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Accessibility Audit

Church Hill Nursery School & Children's Centre
47 Woodbury Road
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This report can be provided in large print or Braille on request

CONTENTS

Section 1 - Introduction

1.1 ACCESSIBILITY AUDIT

The audit addresses and recognises the requirements of the Equality Act 2010 (Disability Discrimination Act (DDA) 1995 and 2005) The report includes recommendations for required remedial actions and ongoing monitoring and control measures. Guidance is also referred to such as BS8300: 2009 – Design of Buildings and Their Approach to Meet the Needs of Disabled People – Code of Practice; along with other applicable sources where appropriate.

The content of this report is based on the information and access provided to the consultant at the time of this audit. Any recommendations or advice in this report is based upon evidence seen. Whilst every care is taken to interpret current Acts, Regulations and Approved Codes of Practices, these can only be authoritatively interpreted by Courts of Law.

Undergoing of the recommendations in the report could assist in meeting the requirements of the Equality Act 2010 but does not guarantee it. Nor does compliance with this report remove any liability on the part of the client or give protection against legal proceedings.

1.2 PURPOSE OF AUDIT

The purpose of the access audit is to assess how well a site performs in terms of access and ease of use by a wide range of potential users, including people with disabilities. The audit provides a certain "snapshot" of a building at one point in its life. As the starting point of an ongoing access action plan, it can be used to highlight areas for improvement as well as a general risk assessment.

The most obvious part of a building, which determines its accessibility, is the shell. Decisions made by the architect can fundamentally affect the accessibility for a long time.

When the building is fitted out, fixtures and fittings can be critical. Most do not survive as long as

A building is next furnished and equipped, and at this stage many mistakes can occur. Furnishings are generally short-lived so opportunities for improvement tend to occur more regularly.

Finally, as the building is occupied, the way it is used and managed becomes crucial. Accessibility is affected when bad housekeeping exists causing tripping hazards or over-zealous polishing leads to slippery floors. Continual monitoring by management therefore has a considerable role to play.

1.3   AUDIT PROCESS

The audit was undertaken in two stages employing plans of the building, if available, and the checklists in Section 5 (Audit table) The general order of the checklists is:

Checklist Ref	Description	Applicable to this property	
		Yes	**No**
Checklist 1	Approach, Routes & Street Furniture	✓	
Checklist 2	Car Parking		**X**
Checklist 3	External Ramps		**X**
Checklist 4	External Steps		**X**
Checklist 5	Entrances	✓	
Checklist 6	Reception Areas & Lobbies	✓	
Checklist 7	Corridors & Internal Surfaces	✓	
Checklist 8	Internal Doors	✓	
Checklist 9	Internal Ramps		**X**
Checklist 10	Internal Stairs		**X**
Checklist 11	Lifts / Platform Lifts		**X**
Checklist 12	WCs: General Provision	✓	
Checklist 13	WCs: Wheelchair Users	✓	
Checklist 14	Facilities	✓	
Checklist 15	Way Finding	✓	
Checklist 16	Lighting & Acoustics	✓	
Checklist 17	Means of Escape	✓	
Checklist 18	Building Management	✓	

Note: Not all of the above checklists may be relevant to this particular building.

Stage 1 – Information gathering

This is undertaken as a walkthrough audit / inspection of the building using the checklists.

Stage 2 – Results and recommendations

The report suggests possible improvements that can be made to the building. These range from small non-structural adjustments to possibly major structural alterations. It also gives an indication to priorities and costs.

1.4   PRIORITIES

The priorities are dependent upon various factors including:

- Compliance to AD M (Part M of The Building Regulations)
- Client's policy and objectives
- Current use of the building
- Costs involved and available resources
- Plans for refurbishment
- Maintenance programmes
- Agreement of outside agencies (such as a free holder or local highway authority)

Priority ratings are as follows:

Priority A:

Where there are potential health and safety risks or where failure to implement changes would be highly likely to attract legal implications. Immediate action is recommended to put changes into effect.

Priority B:

Where action is recommended within the short term to alleviate an access problem or make improvements that will have a considerable impact.

Priority C:

Where action is recommended within 12 – 24 months to improve access.

Priority D:

Where the recommendation involves excessive costs or should be implemented as part of a long-term plan.

1.5   KEYS FOR COSTS

Budget costs have been included in the form of bands.

N   - None
M   - Minimal
OG - Ongoing Maintenance
ST - Structural Change
EX - Major Structural Change

Please note cost keys are indicative only and that Direct Access Consultancy Ltd can not be held liable for any misinterpretations.

1.6   ABBREVIATIONS

Used throughout the report are the following abbreviations:

DDA   - Disability Discrimination Act
BS8300 - British Standard BS8300: 2009 - Design of Buildings and their
              approaches to meet the need of disabled people
AD M   - Building Regulations Approved Document M - Access to and Use of Buildings
EQ   - Equality Act 2010

1.7 SOURCES OF GUIDANCE

There are a number of guidance notes and standards that illustrate good practice in terms of meeting the needs of disabled people.

Listed below are some documents that have been utilised for the purpose of this report.

Building Regulations Approved Document M – Access to and Use of Buildings (2004)

British Standard BS8300:2009 - Design of Buildings and their approaches to meet the need of disabled people.

DDA 1995 Code of Practice 'Rights of Access to Goods, Facilities, Services and Premises' 2005.

Disability Discrimination Act 1995 and 2005, HMSO.

British Standard BS9999:2008 - Code of practice for fire safety in the design, management and use of buildings.

JMU Access Partnership & Sign Design Society – Sign Design Guide- A Guide to Inclusive Signage (2004).

The Access Manual, by Anne Sawyer and Keith Bright, Blackwell, 2003.

Access Audit Price Guide, Building Cost Information Service, 2002.

Please note however the 'DDA' is not prescriptive in its recommendations to improve accessibility. As such, compliance with the Act cannot ultimately be determined or used as a method for assessing accessibility. Only tangible standards set out in guidance documents such as BS8300: 2009 can be referred to for 'compliance'.

1.8 IMAGES

Please note external images are used within this report; these are for illustrative purposes only. External images are indicated along with their source.

Section 2 – Consultation

2.1 ACCESS GROUPS

For the purpose of this report, consultation with local Access Groups has not been undertaken. It is advisable to seek advice from various users groups and appropriate employees prior to undertaking specific adaptation works as a result of recommendations within this report.

2.2 CONSERVATION AREA / LISTED BUILDING STATUS

The site or buildings do not have a listed building status. Professional advice must be sort for planning applications.

2.3 FIRE OFFICER

Where recommendations have been suggested that may have an effect on the evacuation strategy, additional consultation with the Fire Officer is advised prior to works being undertaken.

