

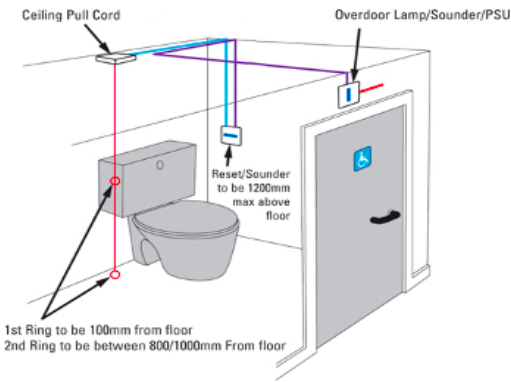
# Upper Heaton Accessibility Action Plan April 2023


## 4.1 - ACTION TABLE

COSTS - <b>N</b> = NONE <b>M</b> = MINIMAL <b>OG</b> = ONGOING MAINTENANCE <b>ST</b> = STRUCTURAL CHANGE <b>EX</b> = MAJOR STRUCTURAL CHANGE				
Item Ref.	Details / Issue	Recommendation	Est Cost	Action Taken
<b>PRIORITY A</b>				
2.5	<p>The route leading from the accessible bays featured a steep kerb. This may not be suitable for all wheelchair users to navigate.</p> <p>A further small ramp was provided to the rear of the bays. Refer to section 3.</p>	<p>Remedial works should be undertaken to the kerb leading from the accessible bays to reduce the gradient currently provided to a reasonable gradient compliant with BS8300 and ADM requirements.</p> <p>AD M - All access routes to principal, or alternative accessible, entrances should be surfaced so that people are able to travel along them easily, without excessive effort and without the risk of tripping or falling.</p>	<b>M</b>	Action sent to LOR and was requested to fill out a change request form 16/01/24. Change request form completed and send to DFE for quotation 30/01/2024

6.9	<p>The auditor was not asked.</p> <p>Is there a procedure to ask visitors, prior to their visit, if they have any access requirements?</p>	<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>	M	<p>Email sent to office team after discussions around adapting the visitor process for reception staff. 12/01/2024</p>
6.10	<p>The auditor was not asked.</p> <p>Is there a procedure to ask visitors if they require assistance in the event that the fire alarm is activated?</p>	<p>Site management need to ensure that the appropriate procedures are implemented.</p> <p>Refer to 6.9, 18.5, 18.6.</p>	M	<p>Email sent to office team after discussions around adapting the visitor process for reception staff. 12/01/2024</p>
7.3	<p>The sports courts were accessed via steps. A level access route was not provided within the school.</p> <p>A small, staff kitchenette was identified by F.19, which was measured to be approximately 1430mm by 1880mm, and was narrowed further by boxes, which may not be suitable for a wheelchair user.</p>	<p>Any service offered, such as the use of the sports courts, must be replicated, relocated or offered in alternative accessible locations on an equal basis when it is required by disabled people.</p> <p>Any alternative location used must be subject to review in response to access requirements and user need to ensure that accessible facilities are provided.</p> <p>Refer to 14.8 for the staff kitchenette.</p>	N/M	

12.8	<p>A staff changing room with level access shower on the ground floor was being used for storage and would not be accessible whilst being used as such.</p> <p>The hygiene room opposite the medical room featured a bed, hoist, level access shower, and WC facility. The shower facility featured contrasted grab rails and a folding seat.</p>	<p>Site management to ensure that the accessible shower facility, located in the staff changing facility, is free from obstruction and is available for use when required.</p>	N	<p>Items removed November 2023 - See email to DT for further information.</p>
13.10	<p>Each of the compartments featured items in the transfer zone, such as sanitary bins.</p> <p>Items in the transfer zone can deny wheelchair users the space required to adopt appropriate transfer techniques.</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>☐</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>	N	

