

Section 4 – Action Plan

4.1 - ACTION TABLE

COSTS - N = NONE M = MINIMAL OG = ONGOING MAINTENANCE ST = STRUCTURAL CHANGE EX = MAJOR STRUCTURAL CHANGE								
Item Ref.	Site	Details / Issue	Recommendation	ACE Priority	Est Cost	Action Taken	By Whom	
PRIORITY A								
1.3	Courtlands	The pathway at the main entrance gate is likely to be too narrow for wheelchair users or even for double buggies. This is due to the path width as well as the overgrown hedge.	Undertake maintenance and trim back the hedge to allow for a greater clearance width along the pathway. Undertake a feasibility study to assess whether it may be possible to widen the existing path to 1200mm. According to BS8300 – To be accessible, the minimum unobstructed width of an access route should be: a) at least 1 800 mm, if there is intense simultaneous use in both directions by the population at large, including people in wheelchairs; b) at least 1 500 mm, if the route is less busy and passing places are provided for wheelchair users c) at least 1 200 mm, in exceptional circumstances, e.g. for rarely used access routes; d) at least 900 mm, for paths within the curtilage of a single dwelling.		OG / M			
1.10	Bretonside	There is no step free access to the rear playground from inside, a longer external route outside needs to be taken.	This is deemed reasonable to retain as this hasn't been reported to be an issue to date. It would require significant investment to alter/rectify.		N/A			
1.10	Courtlands	There is no step free access to the lower playground area. At current wheelchair users or those unable to negotiate steps would have to travel along the grass, this could be particularly difficult during wet weather.	It is strongly recommended that consideration be given to creating a pathway down to the lower playground area. This pathway should be at least 1200mm wide.		M			
1.10	Courtlands	There is no step free access into the central courtyard area where there is a pond. It is understood that children do go in these area. This area is accessed via three doors which all have steps outside.	Whilst this space is being used by pupils, not providing step free access could be considered discriminatory as it is an 'unique' feature that is not currently replicated elsewhere. It is recommended that works be undertaken to one of the doors to provide step free access.		OG			

1.10	Courtlands	There is no hand standing pathway to the rear of the LOC hut to allow wheelchair users to access the allotment pots or animals. Access is likely to be extremely difficult particularly when the ground is wet.	Refer to 7.3, the LOC is not deemed fit for purpose. Deemed reasonable to retain until this is replaced. When a new structure is constructed then a hard standing pathway should be created to provide the appropriate access.		N/A		
2.1	Courtlands	There are currently no marked out for Blue Badge holders within the car park.	<p>Provide accessible parking spaces. Install a sign to the front of each space.</p> <p>The designated accessible parking should be clearly marked out at least 2.4m wide x 4.8m long plus a 1.2m side transfer zone at the side and end of the bay.</p> <p>Implement a management procedure to ensure the use of the accessible parking bays are monitored regularly to limit misuse by non-disabled motorists.</p> <p>There should be a sign at the entrance to the car park to indicate where the accessible parking spaces are located.</p> <p>Refer to BS8300, A sign or, if appropriate, signs should be provided at the entrance to each car park and at each change in direction to direct disabled motorists to designated parking spaces.</p>		M		
2.5	Courtlands	Along the front are the spaces marked out for mini buses. There are no dropped kerbs along the front to allow access for wheelchair users. One of the paths is a sloping step (which is also not colour contrasted)	<p>The front of the school needs to be reviewed as it is just not inclusive or accessible for many.</p> <p>In the immediate short term, there should be a leveled kerb for wheelchair users to allow access. In the long term this should area should be redesigned.</p>		M / ST		BW
5.7A	Dover Road	The main entrance has a heavy opening pressure that many people may find difficult to negotiate.	<p>Maintenance should be undertaken to de-tense and recalibrate the hinges. The entrance should be easily opened using less than 30 Newtons of force.</p> <p>If the force required for opening doors is greater than wheelchair users and people with limited strength can manage, they will be unable to continue their journeys</p>		OG		

5.7B	Dover Road	When the internal door on the left side is held open, this is likely to cause difficulty for some attempting to open the entrance due to the positioning of the green release button.	It would be extremely beneficial if the green release button could be relocated to the side of the entrance. At current, many people including wheelchair users are likely to struggle to open the entrance.		OG		
6.9	Dover Road / Ford / Bretonside	At current there is not a procedure to ask visitors if they have any access requirements prior to visiting the school.	Site management need to ensure that this is suitably in place. There should be a procedure to ask visitors prior to their visit if they may have any access requirements that the staff should be aware of.		N		BW/SLT
6.9	Courtlands	At current there is not a procedure to ask visitors if they have any access requirements prior to visiting the school.	OG		N		

6.10	Dover Road	<p>Visitors are asked if they may require assistance should the fire alarm be activated via the sign in screen.</p> <p>Due to my hearing impairment, I selected 'yes' I would require assistance however no one prompted me or asked what type of assistance would be required.</p>	<p>Site management should review and take the appropriate action.</p> <p>There needs to be a policy in place to cater for people that would require assistance in the event of fire.</p>		N		BW
6.10	Ford / Courtlands	<p>At current visitors are not asked if they may require assistance should the fire alarm be activated. This should be added as a potential question within the visitors sign in book.</p>	<p>Site management need to ensure that this is suitably in place. Visitors should be asked if they would need any assistance in the event of the fire alarm being activated, potentially provide a question within the visitors sign in book.</p>		N		NA
6.10	Bretonside	<p>Visitors are asked on the sign in screen if they may require assistance in the event of an emergency however this is not followed through.</p>	<p>Site management need to ensure that this is suitably in place. Visitors should be asked if they would need any assistance in the event of the fire alarm being activated, potentially provide a question on the check in screen.</p>		N	Visitor procedure needs to be implemented	BW
7.3	Courtlands	<p>There is no step free access to the first floor. The only 'unique' feature identified is the Design & Technology room, the remaining rooms are further classrooms and toilets.</p>	<p>It is recommended that this be relocated to the ground floor.</p> <p>In fairness, this room does appear to have scope for great improvement such as height adjustable stations and this could be a good opportunity to provide an accessibility facility.</p>		M		BW
7.3	Courtlands	<p>The LOC Hut is not deemed fit for purpose.</p> <p>The entrance has no step free access and is too narrow when just a single leaf is opened.</p> <p>There is also no suitable toilet facility for disabled people and the nearest facility is a considerable distance away. The existing WCs require refurbishment.</p>	<p>Site management to review.</p> <p>This structure is just not deemed fit for purpose. There are so many issues. It is likely to be far more economical to replace the entire building than to undertake works to bring it to current standards.</p>		ST		

