

LOWER PEOVER PRIMARY SCHOOL
ACCESSIBILITY AUDIT – Conducted November 2019
Action Plan updated 14.11.2023

3.1 Commitment to Inclusion

| Audit Ref | Audit Item | Suggested Actions Maintain existing actions and processes. | Priority | Budget Implications | Target date for completion | Ownership of Task | Date Completed |
|------------------|-------------------------|--|-----------------|----------------------------|-----------------------------------|--------------------------|-----------------------|
| 3.1 | Commitment to Inclusion | Check all policies & documents to ensure both current & consistent | 2 | N/A | | JT/SD | ongoing |
| | 'Access Champion' | Designate member of staff as point of contact who asks visitors/parents if they have any access requirements | 2 | N/A | 2020 | ADMIN OFFICERS | January 2020 |

3.2 Website

| Audit Ref | Audit Item | Suggested Actions Maintain existing actions and processes. | Priority | Budget Implications | Target date for completion | Ownership of Task | Date Completed |
|------------------|-------------------|---|-----------------|----------------------------|-----------------------------------|--------------------------|-----------------------|
| 3.2 | Website | Include access information on website. | 4 | N/A | 2023/24 | JT | |

3.3 Access to Site and Facilities

| Audit Ref | Audit Item | Suggested Actions | Priority | Budget Implications | Target date for completion | Ownership of Task | Date Completed |
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| 3.3 | Parking | Install signage to identify the location of car park for visitors, and location of parking for blue badge holders. | 2 | L | 2020 | Cassidy & Ashton Building Consultants | Ongoing work on car parking area |
| 3.4 | Accessible Parking | Clear signage required to direct people to accessible parking bays. | 2 | L | 2020 | Cassidy & Ashton Building Consultants | Ongoing work on car parking area |
| | | Adequate size of parking bay required to allow vehicle doors to fully open | 2 | N/A | | Cassidy & Ashton Building Consultants | Ongoing work on car parking area |
| 3.4.1 | Vehicle Parking Area 1 (front loop) | One designated accessible parking bay – external signage and markings to be clearly marked | 2 | L | 2020 | Cassidy & Ashton Building Consultants | Ongoing work on car parking area |
| 3.4.2 | Vehicle Parking Area 2 (side & rear of school) | Provide a hard surface where materials are slip-resistant when wet. | 2 | H | Long Term Maintenance | Cassidy & Ashton Building Consultants | Ongoing work on car parking area |
| | | Adequate size of parking bay required to allow vehicle doors to fully open | 4 | N/A | Immediately | Cassidy & Ashton Building Consultants | Ongoing work on car parking area |
| 3.4.3 | Number of accessible parking bays | Increase the number of accessible parking bays | 2 | H | 2020 | Cassidy & Ashton Building Consultants | Ongoing work on car parking area |
| 3.5 Horizontal Circulation | | | | | | | |
| 3.5.1 | External environment | Ensure, where possible, the minimum surface width of access route is at least 1800mm & install dropped kerbs along pathways where required | 4 | H | Long Term Maintenance | Cassidy & Ashton Building Consultants | |

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| 3.5.2 | External Ramps | | | | | | |
| | Ramp 1 (Hall to playground) | Ensure width for all ramps are not less than 1500mm | 4 | H | Long Term Maintenance | | |
| | Ramp 2 (Year 6 classroom to playground) | The surface of all ramp's contrasts visually with the landings & edge protection | 4 | H | Long Term Maintenance | | |
| | Ramp 3 (Technology Suite to playground) | Provide a continuous upstand at least 100mm high at any open edge of ramp – should contrast visually with the surface | 4 | H | Long Term Maintenance | | |
| | | Fit handrails to all external ramps (all ramps excluding Ramp 2) – visual contrast with surroundings & have timber or nylon-sleeved steel tube handrails | 4 | M | Long Term Maintenance | | |
| | | All ramps should have higher slip resistance than an equivalent level surface & are kept free of snow or ice | 4 | H | Long Term Maintenance | | |
| | | Provide signage to indicate the existence & location of any ramps – visual contrast with surrounding & use International Symbol for Access  | 4 | M | 2023/24 | | |
| | | Provide wayfinding information in different forms to support people with sensory impairments | 4 | M | 2023/24 | | |