Section 3 - Site Details

3.1   DESCRIPTION OF PROPERTY

Description	Details
Date of Construction:	Est 1980's
Constructed of:	Traditional Construction
Number of Floors:	1No Storey
Access Via:	Main Public Entrance
External Areas:	Approach Routes
No. Passenger Lifts	N/A

3.2   FACILITIES IN PLACE

Facility	Details
Ramps	N/A
Platform lifts	N/A
Stair lift	N/A
Visual indicators for fire alarms	Not Provided
Induction loops / Infrared systems	Not Provided
Accessible toilets	Provided
Tactile signage	Not Provided
On site assistance	Provided at Reception
Designated parking areas	N/A
Evacuation chairs	N/A
Fire protected lift(s)	N/A
Identified internal safety refuge(s)	N/A
Any Other Additional Information:	

Audit

Question	Response	Details
Checklist 1 - Approach Routes & Street Furniture		
1.1 - Is the school within convenient walking distance of:- _ Public Highway and Pathways? _ Public Transport e.g. Bus Stops? _ Car parking? (For car parking refer to Checklist 2)	No	The school is located off Woodbury Road. There is no bus stop within immediate vicinity. There is no car park provided.
1.2 - Route free of kerbs? Do crossings on approach have tactile paving? If there are pedestrian crossings, do these have turn cones to aid people who are DeafBlind?	Yes	
1.3 - Wide enough? If a route or pathway is narrow, is there a suitable passing place for wheelchair users? Is plantation trimmed back and are low branches avoided?	No	There are some items positioned in the route between Kitchen and Main Entrance restricting clear width causing potential difficulties accessing for wheelchair users.
 Appendix 1		
1.4 - Surfaces even and slip resistant? Is paving flush with no cracks or gaps that could trap the wheels of a wheelchair?	Yes	No uneven surfaces were detected.

Question	Response	Details
1.5 - Is the location of the school clearly identified from the street? Visual clues and sufficient landmarks to aid orientation?	Yes	The Church Hill Nursery School and Children's Centre signage is in upper and lower case lettering which is the preferred format.
 Appendix 2		
1.6 - Free from hazards such as bollards, litter bins? Are planting features kept to a minimum and are they colour contrasted?	No	The low level mushrooms and small seats need to be made more visible by e.g. back rests as they could cause a stumbling/trip hazard and they are not suitably colour contrasted against the background.
 Appendix 3 Appendix 4		

Question	Response	Details
1.7 - Free from hazardous building features such as outward-opening doors, windows or overhangs? Do columns or structural posts have markings at two heights?	No	The structural posts do not have colour contrast or have markings at two heights in accordance with BS8300.
Appendix 5 Appendix 6		
1.8 - Adequate seating provided along routes? Is there seating where parents wait to pick up / drop off their children?	No	There is no seating provided between the main site entrance and the main reception entrance to provide people with ambulant disabilities a short rest before entering the site.

Question	Response	Details
1.9 - Are entrance gates appropriately colour contrasted and do intercoms have accessible features?	No	Entrance gates do not have suitably colour contrasted features to the controls and surround to aid people with impaired vision. Red gate - The control is positioned too high off the ground level causing difficulties reaching for wheelchair users and people of small stature.

Appendix 7   Appendix 8   Appendix 9

Question	Response	Details
1.10 - Is there appropriate seating within the playing areas? Is there space to the side of seating to allow a wheelchair user to park alongside a seated companion?	Yes	The seating has colour contrast against the surroundings and there are armrests to aid people with ambulant disabilities. Additionally the seats have a space either side to allow a wheelchair user to park alongside a seated companion.

Appendix 10

Question	Response	Details
1.11 - Where there is playing equipment, is there a section which is accessible for people with mobility disabilities?	No	The play equipment should not be positioned on the grass. If there are a lot of disabled people at the school then there should be wheelchair friendly equipment. Play equipment appears to have no climbing ramps easy to use for those with ambulant/mobility disabilities. The play equipment is not brightly painted to contrast with the background upon which it is seen so that the lower pieces could cause a trip hazard for those with impaired vision.

Appendix 11   Appendix 12

BS8300 - Uneven surfaces, surfaces of loose materials (e.g. gravel) and large gaps between paving materials cause problems for wheelchair users, people with impaired vision and people who are, generally, unsteady on their feet.	

Checklist 2 - Car Parking

Question	Response	Details
2.1 - Are accessible bays provided for badge holders?	N/A	There is no car park provided on site.
2.2 - Accessible bays clearly sign-posted from the school's car park entrance? Is there signage to the front of the bays?	N/A	
2.3 - Are bays marked out appropiately and easily identified? Can car doors be fully opened to allow disabled drivers and passengers to transfer to a wheel chair parked alongside?	N/A	

Question	Response	Details
2.4 - Close enough to facilities the car park serves?	N/A	
2.5 - Routes from parking area to school entrance accessible, with dropped kerbs and appropriate tactile warnings? Car park surface smooth, even and free from loose stones?	N/A	
2.6 - For larger car parks, are safety marked out walking routes provided to guard slow moving persons or people with hearing impairments?	N/A	
2.7 - Is the car park adequately lit? Do staff members frequently check the level of lighting within the car park?	N/A	

According to the BS8300 - A sign or, if appropriate, signs should be provided at the entrance to the car park and at each change in direction to direct disabled motorists to designated parking spaces.

Checklist 3 - External Ramps

Question	Response	Details
3.1 - Wide enough and suitably graded? Is there colour contrast to the surface of the ramp?	N/A	There are no ramps provided on site.
3.2 - Suitable handrails on each side?	N/A	
3.3 - Surface slip-resistant, firmly fixed and easy to maintain?	N/A	
3.4 - Edges protected to prevent accidents?	N/A	
3.5 - If a permanent ramp cannot be constructed, is a portable ramp, platform lift or stair lift available?	N/A	

According to BS8300 - The colour of the surface of a ramp should contrast in luminance with that of a landing and surrounding area so that its presence is distinguishable by people with impaired vision.

Checklist 4 - External Steps

Question	Response	Details
4.1 - Visual and tactile warnings at the top and bottom of steps?	N/A	There are no steps provided on site.
4.2 - Suitable handrails on each side? Are handrails suitably colour contrasted to aid people with impaired vision?	N/A	
4.3 - Lighting adequate and well positioned? Are steps appropiately illuminated during darker hours?	N/A	
4.4 - Treads long enough and all of the same length?	N/A	
4.5 - Risers shallow enough, all of the same height, and unlikely to trip users? Are there open risers?	N/A	
4.6 - Nosings readily identifiable? If nosings are painted, is the paint still durable with no wear and tear?	N/A	
AD M criteria will be satisfied if all nosings are made apparent by means of a permanently contrasting material 55mm wide on both the tread and the riser.		

Checklist 5 - Entrances

Question	Response	Details
5.1 - Main school entrances easy to find? Is the entrance clearly distinguishable from facade?	No	Most entrances - The white doors are not clearly seen on approach owing to a lack of colour contrast against the white facade.

Appendix 13   Appendix 14

Question	Response	Details
5.2 - Door opening wide enough for all users? Enough space alongside leading edge for a wheel chair user to open the door while clear of the door swing?	Yes	
5.3 - Level or flush threshold?	No	Nursery School entrance - The two doors have an upstand of approx. 40mm denying access for wheelchair users.
Appendix 15		
5.4 - If there are steps at the main entrance, is there signage indicating where the accessible entrance is located?	N/A	
5.5 - Can people each side of the door, either standing or seated, see each other and be seen? If the entrance is solid, is this due to security concerns?	Yes	

Question	Response	Details
5.6 - Door control at a suitable height for both standing and seated users? Are door handles clearly located, easy to use and grip?	No	Most entrances have white door handles against a white background which are not suitably contrasted. Most door handles are not of the preferred profile.

Appendix 16   Appendix 17   Appendix 18

Question	Response	Details
5.7 - Door closer of appropriate type? Can the door be easily opened single handedly?	No	A number of doors have an opening pressure that exceeds 30 Newtons of force, making it very difficult for many people to open them.
5.8 - Entry phones and intercoms detailed to allow use by people with sensory or mobility impairments? Is there an LED display to accommodate people with hearing impairments?	No	Main Entrance - There is no LED display provided to aid people with impaired hearing. The buttons lack colour contrast against the background to aid people with impaired vision.

