

Beckfoot School Accessibility Action Plan April 2023

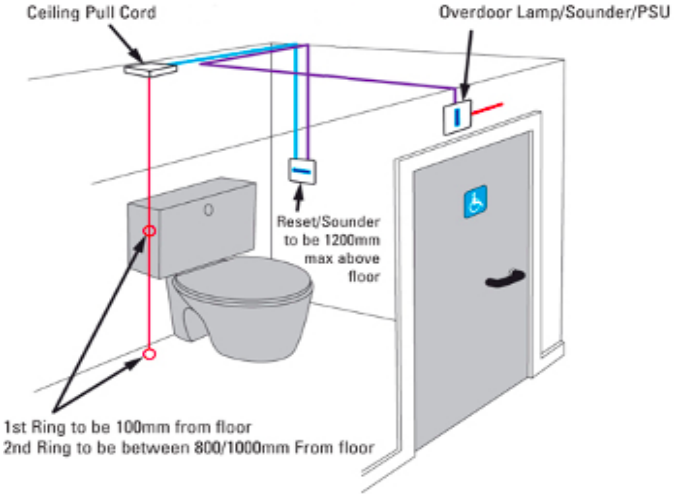
4.1 - ACTION TABLE


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				
6.3	The reception area featured suitably lowered countertops that would be suitable for approach for both standing and seated users.	The sign in screens should be repositioned to a height that is suitable for both standing and seated users.	M	Complete.
	The sign-in screens were positioned on the higher countertop, which may be unsuitable for approach for wheelchair users and people who are short in stature.			

6.5	<p>Signage for an induction loop system was not identified. Auxiliary aids can assist people who are deaf or have hearing loss.</p>	<p>Install an induction loop to the reception desk. Install signage indicating the availability of the facility and ensure that staff members are aware of how to use the system.</p> <p>Direct Access has its own bespoke desk induction loop for people with hearing impairments. We are able to supply, install and provide brief training. Please see here and contact us for more information - 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	
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6.9	The auditor was not asked. Is there a procedure to ask visitors, prior to their visit, if they have any access requirements?	<p>Site management need to ensure that the appropriate procedures are implemented. Procedures must be in place to ask any visitors/clients/participants in advance if they have any access requirements.</p> <p>When asking about access requirements ensure that forms and information is available in accessible formats and electronically by email and phone etc.</p> <p>Ask for forms to be completed prior to any visit to the premises. Booking forms will ask "Do you have any access requirements? (Level Access, Induction Loop, BSL)"</p> <p>Any access limitations of the premises and the alternatives must be communicated via the website.</p>	N	Message on Inventory.
6.10	The auditor was not asked. Is there a procedure to ask visitors if they require assistance in the event that the fire alarm is activated?	<p>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.</p> <p>Refer to 6.9, 18.5, 18.6.</p>	N	Welcome leaflet has advice re Fire Alarm.

13.3	<p>Many of the facilities featured suitable doors.</p> <p>A door closer was provided to LS5, which could limit the time required for someone to access the facility.</p> <p>Inwards opening doors were identified on facilities WC6 and WC5. Should someone use these facilities and fall, providing assistance could be delayed.</p>	<p>A closer fitted to an accessible toilet can cause difficulty for disabled people in an area where specific manoeuvrability and access is required. The closer should be removed to improve access to the facility.</p> <p>Preferably, all doors to WC cubicles and unisex toilets should open outwards, or if they open in, the door swing should not encroach into the wheelchair turning space or minimum activity centre. It would be beneficial to ensure that this door features an emergency release mechanism so that it is capable of being opened outward, from the outside, in case of an emergency.</p> <p>It is recommended that consideration is taken to converting these doors to either a sliding door, or a bi-folding door.</p>	M	
13.10	<p>Most facilities featured items such as cleaning equipment or sanitary bins in the transfer areas of the compartment.</p> <p>Items in the transfer zones can prevent a wheelchair user from adopting the appropriate transfer techniques required 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>	M	Toilets checked daily.

