



Accessibility Audit Report

For

**Middlewich Primary School
Park Road
Middlewich
CW10 9BS**

Date: 5th February 2014



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Property:

**Middlewich Primary School
Park Road,
Middlewich
CW10 9BS**

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Section 1: The Scope and Purpose of the Audit

The scope of the access audit encompasses the following key areas:

- External Approach and Car Parking
- External Circulation Routes
- Entrance Points
- Reception Area(s)
- Internal Doors
- Horizontal Circulation Routes
- Vertical Circulation (*where formed*)
- Sanitary Provision and Accessible Facilities
- Means of Escape

The purpose of this Access Audit report is to provide a basis for a structured, prioritised and costed rolling programme of building works and policy changes that can be implemented to significantly improve access for disabled people in and around the building.

This has been carried out in order to develop a long-term strategy to meet with the requirements of the Equality Act 2010, which incorporates the Disability Discrimination Act 1995 (*and the amendments of 2010*).

Although the main emphasis of this report relates to access for pupils to facilities and services, which carry an anticipatory duty under the Equality Act 2010, the access audit also identifies employment issues relating to access to the building and its facilities.

The Audit

The audit was carried out on 5th February 2014 and was believed to provide a reasonably accurate representation of the running and day-to-day activities of the site. The weather at the time of the audit was overcast and wet.

Conversations were held with the schools Business Manager and Caretaker, to understand the use of the building and to determine any specific problems in respect of access for building users.

This access audit has also been analysed alongside the Approved Document M: 'Access to and use of buildings' 2004 Edition and the British Standard BS 8300: 2009 'Design of buildings and their approaches to meet the needs of disabled people'. It is recommended that when carrying out the improvement works identified in this report they be specified with this document as the standard reference point.

Limitations as to the nature and extent of the inspection

This report describes the areas of potential concern regarding the physical status and the management of the building with respect to access for disabled people. Although these issues were identified when the audit survey was carried out, it must be noted that this was only a 'snapshot' in time rather than a long-term study of the site. Therefore it is necessary to adhere to and set up strategies to meet the long-term requirements detailed in this report.

Further investigations may be required if the building is to be upgraded or refurbished, or if employment levels, service provision or use of areas or procedures are changed.

This audit report in no way certifies or 'signs-off' the building with regards to meeting the requirements of The Equality Act 2010. The report should be used as a guide to help meet the varying needs of people who work, visit or study in the building with regards to access for disabled people and relating to the items analysed as part of the access audit process.

By considering the advice detailed in this report and the development of a prioritised long-term programme of improvements, the schools' local management will be able to demonstrate a pro-active approach to improving access for disabled and other people who use the building. These improvements may include physical alteration where practical and reasonable or the adoption of appropriate management policy practice and procedure.

Some areas of the building were locked or otherwise not accessible during our visit to the site. Despite our best endeavours we were not able to access some of these areas. Where practical we have provided comment based upon a visual inspection. The general sections of the audit report provide advice that could be used in improving the areas and the advice and recommendations provided for other similar areas will also give an indication of the nature of issue that might be expected.

Use of the Results

The findings of the report should be used as a tool to provide information on the key issues relating to meeting the requirements of The Equality Act 2010. These should be further prioritised (as detailed above) and incorporated into a long-term access strategy for the school as a whole, alongside the other initiatives that will need to be in operation to meet the requirements of the Act.

The Equality Act 2010 does not prescribe what approach a service provider or employer should use. However, the Equality and Human Rights Commission believe that it would be good practice, and the most sensible approach, to remove or alter physical barriers to access wherever possible. This is undoubtedly the most effective long-term solution both as a service provider and employer of disabled people using the building. However, it must also be realised that any removal or alteration of physical barriers to access would be subject to the typical key indicators of reasonableness, as defined by the Equality and Human Rights Commission.

Directions

Please note that where drawings have been supplied those room numbers/names identified in the drawings are used as references within the report. Where no drawing or identification has been provided then narrative for the room names have been used accordingly.

Section 2: Legislation

The Equality Act 2010

This law comes in to force in October 2010. It replaces most of the previous anti-discrimination laws and has superseded the Disability Discrimination Act 1995.

The Equality Act 2010 consolidated and streamlined previous anti-discrimination legislation.

The Equality Act was designed to be clearer and more consistent about the people it covers. It replaces the previous “diversity strands” with nine “protected characteristics”:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex and sexual orientation.

The Definition of Disability

Under the Equality Act 2010; the definition of 'disability' is similar to that within the Disability Discrimination Act 1995 (as amended), though it no longer lists the impairment categories of the DDA.

Failure to make 'Reasonable Adjustments'

The Equality Act 2010 continues the existing duty upon education institutions to make reasonable adjustments in relation to staff, pupils and its services delivered. These adjustments apply where a disabled person is placed at a substantial disadvantage in comparison to non-disabled people. These provisions do not apply to the other equality strands, and are unique to disability.

The Equality Act defines what is meant by the duty to make reasonable adjustments, namely:

- Provision, criteria or practice
- Physical features
- Auxiliary aids

The first requirement obliges education institutions to consider the way in which they do things. For example, showing due regard to changing a practice of providing lesson hand-outs only in paper format. Education institutions must now consider providing hand-outs in alternative formats.

The second requirement relates to the making of changes to the built environment, such as providing inclusive access to classrooms, workrooms etc.

The third requirement requires education institutions to show due regard to the provision of auxiliary aids and services, such as computer screen-reading software for those with a visual impairment, adjustable height tables and hearing induction systems etc.

The extent of the duty to make adjustments will differ slightly depending on the context. Most

Section 3: Main Issues Summary

General Information

The school provides education facilities / teaching provision for 375 pupils; 2-form entry from Reception to Year 6.

The school also caters for a number of SEN pupils with a statement or supported at School Action Plus.

There were no reports of pupils who are wheelchair users or with limited mobility at the time of this report. Pupils with sensory impairments are presently taught within the school.

The single-storey main section of the building was constructed circa 2006, with the original section of building refurbished at the same time. The building offers modern teaching accommodation and a range of support facilities (including meeting rooms, administration offices, toilets and kitchens).

Access onto the site is via Park Road. Parking facilities are available to the front and side of the building, which includes accessible parking facilities.

The building accommodates a number of facilities including:

- A main reception area (staffed at all times during normal school hours)
- A series of individual Foundation, KS1 and KS2 classrooms.
- Meeting and workroom facilities, Assembly Hall areas.
- Office accommodation and staffroom facilities.
- Male, Female and accessible toilet provisions throughout.

Parking Provisions

Parking facilities are available on-site, formed within two distinct areas (front and side). The parking area to the front of the building offers 2Nr accessible parking bays close to the main entrance. The car park is available for use by staff and authorised visitors only.

Space is available for 40 vehicles in total. Two accessible parking bays are formed to the front of the building, which meets with the recommended BS8300 guidance of 6% of the total parking spaces available on site. Management should regularly monitor the use of the accessible bays to ensure that they are used by blue badge holders only.

Visitors and tenants can also make use of localised on-street parking provisions in the vicinity of the site (Park Road and St Ann's Road).

The car park surfaces are of modern Tarmacadam, which are generally in good condition. There are no open drainage channels to the areas of the accessible parking bays. Management should ensure that the surfaces of the parking areas and service / access roads are regularly swept to remove debris and potential tripping hazards.

The accessible parking bay markings are formed to the recommendations of BS8300: Section 4.2.3 and are supplemented with suitable transfer or safety zones. It is recommended that vertical signs be installed to the head of the bays, to identify their location from a distance, at time when the surface may be obscured (i.e. during snowfall).

Approach to the Building Entrance and Perimeter Footpaths

The approach footpaths along Park Road are suitably wide and are generally in fair condition. There is a limited provision of dropped kerbs to the localised footpaths, road junctions and pedestrian crossings. It is recommended that management liaise with the local authority highways department to request that dropped kerbs be installed to the cross-over points along Park Road. The dropped kerbs should also be supplemented with tactile paving, for the benefit of those with a visual impairment.

The approach footpath leading up to the main entrance doors and to the perimeter of the building, is formed from a combination of concrete paving slabs and Tarmacadam. The approach footpaths are level and are generally in good condition, except for a number of small areas where paving slabs have dropped creating areas of water 'ponding'. It is recommended that these areas be made good to prevent potential tripping hazards.

The base of the footpath leading from the accessible parking bays to the main entrance was noted to have dropped slightly, which will require infilling to prevent a potential tripping hazard.

Pedestrian crossing points are formed across the access roads into the site, which are level with the adjoining footpaths and offer tactile paving to warn those with visual impairments.

Signage to highlight the location of the main entrance doors is limited to a free-standing sign at the entrance into the site. It is recommended that signage be posted on the front elevation wall, close to the entrance doors to highlight their location from a distance.

Stepped and Ramped Approaches to the Building

There is suitable level / graded access leading up to the main entrance doors (including the Foundation Stage entrance doors) and to the perimeter exit doors off the individual rooms / circulation corridors.

A flight of steps is formed serving the raised terrace from the exit door off the Poppy Room. The steps are formed to a suitable clear width, riser height and depth of going. The edge of each riser is highlighted with a visually contrasting paint for the benefit of those with visual impairments. Handrails offering sufficient 'grip' are also installed on either side to aid those with limited mobility.

As the steps serve only one small room, it is not considered necessary or 'reasonable' to form a ramped approach in this location. Local management should ensure that evacuation plans incorporate alternative exit points should the room be used by those who are unable to negotiate a flight of steps.

Main Entrance and Reception Facilities

The main entrance is via the reception area lobby to the front of the building. The lobby is accessed via a manually operated dual door set. The doors are formed to a suitable clear opening width of 800mm each, which will allow for the passage of a wheelchair.

The doors offer sufficient visual contrast to surround walls, have full height vision panels installed and have pull handles which offer sufficient 'grip' for those with limited hand dexterity.

The doors are 'heavy' to operate and should be adjusted to achieve a maximum opening pressure of 20N.

A canopy is not formed over the entrance, however direct access is available into the building.

The entrance lobby offers sufficient clearance for wheelchair manoeuvring and turning. The floor surface offers sufficient slip-resistance underfoot.

A reception counter is not installed, however a sliding screen is available to allow visitors to communicate with reception staff. Lighting levels are sufficient to enable lip reading. A signing-in / out

A hearing induction loop unit is not available. It is recommended that a portable induction unit be made available which can also be used elsewhere within the building as required.

The cross-corridor doors onto the main school beyond are formed to a similar design and clear opening width as the outer entrance doors. The doors are kept locked for reasons of child safety, with the release button positioned in excess of 1500mm. Local management / staff will be required to assist disabled building users when attempting to exit via these doors.

Secondary Entrance (*Foundation Stage*)

The secondary entrance to the Foundation Stage teaching area is via the rear of the building. Access is via a manually operated dual door set. The doors are formed to a suitable clear opening width of 800mm each, which will allow for the passage of a wheelchair.

The doors are kept locked for reasons of child safety, with the release button positioned in excess of 1500mm. Local management / staff will be required to assist disabled building users when attempting to exit via these doors.

The doors offer sufficient visual contrast to surround walls, have full height vision panels installed and have pull handles which offer sufficient 'grip' for those with limited hand dexterity.

The doors are 'heavy' to operate and should be adjusted to achieve a maximum opening pressure of 20N.