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| 3.5.3 | Internal Environment - Corridors | Door handles to have visual contrast with doors | 4 | L | Ongoing as repairs occur | | |
| 3.54 | Main Entrance & Holding Area | Install one set of automatic doors to the outer entrance | 2 | H | Long Term Maintenance | | |
| | | Make external doors easier to open or provide canopy to protect visitors if inclement weather | 2 | H | Long Term Maintenance | | |
| | | Assistance bell/buzzer at a height suitable for wheelchair users – visual contrast to surrounding area | 2 | H | Long Term Maintenance | | |
| | | Information and direction signage throughout school with good colour contrast | 2 | M | 2023/24 | | |
| | | Clear furniture in corridors | 2 | N/A | Immediately | AW | December 2020 |
| 3.5.5 | Internal Signage | Floor, wall & ceiling materials should contrast visually with adjacent surfaces | 4 | H | Long Term Maintenance | AW | Ongoing as parts of building are re-decorated |
| | | At least one door has minimum effective clear width of 1000mm | 4 | H | Long Term Maintenance | | |
| 3.5.6 | Corridor | Provide visual contrast to the identifying features against wall surfaces | 2 | M | Long Term Maintenance | AW | Ongoing as redecoration occurs |
| 3.5.7 | School Hall | Ensure minimum zone of visibility is between 500 & 1500mm from the floor. Visual panel should be no less than 100mm in width | 2 | H | Long Term Maintenance | JT | July 2021 |

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| | | Ensure door handles are easy operate or grip by wheelchair user | 4 | H | Long Term Maintenance | JT | July 2021 |
| | | Floor surface should offer a level of slip resistance | 4 | H | Long Term Maintenance | | |
| 3.5.8 | Classrooms & Staff Room Y4 & 5 | Install ramps to both classrooms to playground, including handrails with visual contrast with surrounding area | 2 | H | Long Term Maintenance | | |
| | Staff Room | Widen door to minimum effective clear width of 800mm | 2 | H | Long Term Building Work | | |
| | | Ensure electrical socket outlets contrast visually with background | 3 | M | 2023/24 | | |
| | | Lower food preparation surfaces to within reach of most people with restricted movement | 3 | H | Long Term Building Work | | |
| 3.6 | Internal Doors & Fittings | Fit door closers to corridor doors | 2 | H | Long Term Maintenance | | |
| | | Ensure all internal doors have vision panels extending to a lower level | 2 | H | Long Term Maintenance | | |
| | | Visual contrast doorways to surrounding area | 2 | L | 2023/24 | | |
| | | Consistent height of pull handles | 2 | H | Long Term Maintenance | | |
| 3.7 | Accessible Toilet | Provide signage to identify location | 2 | L | 2023/24 | | |
| | | Consider installing another accessible toilet at other end of school | 4 | H | Not possible due to building | | |

3.8 Providing a Safe & Comfortable Environment

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| | | Install an assistive listening system & ensure visible signage | 2 / 4 | H / L | Long Term Maintenance | | |
| | | Floor surfaces slip resistant & avoid loose matting | 4/2 | H | Long Term Maintenance | | |
| | | Ensure good lighting in reception areas | 5 | H | Lighting upgrade to LED | | 2021 |
| 3.10 | Disability Equality Training | Ensure all staff attend a Disability Equality training course | 2 | H | 2023/24 | | |

Signatures

| | Name (Print) | Signature | Date |
|--------------|--------------|-----------|------|
| Head Teacher | | | |
| SENDCo | | | |