13.11	<p>Cord alarms throughout the facilities were positioned in various states.</p> <p>An alarm system was not identified in LS5; broken cord alarms were identified in WC6 and WC10; tied cord alarms were identified in WC5, WC9, WC12, WC17, WC18, Sports Block and Arts Block facilities; further alarm systems were either too short, or hanging on the floor, including in WC4, WC19, WC20 and WC3.</p> <p>Incorrectly positioned cord alarm systems could result in a distress call going unnoticed.</p>	<p>Each facility should feature a cord alarm correctly positioned. Implement a management procedure to ensure that cord alarms are always kept loose and not tied up.</p> <p>☐</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/N	<p>All alarm cords have been checked and any new ones requested through Amey.</p>
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16.6	<p>The main hall did not feature an induction loop system. This is an area of the school where assemblies and performances may take place. This area measured to be approximately 17066mm by 21880mm.</p> <p>A number of meeting rooms were identified, none of which featured induction loops.</p>  <p>The sign is blue with a white stylized ear icon. Below the icon, it reads 'Induction Loop Available' and 'Please ask a member of staff'.</p>	<p>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> <p>The Main Hall and at least 1x meeting room should have a hearing enhancement system or induction loop present. Meeting rooms to be managed correctly to ensure Deaf and partially hearing people are allocated meeting rooms with induction loops installed.</p>	M	
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17.5	<p>A damaged casing was identified on the equipment by M6, as well as for some of the equipment identified in the stairwell by L1.</p> <p>A combination of evacuation chairs and mats were identified, as well as hoist systems to assist with evacuation.</p>	<p>Site management to ensure that all evacuation equipment is well maintained, fit for purpose and stored correctly within the refuge areas.</p> <p>Fire Refuges and evacuation equipment should be clearly identified by appropriate Fire Safety signs. In a lobby or stairway, the sign should also feature mandatory sign worded "Refuge - Keep Clear".</p>	M	All rectified.
18.2	<p>During the time of the survey, two of the accessible bays featured a car that did not display a Blue Badge and a cherry picker, neither of which should be positioned within the accessible bays.</p>	<p>Accessible parking bays should be regularly monitored to ensure that they are not subject to use by motorists or alternative vehicles that do not display the required Blue Badge.</p>	M	<p>Monitored throughout the day every day by MCL- letters are placed on cars asking them to refrain from parking in bays, anyone with a disability can request temporary passes or permanent passes from Admin.</p>
18.4	<p>How frequently is the lift checked for proper working function?</p>	<p>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.</p>	M	<p>Amey do this a minimum of once per year, we are a PFI school so come under their contract.</p>

18.5	<p>Most exit routes were kept clear of obstacles on the day of the survey.</p> <p>PE classroom B6 featured furniture that was partially blocking the exit routes. Chairs in drama room B20 were partially blocking this exit route.</p>	<p>Site management need to ensure that the appropriate procedures are in place to frequently check the exit routes to make sure that there are no obstacles.</p>	M	<p>Tables and chairs adjusted to allow for the routes to be clear.</p>
18.6	<p>Are personal egress plans provided for both staff and students who may require assistance in the event of an evacuation?</p>	<p>Site management need to ensure that the appropriate personal egress plans are available for each member of staff and student needing assistance.</p> <p>PEEPS (Personal Emergency Evacuation Plans) are recommended to be provided, practiced and implemented by building management to ensure that correctly trained personnel and the correct equipment is in place to facilitate the efficient evacuation of disabled people, as recommended in BS9999/46.2 & Part B/B1.xvi. Guidance on providing PEEPS can be found here https://www.gov.uk/government/publications/fire-safety-risk-assessment-means-of-escape-for-disabled-people</p> <p>PEEPS (Personal Emergency Evacuation Plans) must be planned in consultation with individual disabled people that are expected to regularly access the building. Additional generic PEEPs should be provided to cater for the possibility of wheelchair users, Deaf and partially hearing people and Blind and partially sighted people using the building.</p>	N	<p>PEEP and EHCP's are in place staff are aware of who they are and SLT have designated to ensure evacuations are supervised.</p>
18.7	<p>How frequently are both general and personal escape strategies tested for efficiency and effectiveness?</p>	<p>Site management need to ensure that both the general escape strategy and personal emergency egress plans are regularly checked for efficiency and effectiveness.</p>	N	<p>Site walk once per week, fire alarm test once per week.</p>

18.8	Of those tested, the emergency alarms appeared to be in working order. How frequently are these tested for proper working function?	<p>All Accessible WC alarms should be subject to regular inspection to ensure that the alarm is in working order and that the alarm cord remains located in the correct position.</p> <p>This should be implemented and recorded as appropriate.</p> <p>Should a legal complaint be made as a result of a distress call going unnoticed, the log book may be requested.</p>	N	Walk round weekly routes checked weekly on a rota by Amey.
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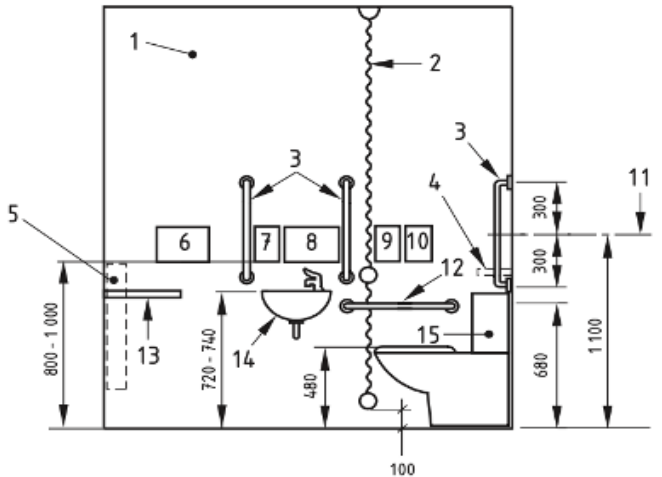
PRIORITY B