The corridor beyond offers sufficient clearance for wheelchair manoeuvring and turning. The floor surface offers sufficient slip-resistance underfoot.

Reception facilities are not available, staff 'meet and greet' visitors upon arrival.

Horizontal Circulation (*Corridors and Lobbies*)

Circulation corridor widths are in excess of the minimum requirement of 1500mm and will allow turning or passing by wheelchair users. There are some short sections of narrower corridors / lobbies but these are to minor circulation routes such as those serving individual offices or the standard toilet facilities.

Step-free access is available throughout the building. The floor surfaces offer sufficient frictional slip-resistance underfoot.

The visual contrast along the central circulation corridors and adjoining lobbies is sufficient between the wall surfaces and floors. Door positions are suitably highlighted.

The central corridor has items of furniture / storage along its length, which reduces clear circulation to 1100mm in parts. Where practical, local management should relocate the obstructions to ensure that a minimum clearance of 1200mm is achieved throughout.

Lighting levels are generally good along the main circulation routes.

Cross-corridor doors along the central corridor are permanently held open via electro-magnetic catches. The effective clear opening width of access doors onto link corridors and lobbies exceeds the minimum recommended dimensions (800mm). The opening pressure of the access doors and cross-corridor doors is generally noted to be below 20N.

Directional signage is limited, except for statutory fire signage to identify escape routes. Pictogram signage is posted to highlight the toilet facilities and individual room names are posted to door positions. Directional signage is not considered necessary, as the majority of visitors who are unfamiliar with the building layout and its facilities will be escorted by staff.

Vertical Circulation (*Staircases and Internal Ramps*)

The building is formed to a single-storey throughout. The floor to the link corridor between the original building and new school building is formed with a gradient of 1 in 45m. Gradients in excess of 1 in 20m are not considered as ramps and do not require alterations / adaptations.

Accessible Sanitary Provisions

Unisex accessible WC facilities are formed to either end of the building (to the main school and Foundation Stage areas) and are generally available within the recommended maximum travel distance of 40m from any point.

The facilities are modern and in good working order, although the fittings are not entirely formed to current best practice design guidance and will require minor upgrading works accordingly, to meet the needs of individuals.

The Foundation Stage cubicle has the benefit of a fold-down changing bed, which has an adjustable height facility.

Directional signage is limited to highlight the location of the accessible toilet facilities. Pictogram signage is posted to the face of the doors. It is recommended that signage be improved in accordance with the JMU 'Sign Design Guide', to highlight the location of the accessible toilets from a distance.

The access doors open outwards and are formed to a suitable clear opening width. The door furniture includes easy grip locking units and grabrails to the inner face to aid the closure of the doors.

The position of fittings is not to current best practice design guidance and should be upgraded accordingly, including the repositioning of paper towel / soap dispensers and lever flush handles to within easy reach.

The provision of support grabrails is sufficient within the main school toilet cubicle. The Foundation Stage toilet facility has only one grabrail installed. It is recommended that additional grabrails be introduced to meet best practice design guidance.

There is no visual contrast between sanitary fittings, grabrails and the background walls within the main school cubicle. It is recommended that the cubicle wall be re-painted to a darker tone for the benefit of those with a visual impairment.

Emergency call units are installed within each cubicle, however the pull cords to each unit should be adjusted / replaced to ensure that they hang freely with two pull points available.

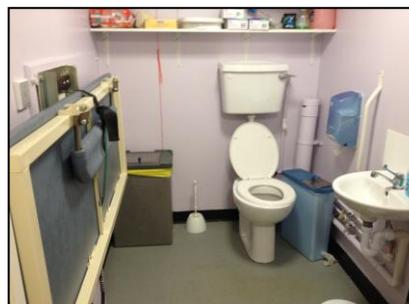
Lighting levels are suitable within each cubicle.

Consideration should be given to the provision of a visual fire alarm beacon within the main school cubicle as part of a fire risk assessment review, to aid those with a hearing impairment.

Note: It is important to state that there is no current requirement to upgrade / alter the existing accessible sanitary facilities. This should only be done should future need arise based upon the assessment of individual needs.



Main School Accessible WC



Foundation Stage Accessible WC

Standard Sanitary Provisions *(for Pupils and Staff)*

Male and Female standard WC facilities are formed throughout the building for pupils and staff members. The facilities are modern and in good working order, although the fittings within the cubicles are not entirely formed to current best practice design guidance and will require minor upgrading works to meet the future needs of ambulant disabled users.

The standard toilets are designed as circulation areas with wash hand basins, urinals (to the male toilets) and a range of single cubicles. The cubicles will require future adaptations to meet the needs of ambulant disabled users, including the provision of vertical grabrails.

None of the inward opening cubicle doors can be opened out easily in an emergency, e.g. when someone has collapsed against the door. It is recommended that the doors be adapted to open outwards.

The wash hand basins are formed to a suitable height range and are fitted with either lever style or motion sensor activated taps.

Lighting levels and visual contrast between fittings is considered to be suitable.

Note: It is important to state that there is no current requirements to upgrade / alter the existing standard sanitary facilities. This should only be done should future need arise based upon the assessment of individual needs.

Individual Classrooms, Workrooms and Offices

The access doors to the individual rooms are formed to a suitable clear width and full height vision panels are installed to allow a suitable field of view at both standing and seated positions. The lever style furniture offers sufficient 'grip'. The opening pressure of the doors is generally reasonable and within the recommended 20N, where possible.

The individual rooms are formed with a suitable internal dimension. Circulation past furniture should be monitored and adjusted accordingly.

Lighting levels within the individual rooms was noted to be good, with the rooms having Category 2 style light fittings, suitable for use with computers.

Visual contrast was noted to be maintained within rooms. Roller blinds are installed to the window positions to control direct sunlight levels and glare, for the benefit of those with a visual impairment.

None of the rooms accessed have height-adjustable workstations or surfaces to allow for wheelchair users. Consideration should be given to providing accessible facilities within a range of rooms, however this should only be undertaken as and when required to meet the needs of individuals.

Soundfield' hearing induction systems are installed within the main classrooms throughout the building. The systems allow sound to be focused for the benefit of those with a hearing impairment. Those rooms without induction systems would benefit from the availability of a portable hearing induction unit (recommended for the reception area).

The sink units within the classrooms (and staffroom) are fitted with lever style taps, which can be operated with closed a fist

Light switches and electrical sockets are set to a suitable height and generally well located for wheelchair user access.

Means of Escape and Fire Alarm Systems

The introduction of the Regulatory Reform (Fire Safety) Act placed responsibility for the safe evacuation of all users including disabled people on the management of the premises. We would recommend that this report be used in conjunction with any future review of the Fire Risk Assessment for the building and that any changes being introduced to address other issues identified in this report be assessed for their impact on egress of users from the building.



Typical exit door arrangement from classrooms

The individual classrooms, workrooms, staffroom and assembly / dining halls each have a dedicated final exit door to the perimeter of the building, to allow for easy evacuation in the event of an emergency.

The individual doors are suitably wide at 780mm, have vision panels and a level threshold at their base. The majority of doors have thumb-turn release units which can be difficult to operate however the doors are normally opened by staff members only.

Double fire doors are formed off the central circulation corridor, each to a suitable clear opening width and fitted with push-pad release units, for ease of operation.

The exit points each have a graded approach, which ensures that independent wheelchair egress is possible.

The exit doors off the Foundation Stage Library / Corridor is the only exit door formed with a single step. It is recommended that the adjoining external ground be graded up to remove the step and

Visual fire alarms are installed along the circulation corridors within individual rooms for the benefit of those with hearing impairments.

For identified disabled pupils and employees using the building, Personal Emergency Evacuation Plans (PEEP's) should be developed. It is recommended that management be proactive in identifying people who may need assistance to evacuate the building. Individual PEEP's should be regularly reviewed to meet the needs of individuals.

Section 4: Access Audit Report, Comments and Recommendations

Building / Site Name

**Middlewich Primary School
Park Road, Middlewich CW10 9BS**



Asset Management Services
Delamere House
Delamere Street,
Crewe CW1 2JZ

Ref Nr:

88193

Date:

5th February 2014

Author:

Peter Shallcross (Statutory Compliance Officer)

Part A: Approach to the Building and Car Parking Provisions

Ref	Question	Yes, No or Partial?	Comments	Recommendations	Priority	Budget Cost £
A1	Is the building entrance within convenient distance of a public highway (i.e. less than 200m)?	Yes	The main entrance is located within 200m of the approach road (Park Road) and the on-site car park.			
A2	Is the building entrance within walking distance of public transport?	Partial	The main entrance is located a significant distance from the nearest public transport drop off points	Not considered necessary as disabled building users would normally arrive by private vehicle.		
A3	Is the building entrance within convenient distance of car parking?	Yes	Parking is available close to the main entrance, including 2x accessible parking bays.	Ensure that the existing accessible parking bays remain designated for blue badge holders only.	P1	N / A
A4	Is the route to the building entrance clearly marked / signposted?	Partial	The main entrance is formed out of view of the site entrance gates and only one directional sign posted.	Introduce additional signage to highlight the location of the main entrance lobby.	P2	200.00
A5	Is the route to the building via a footpath and free of raised kerbs?	No	There are no dropped kerbs formed along Park Road, access for wheelchair users is along the road.	Not considered necessary as disabled building users would normally arrive by private vehicle.		
A6	Is the surface of the route smooth and slip resistant?	Yes	The surface along Park Road is of Tarmacadam, which is reasonably slip-resistant underfoot.			
A7	Is the route free of such hazards as bollards, litter bins, outward opening windows and doors or overhanging projections etc.?	Yes	The footpath along Park Road and into the site is suitably wide at 1800mm. The route is clear of obstructions and street furniture			
A8	Is the route to the building adequately lit?	Yes	Street lighting along Park Road and on-site perimeter lighting provides sufficient lighting to the approach.			
A9	Is car parking clearly marked out, signposted, easily found and kept free from misuse?	Partial	Parking is available to the front and side of the building. Signage is not posted to highlight the accessible bays	Introduce vertical signage to the head of the accessible bays to highlight from the entrance	P2	150.00
A10	Is there car parking specifically for people with reduced mobility, which is located as close to the main entrance as possible? (≤10m)	Yes	2x accessible parking bays are formed to the front of the building and close to the main entrance, which are accessed via a level footpath.			
A11	Are accessible parking bays formed to the requirements of BS8300: 2009 (+A1 2010) Section 4.2.3 (4.8m x 2.4m and 1.2m transfer / safety zones and signs)	Yes	The accessible bays are formed to 2.4m x 4.8m with suitable side and rear transfer zones and surface pictograms. Vertical signage is not posted.	Introduce vertical signage to the head of the accessible bays to highlight from the entrance and to identify the bays at such times that the surface may be obscured (i.e. during snowfall).	P2	Included in Item A9
A12	Is the route to the building entrance level? (i.e. a gradient no steeper than 1m in 20m and no steps or raised kerbs)	Yes	A graded footpath is formed leading from the car park to the main entrance lobby. A small section of the footpath was noted to be raised adjoining the bays.	Make good the base of the footpath adjoining the accessible bays to remove the raised lip.	P1	200.00

Section 4: Access Audit Report, Comments and Recommendations

Part B1: Principal Entrance - External Routes and Changes in Level including Ramps and Steps *(Main Entrance)*