8.4A	Ford	The door from the kitchenette into the classroom has a clearance width that some users of larger wheelchairs may find difficult to negotiate.	<p>A feasibility study should be undertaken to assess whether it may be possible to widen this entrance to have a minimum of 800mm clearance.</p> <p>Refer to BS8300 -An effective clear width of less than 800 mm may result in people with poor maneuvering ability or with large wheelchairs not being able to pass through without damage to themselves or the door. Use of the preferred effective clear width more easily accommodates people with assistance dogs and where there is heavy pedestrian traffic.</p>		M/ST		
8.4B	Ford	The entrance into the little library from the main classroom has a narrow clearance width that wheelchair users are likely to find difficult to negotiate.	<p>A feasibility study should be undertaken to assess whether it may be possible to widen this entrance to have a minimum of 800mm clearance.</p>		M/ST		
8.6	Bretonside	Many of the doors throughout the school have heavy opening pressures which were measured as being greater than 30 Newtons.	<p>Deemed reasonable to retain. This is due to the metal style doors and nature of the school. Health and Safety takes priority over the Equality Act 2010.</p> <p>If the force required for opening doors is greater than wheelchair users and people with limited strength can manage, they will be unable to continue their journeys independently. If the force of the closing device is too great or its speed too fast, disabled people risk being pushed off balance.</p>		N/A	Will need to bear in mind when the fire doors audit is complete, if the need replacing or if we have someone in a wheelchair or of limited strength	
12.7	Courtlands	It is recommended that an ambulant cubicle be provided on the first floor.	Consideration to creating facilities for ambulant disabled persons on the first floor. Refer to BS8300 for guidance on suitable layout/fitting.		M		

13.1	Ford	There is no accessible WC facility available for disabled people.	<p>It is strongly recommended that the existing staff WC (near the kitchenette) be converted into an unisex BS8300 compliant accessible WC. This would involve removing the existing partition wall.</p> <p>An architectural feasibility study should be undertaken to provide a BS8300 compliant accessible WC facility.</p> <p>BS8300 should be referred to for the suggested layout and guidance.</p> <p>An alarm should be installed within the facility and the fittings should be well contrasted.</p>		ST		Caretaker
13.1	Bretonside	There are four accessible WCs available. Note, on the day of the survey it was not possible to access one of the ground floor accessible WCs. The accessible WCs on the ground floor near the lift, near the finance office and on the first floor were surveyed.	Site management to issue photographs to Access Consultants to make comments/notes.		N	Send phone of WC to Direct Access.	
13.1	Courtlands	There is an accessible WC provided adjacent to the reception area. The facility does not have the compliant dimensions in accordance to BS8300 as it is marginally undersized in length.	An architectural feasibility study should be undertaken to assess whether it may be possible to enlarge the existing facility. To be compliant to Part M and BS8300, an accessible WC needs to be at least 1500mm x 2200mm and be free of all box piping.		ST		BW/CC
13.2	Courtlands	Within the main school, the accessible WC is suitably located adjacent to the reception area which will serve visitors. However there is no facility within the LOC Hut and the distance is a considerable distance away. The existing WCs are not deemed fit for purpose.	Refer to 7.3, This structure is just not deemed fit for purpose. There are so many issues. It is likely to be far more economical to replace the entire building than to undertake works to bring it to current standards.		N/A		BW/CC

13.3	Bretonside	<p>The accessible WC on the first floor has an inward opening door which will make it difficult to assist someone within the WC should they stumble and rest against the entrance.</p>	<p>To comply with BS8300, the entrance should open outwards. Should someone stumble and rest against the door from the inside, it will be difficult to assist the person in an emergency.</p> <p>This could be easily achieved by installing a swivel lock i.e. the door will still open inwards hence preventing a collision hazard within the corridor however it will be easy to open outwards in the event of an emergency.</p>		M	Already has a swivel door lock	KONE and BW
13.7	Courtlands	<p>BS8300 compliant grab rails are provided throughout the accessible WC and they are well contrasted against their surround to aid people with impaired vision. However on the day of the survey, the rails were used for storing clothing.</p>	<p>This is the main facility that visitors would use and it is the only accessible WC available within the school.</p> <p>Site management should review and take the appropriate action.</p>		N		

13.10	Bretonside	A sink is installed within the transfer area of the accessible WC near the platform lift denying wheelchair users the appropriate transferring techniques in which an accessible WC is designed to provide.	The facility should be refitted to ensure compliance with BS8300. The transfer area must be kept clear in order to allow wheelchair users to use the facility as it is designed.		OG	BW to Quote for	
13.10	Bretonside	The accessible WC on the first floor had the bins stored within the transfer area of the accessible WC on the day of the survey.	Implement a management procedure to ensure that accessible WC facilities are always kept clear. This will enable wheelchair users to adopt the many transfer techniques available to them in which an accessible WC is designed to provide.		N	H&S inspection to incorporate this as part of inspection	HR and BW
13.10	Courtlands	On the day of the survey, items were being stored within the transfer area of the accessible WC denying wheelchair users the appropriate transferring techniques in which an accessible WC is designed to provide.	Implement a management procedure to ensure that the accessible WC facility is always kept clear. This will enable wheelchair users to adopt the many transfer techniques available to them in which an accessible WC is designed to provide.		N		
13.11	Courtlands	A compliant cord alarm is provided which has bangles at two heights however it is marginally too short. This needs to extend to 100mm off the ground floor level.	The alarm cord should be adjusted so that it extends to 100mm off the ground floor level.		OG		HR and Fire Marshalls
13.11	Dover Road	On the day of the survey, the cord alarm within the accessible WC was not hanging loose hence should someone stumble on the floor they may not be able to reach it. It was tied around one of the shower grab rails.	Implement a management procedure to ensure that cord alarms are always kept loose and not tied up. 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.		N		

13.11A	Bretonside	The accessible WC near the platform lift (Ground Floor) has a cord alarm however this does not feature bangles at two heights in accordance to BS8300.	<p>A new alarm cord should be installed within the accessible WC. Ensure that it features bangles at two heights and reaches to just 100mm off the ground floor level.</p> <p>Implement a management procedure to ensure that cord alarms are always kept loose and not tied up.</p> <p>According to BS8300 - An emergency assistance pull cord should be sited so that it can be operated from the WC and from an adjacent floor area. The emergency assistance pull cord, coloured red, should be provided with two red bangles of 50 mm diameter, one set at a height between 800 mm and 1000 mm and the other set at 100 mm above floor level.</p>		M	New Pull cord to be purchased from SSI. Then H&S inspection to incorporate this as part of inspection. Caretaker to be informed of responsibilities and to do a visual inspection on a regular basis	
13.11B	Bretonside	The accessible WC on the first floor does not have a compliant cord alarm installed. This needs to extend to 100mm off the ground floor level and feature bangles at two heights.	A new alarm cord should be installed within the accessible WC. Ensure that it features bangles at two heights and reaches to just 100mm off the ground floor level.		M	New Pull cord to be purchased from SSI.	