1.1	<p>Beckfoot School is located on the same site as Hazelbeck School. This site is located on Wagon Lane.</p> <p>The school shares a car park with Hazelbeck School, which has eight bays between the schools. Local transport links include bus stops along Bradford Road.</p> <p>Options on how to arrive at the school were not identified on the website.</p>	<p>Options on how to arrive at the site should be clearly illustrated on literature and on the website.</p> <p>The information regarding the site on the internet should be fully accessible for persons with reading disabilities through enlargement capability and screen readers, combined with synthetic speech or Braille displays. A clear and logical design that includes written explanations for visual or audio content. Text and graphics should be easily understood without use of colour.</p> <p>The new revision of the BS8300 highlights the importance of communication prior to a site visit. BS8300 states that clear and accurate pre-visit information via websites, literature, social media, telecommunications that is easy to access and understand and available in alternative formats, including details of modes of transport, parking, drop-off and what level of accessibility to expect on arrival should be provided.</p>	N	
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4.5	The nosings provided to the steps were faded and may not be distinguishable for people who are partially sighted.	<p>Bright colour contrast needs to be painted to the edge of the step nosings to clearly highlight their presence.</p> <p>☐</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>	OG	Yellow paint strip on these.
6.8	The seating provided, although featuring backrests, did not feature armrests to 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>☐</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	

8.6	<p>The staffroom door required heavy opening pressure.</p> <p>The door in the Sports Block, leading towards the accessible WC and shower facility, required heavy opening pressure.</p> <p>Some of the double door systems, leading towards the stairwells, required heavy opening pressure.</p> <p>Heavy doors can create difficulties for wheelchair users and people who have reduced mobility.</p>	<p>Implement maintenance to de-tense and recalibrate the hinges. Ensure doors can be opened with less than 30 Newtons of force.</p> <p>If the force required for opening doors is greater than wheelchair users and people with limited strength can manage, they will be unable to continue their journeys independently. If the force of the closing device is too great or its speed too fast, disabled people risk being pushed off balance.</p>	N	Door pressure OK.
12.6	<p>A hygiene room was identified in LS5. This facility featured contrasted grab rails and a hoist system.</p> <p>A level access shower facilities was provided to Sport Block; however, the cord alarm system was tied to the grab rail in this facility.</p> <p>The additional shower and changing facilities in Sports Block did not feature grab rails or lowered sections of hooks that could assist people with ambulant disabilities and people who are short in stature.</p>	<p>Implement a management procedure to ensure that cord alarms are always kept loose and not tied up.</p> <p>☐</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>A contrasted, vertical 600mm grab-rail should be fitted to one shower with its lower end no higher than 800mm from ffl.</p> <p>Clothes hooks should be provided at two heights, located on the wall or alternatively on the back of the door at 1400mm and 1050mm.</p>	N/M	