Ref	Question	Yes, No or Partial?	Comments	Recommendations	Priority	Budget Cost £
B1	Is there a level approach available to the principal (main) entrance?	Yes	A level approach is formed leading up to the main entrance from the adjoining car park.	Undertake patch repairs to re-align lifted / dropped paving slabs to avoid potential tripping hazards.	P2	TBC
B2	Is there a ramp to the principal (main) entrance, with level surfaces at the top / intermediate / bottom?	N / A	A level approach is formed off the adjoining footpaths			
B3	Is the ramp suitably wide to permit wheelchair access? (i.e. minimum 1500mm between handrails)	N / A	N / A			
B4	Is the ramp formed to a suitable gradient? (i.e. maximum 1m in 12m)	N / A	N / A			
B5	Is the surface of the ramp (including the landing areas) slip resistant and in good condition?	Yes	The footpaths leading up to the main entrance offer sufficient slip-resistance underfoot.	Refer to note B1 above for remedial works to footpaths in the vicinity of the main entrance	P2	TBC
B6	Are there kerbs or raised edges (minimum 150mm high) provided to the sides to prevent falling off?	N / A	N / A			
B7	Are there handrails installed to both sides of the ramp? (50mm diameter, 900mm high over surface, powder coated metal or timber and extended by 300mm top and bottom)	N / A	N / A			
B8	If a permanent ramp cannot be formed (i.e. to a Listed Building), is a portable ramp or alternative means of access available to provide access signage posted?	N / A	N / A			
B9	Are there (alternative) steps provided for those who cannot negotiate a gradient?	N / A	N / A			
B10	Are the step edges (nosings) highlighted with a contrasting colour and is corduroy style tactile paving provided to the top and bottom of the flight?	N / A	N / A			
B11	Are landings provided at the top / intermediate / bottom? (minimum depth 1500mm).	N / A	N / A			
B12	Are there handrails to both sides of the steps? (50mm diameter, 900mm high over flight, powder coated metal or timber and extended by 300mm top and bottom. If flight exceeds 1800mm width is a central rail formed?)	N / A	N / A			
B13	If safe and convenient ramps and steps cannot be provided, is vertical movement by alternative powered means? (i.e. external platform lift)	N / A	N / A			

Section 4: Access Audit Report, Comments and Recommendations

Part B2: Secondary Entrance(s) - External Routes and Changes in Level including Ramps and Steps *(Foundation Stage Entrance)*

Ref	Question	Yes, No or Partial?	Comments	Recommendations	Priority	Budget Cost £
B14	Is there a level approach available to the secondary entrance(s)?	Yes	A level approach is formed leading up to the Foundation Stage entrance from the adjoining car park.	Undertake patch repairs to re-align lifted / dropped paving slabs to avoid potential tripping hazards.	P2	TBC
B15	Is there a ramp to the secondary entrance, with level surfaces at the top / intermediate / bottom?	N / A	A level approach is formed off the adjoining footpaths			
B16	Is the ramp suitably wide to permit wheelchair access? (i.e. minimum 1500mm between handrails)	N / A	N / A			
B17	Is the ramp formed to a suitable gradient? (i.e. maximum 1m in 12m)	N / A	N / A			
B18	Is the surface of the ramp (including the landing areas) slip resistant and in good condition?	Yes	The footpaths leading up to the Foundation Stage entrance offer sufficient slip-resistance underfoot.	Refer to note B14 above for remedial works to footpaths in the vicinity of the main entrance	P2	TBC
B19	Are there kerbs or raised edges (minimum 150mm high) provided to the sides to prevent falling off?	N / A	N / A			
B20	Are there handrails installed to both sides of the ramp? (50mm diameter, 900mm high over surface, powder coated metal or timber and extended by 300mm top and bottom)	N / A	N / A			
B21	If a permanent ramp cannot be formed (i.e. to a Listed Building), is a portable ramp or alternative means of access available to provide access signage posted?	N / A	N / A			
B22	Are there (alternative) steps provided for those who cannot negotiate a gradient?	N / A	N / A			
B23	Are the step edges (nosings) highlighted with a contrasting colour and is corduroy style tactile paving provided to the top and bottom of the flight?	N / A	N / A			
B24	Are landings provided at the top / intermediate / bottom? (minimum depth 1500mm).	N / A	N / A			
B25	Are there handrails to both sides of the steps? (50mm diameter, 900mm high over flight, powder coated metal or timber and extended by 300mm top and bottom. If flight exceeds 1800mm width is a central rail formed?)	N / A	N / A			
B26	If safe and convenient ramps and steps cannot be provided, is vertical movement by alternative powered means? (i.e. external platform lift)	N / A	N / A			

Section 4: Access Audit Report, Comments and Recommendations

Part C1: Principal Building Entrance (including Reception Area)

Ref	Question	Yes, No or Partial?	Comments	Recommendations	Priority	Budget Cost £
C1	Is the entrance door clearly distinguishable (tonally contrasting) from the building façade?	Yes	The access doors are of powder-coated aluminium, whose colour suitable contrasts with adjoining bricks.			
C2	If of glass construction, is the door clearly visible when closed?	Yes	The doors are clearly visible when closed.			
C3	Does the clear opening width of at least one door leaf provide a minimum of 780mm when opened to permit passage of a wheelchair or double pushchair?	Yes	The double door arrangement provides a clear opening width of 800mm through each individual door leaf.			
C4	Does the entrance door have a level / flush threshold? (≤15mm high)	Yes	A threshold is present but is below 15mm in height.			
C5	Are vision panels formed for visibility whilst standing or seated? (between 500mm - 1500mm). Are manifestations installed to full height glazing panels?	Yes	Full height vision panels are provided to each door leaf.			
C6	Can the door handle(s) / lever(s) be used at both standing and seated height?	Yes	Full height pull handles are fitted to each door leaf.			
C7	Can door handle(s) be easily grasped and operated?	Yes	The pull handles are suitable at 48mm diameter.			
C8	Is the door 'heavy' to operate? (≤20N)	Partial	The opening pressure is slightly above 20N	Ease and adjust the door closers to below 20N	P2	50.00
C9	Is the entrance door power-operated / automated?	No	The entrance doors are manually operated.	Consider automating if difficulties arise / persist	P3	1,200.00
C10	If the door is security-protected, is the system suitable for use by and within the reach of people with sensory or mobility impairments?	No	The outer entrance doors are manually operated and are left unlocked during school opening times.			
C11	If there is a lobby, do the inner / outer doors meet the same criteria as above?	Yes	The inner lobby doors match the outer doors but have a mag-lock installed for security purposes.	Local Management will be required to assist wheelchair users in releasing the door locks.	P4	N / A
C12	Do lobby layouts enable all users to clear one door before accessing the next?	Yes	The lobby is sufficiently dimensioned to allow for wheelchair access and turning.			
C13	If a reception is provided; can the reception point be approached and used from both sides by people in standing and seated positions? (i.e. dual height)	Partial	The reception hatch is formed to a single height of 750mm. A counter and legroom is not provided nor considered necessary due to automated signing-in.	The automated signing-in / out screen is formed to a sufficient height for wheelchair users.		
C14	Is the reception fitted with a hearing induction loop system? (either fixed or portable)	No	None installed to the adjoining administration office.	Consider the provision of a portable hearing induction unit (usable elsewhere also if required)	P2	400.00
C15	Does the lighting installation take account of the needs of visually disabled people? (i.e. is lip reading possible / no reflections)	Yes	The lighting levels within the entrance lobby and adjoining office are suitable at an average lux of 200.			
C16	Are public telephones positioned with clear access and at a height for use if seated and standing?	N / A	N / A			
C17	For those progressing to other parts of the building, is information provided by signage, supported by tactile information and directional arrows?	No	Directional signage is not provided, nor considered necessary as the majority of visitors who are unfamiliar with the building will be escorted by staff.	Review directional signage provisions, based upon the needs of individuals	P3	TBC

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Part C2: Secondary Building Entrance(s) (including Alternative Reception Areas) (Foundation Stage Entrance)

Ref	Question	Yes, No or Partial?	Comments	Recommendations	Priority	Budget Cost £
C18	Is the entrance door clearly distinguishable (tonally contrasting) from the building façade?	Yes	The access doors are of powder-coated aluminium, whose colour suitable contrasts with adjoining bricks.			
C19	If of glass construction, is the door clearly visible when closed?	Yes	The doors are clearly visible when closed.			
C20	Does the clear opening width of at least one door leaf provide a minimum of 780mm when opened to permit passage of a wheelchair or double pushchair?	Yes	The double door arrangement provides a clear opening width of 780mm through each individual door leaf.			
C21	Does the entrance door have a level / flush threshold? (≤15mm high)	Yes	A threshold is present but is below 15mm in height.			
C22	Are vision panels formed for visibility whilst standing or seated? (between 500mm - 1500mm). Are manifestations installed to full height glazing panels?	Yes	Full height vision panels are provided to each door leaf.			
C23	Can the door handle(s) / lever(s) be used at both standing and seated height?	Yes	Full height pull handles are fitted to each door leaf.			
C24	Can door handle(s) be easily grasped and operated?	Yes	The pull handles are suitable at 48mm diameter.			
C25	Is the door heavy to operate? (≤20N)	Partial	The opening pressure is slightly above 20N	Ease and adjust the door closers to below 20N	P2	50.00
C26	Is the entrance door power-operated / automated?	No	The entrance doors are manually operated.	Consider automating if difficulties arise / persist	P3	1,200.00
C27	If the door is security-protected, is the system suitable for use by and within the reach of people with sensory or mobility impairments?	No	The doors are manually operated and secured via a magnetic lock at all times. The external call unit is installed within a suitable height range.	Local Management will be required to assist wheelchair users in releasing the door lock.	P4	N / A
C28	If there is a lobby, do the inner / outer doors meet the same criteria as above?	N / A	Inner doors are not formed. The outer doors access onto a circulation lobby / corridor.			
C29	Do lobby layouts enable all users to clear one door before accessing the next?	Yes	The lobby is sufficiently dimensioned to allow for wheelchair access and turning.			
C30	If a reception is provided; can the reception point be approached and used from both sides by people in standing and seated positions? (i.e. dual height)	N / A	None formed, the external call unit is linked to the main reception / adjoining classroom.			
C31	Is the reception fitted with a hearing induction loop system? (either fixed or portable)	N / A	N / A			
C32	Does the lighting installation take account of the needs of visually disabled people? (i.e. is lip reading possible / no reflections)	Yes	The lighting levels within the entrance lobby are suitable with an average lux of 150.			
C33	Are public telephones positioned with clear access and at a height for use if seated and standing?	N / A	N / A			
C34	For those progressing to other parts of the building, is information provided by signage, supported by tactile information and directional arrows?	No	Directional signage is not provided, nor considered necessary as the majority of visitors who are unfamiliar with the building will be escorted by staff.	Review directional signage provisions, based upon the needs of individuals	P3	TBC

Section 4: Access Audit Report, Comments and Recommendations

Part D1: Horizontal Circulation (Corridors and Lobbies etc.) and Internal Doors to the Ground Floor (Main School)