15.1	Courtlands	<p>There does not appear to be a current signage strategy in place for this school. Many of the signs are currently dated. There is no tactile or Braille available. Additionally, for a school that caters for children with learning and behavioral impairments there needs to be permanent pictorial signage.</p>	<p>Review of way finding signage required.</p> <p>Tactile and Braille signage should be provided throughout the school. There should be new directory boards and tactile/Braille signage on the actual doors.</p> <p>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.</p> <p>Symbols should also be used to compliment signage where possible.</p> <p>BS8300 - Signs and universally accepted symbols or pictograms, indicating lifts, stairs, circulation routes and other parts of the building should be provided. Visual signs should be self- evident and, in particular, legible to visually impaired people. Plain English and pictograms together should be used to assist people with learning difficulties.</p>		M		
16.5	Dover Road	<p>The IT server is positioned within a room which is designated as a 'quiet' room/space.</p>	<p>Discussions with a site representative highlighted that there is a severe shortage of space at this site. A feasibility study should be undertaken to assess whether the IT server could potentially be relocated to an alternative area.</p>		N/M		
16.6	Courtlands	<p>There is no induction loop provided within the main hall to aid people with hearing impairments. This part of the school is an area in which visitors can frequent such as for performances.</p>	<p>Install an induction loop within the main hall to benefit hearing aid users. This is an area in which visitors can frequent such as for performances.</p> <p>According to BS8300 - A hearing enhancement system, using induction loop, infrared or radio transmission, should be installed in rooms and spaces used for meetings, lectures, classes, performances, spectator sport or films, and at service or reception counters where the background noise level is high or where glazed screens are used.</p>		M		

17.2	Ford	The fire exits do not have level egress to allow safe evacuation for wheelchair users.	<p>Undertake works to ensure that level egress can be achieved for wheelchair users in the event of an emergency.</p> <p>It worth undertaking a fire safety audit to the site, to ensure compliance with the Fire Safety Order. Issues to be identified include – sufficient level of smoke detectors, emergency lighting, signage, compartmentation and extinguisher testing records etc.</p>		M		
17.2	Bretonside	The fire exit near the stairwell and platform lift has a step outside (which is also not contrasted)	It is recommended that this be made level for wheelchair users. In the immediate short term, colour contrast should be provided to the edge.		M / OG	Wheelchair users can use the front entrance. Door to the lift needs items removing from behind so that access to lift is better. Yellow paint to be purchased for step.	
17.2	Courtlands	Whilst the majority of the fire exits do not have level egress, these can be reactive i.e. changed as when required however areas that are used by visitors should have level egress provided.	Site management should review and take the appropriate action.		N/M		KMc
17.2A	Courtlands	There is no step free egress out of the main hall and this is an area which can be frequented by visitors.	Undertake remedial works to ensure that level egress can be achieved for wheelchair users in the event of an emergency. This is a crucial part of the school where it is not known who may be using the space.		M		
17.2B	Courtlands	It is recommended that the fire exit adjacent to the stairwell (opposite the LOC Hut) is made level.	Undertake remedial works to ensure that level egress can be achieved for wheelchair users in the event of an emergency.		M		BW/KMc
17.2C	Courtlands	It is recommended that the fire exit adjacent to the stairwell (at the front) is made level.	Undertake remedial works to ensure that level egress can be achieved for wheelchair users in the event of an emergency.		M		BW

17.3	Dover Road	<p>The fire exit gate leads to grass, there is no suitable pathway to safety. This is likely to cause potential difficulties for wheelchair users particularly if the ground is wet.</p>	<p>It is recommended that a pathway be constructed to allow people to get to safety quickly and easily. This path should be a minimum of 1200mm wide.</p> <p>According to BS8300 – To be accessible, the minimum unobstructed width of an access route should be: a) at least 1 800 mm, if there is intense simultaneous use in both directions by the population at large, including people in wheelchairs; b) at least 1 500 mm, if the route is less busy and passing places are provided for wheelchair users c) at least 1 200 mm, in exceptional circumstances, e.g. for rarely used access routes; d) at least 900 mm, for paths within the curtilage of a single dwelling.</p>		M		
17.4	Bretonside	<p>The lift is not to be used for fire evacuation. An Evac chair or suitable alternative is required to safely evacuate mobility impaired persons in the event of fire.</p>	<p>An urgent survey should be undertaken to assess the provision of EVAC chairs and identify the key pin point locations where these need to be located. Direct Access is able to commission a free survey by an EVAC chair specialist on request. The survey is also able to assess the suitability on current training provided to staff members.</p> <p>Signage should also be provided indicating where the EVAC chairs are located throughout. Staff members should also receive frequent training on their use.</p>		N	<p>EVAC survey to be arranged and training to be requested.</p>	
17.5	Bretonside	<p>There is no equipment to safely evacuate mobility impaired persons in the event of fire. Note, it is understood that a person works on the first floor that may require a specialised Evac chair due to weight restrictions.</p>	<p>Refer to 17.4, An urgent survey should be undertaken to assess the provision of EVAC chairs and identify the key pin point locations where these need to be located. Direct Access is able to commission a free survey by an EVAC chair specialist on request. The survey is also able to assess the suitability on current training provided to staff members.</p>		N	<p>EVAC survey to be arranged and training to be requested.</p>	Caretaker
18.4	Bretonside	<p>Vertical circulation; Lifts, platform lifts and stair lifts checked regularly for proper functioning?</p>	<p>Site management need to ensure that this is suitably in place.</p>		N	<p>Quarterly service inspection of the lift in place. Will be added to the H&S inspections as wel.</p>	Caretaker