<p>13.11</p>	<p>The cord alarm in reception was not freely hanging within a suitable distance of the floor.</p> <p>The cord alarm on the first-floor facility was marginally high from ground floor level.</p> <p>The cord alarm in the hygiene room was looped around a grab rail.</p> <p>The cord alarm in the facility near to the dining area was marginally high from ground floor level.</p> <p>If cord alarms are not hanging within a suitable distance of the floor, distress calls may go unnoticed.</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>N</p> <p>The emergency assistance pull cord's around school are checked weekly as part of the site PPM's. Any that are found to be tied up are untied and left in the correct position.</p> <p>Email sent out to all staff regarding the correct position for The emergency assistance pull cord's 30/01/2024</p>
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15.3	<p>The accessible WC facility in reception was not signposted.</p> <p>The accessible WC on the second floor was not signposted as an accessible WC facility.</p> <p>The accessible WC opposite F.06 was not signposted as an accessible WC facility.</p> <p>The signage provided to the first floor, male and female staff facilities opposite F.22 were entirely capital letters.</p> <p>The signage for the student male facility on the first floor was broken.</p> <p>The Hygiene Room was not signposted.</p> <p>The accessible WC facility by the dining area did not feature signage.</p> <p>The WC facility by sports was not suitably signed.</p>	<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> <p>All accessible WC door signage to be accessible to all disabled people with Braille and embossed lettering preferred.</p> <div data-bbox="913 730 1563 946">  </div>	M	<p>Action sent to LOR and was requested to fill out a change request form 16/01/24. Change request form completed and send to DFE for quotation 30/01/2024</p>
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16.6	<p>There are communal areas in the school, that may be used for meetings, assemblies and performances, that did not appear to feature induction loops.</p> <p>The conference room on the ground floor, room G.13, measured to be approximately 6630mm by 5070mm. The main hall was measured to be approximately 15210mm by 14375mm.</p> <p>The sports hall was measured to be approximately 28020mm by 18015mm.</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 <a href="mailto:info@directaccess.group">info@directaccess.group</a> or read more at <a href="https://directaccessgp.co.uk/induction-loops-and-hearing-enhancement-systems/">https://directaccessgp.co.uk/induction-loops-and-hearing-enhancement-systems/</a></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	
18.3	<p>Most areas were kept free from obstacles.</p> <p>The corridor leading towards the hygiene room and medical room was cluttered, narrowing the available space for wheelchair users to navigate this area.</p>	<p>Horizontal circulation including corridors and passageways should be subject to regular inspection and maintenance to ensure that surfaces are maintained in good condition and access routes are provided at their full available width free of obstructions.</p>	N	Site team to monitor
18.4	<p>How frequently is the lift checked for proper working function?</p>	<p>The lift 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	LOR - all service reports and inspections are available.

18.5	<p>Most exit routes were maintained free from obstructions.</p> <p>The exit route near to the site office featured items that narrow this exit route and could slow egress.</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. Alarm systems including those within the WCs also need to be checked.</p>	N	<p>WC alarms checked weekly - paperwork available in office.</p> <p>Site team to monitor exits daily.</p>
18.6	<p>A PEEPS register was identified.</p> <p>Are staff members provided with a PEEPS when required?</p>	<p>As part of any induction procedure staff and students should be asked if they require any assistance during an emergency and a PEEP (Personal Emergency Evacuation Plan) should be agreed in consultation with the staff member.</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 &amp; Part B/B1.xvi. Guidance on providing PEEPS can be found here  <a href="https://www.gov.uk/government/publications/fire-safety-risk-assessment-means-of-escape-for-disabled-people">https://www.gov.uk/government/publications/fire-safety-risk-assessment-means-of-escape-for-disabled-people</a></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	
18.7	<p>How frequently are both general and personal emergency 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>18.8</p>	<p>Not all cord alarms were suitably positioned.</p> <p>How frequently are the cord alarm and induction loop systems checked for proper working function?</p>	<p>All Accessible WC alarms should be subject to regular inspection to ensure that the alarm is in working order and that the alarm cord remains located in the correct position.</p> <p>This should be implemented and recorded as appropriate.</p> <p>Should a legal complaint be made as a result of a distress call going unnoticed, the log book may be requested.</p> <p>Any hearing enhancement system must be subject to testing and maintenance as part of an enforced maintenance schedule that ensures that the equipment is working at all times. Inspection and servicing at intervals not exceeding 12 months needs to be carried out.</p>	<p>N</p>	
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PRIORITY B