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Question	Response	Details
5.9 - Glazed entrance door: markings for safety and visibility? If manifestations are provided, are these suitably colour contrasted against their background?	No	Numerous glazed doors and full height glazed windows - There are no manifestations at two levels.

Appendix 20   Appendix 21   Appendix 22   Appendix 23   Appendix 24

Question	Response	Details
5.10 - Weather mat of firm texture and flush with floor?	No	There is a weather mat at the main reception which is a potential trip hazard.

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Question	Response	Details
5.11 - Are automatic doors provided? If so, do these remain open long enough for a slow-moving person to pass through? Are visual and tactile warnings provided?	N/A	

Question	Response	Details
5.12 - If automatic doors are operated via a push pad rather than a sensor, are these clearly seen on approach? (internally and externally)	N/A	
5.13 - Is there a second set of doors / lobby doors and are these accessible?	N/A	
AD M - The presence of the door should be apparent not only when it is shut but also when it is open. Where it can be held open, steps should be taken to avoid people being harmed by walking into the door		

Checklist 6 - Reception Areas and Lobbies

Question	Response	Details
6.1 - Clear view in from outside? Can receptionists see visitors and provide assistance if necessary?	Yes	The main entrance is glazed allowing a clear view into the reception area.

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Question	Response	Details
6.2 - Transitional lighting? Is the entrance lobby and reception area well illuminated?	Yes	

Question	Response	Details
6.3 - Reception/desk/counter/ checkout suitable for approach and use from both sides by people either standing or seated?	No	Main Reception - The desk is at approx 1100mm high, this should have a lower section plus sufficient knee space both sides for people sitting or wheelchair users. Ideally this should be at two heights: between 950mm and 1100mm to accommodate people standing and at 760mm for wheelchair users and be clear of furniture below.
\n\nAppendix 27		
6.4 - Surfaces suitable? Is there colour contrast to the flooring in front of the reception desk and are edges highlighted?	No	There is no contrast to the flooring to aid orientation for people with impaired vision when attempting to locate the reception desk. There is no colour contrast to the edge of the reception desk.
6.5 - Induction loop fitted? Is there signage indicating the availability of the facility? Are front line staff aware of the facility and its purpose?	No	There is no fitted induction loop provided at the reception.
6.6 - If security permits the use of a glazed screen, is this non-reflective and free of glare which could hinder lip-readers?	Yes	
6.7 - Is there a minicom provided for deaf people? Is the availability of this facility highlighted on the website and on leaflets?	No	No minicom is provided for people with hearing impairments. People with impaired hearing ringing in would have to rely on a not generally preferred relay service such as BT TYPETALK.

Question	Response	Details
6.8 - Seating designed for ease of use? Is there a management procedure to ensure spaces are provided for wheelchair users?	Yes	Standard chairs, all are at the same height and feature armrests to aid people with ambulant disabilities. A management procedure is in place to accommodate wheelchair users when required.

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People with hearing and visual impairment make up the largest group of disabled people. Both these groups can be helped or hindered by signage. Good signage can mean that a person with a hearing disability can manage without having to ask questions, and it can help a person with a visual disability to navigate a facility more effectively. For further information on signage please refer to - JMU Access Partnership and The Sign Design Society. 2000. ISBN 185878 412 3.

Checklist 7 - Corridors and Internal Surfaces

Question	Response	Details
7.1 - Corridor wide enough for a wheel chair user to manoeuvre and for other people to pass? Turning space for wheel chair users?	Yes	

Question	Response	Details
7.2 - Free from obstruction to wheel chair users and from hazards to people with impaired sight? Are there any internal columns that have a lack of colour contrast?	No	The structural column has no colour contrast or markings at two heights in accordance with BS8300.
Appendix 29		
7.3 - Are all key facilities within the school accessible for all users? Eg Sport Hall, Main Hall, Music Room, Changing Room etc. Where there are facilities not available can these be 'swopped' with a standard classroom?	Yes	
7.3 - If not all of the school classrooms are accessible for wheelchair users, what is the procedure for Parents Evenings? How are parents or visitors with disabilities currently accomodated?	Yes	
7.4 - Floor surfaces suitable for passage of wheelchairs? Junctions between floor surfaces correctly detailed?	Yes	
7.5 - Colours, tones and textures varied to help people distinguish between surfaces and fixtures and fittings? Do the floors suitably colour contrast against the walls (this can also be achieved by having well contrasted skirting boards)	Yes	
7.6 - Floor surfaces slip-resistant? Bright, boldly patterned floors avoided?	Yes	

Question	Response	Details
7.7 - Busy or distracting wall coverings avoided?	Yes	
BS8300 - Colour and luminance contrast should be used to distinguish the boundaries of floors, walls, doors and ceilings, e.g. if the architrave is the same colour as the door but a different colour from the surrounding wall, it may outline the opening for some visually impaired users when the door is open. The colour and luminance of a wall should be noticeably different from that of the ceiling and of the floor. To avoid giving the wrong impression about the size of a room, skirtings should be the same colour and luminance contrast as the wall so that the junction between the skirting and the floor marks the extent of the room.		

Checklist 8 - Internal Doors

Question	Response	Details
8.1 - Distinguishable from surroundings?	No	Kitchen - The white painted door against white wall is not suitably contrasted.

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Question	Response	Details
8.2 - Glass door: clearly visible when closed? Are manifestations suitably colour contrasted against the background?	N/A	

Question	Response	Details
8.3 - Can people each side of the door, either standing or seated, see each other and be seen? Are vision panels kept clear of temporary notices? (for an example classroom entrances)	No	Parent's Room - The vision panel is too high off the floor level. Vision panels need to be included in frequently used doors where privacy (toilets etc) is not required, with a minimum visibility zone between 500mm and 1500mm from floor level and located at the side of the leading edge. Glass should comply with BS6206.

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Question	Response	Details
8.4 - Clear opening width sufficient for a wheel chair user? Adequate space available alongside leading edge for a wheel chair user to open the door while clear of the door swing?	No	Dining/Crèche Room - The single door has an opening clearance width of less than 800mm. According to BS8300 - An effective clear width of less than 800mm might result in people with poor manoeuvring ability or with large wheelchairs not being able to pass through without damage to themselves or the door or frame.
 Appendix 32		
8.5 - Door control at a height suitable for both standing and seated users? Easily gripped and operated? Control clearly distinguishable from the door itself?	Yes	Most doors have suitable aluminium tubular lever door handles that are easy to use for people with dexterity impairments and handles that are well colour contrasted against the background to aid people with impaired vision.
 Appendix 33		

Question	Response	Details
8.6 - Door light enough to open easily? Door closers of an appropriate type and with minimum necessary opening pressure?	No	There are numerous doors throughout the school that require an opening pressure that exceeds 30 Newtons. This is likely to cause difficulties for many users.
8.7 - Where there are security keypads or readers, are these suitably positioned for potential staff members with disabilities?	No	Nursery School and to the Waiting Area - The press to open buttons are positioned too high off the floor level causing difficulties reaching for wheelchair users and people of small stature and the controls are not easy to use for people with dexterity impairment and impaired vision. All security key passes are positioned not too high off the floor level making it easy to reach for wheelchair users and people of small stature and controls are easy to use for people with dexterity impairments.