Ref	Question	Yes, No or Partial?	Comments	Recommendations	Priority	Budget Cost £
D1	Is each corridor / passageway / aisle wide enough for a wheelchair user to manoeuvre and for other people to pass (i.e. minimum 1500mm)?	Yes	The central corridor and exit lobbies are formed to a suitable width of 2050mm.			
D2	Is each corridor, etc., free from obstruction to wheelchair users and from hazards to people with impaired vision?	Partial	Furniture and items of storage are positioned along the central corridor, which reduces the clear width to 1000mm in parts.	Ensure that a minimum of 1200mm is maintained past obstructions.	P1	N / A
D3	Do lobbies allow users, (including wheelchair users) to clear one door before approaching the next with minimal manoeuvre?	Yes	The exit lobbies are formed to a suitable clear width and length to allow for wheelchair access and turning circles.	Ensure that the exit lobbies are kept clear of furniture and items of storage at all times.	P1	N / A
D4	Are turning spaces available for wheelchair users at points along the main circulation corridors?	Yes	Sufficient areas for wheelchair turning is available along all circulation routes.	Ensure that a minimum of 1200mm is maintained past obstructions.	P1	N / A
D5	Does natural and artificial lighting avoid glare, shadow zones and silhouetting?	Yes	Lighting levels along the circulation corridors is considered to be suitable at an average lux of 200.			
D6	Do floor surfaces allow ease of movement, avoid slippage, avoid light reflection / sound reverberation?	Yes	The floor finishes to the circulation routes offers sufficient slip-resistance and glare reduction.			
D7	Are direction or information signs (including means of escape) clearly visible from both seated and standing eye-levels, and are they in upper and lowercase text, large enough typeface to be read by those with impaired vision or embossed?	Partial	Directional signage is limited, except for statutory fire signage to identify escape routes. Pictogram signage is posted to highlight the toilet facilities and individual room names are posted to door positions.	Directional signage is not considered necessary, as the majority of visitors who are unfamiliar with the building layout and facilities will be escorted by staff.		
D8	Do the internal doors serve a functional / safety purpose?	Yes	Only essential fire doors are installed. Cross-corridor doors are held open where possible.			
D9	Can the doors be easily distinguished against the adjoining wall surfaces?	Yes	The individual doors offer sufficient visual contrast against adjoining wall surfaces.			
D10	If of glass construction; are the doors visible / contrasting when shut?	N / A	N / A			
D11	Does the clear opening width provide minimum 780mm when opened to permit the passage of a wheelchair?	Yes	The access and cross-corridor doors throughout the building are formed to a suitable clear opening width to allow for wheelchair access.			
D12	Are vision panels formed to allow visibility through the cross-corridor doors from both sides at both standing and seated positions? (between 500mm - 1500mm)	Yes	Full-height vision panels are installed to the majority of room access doors (where required) and also to cross-corridor doors (when kept closed).			
D13	Can door handle(s) / lever(s) be used at both standing and seated height?	Yes	The door handles are installed to a suitable height range.			
D14	Can door handle(s) / lever(s) be easily grasped and operated?	Yes	The door handles are circular in profile, which offers sufficient grip to those with limited hand dexterity.			
D15	Are the cross-corridor doors heavy to operate ($\leq 20N$)	No	The main cross-corridor doors are held open using electromagnetic catches (linked to the fire alarm).			
D16	If the door is security-protected; is the system suitable for use by and within the reach of people with sensory or mobility impairments?	Partial	The doors onto the main entrance lobby are fitted with a magnetic lock, whose release button is fitted at high level for reasons of child safety.	Local Management will be required to assist wheelchair users in releasing the door locks.	P4	N / A

Section 4: Access Audit Report, Comments and Recommendations

Part D2: Horizontal Circulation (Corridors and Lobbies etc.) and Internal Doors to the Ground Floor (*Foundation Stage Areas*)

Ref	Question	Yes, No or Partial?	Comments	Recommendations	Priority	Budget Cost £
D17	Is each corridor / passageway / aisle wide enough for a wheelchair user to manoeuvre and for other people to pass (i.e. minimum 1500mm)?	Yes	The central corridor and exit lobbies serving the Foundation Stage classrooms are also formed to a suitable width of between 1500mm and 2050mm.			
D18	Is each corridor, etc., free from obstruction to wheelchair users and from hazards to people with impaired vision?	Partial	Furniture and items of storage are positioned along the central corridor, which reduces the clear width to 1000mm in parts.	Ensure that a minimum of 1200mm is maintained past obstructions.	P1	N / A
D19	Do lobbies allow users, (including wheelchair users) to clear one door before approaching the next with minimal manoeuvre?	Yes	The exit lobbies are formed to a suitable clear width and length to allow for wheelchair access and turning circles.	Ensure that the exit lobbies are kept clear of furniture and items of storage at all times.	P1	N / A
D20	Are turning spaces available for wheelchair users at points along the main circulation corridors?	Yes	Sufficient areas for wheelchair turning is available along all circulation routes.	Ensure that a minimum of 1200mm is maintained past obstructions.	P1	N / A
D21	Does natural and artificial lighting avoid glare, shadow zones and silhouetting?	Yes	Lighting levels along the circulation corridors is considered to be suitable at an average lux of 200.			
D22	Do floor surfaces allow ease of movement, avoid slippage, avoid light reflection / sound reverberation?	Yes	The floor finishes to the circulation routes offers sufficient slip-resistance and glare reduction.			
D23	Are direction or information signs (including means of escape) clearly visible from both seated and standing eye-levels, and are they in upper and lowercase text, large enough typeface to be read by those with impaired vision or embossed?	Partial	Directional signage is limited, except for statutory fire signage to identify escape routes. Pictogram signage is posted to highlight the toilet facilities and individual room names are posted to door positions.	Directional signage is not considered necessary, as the majority of visitors who are unfamiliar with the building layout and facilities will be escorted by staff.		
D24	Do the internal doors serve a functional / safety purpose?	Yes	Only essential fire doors are installed. Cross-corridor doors are held open where possible.			
D25	Can the doors be easily distinguished against the adjoining wall surfaces?	Yes	The individual doors offer sufficient visual contrast against adjoining wall surfaces.			
D26	If of glass construction; are the doors visible / contrasting when shut?	N / A	N / A			
D27	Does the clear opening width provide minimum 780mm when opened to permit the passage of a wheelchair?	Yes	The access and cross-corridor doors throughout the building are formed to a suitable clear opening width to allow for wheelchair access.			
D28	Are vision panels formed to allow visibility through the cross-corridor doors from both sides at both standing and seated positions? (between 500mm - 1500mm)	Yes	Full-height vision panels are installed to the majority of room access doors (where required) and also to cross-corridor doors (when kept closed).			
D29	Can door handle(s) / lever(s) be used at both standing and seated height?	Yes	The door handles are installed to a suitable height range.			
D30	Can door handle(s) / lever(s) be easily grasped and operated?	Yes	The door handles are circular in profile, which offers sufficient grip to those with limited hand dexterity.			
D31	Are the cross-corridor doors heavy to operate ($\leq 20N$)	No	The main cross-corridor doors are held open using electromagnetic catches (linked to the fire alarm).			
D32	If the door is security-protected; is the system suitable for use by and within the reach of people with sensory or mobility impairments?	Partial	The doors onto the Foundation Stage entrance are fitted with a magnetic lock, whose release button is fitted at high level for reasons of child safety.	Local Management will be required to assist wheelchair users in releasing the door locks.	P4	N / A

Section 4: Access Audit Report, Comments and Recommendations

Part D3: Horizontal Circulation (Corridors and Lobbies etc.) and Internal Doors to the Upper and Lower Floors

Ref	Question	Yes, No or Partial?	Comments	Recommendations	Priority	Budget Cost £
D33	Is each corridor / passageway / aisle wide enough for a wheelchair user to manoeuvre and for other people to pass (i.e. minimum 1500mm)?	N / A	The school is formed to a single-storey height only. No upper / lower levels exist at this time.			
D34	Is each corridor, etc., free from obstruction to wheelchair users and from hazards to people with impaired vision?	N / A	N / A			
D35	Do lobbies allow users, (including wheelchair users) to clear one door before approaching the next with minimal manoeuvre?	N / A	N / A			
D36	Are turning spaces available for wheelchair users at points along the main circulation corridors?	N / A	N / A			
D37	Does natural and artificial lighting avoid glare, shadow zones and silhouetting?	N / A	N / A			
D38	Do floor surfaces allow ease of movement, avoid slippage, avoid light reflection / sound reverberation?	N / A	N / A			
D39	Are direction or information signs (including means of escape) clearly visible from both seated and standing eye-levels, and are they in upper and lowercase text, large enough typeface to be read by those with impaired vision or embossed?	N / A	N / A			
D40	Do the internal doors serve a functional / safety purpose?	N / A	N / A			
D41	Can the doors be easily distinguished against the adjoining wall surfaces?	N / A	N / A			
D42	If of glass construction; are the doors visible / contrasting when shut?	N / A	N / A			
D43	Does the clear opening width provide minimum 780mm when opened to permit the passage of a wheelchair?	N / A	N / A			
D44	Are vision panels formed to allow visibility through the cross-corridor doors from both sides at both standing and seated positions? (between 500mm - 1500mm)	N / A	N / A			
D45	Can door handle(s) / lever(s) be used at both standing and seated height?	N / A	N / A			
D46	Can door handle(s) / lever(s) be easily grasped and operated?	N / A	N / A			
D47	Are the cross-corridor doors heavy to operate ($\leq 20N$)	N / A	N / A			
D48	If the door is security-protected; is the system suitable for use by and within the reach of people with sensory or mobility impairments?	N / A	N / A			

Section 4: Access Audit Report, Comments and Recommendations

Part E1: Vertical Circulation and Internal Level Change (Main and Secondary Staircases)

Ref	Question	Yes, No or Partial?	Comments	Recommendations	Priority	Budget Cost £
E1	Is a lift system installed? (i.e. Passenger Lift, Platform Lift or Stairlift) (Refer to Section F for specific questions relating to lift systems)	N / A	The school is formed to a single-storey height only. No upper / lower levels exist at this time.			
	Main / Primary Staircase					
E2	Is the location of the staircase clearly identified by the use of signage / colour contrast / texture?	N / A	The school is formed to a single-storey height only. No upper / lower levels exist at this time.			
E3	Is the staircase width 1000mm (between handrails)? Do landings equal the width of the flight?	N / A	N / A			
E4	Does the staircase have handrails to both side(s), and do they extend 300mm beyond the top and bottom of each flight?	N / A	N / A			
E5	Is the staircase suitably lit? (no shadow zones)	N / A	N / A			
E6	Are risers between 150mm - 180mm and tread depths in excess of 220mm, and are the nosings clearly identifiable with a contrasting colour?	N / A	N / A			
E7	Is the surface finish of each tread in good condition and does it provide sufficient slip-resistance?	N / A	N / A			
	Secondary Staircase(s)					
E8	Is the location of the staircase clearly identified by the use of signage / colour contrast / texture?	N / A	The school is formed to a single-storey height only. No upper / lower levels exist at this time.			
E9	Is the staircase width 1000mm (between handrails)? Do landings equal the width of the flight?	N / A	N / A			
E10	Does the staircase have handrails to both side(s), and do they extend 300mm beyond the top and bottom of each flight?	N / A	N / A			
E11	Is the staircase suitably lit? (no shadow zones)	N / A	N / A			
E12	Are risers between 150mm - 180mm and tread depths in excess of 220mm, and are the nosings clearly identifiable with a contrasting colour?	N / A	N / A			
E13	Is the surface finish of each tread in good condition and does it provide sufficient slip-resistance?	N / A	N / A			