1.1	<p>Beckfoot Upper Heaton School is located off Thorn Lane.</p> <p>The school features a car park with three accessible bays.</p> <p>Local transport links include a school bus drop off area, alongside further, public bus stops within close proximity to the school.</p> <p>Options on how to arrive at the school were not identified on the website. This would be beneficial, particularly as SAT NAV directions lead visitors to the school to an entrance not suitable for vehicular or visitor access.</p>	<p>Options on how to arrive at the site should be clearly illustrated on literature and on the website.</p> <p>The information regarding the site on the internet should be fully accessible for persons with reading disabilities through enlargement capability and screen readers, combined with synthetic speech or Braille displays. A clear and logical design that includes written explanations for visual or audio content. Text and graphics should be easily understood without use of colour.</p> <p>The new revision of the BS8300 highlights the importance of communication prior to a site visit. BS8300 states that clear and accurate pre-visit information via websites, literature, social media, telecommunications that is easy to access and understand and available in alternative formats, including details of modes of transport, parking, drop-off and what level of accessibility to expect on arrival should be provided.</p> <p>It may be beneficial for the school to contact the relevant department, who provide Google Maps directions, to ensure that directions to the school lead visitors to the correct entrance.</p>	N	
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3.1	<p>A small ramp was provided to assist wheelchair users gaining access towards the main entrance from the car park. This temporary ramp featured a steep gradient that may not be suitable for all users. This small ramp was also slightly damaged to the side.</p> <p>Refer to section 2 for the kerb leading from the parking area.</p>	<p>Ideally, the kerb leading from the accessible bays requires remedial works to achieve a gradient suitable for wheelchair users to access the paving directly in front of the accessible bays. Refer to 2.5.</p> <p>In the short term, any temporary ramp should meet BS8300 and ADM requirements. Any ramp provided must have a maximum gradient of 1:12, feature suitable 100mm upstand edgings to both sides, be a minimum of 1200mm wide and have a colour contrasted surface. Any ramp with a gradient steeper than 1:20 must feature handrails to both sides.</p>	M	
4.5	<p>None of the external steps featured contrasted nosings. Brightly contrasted nosings can assist people who are partially sighted by provided warning of the edge of the step.</p>	<p>Bright colour contrast needs to be painted to the edge of the step nosings to clearly highlight their presence.</p> <p>BS8300 - Each step nosing should incorporate a durable, permanently contrasting continuous material for the full width of the stair on both the tread and the riser to help people who are blind or partially sighted appreciate the extent of the stair and identify individual treads. The contrasting material should extend 50 mm to 65 mm in width from the front edge of the tread and 30 mm to 55 mm from the top of the riser, and should contrast visually with the remainder of the tread and riser.</p>	N	
6.3	<p>The reception desk featured a lowered section.</p> <p>The sign in screen was high from ground floor level, at approximately 1300mm, which may not be suitable for both standing and seated users.</p>	<p>It is recommended to lower the sign in screen, or have the ability to lower the sign in screen, to a suitable height for both standing and seated users. This could be in line with the lowered section of the reception desk.</p>	M	

7.2	<p>Most areas were free from obstruction.</p> <p>Practice rooms G.18 and G.17 had limited space for wheelchair users, due to the positioning of equipment within the rooms.</p> <p>The columns in the dining area were positioned by tables, which assisted with preventing a collision.</p> <p>Access to the WC in G.09 was partially blocked by a cabinet.</p> <p>The route into Food Technology room G.28, by the teacher's desk entrance, was slightly narrowed by furniture.</p>	<p>The music practice rooms should provide a clear, unobstructed manoeuvring space of 1500mm by 1500mm to enable wheelchair users to access these areas.</p> <p>Any internal columns 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>Horizontal circulation including corridors and passageways should be subject to regular inspection and maintenance to ensure that surfaces are maintained in good condition and access routes are provided at their full available width free of obstructions.</p>	N/M	
8.6	<p>Most doors, including those to classrooms and offices, featured suitable opening pressure.</p> <p>The double door systems, leading from their stairwells on each floor required slightly heavy opening pressure.</p> <p>The door leading towards outside, next to the canteen, also featured slightly heavy opening pressure.</p> <p>Heavy pressure doors can be unsuitable for wheelchair users and people with reduced mobility, as they can be knocked off balance.</p>	<p>Implement maintenance to de-tense and recalibrate the hinges. Ensure doors can be opened with less than 30 Newtons of force.</p> <p>If the force required for opening doors is greater than wheelchair users and people with limited strength can manage, they will be unable to continue their journeys independently. If the force of the closing device is too great or its speed too fast, disabled people risk being pushed off balance.</p>	M/N	