Appendix 34   Appendix 35   Appendix 36

According to BS8300 - Colour and luminance contrast should be used to distinguish the boundaries of floors, walls, doors and ceilings, e.g. if the architrave is the same colour as the door but a different colour from the surrounding wall, it may outline the opening for some visually impaired users when the door is open.

Checklist 9 - Internal Ramps

Question	Response	Details
9.1 - Is there a ramp at any internal level change?	N/A	There are no ramps provided.
9.2 - Ramp available for short rise within single storey?	N/A	

Question	Response	Details
9.3 - Wide enough and suitably graded? Surface slip resistant?	N/A	
9.4 - Exposed edges protected to prevent accidents?	N/A	
9.5 - Suitable handrail each side?	N/A	
9.6 - If permanent ramp cannot be constructed, is a suitable portable ramp available? If a portable ramp is provided, is there signage indicating the availability of the facility.	N/A	
comments		

Checklist 10 - Internal Stairs

Question	Response	Details
10.1 - Treads long enough and each of same length?	N/A	There are no steps provided.
10.2 - Risers shallow enough, all of the same height, and unlikely to trip users?	N/A	
10.3 - Nosings readily identifiable?	N/A	
10.4 - Suitable handrails on each side? Do handrails extend 300mm beyond the first and last step pitch-line? Are handrails suitably colour contrasted?	N/A	
10.5 - Landings big enough and provided at intermediate levels in a long flight?	N/A	
Each step nosing should incorporate a permanently contrasting continuous material for the full width of the stair on both the tread and the riser to help blind and partially sighted people appreciate the extent of the stair and identify individual treads. the material should be 50 mm to 65 mm wide on the tread and 30 mm to 55 mm on the riser, and should contrast visually with the remainder of the tread and riser		

Checklist 11 - Lifts

Question	Response	Details
11.1 - Passenger lift available for vertical circulation within a building of more than one storey?	N/A	There are no lifts provided.
11.2 - Car dimensions sufficient to allow space for wheel chair user? Door opens wide enough for wheel chair users?	N/A	
11.3 - Support rails in car appropriately designed and positioned?	N/A	
11.4 - Is there a mirror within the lift car?	N/A	
11.5 - Delayed-action closer and override (not a door pressure system) to allow slow entry or exit?	N/A	
11.6 - Controls, including emergency call, located easily using visual or tactile information and within easy reach of all users?	N/A	
11.7 - Voice indication of floor reached? Is audio loud enough to be heard by hearing aid users?	N/A	
11.8 - Is there a floor level indicator inside and outside the lift to reassure people with hearing impairments?	N/A	
11.9 - Immediately outside lift: sufficient unobstructed space for waiting and manoeuvring by wheel chair users?	N/A	
11.10 - Is there a 1500mm x 1500mm contrasting surface outside the lift and are lift doors suitably colour contrasted to aid people with impaired vision?	N/A	
AD criteria will be satisfied if - the landing call button symbols, where provided, and lifting device control button symbols are raised to facilitate tactile reading and all call and control buttons contrast visually with the surrounding face plate, and the face plate similarly contrasts with the surface on which it is mounted		

Question	Response	Details
Checklist 12 - WC Provision & Changing Areas		
12.1 - Lobby door light enough to open easily? Lobby of sufficient size for easy access?	Yes	
12.2 - Slip-resistant floors throughout?	Yes	Slip resistant flooring is provided throughout the toilets.
12.3 - Fittings all easily distinguishable from background? Are hand dryers and sanitary ware easily seen against their surroundings?	No	Throughout WCs numerous sanitary ware was not sufficiently colour contrasted against the surroundings to aid people with impaired vision.

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Question	Response	Details
12.4 - Compartment door controls all easily gripped and operated? Are cubicle doors suitably colour contrasted against the panels?	No	One of the WCs - The door control is not easy to use for those with dexterity impairments.

Appendix 40 | | |
| 12.5 - Are urinals well contrasted and do they have grab rails to assist people with ambulant disabilities? | N/A | |
| 12.6 - Are lever style taps provided within the WCs to aid people with dexterity impairments? | Yes | Throughout the WCs, lever taps are provided which are easy to use for people with dexterity impairments. |
|

Appendix 41   Appendix 42   Appendix 43 | | |
| 12.7 - When there is no accessible WC available, is there a facility provided for people with ambulant disabilities? | N/A | |

Question	Response	Details
12.8 - Where there are shower facilities, is a grab rail provided? Is there a level access shower for disabled people?	No	There is a grab rail provided for the shower. The shower controls are not easy to use for people with dexterity impairments.
 Appendix 44		
12.9 - Within changing rooms, is there a lower section of pegs to accommodate wheelchair users or people of small stature?	N/A	
Please refer to Checklist 13 for details on accessible WC facilities for disabled people.		

Checklist 13 - WCs: Wheelchair Users

Question	Response	Details
13.1 - Compartment large enough to allow manoeuvring into position for frontal, lateral, angled and backward transfer unassisted and with assistance?	Yes	Near Reception - The accessible WC measured 2200mm x 2200mm which is compliant with BS8300. Nursery School - The accessible WC measured 2500mm x 1800mm which is compliant with BS8300.
13.2 - Travel distance to a suitable WC no greater that that for able-bodied people?	Yes	
13.3 - Sufficient space available outside toilet compartment for manoeuvre? Is the entrance wide enough and does it open outwards?	Yes	Both accessible WCs - The door opens outwards with sufficient space available for wheelchair users.

Question	Response	Details
13.4 - Hand washing and dry facilities within easy reach of someone seated on WC? Is the hand basin suitably positioned in accordance to BS8300?	No	Near Reception accessible WC - The hand wash basin is not within easy reach whilst seated on the toilet pan. There is a hand dryer provided to aid people who may struggle to use hand towels however this is not colour contrasted against the background to aid people with impaired vision. Nursery School accessible WC - The hand wash basin is within easy reach whilst seated on the toilet pan. There is a hand dryer provided to aid people who may struggle to use hand towels however this is not colour contrasted against the background to aid people with impaired vision.

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Question	Response	Details
13.5 - Door controls, lock and light switch easily reached and operated? Is there a grab rail to the inner face of the entrance?	Yes	Both accessible WCs - Grab rail on the door is provided. There is a lever lock that is easy to use for those with dexterity impairments. Sensor lighting is provided.
Appendix 47 Appendix 48		
13.6 - Tap appropriate for use by a person with limited dexterity, grip of strength?	Yes	Both accessible WCs have lever taps to aid people with dexterity impairments.
Appendix 49 Appendix 50		

Question	Response	Details
13.7 - Suitably designed grab rails fitted in all positions necessary to assist manoeuvring? Are grab rails suitably colour contrasted to aid people with impaired vision?	No	Near Reception accessible WC - The blue grab rails against the white background are suitably colour contrasted. Nursery School - The blue grab rails against the white background are suitable colour contrasted however there is only one vertical grab rail to one side of the basin.

Appendix 51   Appendix 52   Appendix 53

Question	Response	Details
13.8 - Is there a back rest provided to the toilet pan?	No	Neither of the accessible WCs has a back support.

Appendix 54   Appendix 55

Question	Response	Details
13.9 - Is the flush of a suitable spatula type and is it appropiately located on the transfer side of the toilet pan?	No	Near Reception - This accessible WC does have a suitable spatula type flush handle and it is positioned on the correct side of the cistern. Nursery School - This accessible WC does not have a suitable spatula type flush. It is positioned on the correct side of the cistern.