13.4	<p>A vertical grab rail was provided LS5, which was positioned at approximately 1115mm from ground floor level.</p> <p>The pull handle provided to WC4 was high from ground floor level.</p> <p>A grab rail was not provided to the inner face of the door in WC6.</p> <p>A vertical grab rail was provided to WC5.</p> <p>WC7 featured a broken lock, with no grab rail.</p> <p>Thumb style locks were identified on WC10, WC19, WC16 and WC15, which may not be accessible for people with limited dexterity in their wrists.</p>	<p>Pull handles require relocating with the bottom end of the pull handle not lower than 750mm and no higher than 1000mm.</p> <p>Each Accessible WC door should include a well contrasted horizontal closing bar on the inside.</p> <p>Each Accessible WC must have an accessible lock, located at 900mm above ffl and capable of being operated using a "closed-fist" and of a design that allows it to be opened from the outside in the event of an emergency.</p>	M	
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13.5	<p>High dispensers and mirrors were identified across various facilities.</p> 	<p>The tissue, soap and towel dispensers should be relocated at a height of between 800mm and 1000mm above finished floor level. Refer to BS8300 Figure 42 for guidance.</p> <p>Ideally, full-length mirrors should be present at a height between 600mm - 1600mm located away from the handbasin in accordance with BS8300.</p> <p>Height of drop-down support rails to be the same as the other horizontal grab rails.</p> <p>Key</p> <table><tr><td>1 Wall A (see Figure 40)</td><td>8 Paper towel dispenser</td></tr><tr><td>2 Alarm pull cord with two red bangles</td><td>9 Toilet paper dispenser</td></tr><tr><td>3 Vertical grab rails (those above the hand rise basin should be set 500 mm to 700 mm apart centred on the basin)</td><td>10 Alarm reset button</td></tr><tr><td>4 Colostomy bag changing shelf at 950 mm above finished floor level, where a high or low level or reduced flush cistern is used ^{A)}</td><td>11 Centre line of vertical grab rails</td></tr><tr><td>5 Sanitary dispenser, on wall adjacent to door, with coin slot between 750 mm and 1 000 mm above the floor</td><td>12 Horizontal grab rail</td></tr><tr><td>6 Automatic hand dryer</td><td>13 Shelf</td></tr><tr><td>7 Soap dispenser</td><td>14 Hand rinse basin with tap on side of basin close to the WC pan</td></tr><tr><td></td><td>15 Flat-topped close-coupled cistern providing a back rest and a colostomy bag changing surface for standing users ^{A)}</td></tr></table>	1 Wall A (see Figure 40)	8 Paper towel dispenser	2 Alarm pull cord with two red bangles	9 Toilet paper dispenser	3 Vertical grab rails (those above the hand rise basin should be set 500 mm to 700 mm apart centred on the basin)	10 Alarm reset button	4 Colostomy bag changing shelf at 950 mm above finished floor level, where a high or low level or reduced flush cistern is used ^{A)}	11 Centre line of vertical grab rails	5 Sanitary dispenser, on wall adjacent to door, with coin slot between 750 mm and 1 000 mm above the floor	12 Horizontal grab rail	6 Automatic hand dryer	13 Shelf	7 Soap dispenser	14 Hand rinse basin with tap on side of basin close to the WC pan		15 Flat-topped close-coupled cistern providing a back rest and a colostomy bag changing surface for standing users ^{A)}	M
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13.7	<p>Most facilities featured well contrasted and positioned grab rails.</p> <p>Vertical grab rails were missing to the left of the drop-down transfer grab rails in WC10 and WC16.</p>	<p>Provide vertical grab rails to the left of the drop-down transfer grab rails, in both of the facilities stated. Grab rails should be consistent in height. Refer to Figure 42 above.</p>	M																
13.9	<p>A number of the facilities featured push style flushes, which may not be suitable for people with limited dexterity in their wrists.</p> <p>This included the facilities WC6, WC10, WC12, WC19, WC20, WC17, WC16, WC3 and WC4.</p>	<p>Install a spatula style flush on the transfer side of the toilet pans.</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																

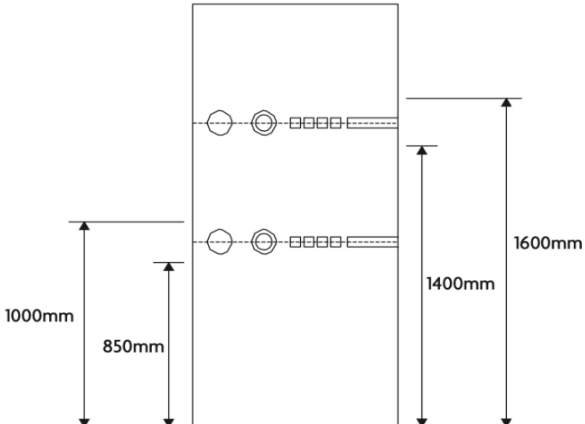

14.5	A lowered counter was provided to the library; however, signage for an induction loop system was not identified.	<p>Proportionate to demand, install an induction loop to the library desk. Install signage indicating the availability of the facility and ensure that staff members are aware in how to 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:</p> <p>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	
15.3	A combination of WC signage was identified throughout the school. This could create confusion, particularly for the facilities in the Art Block, which were signed as accessible WC facilities when they were not designed as such.	<p>The appropriate toilet signage should be provided. As well as signage on the toilet doors, there should also be signs indicating where the accessible WCs are located.</p> <p>BS8300 states - Information and direction signs should be provided at each point where they are required, e.g. at junctions of circulation routes, at key locations such as doorways and reception points, at facilities such as telephones and toilets, and in rooms, spaces and counters. The colour, design and typeface of signs should be consistent throughout a building.</p>	M	