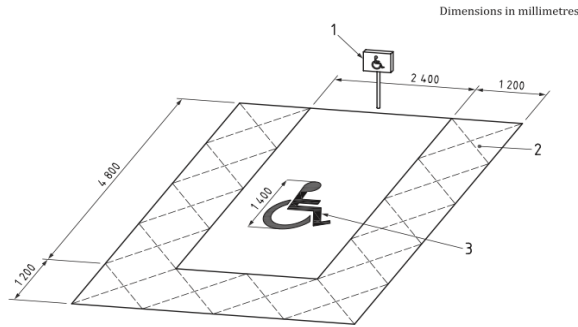
12.6	<p>Push style taps were identified across the WC facilities, including the student, staff and sports facilities.</p> <p>Some of these taps were stiff and may require greater pressure to access. This may not be suitable for people with limited dexterity in their wrists.</p>	<p>Implement a rolling programme to replace the push taps with lever or sensor 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	
12.7	<p>Cubicles for people with ambulant disabilities were provided to the communal student WC facilities.</p> <p>Of these facilities, the cord alarms were not correctly positioned. Including a tied cord alarm in the second-floor girls' facility, a broken cord in the male second floor facility, and tied cord alarms in the remaining facilities identified.</p> <p>Cord alarms that are not appropriately positioned could result in distress calls going unnoticed.</p>	<p>Implement a management procedure to ensure that cord alarms are always kept loose and not tied up. Any cord alarms that are broken, require replacing.</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>	N/M	
12.8 cont.	<p>The staff changing facilities in the sports hall did not feature lowered hooks to assist wheelchair users or people who are short in stature.</p> <p>The student changing facility did not feature lowered hooks to assist people who are short in stature. Grab rails were not provided to the shower facilities, the cubicle doors were not contrasted, and the cord alarm was tied in the student female changing facility.</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, in the changing and accessible facilities.</p>	M	
13.4	<p>Grab rails were not provided to the internal face of any compartment doors.</p> <p>The coat hooks provided in each facility were high from ground floor level and 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 doors.</p> <p>Two clothes hooks should be provided, one at 1050mm and the other at 1400mm above the floor. They should be located next to the mirror or to the inner face of the door.</p>	M	

13.5	<p>Most hand washing facilities were suitably positioned within the facilities.</p> <p>The white toilet roll dispensers in each facility may not provide sufficient contrast against their surroundings.</p> <p>The toilet roll dispenser in the hygiene room facility was far from the toilet basin and may not be within an accessible reach.</p> <p>The hand drier in the sports facility compartment was marginally high from ground floor level at 1200mm.</p>	<p>Ideally, all fittings in the accessible WCs should be well contrasted against their surroundings.</p> <p>The hand drier identified should be relocated at a height of between 800mm and 1000mm above finished floor level.</p> <p>Reposition the toilet roll dispenser in the</p>	M	
13.7	<p>Most facilities featured suitable grab rails that were well positioned and contrasted against their surroundings.</p> <p>Grab rails were not positioned to either side of the hand wash basin in the hygiene room.</p>	<p>Grab rails should be provided either side of the washbasin. Where possible, vertical support bars at least 600mm long should be fixed each side of the washbasin, with their mid point at 1100mm above the floor.</p>	M	
14.3	<p>Of the dining areas identified, each appeared to be a suitable height. Signage for induction loop systems was not identified.</p>	<p>Proportionate to demand, one of the serving counters should feature an induction loop to accommodate people with hearing impairments.</p>	M	