18.5	Dover Road / Ford / Bretonside / Courtlands	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?	Site management need to ensure that the appropriate procedures are in place to frequently check the exit routes to make sure that there are no obstacles. Alarm systems including those within the WCs also need to be checked.		N		Caretaker
18.6	Dover Road / Ford / Courtlands	Means of Escape; Personal egress plan available for each member of staff needing assistance? Overall escape strategy for visitors who may need assistance?	Site management need to ensure that the appropriate personal egress plans are available for each member of staff needing assistance.		N		
18.6	Bretonside	Means of Escape; Personal egress plan available for each member of staff needing assistance? Overall escape strategy for visitors who may need assistance?	Site management need to ensure that the appropriate personal egress plans are available for each member of staff needing assistance. It is understood that PEEP plans may not be in place at the moment and this should be implemented as soon as possible. The PEEP plans should be stored within the reception area within a fire proofed box.		N	PEEP's need to be identified and fire proof box purchased.	
18.7	Dover Road / Courtlands	Means of Escape; Both general escape strategy and personal emergency egress plans regularly checked for efficiency and effectiveness?	Site management need to ensure that both the general escape strategy and personal emergency egress plans are regularly checked for efficiency and effectiveness.		N		
18.7	Bretonside	Means of Escape; Both general escape strategy and personal emergency egress plans regularly checked for efficiency and effectiveness?	Site management need to ensure that both the general escape strategy and personal emergency egress plans are regularly checked for efficiency and effectiveness. Note, this is not currently in place at the moment.		N	Once PEEP's identified this needs to be practiced when the fire evacuations take place.	BW/Universal
18.7	Ford	Means of Escape; Both general escape strategy and personal emergency egress plans regularly checked for efficiency and effectiveness?	Site management need to ensure that this is suitably in place.		N		
18.8	Dover Road / Courtlands	Equipment; Are emergency cord alarms tested at regular intervals to ensure that they are working? Are induction loops frequently tested for effectiveness?	Site management need to ensure that the cord alarm within the accessible WC is tested frequently as part of regular maintenance. This should be implemented. Tests should occur weekly and this should be logged/recorded as appropriate.		N		

18.8	Bretonside	Equipment; Are emergency cord alarms tested at regular intervals to ensure that they are working? Are induction loops frequently tested for effectiveness?	It is understood that all of the cord alarms are currently working (pupils are routinely pulling them) and this links to the reception area via a panel. However the alarms are not routinely tested / or recorded. Implement a management procedure to ensure that the cord alarms are tested frequently as part of routine maintenance.		N	H&S inspection to incorporate this as part of inspection. Need to confirm that only the disabled WC's in use are by the heads office or the training room.	
PRIORITY B							
1.1	Dover Road / Ford / Bretonside / Courtlands	Options on how to arrive at the school should be clearly illustrated on literature and on the website.	Public transport options and how to arrive at the school should be clearly illustrated on literature and on the website. The information on the internet should be fully accessible for persons with reading impairment through enlargement capability and screen readers, combined with synthetic speech or Braille displays. A clear and logical design that includes written explanations for visual or audio content. Text and graphics should be easily understood without use of colour. Further information on ensuring that the website information is accessible can be found at this RNIB link - https://help.rnib.org.uk/help/daily-living/technology/accessible-website		N		BW

1.3A	Ford	There is currently no suitable pathway to the main entrance that wheelchair users would find easy to use.	<p>It is recommended that a pathway which is at least 1200mm wide be constructed to the main entrance.</p> <p>According to BS8300 – To be accessible, the minimum unobstructed width of an access route should be: a) at least 1 800 mm, if there is intense simultaneous use in both directions by the population at large, including people in wheelchairs; b) at least 1 500 mm, if the route is less busy and passing places are provided for wheelchair users c) at least 1 200 mm, in exceptional circumstances, e.g. for rarely used access routes; d) at least 900 mm, for paths within the curtilage of a single dwelling.</p>		OG/M		BW
1.3B	Ford	The pathway to the fire exit gate is not correctly or appropriately maintained.	Site management should review and take the appropriate action.		N		Caretaker
1.4	Ford	At the edge of the platform to the rear overlooking the playground area there is a long edge which is not colour contrasted. This could cause a potential hazard.	The edge of the long step should be colour contrasted to minimise a potential stumbling hazard.		OG		Caretaker
1.4	Courtlands	Within the central courtyard area, the paving slabs were deemed to be in poor condition with numerous tripping hazards identified.	<p>Remedial works should be undertaken to the paving to eliminate the potential tripping hazard.</p> <p>BS8300 - Uneven surfaces, surfaces of loose materials (e.g. gravel) and large gaps between paving materials cause problems for wheelchair users, people with impaired vision and people who are, generally, unsteady on their feet.</p>		OG		
1.9	Courtlands	At the main entrance gate, there is a potential tripping hazard.	This should be painted yellow or be preferably removed.		OG		

2.2	Bretonside	<p>There are no signs on entry to the car park to indicate where the accessible bays are located.</p> <p>There is no signage provided to the front of the accessible parking spaces.</p>	<p>Install a sign to the front of each space.</p> <p>There should be a sign at the entrance to the car park to indicate where the accessible parking spaces are located.</p> <p>Refer to BS8300, A sign or, if appropriate, signs should be provided at the entrance to each car park and at each change in direction to direct disabled motorists to designated parking spaces.</p>		M	Disabled signs to be purchased for spaces and sign made up for the intercom.	BW
2.3	Dover Road	The accessible parking spaces are not correctly marked out in accordance to BS8300. There is no rear transfer zone provided.	<p>The designated accessible parking should be clearly marked out at least 2.4m wide x 4.8m long plus a 1.2m side transfer zone at the side and end of the bay.</p> <p>Implement a management procedure to ensure the use of the accessible parking bays are monitored regularly to limit misuse by non-disabled motorists.</p>		OG		
2.5	Bretonside	At the car park entrance barrier there is an intercom which is likely to cause potential difficulties for people with hearing impairments.	<p>This highlights why it is important to ask visitors if they have any access requirements prior to a visit. Refer to 6.9</p> <p>This should be ideally on a post which can be operated from a drivers window. This would negate the need for a person to exit their vehicle. Site management should review and take the appropriate action.</p> <p>In the short term, install signage which can be called or texted on.</p>		M	Visitors procedure to be put in place for when appointments are booked. Sign to be made up for intercom.	BW

3.1A	Courtlands	<p>The ramp at the main entrance has a steeper gradient at the top than it does at the base. There is also no top flat landing which means people would have to open the entrance whilst situated on a gradient, this would cause difficulties for wheelchair users or for those unsteady on their feet.</p>	<p>As this leads to the main entrance, consideration should be given to getting this ramp rebuilt and brought up to current standards.</p> <p>The ramp should have the lowest practical gradient within the range 1:20 to 1:12</p> <p>The surface width of a ramp, between walls, upstands or kerbs, should be not less than 1500 mm. The ramp surface should be durable, easy to maintain, slip-resistant when wet (to allow for rain and other environmental factors) The surface should also be well contrasted to minimise a potential stumbling hazard which can occur if a gradient takes someone by surprise.</p> <p>Landings should be provided at the foot and head of the ramp, they should be at least the width of the ramp and not less than 1500 mm long, clear of any door swing or other obstruction.</p> <p>BS8300 compliant handrails should be provided to both sides which are of an oval profile, be well contrasted and not cold to touch.</p>		ST		
3.1B	Courtlands	<p>The ramp at the main entrance does not have colour contrast to the surface to indicate the presence of a gradient.</p>	<p>Colour contrast should be added to the surface of the ramp.</p> <p>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.</p> <p>Note, refer to 3.1B, it is recommended that this ramp be rebuilt in accordance to BS8300.</p>		OG		BW

