	
EYFS Building Remaining external doors were also noted to require in excess of 30 Newtons force to pull open.	Adjust self-closing devices and door sets to achieve 30 Newtons maximum opening force.	A	MACE	As part of snagging	No	Yes	
EYFS Extension Self-closing doors require in excess of 30 Newtons of force to pull open, thus making them difficult to operate by some users with impaired upper body strength.	Adjust self-closing devices to achieve maximum 30 Newtons opening force to internal doors.	A	SM	Immediately	No	Yes	
Key stage 2 extension Entrance door The access control system serving this door was noted to be defective at the time of inspection.	Repair, test and commission access control system.	A	SM	Immediately	No	Yes	
Key stage 2 extension Entrance door The entrance doors require excessive force to pull open exceeding	Adjust door closers to achieve maximum 30 Newtons opening force.	A	SM	Immediately	No	Yes	

Issue	Action	Cost Banding	Responsible Person	Timescale	In SDP	Complete	Comments
30 Newtons thus making them very difficult to use by someone with impaired upper body strength.							
Key stage 2 extension Self-closing doors require in excess of 30 Newtons of force to pull open, thus making them difficult to operate by some users with impaired upper body strength.	Adjust self-closing devices to achieve maximum 30 Newtons opening force to internal doors.	A	SM	Immediately	No	Yes	
Lift The lift achieves adequate colour and contrast against adjacent wall surfaces. We suggest that adjacent reveals are painted in a contrasting colour.	Improve colour and contrast of lift door reveals.	A	SM	As part of 15-16 redecoration schedule	Yes	Yes	MACE checked colours surrounding lift and they do comply with current regulations
KS2 Block All basins are fitted with knob type taps which will be difficult to grip and turn by someone with impaired dexterity to the hands.	Replace knob type taps with lever type taps	A	SOM	As part of toilet refurb	Yes	Yes	

Issue	Action	Cost Banding	Responsible Person	Timescale	In SDP	Complete	Comments
EYFS Block The Nursery entrance doors require excessive force to pull open exceeding 30 Newtons	Adjust door closers to achieve maximum 30Newtons opening force.	A	MACE	As part of snagging	No	Yes	
EYFS Block All basins within the Nursery and classrooms are fitted with knob type taps which will be difficult to grip and turn by someone with impaired dexterity to the hands.	Replace knob type taps with lever type taps	A	MACE	As part of snagging	No	Yes	
EYFS Block Self-closing doors required in excess of 30 Newtons of force to pull open, thus making them difficult to operate by some users with impaired upper body strength.	Adjust self-closing devices	A	MACE	As part of snagging	No	Yes	

Priority 3R – As part of refurbishment programme

Issue	Action	Cost Banding	Responsible Person	Timescale	In SDP	Complete	Comments
From the playground adjacent to the Main School Hall the site topography slopes	Create pathway between Year 2 temporary classrooms and playground area –	B	MACE	As part of snagging	No	Yes	

Issue	Action	Cost Banding	Responsible Person	Timescale	In SDP	Complete	Comments
upwards towards the temporary Year 2 Classroom. Whilst the gradient varies in severity the overall gradient exceeds 1:20.	provide ramp in accordance with BS:8300.						
External entrance to hall The width through the entrance door/fire exit to the main School Hall is not wide enough	Fit new door and a half set to achieve minimum 800mm clear width through a single leaf.	B	SM to gain quote	Sept 2020	No		
Adjacent to the Library fire exit door there is a ramped approach to the Staff entrance door serving the Key Stage 1 Classrooms which does not have a level landing.	Re-grade ramp on approach to staff entrance door to Key Stage 1 in accordance with BS:8300	B	SM to gain quote	Sept 2020	Yes – to be added once quote obtained		
Fire exit doors from the Infants Hall and Community Room, preventing independent means of escape.	Re-grade external ground levels to form level threshold detail – serving Infant Hall and Garden Room	A	SM to gain quote	Sept 2020	Yes – to be added once quote obtained		
Year 2 Classrooms Entrance The external stepped approach does not benefit from a ramp and	Form ramp in accordance with BS:8300, Table 1 on approach to entrance serving Year 2	B	SM to gain quote	Sept 2020	Yes – to be added once quote obtained		