Section 4: Access Audit Report, Comments and Recommendations

Part E2: Vertical Circulation / Internal Level Change (Internal Ramps) *(Link Corridor Between Main School and Foundation Stage Classes)*

Ref	Question	Yes, No or Partial?	Comments	Recommendations	Priority	Budget Cost £
	Internal Ramps					
E14	Is any minor (≤ 200 mm) difference in level within a single-storey building ramped; if so is the surface of the ramp colour contrasting and is it slip-resistant?	N / A	The link corridor between the main school and the original school building (now housing the Foundation Stage classrooms), is formed to a graded approach with a 1 in 45m gradient.	Gradients in excess of 1 in 20m are not considered to be ramped approaches and as such require no alterations.		
E15	Does ramp(s) have handrails to both sides, and do(es) it / they extend 300mm beyond the top and bottom of any flight?	N / A	None installed nor required for this gradient.			
E16	Are all ramp gradients easily negotiated? (i.e. maximum gradient 1m in 12m)	Yes	The floor is formed to a gradient of 1 in 45m.			
E17	If a permanent internal ramp cannot be provided (i.e. within a Listed Building) can a moveable ramp be made available?	N / A	N / A			
E18	Is a lift system installed? (i.e. Passenger Lift, Platform Lift or Stairlift) (Refer to Section F for specific questions relating to lift systems)	N / A	N / A			

Section 4: Access Audit Report, Comments and Recommendations

Part F: Powered Lifting Devices (Platform Lifts, Stairlifts and Passenger Lifts)

Ref	Question	Yes, No or Partial?	Comments	Recommendations	Priority	Budget Cost £
	Platform Lift					
F1	(a) Are the controls at both levels identifiable, and reachable from seated and standing levels?	N / A	The school is formed to a single-storey height only. No upper / lower levels exist at this time.			
F2	(b) Is the platform adequate for wheelchair manoeuvre.	N / A	N / A			
F3	(c) In the event of a power failure does the platform return to the lower level?	N / A	N / A			
	Stairlift					
F4	(a) Are the controls at all levels identifiable, and reachable from seated and standing levels?	N / A	The school is formed to a single-storey height only. No upper / lower levels exist at this time.			
F5	(b) Is the platform adequate for wheelchair manoeuvre?	N / A	N / A			
F6	(c) Is approach convenient and safe at all appropriate landings?	N / A	N / A			
F7	(d) Does the stairlift have a 'Soft-Start' action?	N / A	N / A			
F8	(e) When not in use is the platform powered to fold away to avoid obstruction?	N / A	N / A			
F9	(f) In the event of a power failure does the platform return to the lower level?	N / A	N / A			
	Passenger Lift(s)					
F10	(a) Is the lift's location clearly defined	N / A	The school is formed to a single-storey height only. No upper / lower levels exist at this time.			
F11	(b) Are the controls at all levels and internally identifiable, reachable from seated / standing levels? Do controls have visual and tactile information?	N / A	N / A			
F12	(c) Is there unobstructed space at each floor level for wheelchair manoeuvre?	N / A	N / A			
F13	(d) Does the lift door open slowly and is it wide enough for wheelchair user access?	N / A	N / A			
F14	(e) Do the internal dimensions of the car measure 1100mm x 1400mm?	N / A	N / A			
F15	(f) Does the lift car have support rails, mirror and a tip-down seat fitted. Are the lift cars well lit?	N / A	N / A			
F16	(g) Is there audible floor level announcement?	N / A	N / A			
F17	(h) Can the alarm be activated from floor level if occupant should collapse?	N / A	N / A			
F18	(i) Is the lift designated as an 'Evacuation Lift' in the event of an emergency?	N / A	N / A			

Section 4: Access Audit Report, Comments and Recommendations

Part G1: Accessible Toilet(s) and Sanitary Facilities *(Main School Corridor - Close to Main Entrance / Reception)*

Ref	Question	Yes, No or Partial?	Comments	Recommendations	Priority	Budget Cost £
	Are toilets available for wheelchair users? If so:	Yes	Off the central corridor close to the entrance lobby.			
G1	Is the approach free of steps / narrow doors / obstructions, etc?	Yes	The cubicle is formed off the central corridor, close to the main entrance and has clear access leading up to it.			
G2	Is it clearly sign-posted, including pictogram signs?	Partial	A pictogram sign is posted to the door	Introduce directional signage to highlight its position	P1	50.00
G3	Is there sufficient space outside the facility for wheelchair manoeuvring and door opening? (i.e. minimum 1500mm x 1500mm turning).	Yes	The door into cubicle is recessed off the central corridor, however there is a minimum of 1500mm circulation space available opposite the access door.			
G4	Is the cubicle size minimum 1500mm x 2200mm?	Yes	The internal dimensions are 1600mm x 2200mm	Dimensions meet with current design guidance.		
G5	Are the fittings distinguishable / colour contrasting against walls?	No	The white sanitary fittings and grabrails do not contrast sufficiently with the background walls (also white).	Consider re-painting the walls in a contrasting shade to assist those with visual impairments.	P1	100.00
G6	Is the access door 800mm + wide with a horizontal grabrail to the inner face?	Yes	The access door is 850mm wide, with internal horizontal grabrail fitted to aid closure from within.			
G7	Are door handles / locks easy to 'grip' / operate?	Yes	The locking device has an enlarged thumb turn.			
G7	Are fittings and light switches within reach and operated (i.e. height between 750mm - 1200mm)?	Yes	Considered suitable and within reach of wheelchair users.			
G8	Is there an emergency alarm call system fitted, activated via a free-hanging pull cord (with 2 toggles at a height of 100mm and 1000mm above the floor)?	Partial	An emergency alarm system is installed, linked to the main reception, however the pull cord has only 1x toggle fitted and finishes at high level.	The pull cord should be replaced with new offering 2x toggles (at 100mm and 1000mm above the floor) to allow activation if laying on the floor.	P1	30.00
G9	Does the cubicle have a slip-resistant floor?	Yes	Slip-resisting vinyl sheet flooring is installed.			
G10	Are the fittings installed to BS8300: Section 12.6.3? (i.e. Is the wash hand basin at height of 750mm / dispensers fitted to a height range of 800mm - 1100mm / coat hooks provided at 1050mm and 1400mm)	Partial	The toilet pan/cistern are suitable for most users. The wash hand basin is fitted to a suitable height. The paper towel dispenser is set above a height of 1100mm and therefore considered to be out of reach.	Re-position the paper towel dispenser to a height range between 800mm - 1100mm. Introduce a low-level coat hook.	P1	50.00
G11	Is a shelf adjacent to the WC pan for a colostomy bag or alternatively, does the cistern have a flat top?	Yes	A small shelf is available adjoining the wc cistern and the cistern top also allows for use as a shelf.			
G12	Are handwashing / drying facilities within reach of someone seated on WC?	Yes	The wash hand basin is within reach of the wc pan.			
G13	Are grab rails fitted in appropriate positions to BS8300: Section 12.6.3.1?	Partial	The grabrails generally meet with current guidance, except for a secondary vertical rail to the WHB.	Introduce an additional vertical grabrail to the side of the wash hand basin.	P3	60.00
G14	Are taps appropriate for use by those with limited dexterity or grip? (i.e. lever or sensor style outlet)	Yes	A suitable lever style TMV (thermostatic mixing valve) tap is installed.			
G15	Are manoeuvring areas free of obstructions / bins?	Yes	Circulation within the cubicle is sufficient.			
G16	Is a tall mirror installed, with base height of 600mm?	Yes	A suitable mirror is installed to the wall.			
G17	Is the cubicle well lit?	Yes	Lighting levels are sufficient (minimum 200 lux)			
G18	Does the fire alarm include a visual (flashing) unit and emergency lighting?	No	A visual fire alarm unit is not installed.	Consider the introduction of a visual fire alarm sounder to aid those with hearing impairments.	P2	300.00

Section 4: Access Audit Report, Comments and Recommendations

Part G2: Accessible Toilet(s) and Sanitary Facilities (*Foundation Stage Areas*)

Ref	Question	Yes, No or Partial?	Comments	Recommendations	Priority	Budget Cost £
	Are toilets available for wheelchair users? If so:	Yes	Off the WC corridor close to the entrance doors.			
G19	Is the approach free of steps / narrow doors / obstructions, etc?	Yes	The cubicle is formed off the central corridor, close to the entrance and has clear access leading up to it.			
G20	Is it clearly sign-posted, including pictogram signs?	No	Signage is not posted to the door	Introduce pictogram signage to highlight its position	P1	50.00
G21	Is there sufficient space outside the facility for wheelchair manoeuvring and door opening? (i.e. minimum 1500mm x 1500mm turning).	Yes	The door into cubicle is accessed directly off the central corridor, with a minimum of 1500mm circulation space available opposite			
G22	Is the cubicle size minimum 1500mm x 2200mm?	Partial	The internal dimensions are 1500mm x 2000mm	Dimensions meet guidance at time of construction.		
G23	Are the fittings distinguishable / colour contrasting against walls?	Partial	The white sanitary fittings and grabrails generally contrast with the background walls.			
G24	Is the access door 800mm + wide with a horizontal grabrail to the inner face?	Yes	The access door is 850mm wide, with internal grabrail fitted to aid closure from within.			
G25	Are door handles / locks easy to 'grip' / operate?	Yes	The locking device has an enlarged thumb turn.			
G26	Are fittings and light switches within reach and operated (i.e. height between 750mm - 1200mm)?	Yes	Considered suitable and within reach of wheelchair users.			
G27	Is there an emergency alarm call system fitted, activated via a free-hanging pull cord (with 2 toggles at a height of 100mm and 1000mm above the floor)?	Partial	An emergency alarm system is installed, linked to the main reception, however the pull cord is tied up and inaccessible behind the sanitary bin.	The pull cord should be allowed to hang freely and within reach, to allow activation if laying on the floor.	P1	N / A
G28	Does the cubicle have a slip-resistant floor?	Yes	Slip-resisting vinyl sheet flooring is installed.			
G29	Are the fittings installed to BS8300: Section 12.6.3? (i.e. Is the wash hand basin at height of 750mm / dispensers fitted to a height range of 800mm - 1100mm / coat hooks provided at 1050mm and 1400mm)	Partial	The lever flush is fitted to the wrong side of the cistern. The wash hand basin is fitted to a suitable height. The soap / towel dispensers are set above the floor (at 1200mm) and are therefore out of reach.	Re-fit the flushing lever to the transfer side. Reposition the soap / towel dispensers between 800mm - 1100mm. Fit soap dispenser over the WHB to avoid floor spillage (slipping hazard).	P1	100.00
G30	Is a shelf adjacent to the WC pan for a colostomy bag or alternatively, does the cistern have a flat top?	Yes	The wc cistern top allows for use as a colostomy bag shelf.			
G31	Are handwashing / drying facilities within reach of someone seated on WC?	Yes	The wash hand basin is within reach of the wc pan.			
G32	Are grab rails fitted in appropriate positions to BS8300: Section 12.6.3.1?	No	The limited number of grabrails does meet with current guidance.	Introduce an additional (hinged and vertical) grabrails to meet best practice guidance.	P2	200.00
G33	Are taps appropriate for use by those with limited dexterity or grip? (i.e. lever or sensor style outlet)	Yes	A suitable lever style TMV (thermostatic mixing valve) tap is installed.			
G34	Are manoeuvring areas free of obstructions / bins?	Partial	Circulation is restricted by the sanitary waste bin	Reposition bin away from the transfer zone.	P1	N / A
G35	Is a tall mirror installed, with base height of 600mm?	Partial	A tall mirror is not installed	Introduce a tall mirror.	P3	50.00
G36	Is the cubicle well lit?	Yes	Lighting levels are sufficient (minimum 200 lux)			
G37	Does the fire alarm include a visual (flashing) unit and emergency lighting?	No	A visual fire alarm unit is not installed.	Consider the introduction of a visual fire alarm sounder to aid those with hearing impairments.	P2	300.00