3.2	Courtlands	The main entrance ramp has handrails which are of exposed metal making them cold to touch.	The handrails should be coated with nylon or a suitable alternative to ensure that they are not cold to touch. Note, refer to 3.1B, it is recommended that this ramp be rebuilt in accordance to BS8300.		OG		BW
4.2A	Bretonside	The step flight down to the rear playground does not have any handrails installed.	BS8300 compliant handrails should be installed to the external steps. These should be well contrasted and not cold to touch. The handrails need to be one with a suitable profile (circular: 40 – 45mm, oval 50mm, in diameter) The handrail needs to be at least 300mm beyond the top and the bottom of the steps and should not project the route of travel.		M	BW to get quotes for handrails	
4.2B	Bretonside	The external metal fire exits has handrails which are not of the referred oval profile in accordance to BS8300.	Deemed reasonable to retain in the short term as this is a fire exit. At the next refurbishment look to provide oval style handrails.		M	NA	BW
4.5	Courtlands	The 7No steps from the rear terrace out of the Apple Classroom have painted nosings however these have now faded. The 7No steps near the main hall down to the lower playground has yellow painted nosings however these are starting to fade. The four wide steps down to the lower playground do not have any colour contrast provided to the edge.	Bright colour contrast needs to be painted to the edge of the step nosings to clearly highlight their presence. 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.		OG		BW

4.5	Ford	The two steps into the right side playground do not have colour contrast provided to the edge of the step nosings.	Bright colour contrast needs to be painted to the edge of the step nosings to clearly highlight their presence. 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.		OG		BW
4.5A	Bretonside	The two steps to the left of the main entrance has painted step nosings however this has now faded.	Bright colour contrast needs to be painted to the edge of the step nosings to clearly highlight their presence. 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.		OG	Yellow paint to be purchased for step Caretaker to paint the edge of the step.	BW
4.5B	Bretonside	The step flight down to the rear playground does not have any colour contrast provided to the edge of the step nosings.	Bright colour contrast needs to be painted to the edge of the step nosings to clearly highlight their presence.		OG	Yellow paint to be purchased for step Caretaker to paint the edge of the step.	
4.5C	Bretonside	The external metal fire exits does not have colour contrast provided to the edge of the step nosings.	Bright colour contrast needs to be painted to the edge of the step nosings to clearly highlight their presence.		OG	Yellow paint to be purchased for step Caretaker to paint the edge of the step.	BW
5.1	Ford	For the first time visitor it could potentially be confusing as to where the main entrance is actually located. First time visitors could confuse the fire exit gate at the front as being the main entrance.	It is recommended that improved signage be put up which clearly states where the main entrance is located. Potentially incorporate as part of recommended way finding review for the school. Refer to 15.1		M		BW
5.4	Courtlands	In between the main entrance and the lobby entrance, the space is very restricted. This is likely to cause potential difficulties for wheelchair users.	At current this space does not comply to BS8300. May be deemed reasonable to retain in the short term, but when the entrance and lobby is refurbished then this area should be reviewed. It is more important to get the ramp corrected at the moment.		M		

5.8	Dover Road	<p>The intercom is suitably positioned off the ground floor level for wheelchair users and for people of small stature.</p> <p>However the intercom does not have any accessible features such as an LED display to accommodate people with hearing impairments.</p>	<p>Install an 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.</p> <p>BS8300 States - Entryphone systems should be sited for approach and use from a wheelchair and should contain a light emitting diode (LEd) display to enable people who are deaf and hard of hearing to use them. the means of indicating that the call is acknowledged and that the lock has been released (if permitted) should be both audible and visible. the entryphone system should contrast visually with the background.</p> <p>NOTE Video entryphone systems provide additional benefits for the person answering the call, as well as for the person wishing to gain entry.</p>		M		BW
5.8	Ford	<p>The intercom at the entrance gate is positioned too high off the ground floor level for wheelchair users and for people of small stature. The intercom does not have any accessible features such as an LED display to accommodate people with hearing impairments.</p>	<p>Install an 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.</p> <p>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.</p> <p>BS8300 States - Entryphone systems should be sited for approach and use from a wheelchair and should contain a light emitting diode (LEd) display to enable people who are deaf and hard of hearing to use them. the means of indicating that the call is acknowledged and that the lock has been released (if permitted) should be both audible and visible. the entryphone system should contrast visually with the background.</p> <p>NOTE Video entryphone systems provide additional benefits for the person answering the call, as well as for the person wishing to gain entry.</p>		M		

5.8	Bretonside	<p>The intercom at the main entrance does not have any accessible features such as an LED display to accommodate people with hearing impairments.</p> <p>The intercom at the pupil's entrance does not have any accessible features such as an LED display to accommodate people with hearing impairments.</p>	<p>Install intercoms which have 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.</p> <p>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.</p> <p>BS8300 States - Entryphone systems should be sited for approach and use from a wheelchair and should contain a light emitting diode (LEd) display to enable people who are deaf and hard of hearing to use them. the means of indicating that the call is acknowledged and that the lock has been released (if permitted) should be both audible and visible. the entryphone system should contrast visually with the background.</p> <p>NOTE Video entryphone systems provide additional benefits for the person answering the call, as well as for the person wishing to gain entry.</p>		M	New intercom to be quoted for	
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5.8	Courtlands	<p>The intercom and key pad positioned adjacent to the lobby entrance are too high off the ground floor level for wheelchair users and for people of small stature. The intercom does also not have any accessible features such as an LED display to accommodate people with hearing impairments.</p>	<p>Install an 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.</p> <p>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.</p> <p>BS8300 States - Entryphone systems should be sited for approach and use from a wheelchair and should contain a light emitting diode (LEd) display to enable people who are deaf and hard of hearing to use them. the means of indicating that the call is acknowledged and that the lock has been released (if permitted) should be both audible and visible. the entryphone system should contrast visually with the background.</p> <p>The key pad positioned adjacent should be lowered to 1200mm off the ground floor level.</p>		M		RC
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5.11	Dover Road	<p>Automated door openers would be beneficial for the main entrance when budget permits. Potentially coincide with recommended works for the main entrance. This would increase accessibility for a range of users.</p>	<p>To be reviewed, providing automatic closers would improve accessibility for a range of users and should be considered.</p> <p>Power-operated pedestrian doors for installation in existing and new construction should be one of the following two types:</p> <p>a) a manually activated door controlled by a push pad, coded entry system, card swipe or remote control device; or</p> <p>b) an automatically activated door controlled, for example, by a motion sensor or a hands-free proximity reader.</p> <p>the provision and installation of power-operated doors should be in accordance with BS 7036-1.</p> <p>Manual activation controls for power-operated pedestrian doors should be located at a height of between 750 mm and 1 000 mm from the finished floor level in order to be clearly visible, they should contrast visually with the surrounding background.</p>		M		
6.5	Dover Road	<p>It would be beneficial to have a portable induction loop within the right side office where visitors would be greeted. This would aid people with hearing impairments.</p>	<p>Purchase a portable induction loop. Install signage indicating the availability of the facility on request.</p>		M		
6.5	Bretonside / Courtlands	<p>There is no induction loop provided to the reception desk to accommodate hearing aid users who struggle when there is background noise.</p>	<p>Install an induction loop to the reception desk. Install signage indicating the availability of the facility and ensure that staff members are aware in how to use the system.</p> <p>BS8300 - A hearing enhancement system, using induction loop, infrared or radio transmission, should be installed at service or reception counters where the background noise level is high.</p>		M		KF