Appendix 56   Appendix 57

Question	Response	Details
13.10 - Is the transfer side of the toilet pan kept clear of any obstacles that may deny wheelchair users all of the transferring techniques in which an accessible WC is designed to provide?	No	Both accessible WCs - On the day of the survey, bins and many items were positioned within the transfer area.

Appendix 58   Appendix 59   Appendix 60

Question	Response	Details
13.11 - Is there a cord alarm? Is this coloured red with two triangular bangles and easy to reach from floor level?	No	Near Reception accessible WC - There is a pull cord alarm however the bangles were tied up. Nursery School accessible WC - There is a pull cord alarm however the bangles were tied to the grab rail.

Appendix 61   Appendix 62

BS8300 - Lavatory accessories, such as dispensers for soap, toilet paper and paper towels, should be suitable for single-handed use and for use by people with weak arm movements. They should be readily accessible to a person in a wheelchair or seated on the WC, and to a person when standing

Checklist 14 - Facilities

Question	Response	Details
14.1 - Are seats provided at intervals along long internal routes or where waiting likely?	N/A	

Question	Response	Details
14.2 - Seats stable, with armrests and provided in a range of heights? Space for wheelchair user to pull up alongside a seated companion?	Yes	There are seats with armrests provided within the Staff Rest Room to aid people with ambulant disabilities.
Appendix 63 Appendix 64		
14.3 - Are a number of chairs with armrests available within each classroom?	No	There are no chairs with armrests in any classrooms.
Appendix 65		
14.4 - Do dining room counters have provision on both sides for wheelchair users? Do these counters have an induction loop to accommodate hearing aid users?	N/A	

Question	Response	Details
14.5 - Do vending machines have all operating parts at less than 1200mm off the floor level and are they suitably colour contrasted?	N/A	
14.6 - Does the dining room have appropriate seating rather than fixed seating which can be inaccessible for a range of users?	N/A	
14.7 - Is there a dropped counter and an induction loop available for the Library counter?	N/A	
14.8 - Where there are IT facilities i.e. within classrooms and the Library (if applicable) are height adjustable computer desks available?	N/A	
14.9 - In the Main Hall, is the stage raised? If so what is the current procedure for wheelchair users? For an example when receiving awards on Speech Day?	N/A	

Question	Response	Details
14.10 - Does the kitchen sink within the Staff Room have a lever tap to accommodate people with dexterity impairments?	No	Nursery School - There is no lever tap provided that is easy to use for people with dexterity impairments. Staff Rest Room and Kitchen - There are lever taps provided that are easy to use for people with dexterity impairments. No accessible tables were identified within the employee working areas.

Appendix 66   Appendix 67   Appendix 68

According to BS8300 - If a seat is too high or too low, or if there are no armrests or side supports, a person may experience considerable discomfort as a result of poor posture. A person may also have difficulty rising from a seated position if the seat is set too low, or if it has no armrests.
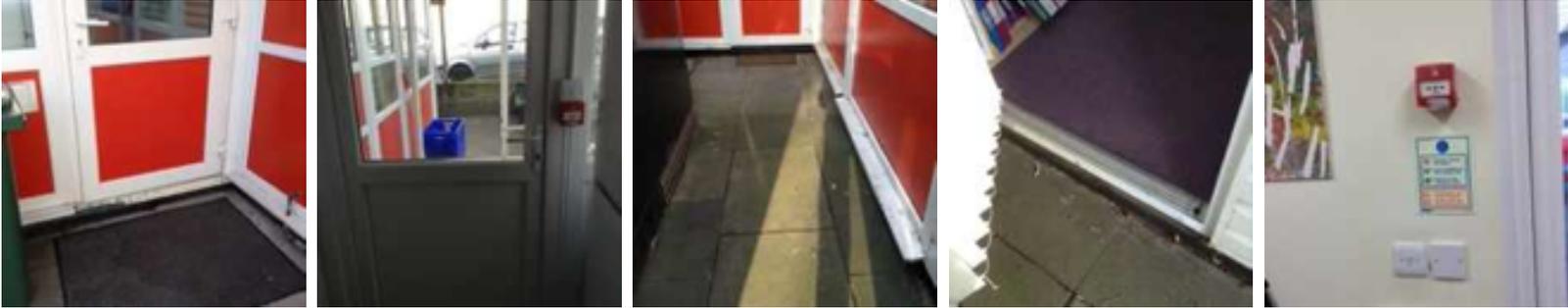
Checklist 15 - Way Finding

Question	Response	Details
15.1 - Overall layout of school reasonably clear and logical? Is there signage available in Braille and tactile?	No	Review of way finding signage required. Tactile and Braille signage should be provided throughout the site. There should be new directory boards and tactile/Braille signage on the actual doors. Direct Access is able to carry out wayfinding surveys and provide costings to implement a new signage strategy. Please contact jtyson@accessdda.com for more information. Words entirely in upper case type (capital) should also be avoided. A sans serif type face with a relatively large "capital" height to "x" height should be used. Symbols should also be used to compliment signage where possible. Refer to - JMU Access Partnership and The Sign Design Society. 2000. ISBN 185878 412 3. Seek specialist advice for tactile signage. BS8300 - Signs and universally accepted symbols or pictograms, indicating lifts, stairs, circulation routes and other parts of the building should be provided. Visual signs should be self- evident and, in particular, legible to visually impaired people. Plain English and pictograms together should be used to assist people with learning difficulties.
15.2 - On entering the reception area, are signs designed and located to convey information to visitors with sight impairments and wheel chair users with lower eye levels?	No	Refer to 15.1.

Question	Response	Details
15.3 - Are standard toilet facilities suitably signed? On approach and on the actual entrances? Are the locations of the accessible WC facilities suitably identified and located? Does signage have the International Symbol of Access? (Wheelchair symbol)	No	There is a lack of signage throughout the school indicating the locations of the accessible WC facilities. The signage on the door is not clear.
 Appendix 69		
15.4 - Within stairwells are each of the levels clearly identifiable by tactile and visual information?	N/A	
15.5 - Are the location of the lifts clearly signed at key locations throughout the site? Is there lift signage near the reception area and on entry to key stairwells?	N/A	

Question	Response	Details
15.6 - Are notice boards well structured and the use of reflective protective covers avoided? Are temporary notices illustrated using good practice i.e. use of lower and upper case lettering?	No	Throughout the building various locations were identified where there are temporary notices typed out in capital letters.

Appendix 70   Appendix 71

Question	Response	Details
15.7 - Are leaflets provided at suitable heights for wheelchair users and for people of small stature? Are leaflets available in alternative accessible formats such as Braille, Moon or Large Print? Are staff aware that materials can be provided in accessible formats on request? Is facility indicated as being available?	No	The leaflets are positioned too high causing difficulties to reach for wheelchair users or people of small stature.

Appendix 72

Question	Response	Details
15.8 - If this is a large school, is information also given in tactile form (such as maps and models)?	N/A	

Question	Response	Details
BS8300 - Signs and universally accepted symbols or pictograms, indicating lifts, stairs, circulation routes and other parts of the building should be provided. Visual signs should be self-evident and, in particular, legible to visually impaired people. Plain English and pictograms together should be used to assist people with learning difficulties.		