16.7	Portable induction loop systems were not identified, which could be beneficial for small meetings.	<p>Proportionate to demand, it may be beneficial to purchase Portable Induction Loops that could be beneficial for one-to-one meetings at the premises, which can be transported around the premises when required.</p> <p>☐</p> <p>Signage should be provided indicating that the availability of a portable induction loop is available on request.</p> <p>Where a Portable Induction loop is present it is important to ensure that procedures are in place to provide training and charging so that the system is available on demand.</p>	M	Portable hearing loops available from Reception.
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PRIORITY C

1.9	<p>The entrance gates were not well contrasted against the surrounding fencing. Greater contrast could assist people who are partially sighted.</p> <p>The intercom system provided was audio only. People who have hearing impairments may find accessing this system difficult.</p> <p>The turn stiles may not be suitable for all users.</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>	M	<p>The barriers at the front are open at all times so not in use. Sticker to go on back intercom, which is staff and contractors only.</p>
2.2	<p>Signage was provided to the front of the bays.</p> <p>The signage provided to direct people towards the accessible bays feature "disabled parking", which could be rephrased.</p>	<p>When the signage is replaced, consideration should be taken to providing signage that states "Accessible Parking", rather than "disabled parking".</p>	M	
4.2	<p>The handrails provided to these steps were exposed metal, which could be cold to the touch.</p>	<p>The handrails should be replaced or improved by being coated with nylon or a suitable alternative to ensure that they are not cold to touch.</p>	M	
5.1	<p>The main entrance, as well as the entrance into the Arts Block, were not well contrasted against the surrounding frames. Providing contrast, as shown on the Sports Block, could assist people who are partially sighted.</p>	<p>Colour contrast should be added to the entrances 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	

5.2	<p>The main entrance doors featured suitable opening widths.</p> <p>The entrance doors for the Sports Block may not provide a sufficient opening width when only one leaf of the door is open.</p>	<p>It would be beneficial for wheelchair users to convert these doors to a door and a half system. This would allow wheelchair users a greater clearance width when using the master leaf.</p> <p>☐</p> <p>Refer to BS8300 -An effective clear width of less than 800 mm may result in people with poor manoeuvring ability or with large wheelchairs not being able to pass through without damage to themselves or the door. Use of the preferred effective clear width more easily accommodates people with assistance dogs and where there is heavy pedestrian traffic.</p>	M	
5.9	<p>The largely glazed entrance doors for the main entrance did not feature manifestations at two heights.</p> <p>The Arts Block glazed doors featured manifestations; however, these may not be visible from all angles.</p> <p>Clearly defined manifestations can assist with reducing a collision hazard.</p>	<p>All full height glazed areas must be clearly highlighted with manifestation that contrasts visually with the surface behind it under both natural and artificial lighting conditions, from all likely viewing directions. This manifestation should be located within two zones, from 850mm to 1000mm from the floor and from 1400mm to 1600mm from the floor.</p>	M	Ask Amey to put in spots on the doors and windows 2 heights.
6.7	<p>No signage was identified to state that information could be provided in alternative, accessible formats when required.</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>	N	

8.2	<p>The large, glazed doors leading from the library, and further exits leading from the school did not feature manifestations to assist with reducing a collision hazard. Manifestations on the large, glazed areas next to classroom doors were inconsistently positioned.</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>Manifestation can take various forms, e.g. broken or solid lines, patterns or company logos</p>	M	
10.2	<p>The nosings provided may not provide sufficient contrast against both the tread and riser to assist people who are partially sighted.</p>	<p>New nosing strips should be installed to the edge of the steps. All nosing strips should be uniform in colour.  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	
11.3	<p>The support rail provided was not well contrasted against the car walls, which could hinder 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	

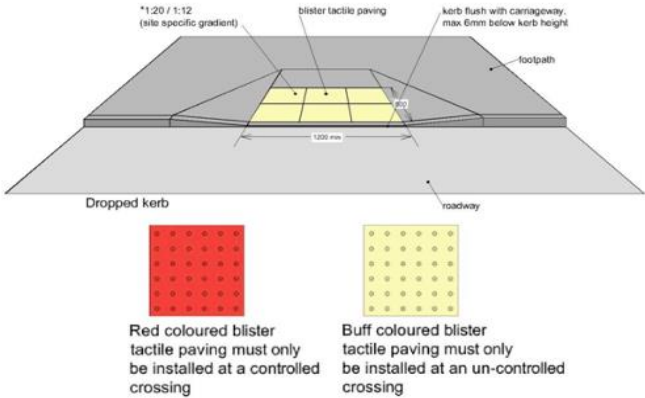
12.3	Some fittings and fixtures well distinguishable from their surroundings. Those that were white, against a light background, had minimal contrast against their surroundings. Providing greater contrast could assist people who are partially sighted.	<p>Greater contrast should be considered for the 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	
12.5	<p>The urinals identified were well contrasted against their surroundings.</p> <p>None featured grab rails that could assist people with ambulant disabilities.</p>	A well contrasted grab rail should be provided to both sides of one urinal in every WC where applicable.	M	
12.6	<p>A combination of minimal pressure push taps, lever style taps and general push taps were identified.</p> <p>The general push taps provided in student WC facilities required slightly heavy pressure to operate, which could hinder people with limited dexterity in their wrists.</p>	<p>The stiff push taps should be replaced with lever style, this will aid people with limited dexterity in their wrists.</p> <p>According to BS8300 - Taps should either be mixer taps with an up and down action to control water flow or individual hot and cold lever operated taps with not more than a quarter turn from off to full flow.</p>	M	