6.8	Courtlands	<p>The seating within the waiting area near reception does not feature armrests to aid ambulant disabled people.</p>	<p>Provide a mixture of chairs, varying in height. Some with and some without armrests.</p> <p>According to BS8300 - If a seat is too high or too low, or if there are no armrests or side supports, a person may experience considerable discomfort as a result of poor posture. A person may also have difficulty rising from a seated position if the seat is set too low, or if it has no armrests.</p>		M		
7.5	Courtlands	<p>The colour scheme throughout the school is extremely poor. The majority of the doors and walls are very similar throughout.</p>	<p>Investigate colour coding the areas and using statement walls in conjunction with coloured signage and new maps (which show the areas in their appropriate colours) This will provide people with further visual clues as to where they are located within the school.</p> <p>At the next planned renovation/re-decoration liaison should be undertaken with the RNIB to ensure a well-designed colour scheme adding contrast to floors, skirting and walls is provided which would substantially aid people with impaired vision to navigate around the school.</p>		OG		KF
8.1	Courtlands	<p>Throughout the school, the colour contrast to the doors are poor. Everything is mainly white with seen against pale colours such as green, this does not provide sufficient colour contrast.</p> <p>The majority of doors have vision panels which are positioned too high off the ground floor level. This could cause a potential collision hazard.</p>	<p>Ensure all doors have contrast against the surroundings upon which they are seen.</p> <p>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.</p>		OG		

8.3	Courtlands	Some doors such as the entrance or on approach to the headteachers office does not have a vision panel.	<p>A rolling refurbishment programme should be implemented to install new BS8300 compliant doors with vision panels.</p> <p>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.</p> <p>Glass should comply with BS6206.</p> <p>Implement management procedure to ensure that the temporary notices are not on the vision panels.</p>		M		
8.4	Courtlands	Throughout the school, many of the double doors may be too narrow for users of larger wheelchairs when a single leaf is opened. When doors are replaced, they should be replaced with a door and a half system.	<p>Where there are double doors, these should be replaced with a door and a half system at the next refurbishment.</p> <p>At the next main refurbishment or when double doors are replaced, convert these doors to a door and a half system. This would allow wheelchair users a greater clearance width when using the master leaf.</p> <p>Refer to BS8300 -An effective clear width of less than 800 mm may result in people with poor maneuvering ability or with large wheelchairs not being able to pass through without damage to themselves or the door. Use of the preferred effective clear width more easily accommodates people with assistance dogs and where there is heavy pedestrian traffic.</p>		M		
8.5	Bretonside	The door furniture throughout does not follow the recommended accessibility guidelines.	Deemed reasonable to retain. This is due to the nature of the school.		N/A	NA	

8.6	Courtlands	Numerous doors have a heavy opening pressure for an example the entrance into the Apple Classroom or the entrance into the main hall from the reception area (on the left side)	<p>A review should be undertaken and an exercise should be implemented to go through each door, attempting to reduce the pressure required to open the doors. Doors should not require more than 30 Newtons of force to open.</p> <p>If the force required for opening doors is greater than wheelchair users and people with limited strength can manage, they will be unable to continue their journeys independently. If the force of the closing device is too great or its speed too fast, disabled people risk being pushed off balance.</p>		OG		RC
9.3	Bretonside	The internal ramp is not well defined at the start and could cause potential difficulties for wheelchair users as well as causing a potential tripping hazard.	Undertake remedial works to ensure that there is no potential hazard.		M	Harrisons to quote	
9.4	Bretonside	The internal ramp does not have any handrails installed.	<p>Install handrails to aid ambulant disabled persons when using the ramp. Ensure that the handrails are well contrasted against their surround.</p> <p>According to BS8300 - Many ambulant disabled people find it easier to negotiate a flight of steps than a ramp and, for them, the presence of handrails for support is essential.</p>		M	Handrails to be quoted for and ensured to be painted yellow.	
10.1	Courtlands	There are two step flights, either end. Both of these step flights have open risers which can cause a potential tripping hazard as well as making assistance dogs apprehensive to proceed.	<p>It is strongly recommended that the risers be filled in so that they do not pose a potential tripping hazard.</p> <p>According to BS8300 - When ascending a stair, people who wear calipers or who have stiffness in hip or knee joints are particularly at risk of trapping the toes of their shoes beneath projecting nosings, and of tripping as a result. In addition, some partially sighted people can feel a sense of insecurity when looking through open treads, and assistance dogs might refuse to proceed.</p>		OG		BW

10.3	Courtlands	<p>The step flights to the first floor have handrails which are not of the preferred oval profile in accordance to BS8300. They also do not extend 300mm beyond the first step pitch-line.</p>	<p>BS8300 compliant handrails should be installed.</p> <p>The handrails need to be changed to one with a suitable profile (circular: 40 – 45mm, oval 50mm, in diameter) that projects at least 60 - 75mm clear of the adjacent wall – 50mm between a cranked support and the underside of the handrail.</p> <p>The handrail needs to be at least 300mm beyond the top and the bottom of the steps and should not project the route of travel.</p>		M		BW
11.3	Bretonside	<p>The support rails within the platform lift are not suitably colour contrasted against their background.</p>	<p>Add colour contrast to the lift support rails to ensure that they are clearly visible against the background upon which they are seen to aid people with impaired vision.</p>		OG	Caretaker to paint the handrails	
12.3	Bretonside / Courtlands	<p>Throughout all of the WCs the colour contrast is poor. The fittings and fixtures are not easily seen against their backgrounds. Most of the fittings are white seen against a white background.</p>	<p>Colour contrast should be added to the fixtures and fittings within the WCs. Having greater colour contrast to the fittings will aid people with impaired vision and ensure that they stand out against the background upon which they are seen.</p> <p>According to BS8300 - to help blind and partially sighted people identify key objects within sanitary accommodation, support rails and grab rails should contrast visually with the wall, the WC seat and cover should contrast visually with the WC pan and cistern, and sanitary fittings and accessories should contrast visually with the background against which they are seen.</p>		OG	Caretaker to paint the walls of the WC's a different colour to the wc fittings.	