Section 4: Access Audit Report, Comments and Recommendations

Part H1: Accessible Changing Facilities

Ref	Question	Yes, No or Partial?	Comments	Recommendations	Priority	Budget Cost £
H1	Are accessible changing facilities / fittings available for disabled building users?	Partial	A flip-down changing bed is fitted within the accessible toilet cubicle to the Foundation Stage area of the school.			
H2	Do all sanitary areas have slip-resistant floors?	Yes	Slip-resisting vinyl sheeting is fitted.			
H3	Are sanitary fittings distinguishable / colour contrasting against walls?	Yes	Considered to be sufficient.			
H4	Are all door fittings / locks easy to 'grip' and operate by those with limited hand dexterity?	Yes	Considered to be sufficient.			
H5	If accessible cubicles are provided, are they formed to a suitable size for wheelchair access? (i.e. minimum 2100mm wide x 2200mm deep).	Partial	The cubicle to designed to the standards at the time of construction and not to current changing facility standards.	Although limited, the circulation space is considered sufficient given that assistance is available for users.		
H6	Is the location of the adapted cubicle(s) clearly sign-posted, including the use of pictogram signs?	No	Signage is not posted.	Refer to Item G20 above.	P1	Included
H7	Does the door to the adapted cubicle open outwards?	Yes	The door opens outwards to allow ease of access.			
H8	Are fittings and grab rails installed in appropriate positions and height in accordance with BS8300: Section 12.4.2.?	Yes	The changing bed is designed for use by care assistants and as such meets with basic standards. The bed is height adjustable to suit a range of children sizes / ages.			
H9	Are the shower controls and/or taps appropriate for use by someone with limited dexterity, grip or strength? (i.e. Lever or sensor style mixing outlet)	N / A	None installed.			
H10	Is the manoeuvring area within the adapted cubicle free of obstruction / storage / bins etc.?	Partial	Circulation space is limited due to the size of the cubicle and the location of sanitary bins.	Reposition bins to meet the needs of individuals	P1	N / A
H11	Is a coat hook fitted at a height of 1400mm - 1700mm?	Partial	Considered to be sufficient.			
H12	Is there an emergency alarm call system fitted within the adapted cubicle, activated via a free-hanging pull cord (with 2 toggles at a height of 100mm and 1000mm above the floor)?	Partial	An emergency alarm system is installed, linked to the main reception, however the pull cord is tied up and inaccessible behind the sanitary bin.	Refer to Item G27 above.	P1	N / A
H13	Are the toilets well lit?	Yes	Lighting levels are sufficient (minimum 200 lux)			
H14	Does the fire alarm include a visual (flashing) unit and emergency lighting?	No	A visual fire alarm unit is not installed.	Refer to Item G37 above.	P2	Included

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Part J1: Individual Rooms (Main School Classrooms - 8Nr)

Ref	Question	Yes, No or Partial?	Comments	Recommendations	Priority	Budget Cost £
J1	Are directional or information signs to identify the room(s) clearly visible from both seated and standing eye-levels, and are they in upper and lowercase text, large enough typeface to be read by those with impaired vision or embossed?	Partial	Directional signage is not posted along the central corridor. The doors to the individual classrooms have a nameplate fitted to indicate the teacher. Signage is a combination of text but is not embossed.	Existing signage provision considered sufficient for this type of building / service use. Directional signage is not considered necessary as those unfamiliar with the building layout would be escorted by staff.		
J2	Does the door opening width provide minimum 780mm when opened to permit the passage of a wheelchair?	Yes	The access doors into the classrooms offer sufficient clearance to allow for wheelchair access.			
J3	Are vision panels formed to allow visibility through the door(s) from both sides at both standing and seated positions? (between 500mm - 1500mm)	Yes	Full height vision panels are installed to allow a field of view at both seated and standing positions.			
J4	Can door handle(s) / lever(s) be used at both standing and seated height (between 800mm - 1200mm)? Can door handle(s) / lever(s) be easily grasped and operated by those with limited hand dexterity?	Yes	Lever style handles are installed at a suitable height for all users. The handles have a circular profile for easy grip and contrast visually against the face of the doors			
J5	Is circulation past furniture etc. sufficient to allow for the passage of a wheelchair (i.e. minimum 1200mm wide)? Are turning spaces available for wheelchair users at intervals (1500mm x 1500mm)?	Yes	Circulation is considered sufficient within the classrooms. Furniture can be re-positioned to suit the needs of wheelchair users as and when required.	Reposition furniture as required to meet the needs of individuals. Ensure that a clearance of 1200mm is maintained leading to escape routes.	P3	N / A
J6	Does natural and artificial lighting avoid glare, shadow zones and silhouetting?	Yes	Lighting levels are sufficient (250 lux). Windows have roller blinds to control direct sunlight / glare)	Maintain lighting levels at a minimum of 200 lux	P3	
J7	Do floor surfaces avoid slippage underfoot, avoid light reflection and sound reverberation?	Yes	Floor finishes are a combination of low-loop carpet and slip-resisting vinyl sheeting (to wet areas)			
J8	If the room is used for meetings / gatherings etc., is a hearing induction loop system available? (i.e. is a portable hearing loop unit available as a minimum?)	Yes	A 'Soundfield' hearing induction system is installed within each classroom, complete with perimeter speakers to enable teachers to focus sound levels.			
J9	Is there a reasonable amount of colour / tonal contrast between walls and floors, doors and walls etc. to ensure that room elements are visible?	Yes	Colour contrast between walls, floors, ceilings and structural openings is considered to be suitable.			
J10	Is there a range of seating at different heights? Are there some chairs available with armrests?	Partial	Standard fixed-height chairs and tables are provided.	Provide adjustable height seating and desks only when required by individuals.	P3	TBC
J11	Is legroom available to some of the tables / desks?	Yes	Standard fixed-height chairs and tables are provided.	Refer to Note J10 above	P3	TBC
J12	Does the fire alarm include a visual (flashing) unit and emergency lighting?	Yes	The fire detection units within each classroom have integral visual alarms.			
J13	Is adaptive equipment available for those with disabilities?	No	None provided at this time. Sink units are installed within each classroom, provided with lever style taps.	Monitor and assess the needs of individuals and introduce adaptive equipment as and when required (such as large keyboards, large display monitors, trackball mouse etc.)	P3	TBC

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Part J2: Individual Rooms (Foundation Stage Classrooms - 6Nr)

Ref	Question	Yes, No or Partial?	Comments	Recommendations	Priority	Budget Cost £
J14	Are directional or information signs to identify the room(s) clearly visible from both seated and standing eye-levels, and are they in upper and lowercase text, large enough typeface to be read by those with impaired vision or embossed?	Partial	Directional signage is not posted along the central corridor. The doors to the individual classrooms have a nameplate fitted to indicate the teacher. Signage is a combination of text but is not embossed.	Existing signage provision considered sufficient for this type of building / service use. Directional signage is not considered necessary as those unfamiliar with the building layout would be escorted by staff.		
J15	Does the door opening width provide minimum 780mm when opened to permit the passage of a wheelchair?	Yes	The access doors into the classrooms offer sufficient clearance to allow for wheelchair access.			
J16	Are vision panels formed to allow visibility through the door(s) from both sides at both standing and seated positions? (between 500mm - 1500mm)	Yes	Full height vision panels are installed to allow a field of view at both seated and standing positions.			
J17	Can door handle(s) / lever(s) be used at both standing and seated height (between 800mm - 1200mm)? Can door handle(s) / lever(s) be easily grasped and operated by those with limited hand dexterity?	Yes	Lever style handles are installed at a suitable height for all users. The handles have a circular profile for easy grip and contrast visually against the face of the doors			
J18	Is circulation past furniture etc. sufficient to allow for the passage of a wheelchair (i.e. minimum 1200mm wide)? Are turning spaces available for wheelchair users at intervals (1500mm x 1500mm)?	Yes	Circulation is considered sufficient within the classrooms. Furniture can be re-positioned to suit the needs of wheelchair users as and when required.	Reposition furniture as required to meet the needs of individuals. Ensure that a clearance of 1200mm is maintained leading to escape routes.	P3	N / A
J19	Does natural and artificial lighting avoid glare, shadow zones and silhouetting?	Yes	Lighting levels are sufficient (250 lux). Windows have roller blinds to control direct sunlight / glare)	Maintain lighting levels at a minimum of 200 lux	P3	
J20	Do floor surfaces avoid slippage underfoot, avoid light reflection and sound reverberation?	Yes	Floor finishes are a combination of low-loop carpet and slip-resisting vinyl sheeting (to wet areas)			
J21	If the room is used for meetings / gatherings etc., is a hearing induction loop system available? (i.e. is a portable hearing loop unit available as a minimum?)	Yes	A 'Soundfield' hearing induction system is installed within each classroom, complete with perimeter speakers to enable teachers to focus sound levels.			
J22	Is there a reasonable amount of colour / tonal contrast between walls and floors, doors and walls etc. to ensure that room elements are visible?	Yes	Colour contrast between walls, floors, ceilings and structural openings is considered to be suitable.			
J23	Is there a range of seating at different heights? Are there some chairs available with armrests?	Partial	Standard fixed-height chairs and tables are provided.	Provide adjustable height seating and desks only when required by individuals.	P3	TBC
J24	Is legroom available to some of the tables / desks?	Yes	Standard fixed-height chairs and tables are provided.	Refer to Note J24 above	P3	TBC
J25	Does the fire alarm include a visual (flashing) unit and emergency lighting?	Yes	The fire detection units within each classroom have integral visual alarms.			
J26	Is adaptive equipment available for those with disabilities?	No	None provided at this time. Sink units are installed within each classroom, provided with lever style taps.	Monitor and assess the needs of individuals and introduce adaptive equipment as and when required (such as large keyboards, large display monitors, trackball mouse etc.)	P3	TBC

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Part J3: Individual Rooms (Sunflower, Poppy and Orchid Workrooms - Foundation Stage Section)