14.6	<p>The library counter featured a lowered counter. Signage for an induction loop was not identified.</p> <p>A selection of texts suitable for people who are dyslexic, were identified.</p>	<p>Proportionate to demand,install an induction loop to the library counter. 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 - <a href="https://directaccessgp.co.uk/induction-loops-and-hearingenhancement-systems/">https://directaccessgp.co.uk/induction-loops-and-hearingenhancement-systems/</a> 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	
14.7	<p>A selection of classrooms featured height adjustable tables, including for IT, Science and general classrooms.</p> <p>Height adjustable kitchen sinks and hobs were identified in the Food Technology rooms were also identified.</p> <p>These classrooms featured items in the recessed areas, which could prevent a wheelchair user from fully approaching this area.</p>	<p>Ensure that the height adjustable tables are suitably positioned to allow clear access. Spacing between tables should be 1550mm - 2050mm with a minimum of 1050mm width clear of any seating.</p>	N	


16.7	A portable induction loop system was not identified, which may be beneficial for small meetings, such as those between parents and staff.	<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>☐ 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>	<b>M</b>	
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PRIORITY C

1.4	<p>Routes on the school ground were level and even.</p> <p>There are areas of paving on approach to the school gates along Thorn Lane that are uneven and could 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>	M	
1.9	<p>The entrance gates across the school did not contrast against the surrounding fencing.</p> <p>Contrast could provide assistance to people who are partially sighted.</p>	<p>Add colour contrast to the gates and their controls to aid people with impaired vision.</p>	M	
2.2	<p>The signage provided to the front of the bay was small and could be missed.</p>  <p>Dimensions in millimetres</p> <p>Key</p> <ul style="list-style-type: none"> <li>1 Sign, with its lower edge 1 000 mm above the ground, to identify parking space when road markings are obscured, e.g. by snow or fallen leaves, with the words "Blue Badge holders only"</li> <li>2 1 200 mm wide access zone between designated accessible parking spaces</li> <li>3 International Symbol for Access (see BS 8300-2:2018, Figure 9)</li> </ul>	<p>Install a sign to the front of any accessible parking space. According to BS8300 - Sign should be present with its lower edge 1000 mm above the ground, to identify parking space when road markings are obscured, e.g. by snow or fallen leaves, with the words "Blue Badge holders only".</p>	M	
4.2	<p>The handrails provided to the external steps were exposed metal, which could be cold to the touch.</p>	<p>BS8300 compliant handrails should be installed to both sides of the external steps. The handrails should be coated with nylon or a suitable alternative to ensure that they are not cold to touch.</p>	M	

5.8	<p>The bell for the sports hall was positioned high from ground floor level at approximately 1500mm.</p> <p>The main entrance featured a call bell at approximately 1220mm and the entrance reader was positioned at approximately 1065mm from ground floor level.</p>	<p>The call buttons/bells should be relocated at a height of between 900mm and 1100mm from finished floor level.</p>	<b>M</b>	
6.7	<p>No signage was identified to state that any information provided by the school was available in alternative, accessible formats.</p>	<p>It is recommended that signage be installed to indicate that all public information issued can be provided in accessible formats on request. Refer to 15.7.</p>	<b>N</b>	
8.2	<p>Each stairwell featured large, glazed area, leading onto the main corridors.</p> <p>Large, floor to ceiling glazed areas were also identified on each floor overlooking outside.</p> <p>Glazed areas were identified overlooking the canteen.</p> <p>Large, glazed areas could be collision hazards without suitable manifestations. They could also cause discomfort for people with vestibular conditions.</p>	<p>The glazed areas must be clearly highlighted with manifestation that contrasts visually with the surface behind it. This manifestation should be located within two zones, from 850mm to 1000mm from the floor and from 1400mm to 1600mm from the floor.</p> <p>PAS 6463: Where full-height glazing are proposed on upper floors, the impact should be assessed. The application of non-transparent manifestation or non-reflective film to a lower proportion of the glazing should be taken into account as a helpful intervention, without affecting views out.</p> <p>Full-height glazing can cause difficulties for some people with vestibular conditions, such as Meniere's, particularly at upper levels where they can feel unsteady or dizzy.</p>	<b>M</b>	