Checklist 16 - Lighting & Acoustics

Question	Response	Details
16.1 - Lighting designed to meet a wide range of users needs? Level of lighting sufficient for intended use?	Yes	
16.2 - Lights positioned where they do not cause glare, reflection, confusing shadows or pools of light and dark?	Yes	
16.3 - Can occupiers control lighting? Are light switch plates suitably colour contrasted and appropiately positioned for a wheelchair user?	No	Throughout the site the light switches are the same colour as the walls and positioned too high off the finished floor level for wheelchair users or people of small stature.

Appendix 73

Question	Response	Details
16.4 - Are classrooms appropriately illuminated and are blinds available to control the natural day lighting? Is glare avoided which can hinder attempts by people with hearing impairments to lip-read?	N/A	
16.5 - Within stairwells is the lighting adequate and well positioned? Are wall lights avoided?	N/A	

Question	Response	Details
16.6 - Quiet and noisy areas separated by a buffer zone? Environment free from unnecessary obtrusive noise (e.g. heating units)?	Yes	
16.7 - Good balance of hard and soft surfaces?	Yes	
16.8 - Are induction loops fitted within the key areas i.e.- Main Hall, Sports Hall, key study areas e.g. Music Room.	N/A	
16.9 - Are portable induction loops available? Are staff members aware of how to use the facility and are they kept charged?	No	There are no portable induction loops in the building.
According to BS8300 - A hearing enhancement system, using induction loop, infrared or radio transmission, should be installed in rooms and spaces used for meetings, lectures, classes, performances, spectator sport or films, and at service or reception counters where the background noise level is high or where glazed screens are used.		

Checklist 17 - Means of Escape

Question	Response	Details
17.1 - Audible alarm system supplemented by visual system?	No	There is a lack of flashing beacons provided for people with impaired hearing in the event of an emergency.

Question	Response	Details
17.2 - Ground floor exit routes accessible to all, including wheel chair users, as entrance routes?	No	Numerous fire exits - The thresholds are not level with the floor and do not have ramps making egress potentially difficult for wheelchair users. Apart from kitchen door, most fire exit doors have push to open bars for those with dexterity impairments. One of the break glass buttons is positioned too high off the floor level causing difficulties reaching for wheelchair users or people of small stature.

Appendix 74   Appendix 75   Appendix 76   Appendix 77   Appendix 78

Question	Response	Details
17.3 - Once outside, can a wheelchair user get to a place of safety? Are pathways provided and are these wide enough?	Yes	
17.3 - Vertical escape from upper to lower floors possible using a fire-protected lift with an independent power supply?	N/A	
17.4 - If disabled people are unable to leave the building, is there a suitable refuge area? Is there an intercom provided within the refuge area and does this have accessible features such as an LED display?	N/A	

Question	Response	Details
17.5 - Are EVAC chairs provided and is there signage indicating their location? Are staff members well versed in how to use the facility?	N/A	
Specialist advice should be undertaken to install alarm/alerting systems for people with impaired hearing, such as flashing beacons and vibrating devices. If flashing beacons are used, supplement with signage to indicate purpose. BS8300 - A fire alarm should emit a visual and audible signal to warn occupants with hearing or visual impairments		

Checklist 18 - Building Management

Question	Response	Details
18.1 - External Routes; Including steps and ramps, kept clean, unobstructed and free from surface water, snow and ice?	Yes	
18.2 - Accessible parking; Designated spaces not used by non-disabled drivers and kept free from obstructions?	N/A	
18.3 - Horizontal circulation; Space required for wheel chair manoeuvre not obstructed by furniture, deliveries, storage etc.?	Yes	
18.4 - Vertical circulation; Lifts, platform lifts and stair lifts checked regularly for proper functioning?	N/A	
18.5 - Means of Escape; Exit routes checked regularly for freedom from obstacles (including locked doors) and combustible materials? Alarm systems, including those in WCs, regularly checked?	No	This requires further investigation.
18.6 - Means of Escape; Personal egress plan available for each member of staff needing assistance? Overall escape strategy for visitors who may need assistance?	No	This requires further investigation.
18.7 - Means of Escape; Both general escape strategy and personal emergency egress plans regularly checked for efficiency and effectiveness?	Yes	

Question	Response	Details
The management strategy / system itself was not inspected / analysed and so this was not confirmed. Ensure a means of escape for all staff is administered, involving for example Fire Wardens/colleagues, to sweep all areas in event of a fire to alert hearing impaired people/assist visually impaired people/mobility impaired people, wherever they may be in the building.		
Access Auditor / Surveyor	John Coppock	12/12/2013 12:36

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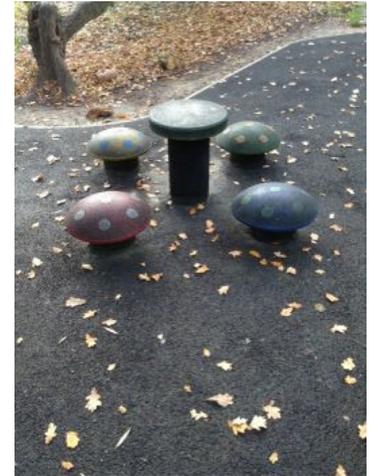Appendix 30

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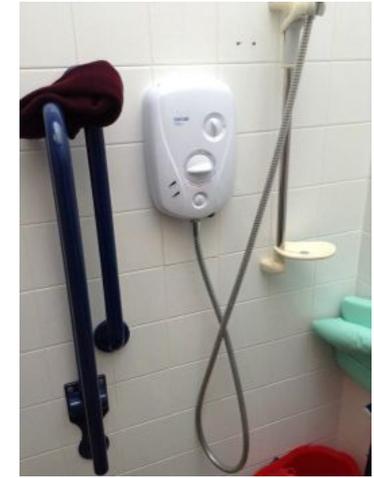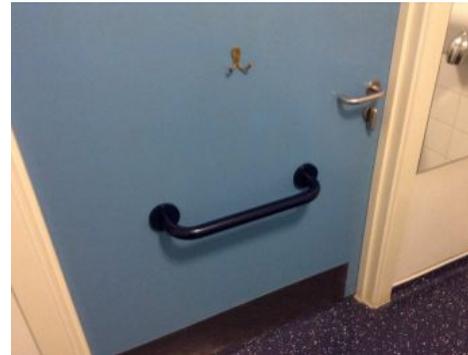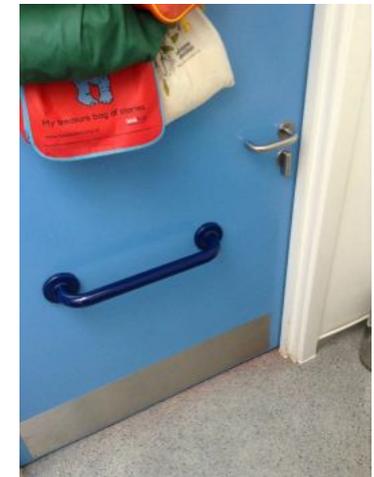Appendix 60

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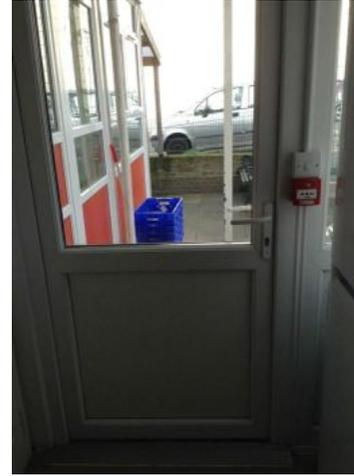Appendix 68