Ref	Question	Yes, No or Partial?	Comments	Recommendations	Priority	Budget Cost £
J27	Are directional or information signs to identify the room(s) clearly visible from both seated and standing eye-levels, and are they in upper and lowercase text, large enough typeface to be read by those with impaired vision or embossed?	Partial	Directional signage is not posted along the central corridor. The doors to the individual rooms have a nameplate fitted. Signage is a combination of text but is not embossed.	Existing signage provision considered sufficient for this type of building / service use. Directional signage is not considered necessary as those unfamiliar with the building layout would be escorted by staff.		
J28	Does the door opening width provide minimum 780mm when opened to permit the passage of a wheelchair?	Yes	The access doors into the rooms offer sufficient clearance to allow for wheelchair access.			
J29	Are vision panels formed to allow visibility through the door(s) from both sides at both standing and seated positions? (between 500mm - 1500mm)	Yes	Full height vision panels are installed to allow a field of view at both seated and standing positions.			
J32	Can door handle(s) / lever(s) be used at both standing and seated height (between 800mm - 1200mm)? Can door handle(s) / lever(s) be easily grasped and operated by those with limited hand dexterity?	Yes	Lever style handles are installed at a suitable height for all users. The handles have a circular profile for easy grip and contrast visually against the face of the doors			
J33	Is circulation past furniture etc. sufficient to allow for the passage of a wheelchair (i.e. minimum 1200mm wide)? Are turning spaces available for wheelchair users at intervals (1500mm x 1500mm)?	Yes	Circulation is considered sufficient within the rooms. Furniture can be re-positioned to suit the needs of wheelchair users as and when required.	Reposition furniture as required to meet the needs of individuals. Ensure that a clearance of 1200mm is maintained leading to escape routes.	P3	N / A
J34	Does natural and artificial lighting avoid glare, shadow zones and silhouetting?	Yes	Lighting levels are sufficient (250 lux). Windows have roller blinds to control direct sunlight / glare	Maintain lighting levels at a minimum of 200 lux	P3	
J35	Do floor surfaces avoid slippage underfoot, avoid light reflection and sound reverberation?	Yes	Floor finishes are a combination of low-loop carpet and slip-resisting vinyl sheeting (to wet areas)			
J36	If the room is used for meetings / gatherings etc., is a hearing induction loop system available? (i.e. is a portable hearing loop unit available as a minimum?)	No	Soundfield' hearing induction systems are not installed within these rooms.	Monitor the needs of individual users. Consider the provision of a portable hearing induction unit, which can be switched between rooms. Refer to Note C14.	P3	Included
J37	Is there a reasonable amount of colour / tonal contrast between walls and floors, doors and walls etc. to ensure that room elements are visible?	Yes	Colour contrast between walls, floors, ceilings and structural openings is considered to be suitable.			
J38	Is there a range of seating at different heights? Are there some chairs available with armrests?	Partial	Standard fixed-height chairs and tables are provided.	Provide adjustable height seating and desks only when required by individuals.	P3	TBC
J39	Is legroom available to some of the tables / desks?	Yes	Standard fixed-height chairs and tables are provided.	Refer to Note J38 above	P3	TBC
J40	Does the fire alarm include a visual (flashing) unit and emergency lighting?	Yes	The fire detection units within each room have integral visual alarms.			
J41	Is adaptive equipment available for those with disabilities?	No	None provided at this time. Sink units are installed within each room, provided with lever style taps.	Monitor and assess the needs of individuals and introduce adaptive equipment as and when required (such as large keyboards, large display monitors, trackball mouse etc.)	P3	TBC

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Part J4: Individual Rooms (Tulip and Daffodil Resource Workrooms - Foundation Stage Section)

Ref	Question	Yes, No or Partial?	Comments	Recommendations	Priority	Budget Cost £
J42	Are directional or information signs to identify the room(s) clearly visible from both seated and standing eye-levels, and are they in upper and lowercase text, large enough typeface to be read by those with impaired vision or embossed?	Partial	Directional signage is not posted along the access lobby. The doors to the individual rooms have a nameplate fitted. Signage is a combination of text but is not embossed.	Existing signage provision considered sufficient for this type of building / service use. Directional signage is not considered necessary as those unfamiliar with the building layout would be escorted by staff.		
J43	Does the door opening width provide minimum 780mm when opened to permit the passage of a wheelchair?	Yes	The access doors into the rooms offer sufficient clearance to allow for wheelchair access.			
J44	Are vision panels formed to allow visibility through the door(s) from both sides at both standing and seated positions? (between 500mm - 1500mm)	Yes	Full height vision panels are installed to allow a field of view at both seated and standing positions.			
J45	Can door handle(s) / lever(s) be used at both standing and seated height (between 800mm - 1200mm)? Can door handle(s) / lever(s) be easily grasped and operated by those with limited hand dexterity?	Yes	Lever style handles are installed at a suitable height for all users. The handles have a circular profile for easy grip and contrast visually against the face of the doors			
J46	Is circulation past furniture etc. sufficient to allow for the passage of a wheelchair (i.e. minimum 1200mm wide)? Are turning spaces available for wheelchair users at intervals (1500mm x 1500mm)?	Yes	Circulation is limited but sufficient within the rooms. Furniture can be re-positioned to suit the needs of wheelchair users as and when required.	Reposition furniture as required to meet the needs of individuals. Ensure that a clearance of 1200mm is maintained leading to escape routes.	P3	N / A
J47	Does natural and artificial lighting avoid glare, shadow zones and silhouetting?	Yes	Lighting levels are sufficient (250 lux). Windows have roller blinds to control direct sunlight / glare	Maintain lighting levels at a minimum of 200 lux	P3	
J48	Do floor surfaces avoid slippage underfoot, avoid light reflection and sound reverberation?	Yes	Floor finishes are a of low-loop carpet.			
J49	If the room is used for meetings / gatherings etc., is a hearing induction loop system available? (i.e. is a portable hearing loop unit available as a minimum?)	No	Soundfield' hearing induction systems are not installed within these rooms.	Monitor the needs of individual users. Consider the provision of a portable hearing induction unit, which can be switched between rooms. Refer to Note C14.	P3	Included
J50	Is there a reasonable amount of colour / tonal contrast between walls and floors, doors and walls etc. to ensure that room elements are visible?	Yes	Colour contrast between walls, floors, ceilings and structural openings is considered to be suitable.			
J51	Is there a range of seating at different heights? Are there some chairs available with armrests?	Partial	Standard fixed-height chairs and tables are provided.	Provide adjustable height seating and desks only when required by individuals.	P3	TBC
J52	Is legroom available to some of the tables / desks?	Yes	Standard fixed-height chairs and tables are provided.	Refer to Note J51 above	P3	TBC
J53	Does the fire alarm include a visual (flashing) unit and emergency lighting?	Yes	The fire detection units within each room have integral visual alarms.			
J54	Is adaptive equipment available for those with disabilities?	No	None provided at this time.	Monitor and assess the needs of individuals and introduce adaptive equipment as and when required (such as large keyboards, large display monitors, trackball mouse etc.)	P3	TBC

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Part J5: Individual Rooms (Administration Offices)

Ref	Question	Yes, No or Partial?	Comments	Recommendations	Priority	Budget Cost £
J55	Are directional or information signs to identify the room(s) clearly visible from both seated and standing eye-levels, and are they in upper and lowercase text, large enough typeface to be read by those with impaired vision or embossed?	Partial	Directional signage is not posted along the central corridor. The doors to the individual offices have an identification nameplate fitted. Signage is a combination of text but is not embossed.	Existing signage provision considered sufficient for this type of building / service use. Directional signage is not considered necessary as those unfamiliar with the building layout would be escorted by staff.		
J56	Does the door opening width provide minimum 780mm when opened to permit the passage of a wheelchair?	Yes	The access doors into the rooms offer sufficient clearance to allow for wheelchair access.			
J57	Are vision panels formed to allow visibility through the door(s) from both sides at both standing and seated positions? (between 500mm - 1500mm)	Yes	Full height vision panels are installed (where necessary) to allow a field of view at both seated and standing positions.			
J58	Can door handle(s) / lever(s) be used at both standing and seated height (between 800mm - 1200mm)? Can door handle(s) / lever(s) be easily grasped and operated by those with limited hand dexterity?	Yes	Lever style handles are installed at a suitable height for all users. The handles have a circular profile for easy grip and contrast visually against the face of the doors			
J59	Is circulation past furniture etc. sufficient to allow for the passage of a wheelchair (i.e. minimum 1200mm wide)? Are turning spaces available for wheelchair users at intervals (1500mm x 1500mm)?	Yes	Circulation is considered limited but sufficient within the offices. Furniture can be re-positioned to suit the needs of wheelchair users as and when required.	Reposition furniture as required to meet the needs of individuals. Ensure that a clearance of 1200mm is maintained leading to escape routes.	P3	N / A
J60	Does natural and artificial lighting avoid glare, shadow zones and silhouetting?	Yes	Lighting levels are sufficient (250 lux). Windows have roller blinds to control direct sunlight / glare	Maintain lighting levels at a minimum of 200 lux	P3	
J61	Do floor surfaces avoid slippage underfoot, avoid light reflection and sound reverberation?	Yes	Floor finishes are a combination of low-loop carpet.			
J62	If the room is used for meetings / gatherings etc., is a hearing induction loop system available? (i.e. is a portable hearing loop unit available as a minimum?)	Yes	Soundfield' hearing induction systems are not installed within these rooms, nor considered necessary.	Refer to Note C14.	P3	Included
J63	Is there a reasonable amount of colour / tonal contrast between walls and floors, doors and walls etc. to ensure that room elements are visible?	Yes	Colour contrast between walls, floors, ceilings and structural openings is considered to be suitable.			
J64	Is there a range of seating at different heights? Are there some chairs available with armrests?	Yes	Adjustable height chairs (with armrests) are available.			
J65	Is legroom available to some of the tables / desks?	Partial	Standard fixed-height desks are provided. Adjustable height chairs (with armrests) are available.	Provide adjustable height desks only when required by individuals.	P3	TBC
J66	Does the fire alarm include a visual (flashing) unit and emergency lighting?	Yes	The fire detection units within each room have integral visual alarms.			
J67	Is adaptive equipment available for those with disabilities?	No	None provided at this time.	Monitor and assess the needs of individuals and introduce adaptive equipment as and when required (such as large keyboards, large display monitors, trackball mouse etc.)	P3	TBC

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Part J6: Individual Rooms (Staffroom)