14.1	Minimal chairs with armrests were identified within the classroom and communal areas. Those which were dark grey, against a dark grey carpet, may not provide sufficient contrast to assist people who are partially sighted.	<p>Where possible, seating should meet the following recommendations.</p> <p>☐</p> <p>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.</p> <p>2) Armrests should be provided to help people lower themselves onto the seat and stand up.</p> <p>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.</p> <p>4) A supportive back-rest should be incorporated for at least 50% of the length of the seat.</p> <p>As the seating is next replaced, consideration should be taken to providing greater contrast. A contrast of 30 points LRV difference offers sufficient contrast.</p>	M	
14.2	The dining area appeared to be suitable for approach from both standing and seated users. Signage for an induction loop system was not identified.	Proportionate to demand, it may be beneficial to include an induction loop to accommodate people with hearing impairments, to one of the serving counters.	M	

15.4	Stairwells featured floor level information; however, the writing on which was small and may not be clearly distinguishable for all users.	<p>When the signage is next updated, consideration should be taken to providing signage with larger text. Visual signs should comprise simple words, clearly separated from one another, in short sentences. Sentences or single word messages should begin with an upper case letter and continue with lower case letters. Text entirely in upper case type (capitals) should not be used. Any sans serif typeface with a relatively large x-height (lower case letter height) to capital height should be used.</p> <p>Text size should be in accordance with BS8300 Table 5:</p> <p><i>Text x-heights for different types of sign</i></p> <table><tr><th>Viewing distance</th><th>Type of sign</th><th>x-height</th></tr><tr><td>Long distance</td><td>Signs seen when approaching a building</td><td>150 mm min.</td></tr><tr><td>Medium distance</td><td>Directional signs</td><td>50 mm to 100 mm</td></tr><tr><td>Short distance</td><td>Room signs</td><td>15 mm to 25 mm</td></tr></table> <p><i>NOTE 1 Directional signs often have arrows to indicate the direction of travel.</i></p> <p><i>NOTE 2 Location and identification signs are positioned at the destination.</i></p> <p><i>NOTE 3 As a rule of thumb, a person who is blind or partially sighted is likely to be able to read text on a signboard when the x-height is approximately 5.7% of the viewing distance.</i></p> <p>Lines of text should be ranged left from a vertical line (unjustified).</p> <p><i>NOTE 3 This is particularly important for people who are blind or partially sighted if they are to locate and establish the extent of text.</i></p> <p>The size of symbols or pictograms used on visual signs should be as large as the location allows, subject to design constraints. Where space permits, symbols should be at least 100 mm in overall height.</p>	Viewing distance	Type of sign	x-height	Long distance	Signs seen when approaching a building	150 mm min.	Medium distance	Directional signs	50 mm to 100 mm	Short distance	Room signs	15 mm to 25 mm	M
Viewing distance	Type of sign	x-height													
Long distance	Signs seen when approaching a building	150 mm min.													
Medium distance	Directional signs	50 mm to 100 mm													
Short distance	Room signs	15 mm to 25 mm													

15.5	The location of the lift was not signposted at key areas.	<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	
15.7	No leaflets were identified. Is information from the school available in alternative, accessible formats upon request?	<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	