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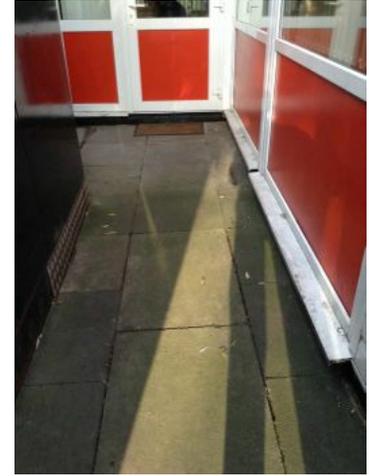Appendix 70

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Section 6 – Action Plan

6.1 - ACTION TABLE

COSTS - **N** = NONE **M** = MINIMAL **OG** = ONGOING MAINTENANCE **ST** = STRUCTURAL CHANGE **EX** = MAJOR STRUCTURAL CHANGE				
Item Ref.	**Details / Issue**	**Recommendation**	**Est Cost**	**Action Taken**
PRIORITY A				
1.1	There is no bus stop within immediate vicinity. There is no car park provided.	The routes and transport options should be very clearly illustrated on the school's website to aid wheelchair users when attempting to plan ahead of their journey.	M	
1.3	There are some items positioned in the route between Kitchen and Main Entrance restricting clear width causing potential difficulties accessing for wheelchair users.	Implement a management procedure to ensure that there is a space available to accommodate wheelchair users when required.	M	
5.3	Nursery School entrance - The two doors have an upstand of approx. 40mm denying access for wheelchair users.	Install 'humps' / graded approaches to the entrances. The threshold is level or, if a raised threshold is unavoidable, it has a total height of not more than 15mm.	M	
5.9	Numerous glazed doors and full height glazed windows - There are no manifestations at two levels.	Install manifestations at two heights. Ensure markings are well contrasted against the background upon which they are seen.	M	
6.5	There is no fitted induction loop provided at the reception.	A portable induction loop should be made available and be stored within the office. A management procedure should be implemented to facilitate its usage as well as to ensure that it is working correctly/charged appropriately. Signage should be provided indicating the availability of portable induction loops on request.	M	
13.4A	Near Reception accessible WC - The hand wash basin is not within easy reach whilst seated on the toilet pan.	It is strongly recommended that the hand wash basin be repositioned. Refer to BS8300 for guidance.	M	

13.10	Both accessible WCs - On the day of the survey, bins and many items were positioned within the transfer area.	Implement a management procedure to ensure that transfer area adjacent to the toilet pan is kept clear and that the facility is not used for storage purposes. This will enable wheelchair users to adopt the many transfer techniques available to them.	N	
13.11	Near Reception accessible WC - There is a pull cord alarm however the bangles were tied up. Nursery School accessible WC - There is a pull cord alarm however the bangles were tied to the grab rail.	Implement management procedure to ensure that the alarm cord is never tied up and always hanging loose. According to BS8300 - An emergency assistance pull cord should be sited so that it can be operated from the WC and from an adjacent floor area. The emergency assistance pull cord, coloured red, should be provided with two red bangles of 50 mm diameter, one set at a height between 800 mm and 1000 mm and the other set at 100 mm above floor level.	M	
15.3	There is a lack of signage throughout the school indicating the locations of the accessible WC facilities. The signage on the door is not clear.	Refer to 15.1, it is recommended that a way finding review be undertaken for the Nursery School.	M	
17.1	There is a lack of flashing beacons provided for people with impaired hearing in the event of an emergency.	Specialist advice should be undertaken to install alarm/ alerting systems for people with impaired hearing, such as flashing beacons and vibrating devices. If flashing beacons are used, supplement with signage to indicate purpose. BS8300 - A fire alarm should emit a visual and audible signal to warn occupants with hearing or visual impairments.	M	

17.2	Numerous fire exits - The thresholds are not level with the floor and do not have ramps making egress potentially difficult for wheelchair users. Apart from kitchen door, most fire exit doors have push to open bars for those with dexterity impairments. One of the break glass buttons is positioned too high off the floor level causing difficulties reaching for wheelchair users or people of small stature.	Install 'humps' / graded approaches to the fire exits which would allow egress for wheelchair users. The gradients should be colour contrasted to indicate the presence of a gradient. This will ensure people do not stumble. Site management should review situation, implement a management procedure to ensure that a clearance width is available at all times. Install well contrasted push bar to fire exit and add clear signage indicating the position of the push bar. Ensure all break glass buttons are within 1050mm off the floor level and ensure no obstruction below.	M	

PRIORITY B				
1.6	The low level mushrooms and small seats need to be made more visible by e.g. back rests as they could cause a stumbling/trip hazard and they are not suitably colour contrasted against the background.	Remedial works should be implemented to remove the trip hazards. In the short term the low level mushrooms and small seats should be highlighted/contrasted. In the long term these need to be protected to avoid a potential hazard.	**M**	
1.7	The structural posts do not have colour contrast or have markings at two heights in accordance with BS8300.	Well contrasted markings should be provided at two heights to the posts. Refer to BS8300 for guidance.	**M**	
5.10	There is a weather mat at the main reception which is a potential trip hazard.	Remove the door mat.	**N**	
7.2	The structural column has no colour contrast or markings at two heights in accordance with BS8300.	Well contrasted markings should be provided at two heights to the column. Refer to BS8300 for guidance.	**N**	
12.8	There is a grab rail provided for the shower. The shower controls are not easy to use for people with dexterity impairments.	Install a lever tap to the shower control. Install well contrasted tip-up seat.	**M**	
13.4B	Near Reception accessible WC - There is a hand dryer provided to aid people who may struggle to use hand towels however this is not colour contrasted against the background to aid people with impaired vision. Nursery School accessible WC - There is a hand dryer provided to aid people who may struggle to use hand towels however this is not colour contrasted against the background to aid people with impaired vision.	Add colour contrast to the hand dryer so it can be seen against the background.	**OG**	
13.7	Nursery School - The blue grab rails against the white background are suitable colour contrasted however there is only one vertical grab rail to one side of the basin.	Add colour contrast vertical grab rail to other side of the basin.	**M**	
13.8	Neither of the accessible WCs has a back support.	Install backrest to the toilet pans.	**M**	
13.9	Nursery School - This accessible WC does not have a suitable spatula type flush. It is positioned on the correct side of the cistern.	Install BS8300 compliant spatula type flush on the transfer side of the toilet pan.	**M**	
14.3	There are no chairs with armrests in any classrooms.	Ensure that there is a chair with armrests available within each of the classrooms. This is a recommendation that may need to be phased.	**M**	

15.1	Review of way finding signage required. Tactile and Braille signage should be provided throughout the site. There should be new directory boards and tactile/Braille signage on the actual doors. Direct Access is able to carry out wayfinding surveys and provide costings to implement a new signage strategy. Please contact jtyson@accessdda.com for more information. Words entirely in upper case type (capital) should also be avoided. A sans serif type face with a relatively large "capital" height to "x" height should be used. Symbols should also be used to compliment signage where possible. Refer to - JMU Access Partnership and The Sign Design Society. 2000. ISBN 185878 412 3. Seek specialist advice for tactile signage. BS8300 - Signs and universally accepted symbols or pictograms, indicating lifts, stairs, circulation routes and other parts of the building should be provided. Visual signs should be self- evident and, in particular, legible to visually impaired people. Plain English and pictograms together should be used to assist people with learning difficulties.	A review of the existing way finding signage should be undertaken. Symbols should also be used to compliment signage where possible. Refer to - JMU Access Partnership and The Sign Design Society. 2000. ISBN 185878 412 3. Seek specialist advice for tactile signage. For further information on signage please refer to - JMU Access Partnership and The Sign Design Society. 2000. ISBN 185878 412 3. DAC is able to undertake detailed signage surveys and implement the installation of suitable signage strategies.	**M**	