Issue	Action	Cost Banding	Responsible Person	Timescale	In SDP	Complete	Comments
therefore be inaccessible to a wheelchair user.	Classrooms.						
External door handles generally are poorly contrasted against the door frames making them difficult to identify by a visually impaired person	Fit new well contrasted 'D' shaped door handles.	A	SM	As and when they need replacing	Yes		
Some internal doors do not incorporate vision panels	When replacing internal doors fit full height vision panels to compartment doors and to classroom doors.	A	SOM	As and when required	Yes	Yes	
Staff & Visitor toilets Sanitary ware is poorly contrasting against adjacent wall surfaces and tiling. We suggest this issue is addressed when next redecorating or replacing wall finishes	Improve colour and contrast of sanitaryware.	0	SM	As part of redecoration schedule	Yes		
There is currently no accessible toilet within the main building for adults	Install new accessible toilet cubicle close to Main Reception accordance with BS:8300, Figure 51.	C	SOM	Include within toilet refurb	Yes	Yes	

Issue	Action	Cost Banding	Responsible Person	Timescale	In SDP	Complete	Comments
The distance from the Year 1 & 2 classrooms to the nearest accessible toilet is excessive.	Convert existing Medical WC to fully accessible toilet cubicle in accordance with BS:8300 Fig 51.	C	SM to gain quote	Sept 2020	Yes		Looking at refurbishment to have the welfare toilet changed to accessible toilet
Classrooms Classrooms are not fitted with any means of hearing enhancement system which may make communication with hearing aid users more difficult.	Install hearing loops to classrooms	B	SOM	As and when a pupil requiring a hearing loop joins the school	Yes		
Means of escape The building appears to be fitted with audible fire alarm sirens only and thus there is a risk that a hearing impaired person will not be warned in the event of fire.	When renewing/upgrading alarm fit combined sounder and beacons	C	SM	As and when required	Yes		Quote gained – due to cost the long term plan is to apply for funding from EFA (CIF)
EYFS Block Powder coated aluminium door sets are lacking in colour and therefore hard to identify by someone with impaired vision.	Improve colour and contrast of doors when next replacing	A	SOM	As and when required	No	Yes	MACE confirmed that current colours comply with regulations

Issue	Action	Cost Banding	Responsible Person	Timescale	In SDP	Complete	Comments
Temporary classroom Coat pegs in lobby area not clearly identifiable	Improve colour and contrast of coat pegs	A	SM	As part of annual redecoration	Yes	N/A	Huts removed from site

Priority 4 – When a specific need is identified

Issue	Action	Cost Banding	Responsible Person	Timescale	In SDP	Complete	Comments
Any disabled employee should be allocated a parking space close to the building	Allocate parking spaces to disabled employees in close proximity to places of work	A	SOM	As and when the need arises	No	Yes	
The temporary building has a female accessible toilet only	Amend pictogram signage to unisex	A	SM	Immediately	No	N/A	Huts removed from site
Front line staff should receive disability and awareness etiquette training.	Encompass in Performance Management targets	A	SOM	Sept 2020	Yes		
Library In order to assist users with low vision some means to enlarge text should be provided.	Provide magnifying glasses and screens	A	SENCO	As and when need arises	No		
Library Users should also be able to enlarge text using a photocopier where	Allow users to enlarge text on photocopier	0	Teachers	As and when necessary	No	Yes	N/A

Issue	Action	Cost Banding	Responsible Person	Timescale	In SDP	Complete	Comments
available.							
Library The provision of scanning and synthesised speech technology should also be investigated.	Purchase scanning and speech synthesis technology	B	SOM	As and when the need arises	No		
Classrooms Doors to some classrooms were noted to fall slightly below the recommended minimum opening width of 750mm, which will pose a barrier to some wheelchair users.	Ensure any pupil in a wheelchair is given a classroom that has an adequate opening width to the classroom door	B	SOM	As and when the need arises	No		
IT Rooms Due to the age profile of pupils desks are mounted at an unsuitable height for a wheelchair user, achieving 570mm knee space.	Install adjustable height workstation system should a specific need be identified.	A	SOM	As and when need arises or when room refurbished whichever comes first	No		
Means of escape We recommend that hearing impaired students are issued with a vibrating pager system	Ensure hearing impaired pupils are issued with a vibrating pager system	B	SOM	By April 2015 gain quote ready for when the system may	No	Complete	

Issue	Action	Cost Banding	Responsible Person	Timescale	In SDP	Complete	Comments
linked to the fire detection system.				be needed			

Review

Revision History

Date of this revision: September 2019

Date of next revision: September 2020

The policy should be reviewed annually (or sooner in the event of revised legislation or guidance)

Revision date	By	Summary of Changes Made
<i>Sept 2019</i>	<i>Resources Committee</i>	

Approval

Name	Signature	Title	Date of Issue	Version
		<i>Chair of Governors</i>		<i>1</i>