12.3	Dover Road	The white fittings positioned on the white tiles within the WCs are not colour contrasted. The mirrors are also positioned very high off the ground floor level for wheelchair users or for persons of short stature.	<p>The mirrors should be lowered to accommodate wheelchair users and persons of short stature.</p> <p>Colour contrast should be added to the fixtures and fittings within the WCs.</p> <p>According to BS8300 - to help blind and partially sighted people identify key objects within sanitary accommodation, support rails and grab rails should contrast visually with the wall, the WC seat and cover should contrast visually with the WC pan and cistern, and sanitary fittings and accessories should contrast visually with the background against which they are seen.</p>		OG		BW
12.3	Ford	Within the WCs, the colour contrast is poor. The fittings and fixtures are not easily seen against their backgrounds.	<p>Colour contrast should be added to the fixtures and fittings within the WCs. Having greater colour contrast to the fittings will aid people with impaired vision and ensure that they stand out against the background upon which they are seen.</p> <p>According to BS8300 - to help blind and partially sighted people identify key objects within sanitary accommodation, support rails and grab rails should contrast visually with the wall, the WC seat and cover should contrast visually with the WC pan and cistern, and sanitary fittings and accessories should contrast visually with the background against which they are seen.</p>		OG		
12.5	Bretonside	Urinals do not feature grab rails to aid ambulant disabled persons.	A well contrasted grab rail should be provided to one urinal in every WC where applicable.		M	Harrisons to quote	BW

12.6	Ford / Bretonside	WCs do not have lever style or sensor operated taps to aid people with dexterity impairments.	<p>Within the W.Cs there should be taps which are operated via a lever action, this will aid people with limited dexterity in their wrists.</p> <p>According to BS8300 - Taps should either be mixer taps with an up and down action to control water flow or individual hot and cold lever operated taps with not more than a quarter turn from off to full flow.</p>		M		
12.6	Courtlands	Not all WCs have lever style taps to aid people with dexterity impairments. The first floor WCs have lever style taps provided.	<p>Ensure that within every W.C that there are taps which are operated via a lever action, this will aid people with limited dexterity in their wrists.</p> <p>According to BS8300 - Taps should either be mixer taps with an up and down action to control water flow or individual hot and cold lever operated taps with not more than a quarter turn from off to full flow.</p>		M		
12.8	Bretonside / Courtlands	The showers do not have a grab rail installed to aid ambulant disabled persons.	<p>Ensure a well contrasted grab rail is provided within the key shower units.</p> <p>At the next planned refurbishment for the site, a feasibility study should be undertaken to assess the possibility of providing a level accessible shower facility for wheelchair users.</p>		M	Harrisons to install	
13.4	Dover Road	There is a grab rail to the inner face of the accessible WC entrance and the door lock is compliant to BS8300. however on the day of the survey, the rail was being used to store a towel.	<p>Site management should review and take the appropriate action. The internal grab rail should be kept clear.</p>		N		
13.4A	Bretonside	The accessible WC near the platform lift has a grab rail to the inner face of the entrance however it is not colour contrasted. The door lock is compliant.	<p>Add colour contrast to the grab rail to ensure that it is clearly distinguishable against the background upon which it is seen.</p>		OG	Caretaker to paint	RC

13.4B	Bretonside	The ground floor accessible WC near the finance office has a grab rail to the inner face however the door lock is not compliant to BS8300. Many people are likely to find this door lock difficult to use.	It is recommended that the door lock is changed to a lever handle lock. Refer to BS8300 for guidance.		M	Harrisons to change	BW
13.4A	Courtlands	There is a grab rail to the inner face of the accessible WC entrance however on the day of the survey, this was being used as a towel rail.	Site management should review and take the appropriate action.		N		RC
13.4B	Courtlands	The door lock is not compliant to BS8300.	Replace the door lock with a lever handle lock. Refer to BS8300 for guidance on suitable fitting.		M		
13.5	Dover Road	The colour contrast provided to the fittings are excellent however the mirror is too high for wheelchair users or for persons of short stature. There is also no hand drier provided.	The height of the mirror should be lowered to suit wheelchair users and persons of short stature. Refer to BS8300 for guidance on suitable height.		OG		RC/BW
13.5	Bretonside	The fittings within the accessible WC near the platform lift are not colour contrasted against their surround to aid people with impaired vision.	Colour contrast should be added to the fixtures and fittings within the accessible WC to aid people with impaired vision.		OG	Caretker to paint	RC/BW
13.5A	Courtlands	The fittings within the accessible WC are not colour contrasted against their surround to aid people with impaired vision.	Colour contrast should be added to the fittings and fixtures within the accessible WC to aid people with impaired vision.		OG		RC/BW
13.5B	Courtlands	There is no hand drier installed.	Install a hand drier facility. This will aid people who have limited dexterity and struggle to use the standard towels. Ensure that the hand drier is well contrasted against the background upon which it is seen.		M		
13.5C	Courtlands	The mirror is positioned too high off the ground floor level for wheelchair users or for persons of short stature.	The mirror should be lowered to ensure that it can be suitably used by a wheelchair user. Refer to BS8300 for guidance.		OG		

13.6	Bretonside	The accessible WC on the first floor does not have lever taps installed to aid people with dexterity impairments.	Guidance states that a single lever mixer tap should be installed.		M	Harrisons to change	RC/BW
13.7A	Bretonside	BS8300 compliant grab rails are provided throughout the accessible WC near the platform lift however they are not well contrasted against their surround to aid people with impaired vision.	Add colour contrast to the grab rails to ensure that they are clearly distinguishable against the background upon which it is seen.		OG	Caretaker to paint	
13.7B	Bretonside	The accessible WC on the first floor has a dated drop down rail which should be replaced.	Install a new drop down rail. Ensure that it is colour contrasted against the background upon which it is seen.		OG	Harrisons to quote	
13.8	Dover Road / Courtlands	There is no backrest provided to the rear of the toilet pan.	<p>A backrest should be provided to the rear of the toilet pan.</p> <p>Refer to BS8300 - a fixed horizontal rail, with a padded backrest, should be located behind, and centered on, the WC pan when the cistern is in a duct, when there is sufficient space below a low-level cistern (not close-coupled) or when the cistern is at high level, provided the rail's projection allows the seat to tilt beyond the vertical and remain raised so that the WC is comfortable and safe to use and can be used as a urinal.</p>		M		
13.8A	Bretonside	The accessible WC near the platform lift does not have a backrest installed.	<p>A backrest should be provided to the rear of the toilet pan.</p> <p>Refer to BS8300 - a fixed horizontal rail, with a padded backrest, should be located behind, and centered on, the WC pan when the cistern is in a duct, when there is sufficient space below a low-level cistern (not close-coupled) or when the cistern is at high level, provided the rail's projection allows the seat to tilt beyond the vertical and remain raised so that the WC is comfortable and safe to use and can be used as a urinal.</p>		M	Harrisons to quote	