Ref	Question	Yes, No or Partial?	Comments	Recommendations	Priority	Budget Cost £
J68	Are directional or information signs to identify the room(s) clearly visible from both seated and standing eye-levels, and are they in upper and lowercase text, large enough typeface to be read by those with impaired vision or embossed?	Partial	Directional signage is not posted along the central corridor. The door has an identification nameplate fitted. Signage is a combination of text but is not embossed.	Existing signage provision considered sufficient for this type of building / service use. Directional signage is not considered necessary as this room is used by staff only.		
J69	Does the door opening width provide minimum 780mm when opened to permit the passage of a wheelchair?	Yes	The access door offers sufficient clearance to allow for wheelchair access.			
J70	Are vision panels formed to allow visibility through the door(s) from both sides at both standing and seated positions? (between 500mm - 1500mm)	No	None installed (nor considered necessary) for reasons of privacy.			
J71	Can door handle(s) / lever(s) be used at both standing and seated height (between 800mm - 1200mm)? Can door handle(s) / lever(s) be easily grasped and operated by those with limited hand dexterity?	Yes	Lever style handles are installed at a suitable height for all users. The handles have a circular profile for easy grip and contrast visually against the face of the door			
J72	Is circulation past furniture etc. sufficient to allow for the passage of a wheelchair (i.e. minimum 1200mm wide)? Are turning spaces available for wheelchair users at intervals (1500mm x 1500mm)?	Yes	Circulation is considered sufficient throughout the room. Furniture can be re-positioned to suit the needs of wheelchair users as and when required.	Reposition furniture as required to meet the needs of individuals. Ensure that a clearance of 1200mm is maintained leading to the exit door position.	P3	N / A
J73	Does natural and artificial lighting avoid glare, shadow zones and silhouetting?	Yes	Lighting levels are sufficient (250 lux). Windows have roller blinds to control direct sunlight / glare	Maintain lighting levels at a minimum of 200 lux	P3	
J74	Do floor surfaces avoid slippage underfoot, avoid light reflection and sound reverberation?	Yes	Floor finishes are a combination of low-loop carpet and slip-resisting vinyl sheeting (to the kitchen area)			
J75	If the room is used for meetings / gatherings etc., is a hearing induction loop system available? (i.e. is a portable hearing loop unit available as a minimum?)	N / A	None required for this type of room.			
J76	Is there a reasonable amount of colour / tonal contrast between walls and floors, doors and walls etc. to ensure that room elements are visible?	Yes	Colour contrast between walls, floors, ceilings and structural openings is considered to be suitable.			
J77	Is there a range of seating at different heights? Are there some chairs available with armrests?	Partial	Standard fixed-height chairs.	Provide adjustable height seating only when required by individuals.	P3	TBC
J78	Is legroom available to some of the tables / desks?	Yes	Standard fixed-height tables are provided.	N / A		
J79	Does the fire alarm include a visual (flashing) unit and emergency lighting?	Yes	The fire detection unit has an integral visual alarm.			
J80	Is adaptive equipment available for those with disabilities?	Partial	The sink unit has no legroom available but is fitted with lever style taps.	Monitor and assess the needs of individuals and introduce adaptive equipment as and when required (i.e. legroom below the sink unit and a low-level section of worktop, complete with legroom).	P3	TBC

Section 4: Access Audit Report, Comments and Recommendations

Part J7: Individual Rooms (Main and Secondary Halls)

Ref	Question	Yes, No or Partial?	Comments	Recommendations	Priority	Budget Cost £
J81	Are directional or information signs to identify the room(s) clearly visible from both seated and standing eye-levels, and are they in upper and lowercase text, large enough typeface to be read by those with impaired vision or embossed?	Partial	Directional signage is not posted along the central corridor. The doors to the individual halls have an identification nameplate fitted. Signage is a combination of text but is not embossed.	Existing signage provision considered sufficient for this type of building / service use. Directional signage is not considered necessary as those unfamiliar with the building layout would be escorted by staff.		
J82	Does the door opening width provide minimum 780mm when opened to permit the passage of a wheelchair?	Yes	The access doors into each offer sufficient clearance to allow for wheelchair access.			
J83	Are vision panels formed to allow visibility through the door(s) from both sides at both standing and seated positions? (between 500mm - 1500mm)	Yes	Full height vision panels are installed to allow a field of view at both seated and standing positions.			
J84	Can door handle(s) / lever(s) be used at both standing and seated height (between 800mm - 1200mm)? Can door handle(s) / lever(s) be easily grasped and operated by those with limited hand dexterity?	Yes	Pull style handles are installed at a suitable height for all users. The handles have a circular profile for easy grip and contrast visually against the face of the doors			
J85	Is circulation past furniture etc. sufficient to allow for the passage of a wheelchair (i.e. minimum 1200mm wide)? Are turning spaces available for wheelchair users at intervals (1500mm x 1500mm)?	Yes	Circulation is sufficient within each hall.			
J86	Does natural and artificial lighting avoid glare, shadow zones and silhouetting?	Yes	Lighting levels are sufficient within each hall (250 lux). Windows have roller blinds to control sunlight / glare)	Maintain lighting levels at a minimum of 200 lux	P3	
J87	Do floor surfaces avoid slippage underfoot, avoid light reflection and sound reverberation?	Yes	Floor finishes are of woodblock flooring, which offers sufficient slip-resistance underfoot.			
J88	If the room is used for meetings / gatherings etc., is a hearing induction loop system available? (i.e. is a portable hearing loop unit available as a minimum?)	No	Soundfield' hearing induction systems are not installed within either hall, however a speaker system is available to enhance room sounds.	Monitor the needs of individual users. Consider the future installation of a formal hearing induction unit.	P3	1,000.00
J89	Is there a reasonable amount of colour / tonal contrast between walls and floors, doors and walls etc. to ensure that room elements are visible?	Yes	Colour contrast between walls, floors, ceilings and structural openings is considered to be suitable.			
J90	Is there a range of seating at different heights? Are there some chairs available with armrests?	N / A	Fixed height chairs are available when required.	Provide adjustable height seating only when required by individuals.	P3	TBC
J91	Is legroom available to some of the tables / desks?	N / A	Standard fixed-height dining table units are provided for pupils.			
J92	Does the fire alarm include a visual (flashing) unit and emergency lighting?	Yes	Visual alarm sounders are installed.			
J93	Access to the adjoining kitchen facilities?	Yes	The smaller dining hall offers access into the servery area of the adjoining kitchen, via dual swing doors (to a suitable clear opening width of 800mm). Dining periods are supervised by staff who are able to assist as necessary. The servery counter is formed to a suitable height of 750mm and offer legroom to the underside.			

Section 4: Access Audit Report, Comments and Recommendations

Part k: Means of Escape

Ref	Question	Yes, No or Partial?	Comments	Recommendations	Priority	Budget Cost £
K1	Is there a visible as well as audible fire alarm system? (i.e. flashing beacons)	Yes	The audible sounders are also supplemented with visual units to aid those with hearing impairments.			
K2	Are the final exit routes as accessible to all, including use by wheelchair users? (i.e. no raised thresholds, door widths in excess of 750mm)	Yes	Final exit doors are formed off each of the classrooms, resource workrooms and the staffroom, to enable direct egress to the perimeter of the building. Double exit doors are also formed off the central corridors. The exit doors are formed to a suitable clear opening width to allow for wheelchair egress. The individual room exits open inwards, operated via thumb-turn locks (normally operated by staff members only) and have a flat-plate pull handles. The exit doors off corridors have suitable push-pad units to allow quick release in the event of an emergency.			
K3	Are stepped approaches formed outside exit door positions or along exit routes?	Partial	All final exit doors to the perimeter of the building have the benefit of a graded approach, to allow for independent wheelchair egress, except for the Poppy Workroom, which has a flight of three steps opposite leading onto the playground area beyond. The exit door off the Foundation Stage Library has a single step of 150mm to its base.	Refer to Notes L2 and L3 below for recommendations.		
K4	Is evacuation from the upper and lower levels possible using an evacuation lift / platform lift with a protected power supply?	N / A	The building is formed to a single-storey.			
K5	For buildings where wheelchair access is available to the upper floor level(s): If people with disabilities cannot evacuate from the building independently are there designated and sign-posted refuge areas available?	N / A	The building is formed to a single-storey.			
K6	If refuge areas are available; are they equipped with 'evacuation chairs' and intercom units?	N / A	None installed nor necessary within this building.			
K7	Is there a 'management evacuation strategy' for staff and visitors, and are staff trained in evacuation procedures? (i.e. is a Personal Emergency Evacuation Plan (PEEP) available for each disabled person?)	Yes	Disabled pupils have a personal emergency evacuation plan available to ensure that evacuation is tailored to their specific needs / capabilities.	Continue to regularly review all personal emergency evacuation plans, to meet the needs of individuals.	P4	
K8	Is the evacuation strategy checked regularly for its effectiveness?	Yes	Regular fire drills are undertaken.	Review the effectiveness of evacuation plans following each fire drill and amend as necessary.	P4	
K9	Are evacuation routes checked routinely and regularly for freedom from combustible materials / obstructions / locked doors?	Yes	All circulation / evacuation routes are checked daily.			
K10	Are all fire warning devices and detectors checked routinely and regularly?	Yes	The fire detection / fire alarm system is regularly tested and maintained.	Continue to carry out statutory testing and servicing of the fire alarm system.	P4	

Section 4: Access Audit Report, Comments and Recommendations

Part L: Additional Comments / Recommendations Sheet

Area / Location / Room	Comments	Recommendations	Priority	Budget Cost £
L1: Perimeter footpaths	A number paving slabs to the perimeter footpaths were noted to have lifted and / or dropped slightly forming lips or areas of water ponding, which can be a potential tripping / slipping hazard for those with limited mobility.	Repair and re-lay areas of lifted or sunken footpaths to remove tripping hazards and areas of 'ponding'.	P1	400.00
L2: Stepped approach opposite the exit from the Poppy Workroom	The exit door off the Poppy Workroom leads out onto a small raised terrace, which is egressed via a flight of three steps leading down onto the playground area beyond. The steps are uniform in design (rise = 190mm / going = 600mm) and are in good condition. The edge of each riser is painted with a visually contrasting paint for the benefit of those with visual impairments. Handrails are formed to either side of the steps, at a suitable height and with a circular profile to offer 'grip' to those with limited mobility.	As the flight of steps affects only one small workroom, it is not considered necessary to replace the steps with a ramped approach at this time. Local management must ensure that disabled persons (i.e. those unable to negotiate a flight of steps) are either accommodated in a room offering level egress or that a suitable evacuation plan be created to direct them to an alternative exit point in the event of an emergency.	P1	N / A
L3: Stepped approach to the exit door off the Foundation Stage Library / Corridor	The exit door off the Foundation Stage Library has a single step of 150mm to its base, which will restrict independent wheelchair egress.	Consideration should be given to grading out the single step to the base of the exit door, to ensure that wheelchair egress is available from all points within the building.	P1	400.00

Section 4: Access Audit Report, Comments and Recommendations

Access Audit Report - Summary of Costs

Building Name

Middlewich Primary School

Date:

5th February 2014

Priority Description

P1

Physical barriers to access that make it impossible or unreasonably difficult for a disabled person to use a facility or service. Items need removal, alteration, avoidance or provision of the service by alternative means. This work should be implemented as soon as practicable to meet the requirements of the current legislation and best practice design guidance.

Cost £

£1,370.00

P2

Physical building features that should be improved in order to make it easier for a person with a disability to use the facility or service. Recommended works to be carried out in the 'spirit' of the current legislation and should be prioritised according to the need and current situation.

£1,650.00

P3

Items should be incorporated into ongoing maintenance and refurbishment plans to improve/upgrade access in order to meet the requirements of the current legislation.

£3,510.00

P4

Building management/operational issues relating to access. Change policies/practices or procedures as soon as is practicable. It is reasonable to expect this to be carried out in order to meet the requirements of current legislation.

£0.00

Total Budget Costs £

£6,530.00

These are budget costings only, actual cost may vary significantly especially where building work is required and depending upon the nature of the existing construction or presence of hazardous materials e.g. asbestos.

Please note that a cost has not been provided for all work prioritised as category P4. It is felt that an accurate quantification of operational managerial issues would be too problematic. However, it is important to note that certain recommendations may incur a cost.

Under the heading for Priority Rating 'P3', some items have not be costed where the works are likely to be addressed as part of routine and future maintenance works.

It must be noted that these costs are not inclusive of VAT or professional fees.