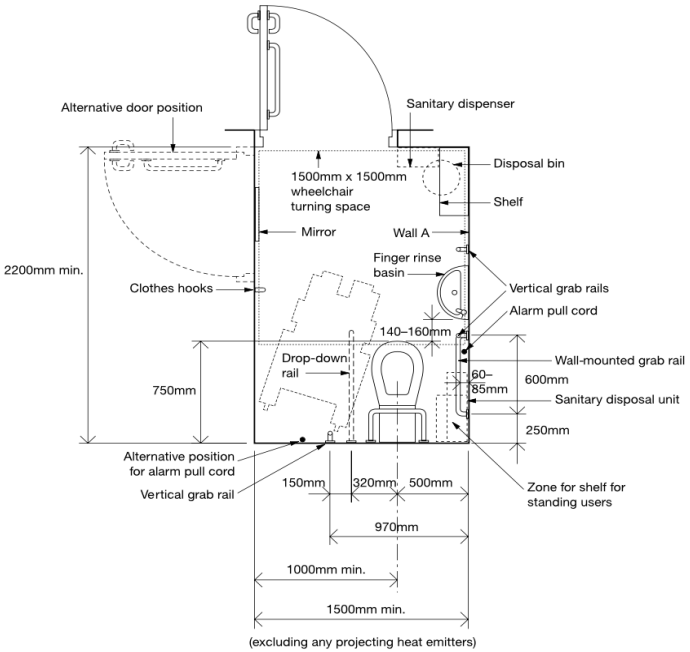
PRIORITY D

<p>1.2</p>	<p>Crossing points on approach to the school featured dropped kerbs and tactile paving.</p> <p>The crossing point next to the car gates and intercom systems featured slightly damaged tactile paving, which could cause confusion for people who are partially sighted.</p> <p>The crossing next to the main, school gates was faded and requires remarking.</p>	<p>Site management to schedule repair of the tactile paving to replace the broken areas.</p> <p>The crossing point requires remarking to ensure that it is clearly distinguishable.</p> 	<p>M/OG</p>	
<p>1.4</p>	<p>Surfaces surrounding the school were even and slip resistant.</p> <p>There are areas that are slightly uneven on approach to the school. Uneven surfaces can be trip hazards.</p>	<p>Remedial works should be undertaken to the paving to eliminate the potential tripping hazard.</p> <p>BS8300 - Uneven surfaces, surfaces of loose materials (e.g. gravel) and large gaps between paving materials cause problems for wheelchair users, people with impaired vision and people who are, generally, unsteady on their feet.</p>	<p>M</p>	

1.7	There are columns along the route towards the main entrance and within the external areas that were not well contrasted against their surrounding and could be collision hazards.	<p>Well contrasted markings should be provided at two heights to the posts/columns.</p> <p>☐</p> <p>Refer to BS8300 - Each free-standing post, e.g. a lighting column, within an access route should contrast visually with the background against which it is seen (it is desirable also to incorporate a band, 150 mm high, whose bottom edge is 1 500 mm above ground level, and which contrasts visually with the remainder of the column or post.</p>	M	
1.8	The seating identified in the external areas of the school did not feature backrests or armrests that 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> <p>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.</p> <p>2) Armrests should be provided to help people lower themselves onto the seat and stand up.</p> <p>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.</p> <p>4) A supportive back-rest should be incorporated for at least 50% of the length of the seat.</p>	M	
2.7	Lighting was identified within the car park. Are all parking bays 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	


4.3	Are these steps adequately lit during darker hours?	Site management should undertake a review of the step lighting levels during darker hours to ensure that the step treads are evenly lit. 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.	N	All on timers and bulk headlights work.
5.6	<p>The folded metal door controls provided to the Sports Block may not be suitable for people with limited dexterity in their wrists.</p> <p>The controls for both the Art and Sports Blocks were not well contrasted with their surroundings. Contrast could assist people who are partially sighted.</p>	<p>The folded metal door furniture must be replaced by more accessible contrasted pull handles, pull handles to be located with the bottom end of the pull handle not lower than 750mm and no higher than 1000mm.</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 Lrv (Light Reflectance Value) between door-furniture and door.</p>	M	
6.4	A contrasted section of flooring was not provided to the area in front of the reception desk, which could assist people who are partially sighted.	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.	M	
6.6	The glazed screen provided was slightly reflective. This could create glare and hinder people who rely on lip-reading.	The reception should not feature glazed or reflective surfaces that cause lighting glare. If possible lighting should be adjusted to provide even illumination of 150 lux with increased task lighting where signing-in or readings is required.	M	

11.6	The control system provided externally were not well contrasted against the surroundings. Internal controls featured tactile information.	Lift call buttons and lift car control buttons must be identifiable visually by suitable contrast and by touch by relied or Braille. Buttons must be distinguishable from plate or surrounds and include operating feedback to inform the user that the button has been pushed.	M	
11.9	Contrasted sections of flooring were not provided to the areas directly in front of the lift, which could provide assistance to people who are partially sighted.	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.	M	