8.7	<p>The staff, sign in screen was positioned at approximately 1270mm from ground floor level at the main entrance.</p> <p>The push release control from the hygiene room may be marginally high at 1200mm from ground floor level.</p> <p>Proximity readers were appropriately positioned across the remaining area of the school.</p>	<p>Consideration should be taken to mounting the staff sign in screen at a height that is suitable for both standing and seated users.</p> <p>The door release systems should be located within a height range of 900mm to 1100mm.</p>	M	
10.2	<p>The light grey nosings, against the slightly darker steps, may not provide sufficient contrast 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.</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>	M	
11.3	<p>The handrail provided was not well contrasted against the surrounding compartment.</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	
11.6	<p>The external controls required key access. The call button was not well contrasted against its surrounding.</p> <p>The internal controls featured tactile information.</p>	<p>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.</p>	M	

12.3	<p>Student WC facilities were uniform in design and featured contrasted fixtures and fittings.</p> <p>The staff facilities opposite F.22, those on the first floor and those within the sports facilities, were not well contrasted against their surroundings as there were white fittings against light grey surroundings.</p>	<p>Greater contrast should be considered for the fixtures and fittings within the staff and sports WCs. This can be achieved by having light sanitary ware seen against a dark background or vice versa.</p> <p>☐</p> <p>According to BS8300 - to help blind and partially sighted people identify key objects within sanitary accommodation, support rails and grab rails should contrast visually with the wall, the WC seat and cover should contrast visually with the WC pan and cistern, and sanitary fittings and accessories should contrast visually with the background against which they are seen.</p>	M	
12.4	<p>The compartment doors for the student WC facilities were not well contrasted against the frames.</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	

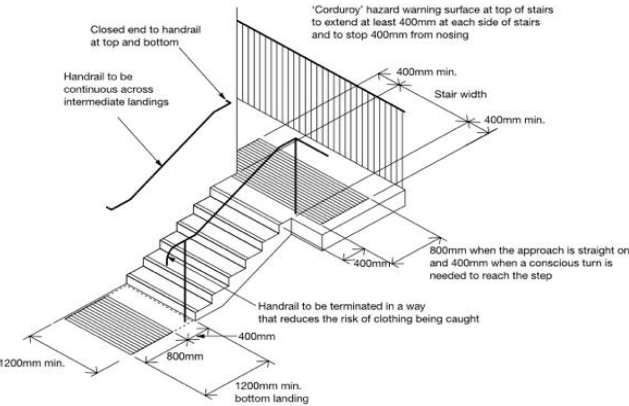
14.1	<p>Limited seats with armrests were identified in the communal areas of the school.</p> <p>Chairs with armrests could assist people with ambulant disabilities.</p>	<p>A range of seating should meet the following recommendations across the school:</p> <p>☐</p> <p>1) There should be a variety of seat 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	
14.2	<p>Limited seats with armrests were identified in classroom areas. Seats with armrests could assist people with ambulant disabilities.</p> <p>Blue chairs and tables were identified in various classrooms, including but not limited to F.05, F.07 and F.02. This provides limited contrast between the furnishings, which could hinder people who are partially sighted.</p>	<p>Where possible a variety of seat heights at 380mm, 480mm and 580mm should be provided with some seating available with back and arm-rests. For single height only the seat height should be between 450mm – 480mm.</p> <p>Seating should contrast visually with the surrounding surfaces and should be considered when the seating is next changed.</p> <p>A contrast of 30 points LRV difference offers sufficient contrast.</p>	M	
15.5	<p>The location of the lift was not clear on approach to assist with way finding.</p>	<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	

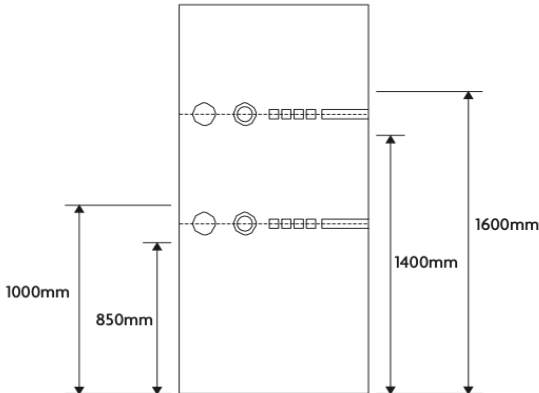
16.3	The appropriate lift signage should be provided.	<p>Site management to ensure that the lighting levels within the music classroom are appropriate.</p> <p>Lighting in a classroom should be even, diffused and without glare, reflections or shadows. Artificial lighting for classrooms that receive no daylight should be designed to achieve an illuminance at floor level of at least 100 lux.</p>	<b>M</b>	
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PRIORITY D