PRIORITY C				
1.8	There is no seating provided between the main site entrance and the main reception entrance to provide people with ambulant disabilities a short rest before entering the site.	Provide benches with armrests at equal intervals. Ensure benches are well contrasted against their surroundings and that there is space to the side which will allow a wheelchair user to be alongside a seated companion.	**M**	
1.9	Entrance gates do not have suitably colour contrasted features to the controls and surround to aid people with impaired vision. Red gate - The control is positioned too high off the ground level causing difficulties reaching for wheelchair users and people of small stature.	Add colour contrast to the controls and surround. Lower the control to 1100mm off the ground level.	**OG**	
1.11	The play equipment should not be positioned on the grass. If there are a lot of disabled people at the school then there should be wheelchair friendly equipment. Play equipment appears to have no climbing ramps easy to use for those with ambulant/mobility disabilities. The play equipment is not brightly painted to contrast with the background upon which it is seen so that the lower pieces could cause a trip hazard for those with impaired vision.	Site management should undertake a review.	**M**	
5.1	Most entrances - The white doors are not clearly seen on approach owing to a lack of colour contrast against the white facade.	At the next refurbishment for the site, colour contrast should be added to the entrance doors to ensure they are clearly seen by people with impaired vision on approach.	**OG**	
5.6	Most entrances have white door handles against a white background which are not suitably contrasted. Most door handles are not of the preferred profile.	Add colour contrast to the door handles and surround. Replace with well contrasted BS8300 compliant furniture to the entrance doors.	**OG**	
5.7	A number of doors have an opening pressure that exceeds 30 Newtons of force, making it very difficult for many people to open them.	Implement management procedure to ensure all door ironmongery is maintained on a regular basis and to check door opening pressures do not exceed 30 Newtons as recommended in the BS8300.	**OG**	

5.8	Main Entrance - There is no LED display provided to aid people with impaired hearing. The buttons lack colour contrast against the background to aid people with impaired vision.	Replace with intercom which has tactile definition to the buttons and an LED display. Ensure all operating parts are within 1050mm off the landing level and ensure no obstruction below. Ensure that it is well contrasted against the background upon which it is seen. Note AD M is not descriptive on intercoms and BS8300, best practice should be referred to. In all cases when installing intercoms specialist advice should be sought.	**OG**	
6.3	Main Reception - The desk is at approx 1100mm high, this should have a lower section plus sufficient knee space both sides for people sitting or wheelchair users. Ideally this should be at two heights: between 950mm and 1100mm to accommodate people standing and at 760mm for wheelchair users and be clear of furniture below.	Replace the reception desk at the next refurbishment. BS8300 criteria will be satisfied if at least one section of the counter is at least 1500mm wide, with its surface no higher than 760mm.	**OG**	
8.1	Kitchen - The white painted door against white wall is not suitably contrasted.	Add colour contrast to the door to aid people with impaired vision.	**OG**	
8.3	Parent's Room - The vision panel is too high off the floor level.	Install a new BS8300 compliant door with vision panels. Vision panels need to be included in frequently used doors where privacy (toilets etc.) is not required with a minimum visibility zone between 500mm and 1500mm from floor level and located at the side of the leading edge. Glass should comply with BS6206. Implement management procedure to ensure that the temporary notices are not on the vision panels.	**M/N**	
8.4	Dining/Crèche Room - The single door has an opening clearance width of less than 800mm.	Remove existing door and install a wider door to allow a 800mm clear opening.	**OG**	

8.6	There are numerous doors throughout the school that require an opening pressure that exceeds 30 Newtons. This is likely to cause difficulties for many users.	Implement management procedure to ensure all door ironmongery is maintained on a regular basis and to check door opening pressures do not exceed 30 Newtons as recommended in the BS8300.	OG	
8.7	Nursery School and to the Waiting Area - The press to open buttons are positioned too high off the floor level causing difficulties reaching for wheelchair users and people of small stature and the controls are not easy to use for people with dexterity impairment and impaired vision.	Lower the press to open buttons to 1100mm off the finished floor level. Replace key pads with swipe card system. According to BS8300 - Disabled people with a weak hand grip or poor co-ordination, find that using a card to open a door lock is easier.	OG	
12.3	Throughout WCs numerous sanitary ware was not sufficiently colour contrasted against the surroundings to aid people with impaired vision.	Colour contrast should be added to the fixtures and fittings within the WCs. According to BS8300 - to help blind and partially sighted people identify key objects within sanitary accommodation, support rails and grab rails should contrast visually with the wall, the WC seat and cover should contrast visually with the WC pan and cistern, and sanitary fittings and accessories should contrast visually with the background against which they are seen.	OG	
12.4	One of the WCs - The door control is not easy to use for those with dexterity impairments.	Replace with door control easy to use for those with dexterity impairments.	M	

14.10	Nursery School - There is no lever tap provided that is easy to use for people with dexterity impairments. No accessible tables were identified within the employee working areas.	Install lever taps. According to BS8300 - Taps should either be mixer taps with an up and down action to control water flow or individual hot and cold lever operated taps with not more than a quarter turn from off to full flow. In the event of employment of a disabled person, the office should include disability access, i.e., a section of work top lowered to 800mm with clear space underneath to allow wheelchair access. This could potentially be paid/partially paid by Access to Work.	**OG**	
15.6	Throughout the building various locations were identified where there are temporary notices typed out in capital letters.	Implement a management procedure to ensure that all temporary notices are typed out using upper and lower case lettering. Ensure notices are not behind reflective screen.	**N**	
15.7	The leaflets are positioned too high causing difficulties to reach for wheelchair users or people of small stature.	Ensure all leaflets positioned no higher than 1200mm above the finished floor level, within reach of wheelchair users and people of small stature. Please refer to 15.1 regarding way finding signage.	**N**	

PRIORITY D				
6.4	There is no contrast to the flooring to aid orientation for people with impaired vision when attempting to locate the reception desk. There is no colour contrast to the edge of the reception desk.	Replace a section of the flooring in front of the reception desk with an alternative that is suitably colour contrasted. Add colour contrast to the edge of the reception desk. This will aid people with impaired vision when attempting to locate the reception desk.	OG	
6.7	No minicom is provided for people with hearing impairments. People with impaired hearing ringing in would have to rely on a not generally preferred relay service such as BT TYPETALK.	Provide a minicom to the reception desk; ensure staff are trained in how to use the facility. Ensure that the direct line is advertised in relevant literature and on the internet.	M	
16.3	Throughout the site the light switches are the same colour as the walls and positioned too high off the finished floor level for wheelchair users or people of small stature.	Light switches should be lowered to within a range of 750mm and 1200mm above finished floor level. All switches and controls should be operational without the use of both hands and have front plates that contrast visually with the surround. This should be incorporated at the next electrical rewire for the site, with the exception of specific areas, where a wheelchair user or person of small stature may be employed.	OG	