13.1	<p>A number of accessible WC facilities were provided across the school, including in hygiene rooms. Measurements are as follows:</p> <p>Hygiene room LS5 was suitably sized; WC4 1970mm by 2530mm; WC6 3300mm by 1700mm; WC5 1885mm by 3300mm; WC7 1500mm by 2880mm; WC10 2250mm by 1630mm; WC9 1500mm by 2630mm; WC12 2045mm by 2200mm; WC19 1460mm by 2290mm; WC20 2275mm by 1470mm; WC17 2520mm by 1560mm; WC18 2530mm by 2180mm; WC16 2310mm by 1580mm; WC15 2700mm by 1490mm; WC3 2440mm by 1555mm; WC4 Art Block 2180mm by 1500mm; WC22 Art Block 2218mm by 1500mm.</p>	<p>During future developments and proportionate to demand, the architectural feasibility of increasing the size of the accessible WCs that fall within the minimum ADM standards should be considered.</p>  <p>Note Layout for right-hand transfer to WC</p>	M/ST	
14.4	<p>The vending machines identified featured some controls that were positioned high from ground floor level, measuring to be between 1180mm - 1335mm. These controls may not be accessible for both standing and seated users.</p> <p>The controls for the coffee machine featured both tactile and braille.</p>	<p>Site management to undertake liaison with the vending machine suppliers to provide accessible alternative that has all operating parts at no more than 1200mm off the floor level. It would also be beneficial to have further accessible features such as tactile and Braille buttons.</p>	M/N	Removed.

14.6	<p>Minimal height adjustable tables were identified. The height adjustable hob and sink facilities in B28 featured items underneath, preventing these tables from being suitably used.</p>	<p>Implement a management procedure to ensure that height adjustable equipment and tables are kept free from obstruction, both on approach and underneath, to enable wheelchair users full access to this area.</p> <p>Proportionate to demand, consideration should be given to providing adjustable height desks on demand for use by disabled people in shared workshop and task areas. In workplaces adjustable height desks should be provided subject to individual workplace assessments.</p>	N	Minimal height adjustable tables were identified. The height adjustable hob and sink facilities in B28 featured items underneath, preventing these tables from being suitably used.
14.7	<p>Turn style taps were provided to B28, the small kitchenette opposite the lift, the staffroom on the first floor, DT2, the hospitality kitchens and Sixth Form. Turn style taps may not be appropriate for people with limited dexterity in their wrists.</p> <p>Height adjustable tables were identified in DT11 and DT9, the approach routes to which were narrow due to furniture and may not be suitable for wheelchair users to access.</p>	<p>Ideally, 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> <p>It may be beneficial to reposition the tables and seating when required, within the stated areas. Spacing between tables should be 1550mm - 2050mm with a minimum of 1050mm width clear of any seating.</p>	M/N	

15.1	<p>Signage was positioned across the school to assist with way finding. Some of the lettering, with attention to the lettering not in bold, may not be suitably contrasted to assist people who are partially sighted. Classroom signage also featured images behind the text, which is not recommended.</p>	<p>When the signage for the school is next updated, consideration should be taken for providing signage that has greater contrast with its surroundings.</p> <p>BS8300: For signs other than safety signs (for which there are prescribed colours), letters, symbols and pictograms should contrast visually with the signboard. Signboards should contrast visually with their backgrounds.</p> <p>A difference in LRV of 70 points between the letters, symbols or pictograms and the signboard, and between the signboard and the background, ensures good visual contrast.</p> <p>Light coloured text and symbols or pictograms on a dark background are preferred.</p> <p>Alternatively, where the LRV of a required signboard colour matches that of the background wall colour and neither can be changed, a visually contrasting border should be placed around the sign, equal in width to at least half the x-height of the text used for the sign.</p>	M	
15.6	<p>There are notices across the school, including temporary staff notices and on display boards, that are written entirely in upper case lettering, which is not best practice and could cause confusion for people who are partially sighted or people with learning difficulties.</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>A combination of backgrounds were provided to the light switch plates. The white switch plates positioned against light backgrounds, 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. 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 the stairwells, which could create glare for people who are partially sighted.</p>	<p>Each flight and landing of a stepped access route should be well illuminated, providing a clear distinction between each step and riser. The illuminance at tread level should be at least 100 lux. Lighting that causes glare (such as poorly located wall lights, spotlights, floodlights or low-level light sources) should be avoided.</p>	M	
16.5	<p>No obtrusive noises were identified.</p> <p>The Sports Hall, measured to be 32720mm by 17620mm, featured poor acoustics due to a minimal number of soft surfaces.</p>	<p>Large and noisy areas can cause sensory and neurological overload for some people and the provision of quiet spaces are therefore beneficial.</p> <p>The provision of some soft surfaces within the Sports Hall may be beneficial. Alternatively, providing an area that can be used as a quiet space may be suitable.</p>	N	