1.2	The pedestrian route towards the school features dropped kerbs and tactile paving. Some of the tactile paving was damaged and requires repair as it has become uneven.	Site management should undertake liaison with the appropriate land owners or Council Department to replace the tactile paving in the area to aid people with impaired vision.	N	
1.6	There are bollards on approach to the main entrance, leading from the car park, that could be a collision hazard for people who are partially sighted as they do not feature contrasted markings.	<p>Add colour contrast to the bollards to ensure that they are easily distinguishable against the background upon which they are seen.</p> <p>BS8300 - Low-level posts, e.g. bollards, should not be located within an access route. they should be at least 1000 mm high and should contrast visually with the background against which they are seen (it is desirable also to incorporate a 150 mm deep contrasting strip at the top).</p>	M	
1.7	A post and light post were identified near to the accessible bays, which could be a collision hazard for people who are partially sighted.	<p>Well contrasted markings should be provided at two heights to the posts/columns.</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	<p>The seating provided along the external areas of the school did not feature armrests.</p> <p>Armrests can assist people who have ambulant disabilities.</p>	<p>Provide benches with armrests. Ensure that the armrests are well contrasted and that there is a space either side of the seat so that a wheelchair user can park alongside a seated companion</p> <p>☐</p> <p>Seating in resting places should meet the following recommendations.</p> <p>☐</p> <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	
2.6	<p>Pedestrian routes were not clearly identifiable within the car park. Pedestrian routes can be beneficial for people who have hearing loss, or who are partially sighted, that may not notice oncoming traffic.</p>	<p>Mark out 1200mm wide hatched pedestrian routes within the car parks complete with signage warning of pedestrians. Also recommend providing a maximum speed limit of 5 mph within the car parks.</p>	OG	
2.7	<p>Lighting was provided to the car park. Are all bays adequately lit during darker hours?</p>	<p>Site management to undertake investigation of the lighting levels within the car parking areas during darker hours to ensure that they are sufficient.</p>	N	

4.1	<p>Tactile paving was provided to the main external steps that lead towards the school.</p> <p>The tactile paving provided to the steps that lead toward the school field featured tactile paving, but these were directly next to the step, rather than the recommended 400mm distance away from the final step.</p> <p>A set of stairs were identified close to the sports hall, within the car park. These steps did not feature tactile paving. The auditor was informed that these steps were not used.</p>	<p>Ensure that tactile paving is appropriately positioned by the external steps, 400mm from the foot landings.</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	<p>Are all sets of external steps adequately lit during darker hours?</p>	<p>Site management should undertake a review of the step lighting levels during darker hours to ensure that the step treads are evenly lit. 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	

5.1	<p>The main entrance to the school was clearly signposted; however, the entrance doors were not clearly visible from the surrounding frames. Contrast could assist people who are partially sighted towards the main entrance.</p>	<p>Colour contrast should be added to the entrance to ensure that it is clearly visible on approach to aid people with impaired vision.</p> <p>AD M - The presence of the door should be apparent not only when it is shut but also when it is open. Where it can be held open, steps should be taken to avoid people being harmed by walking into the door.</p>	M	
5.9	<p>The entrance doors featured manifestations at two heights. The lobby door to the main entrance featured one door with no manifestations. This could be a collision hazard.</p>  <p>1000mm 850mm 1600mm 1400mm</p> <p>Manifestation can take various forms, e.g. broken or solid lines, patterns or company logos</p>	<p>Well contrasted manifestations should be provided at two heights to both doors at the lobby entrance.</p> <p>Glazed doors need to have permanent strips on the glass within two zones, from 850mm to 1000mm from the floor and from 1400mm to 1600mm from the floor. These strips need to be contrast in colour (not treated glass) and luminance with the background seen through the glass in all light conditions.</p>	M	
6.4	<p>A contrasted section of flooring was not provided to the area in front of the reception desk.</p> <p>Contrast 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	

6.6	The glazed screen provided was reflective. This could 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.	<b>M</b>	
11.2	The car dimensions met the minimum BS8300 requirements of 1400mm by 1100mm.	<p>Lift sizes should be chosen to suit the anticipated intensity of use of the lifts and the requirements of disabled users.</p> <p>During future developments and proportionate to demand, it may be beneficial to consider an architectural feasibility study to provide a larger passenger lift.</p> <p>BS8300: Lifts should be an absolute minimum size of 1100mm wide x 1400mm deep. A lift size of 2000mm wide by 1400mm deep is recommended to accommodate smaller mobility scooters or one user of any type of wheelchair, together with several other passengers. There is sufficient space for wheelchair users and people with walking aids to turn through 180°.</p>	<b>ST</b>	
11.9	A 1500mm by 1500mm contrasted section of flooring was not provided to the area directly at the lift landings, which could assist 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.	<b>M</b>	
14.4	The dining area featured tables with fixed seating.	Where possible a variety of seat heights at 380mm, 480mm and 580mm should be provided with some seating available with back and arm-rests. For single height only the seat height should be between 450mm – 480mm. Some seating should be freely moveable.	<b>M</b>	

14.8	<p>The kitchenettes and sink areas identified across the school featured turn style taps that may not be suitable for people with limited dexterity in their wrists.</p> <p>Kitchenettes did not feature lowered counters that could assist wheelchair users and people who are short in stature.</p> <p>The kitchenette F.19 was small and may not be suitable for a wheelchair user to access as a 1500mm by 1500mm manoeuvring space was not provided.</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> <p>The facilities in kitchenette F.19 must be replicated, relocated or offered in alternative accessible locations on an equal basis when it is required by disabled people.</p> <p>Any alternative location used must be subject to review in response to access requirements and user need to ensure that accessible facilities are provided.</p>	M/N	
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15.1	<p>The overall layout of the school was reasonably clear.</p> <p>Braille was provided on some classroom signage.</p> <p>The large, way finding signage provided was backed into a surface with a similar colour, which may not provide sufficient contrast.</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>	<b>M</b>	
15.6	<p>There are notices across the school that are written entirely in upper case lettering, which is not best practice.</p> <p>Notice boards with coverings were identified as reflective, which could create glare for people who are partially sighted.</p>	<p>Implement a management procedure to ensure that any temporary notices are typed out using a mixture of lower and upper case lettering.</p> <p>According to best practice, words entirely in upper case type (capital) should be avoided. A sans serif type face with a relatively large “capital” height to “x” height should be used.</p> <p>When the notice boards are next changed, consideration to removing or replacing the coverings should be taken.</p>	<b>N/M</b>	

16.2	<p>Dimmer light controls were identified across the school, many of which were well contrasted against their surroundings.</p> <p>The white light switch plates that were white, against a light grey background were not well contrasted.</p>	At the next refurbishment for the sites, it would be beneficial to change the white light switch plates with alternatives that have a grey/silver plate. This will ensure that they are easily located by people with impaired vision.	M	
16.4	<p>Wall lighting was identified in the stairwells, which could cause glare for people who are partially sighted.</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.	M	
16.4	<p>Most areas did not feature any obtrusive noises.</p> <p>A loud extractor unit was identified near to stairwell 1, on floor 2. Loud, continuous noises can be obtrusive for people who have neurodiverse and cognitive sensitivities.</p>	<p>Site management to schedule maintenance of the extractor fans in attempt to reduce the noise output.</p> <p>People with sensory processing differences are often very sensitive to sound and noise. This includes people with neurodivergent conditions (such as autism, ADHD, dyspraxia), or hearing differences due to hyperacusis or misophonia. The types of noise people are sensitive to are different for different people. It might be a continuous noise, intermittent noise, unexpected noise, high volume noise, or specific frequencies of noise.</p> <p>PAS 6463: Background noise from ventilation and air-conditioning systems, which commonly includes significant low frequency components, should be minimized through the selection of appropriate low noise fans, in-duct attenuators, and acoustically insulated ductwork to minimize noise transfer through the ductwork.</p>	M	