13.8B	Bretonside	The ground floor accessible WC near the finance office does not have a backrest installed.	A backrest should be provided to the rear of the toilet pan.		M	Harrisons to quote	
13.9	Dover Road / Courtlands	The flush is of spatula style however it is located on the wrong side of the toilet pan.	Install the spatula style flush on the transfer side of the toilet pan. Refer to BS8300 - Where practicable, the flush should be operated manually by a spatula type lever and, for a corner arrangement, positioned on the open or transfer side of the pan for ease of access.		OG		BW
13.9	Bretonside	The accessible WC on the first floor has a standard flush installed which is not of spatula style. This is installed on the correct side.	Install a spatula style flush on the transfer side of the toilet pan. Refer to BS8300 - Where practicable, the flush should be operated manually by a spatula type lever and, for a corner arrangement, positioned on the open or transfer side of the pan for ease of access.		M	Harrisons to quote	
15.1	Dover Road	There is no tactile or Braille signage provided within the small school. There is also no pictorial signage to aid people with learning and behavioral impairments.	A review of the existing way finding signage should be undertaken. It would be beneficial to provide tactile and Braille signage which is also pictorial. 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.		M		

15.1	Ford	There is no tactile or Braille provided within the small school. There is also very limited pictorial signage installed.	<p>A review of the existing way finding signage should be undertaken. It would be beneficial to provide tactile and Braille signage which is also pictorial.</p> <p>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.</p> <p>Symbols should also be used to compliment signage where possible.</p>		M		
15.1	Bretonside	There is no tactile or Braille signage provided throughout the school. Signage is generally in capital letters which does not conform to best practice, additionally many of the signs are reflective making them difficult to read. There is very limited signage which is pictorial.	<p>Review of way finding signage required.</p> <p>Tactile and Braille signage should be provided throughout the site. Signage also needs to be pictorial.</p> <p>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.</p> <p>Symbols should also be used to compliment signage where possible.</p> <p>BS8300 - Signs and universally accepted symbols or pictograms, indicating lifts, stairs, circulation routes and other parts of the building should be provided. Visual signs should be self-evident and, in particular, legible to visually impaired people. Plain English and pictograms together should be used to assist people with learning difficulties.</p>		M	SLT input needed	BW
15.3	Dover Road / Ford / Bretonside / Courtlands	There is no tactile or braille signage provided on the toilet doors.	The appropriate toilet signage should be provided as part of the recommended way finding review, refer to 15.1		M		BW
15.4	Courtlands	There is no level signage provided within the stairwells to help people identify where they are located within the school.	The appropriate stairwell signage should be provided as part of the recommended way finding review, refer to 15.1		M		

15.7	Dover Road / Ford / Bretonside / Courtlands	There needs to be signage within the entrance lobby area that states that information issued by the school can be provided in accessible formats on request.	Signage should be provided to indicate that all leaflets and information can be provided in accessible formats on request.		N		BW
16.6	Bretonside	The large training room on the first floor is used for meetings. It is also understood that this space could potentially be used to generate revenue in the distant future.	It is recommended that an induction loop be installed within this room to aid people with hearing impairments. 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.		M	IT input	
16.7	Ford	No portable induction loops are provided that could be transported around the small school as when required.	Purchase a portable induction loop which can be transported around the school as when required. Install signage indicating the availability of the facility on request.		M		BW
16.7	Bretonside	No portable induction loops are provided that could be transported around the school as when required. This would be beneficial for one to one meetings or within the small conference room on the ground floor.	Purchase a portable induction loop which can be transported around the site as when required. Install signage indicating the availability of the facility on request.		M	IT input	
16.7	Courtlands	No portable induction loops are provided that could be transported around the school as when required. This would be useful for one to one meetings such as with the headteacher.	Purchase a portable induction loop which can be transported around the site as when required. Install signage indicating the availability of the facility on request.		M		BW

17.1	Dover / Ford / Bretonside	There is a lack of visual strobe alarms to inform people with hearing impairments in the event of the fire alarm being activated.	<p>Installing further visual beacons which flash in the event of the fire alarm being activated would be extremely beneficial for people with hearing impairments. This would also be particularly important should there be members of staff who may have impaired hearing.</p> <p>BS8300 - A fire alarm should emit a visual and audible signal to warn occupants with hearing or visual impairments</p>		M		BW
17.1	Courtlands	There are limited visual strobe alarms to inform people with hearing impairments in the event of the fire alarm being activated. There are many areas in which a potential staff member could be sited alone.	<p>Installing further visual beacons which flash in the event of the fire alarm being activated would be extremely beneficial for people with hearing impairments. This would also be particularly important should there be members of staff who may have impaired hearing.</p> <p>BS8300 - A fire alarm should emit a visual and audible signal to warn occupants with hearing or visual impairments</p>		M		
PRIORITY C							
1.5	Dover Road / Bretonside / Courtlands	There is a lack of on street signage on approach to the school.	<p>The site management should undertake liaison with the local Highways Dept to increase current level of on-road and street signage.</p> <p>People with hearing impairments make up the largest group of disabled people. They 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. For further information on signage please refer to - JMU Access Partnership and The Sign Design Society. 2000. ISBN 185878 412 3.</p>		N		BW

1.5A	Ford	There is a lack of on street signage on approach to the school. First time visitors could actually find the place difficult to locate.	<p>The site management should undertake liaison with the local Highways Dept to increase current level of on-road and street signage.</p> <p>People with hearing impairments make up the largest group of disabled people. They 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. For further information on signage please refer to - JMU Access Partnership and The Sign Design Society. 2000. ISBN 185878 412 3.</p>		N		
1.5B	Bretonside	All of the external signage is in capital letters which does not conform to best practice.	Provide new external signage as part of the recommended way finding review for the site, refer to 15.1		M	SLT input needed	BW
1.7	Courtlands	At the main entrance there are two posts, these are not colour contrasted and could cause a potential collision hazard.	Add colour contrast to ensure that they are clearly distinguishable against the background upon which they are seen.		OG		BW
1.8	Ford / Bretonside / Courtlands	There is no seating with armrests within the playground to aid ambulant disabled persons.	<p>Provide benches with armrests. Ensure that the armrests are well contrasted and that there is a space either side of the seat so that a wheelchair user can park alongside a seated companion</p> <p>Seating in resting places should meet the following recommendations.</p> <ol style="list-style-type: none"> 1) There should be a variety of seat heights, ranging from 380 mm to 580 mm, within which a height of 480 mm is suitable for wheelchair users. 2) Armrests should be provided to help people lower themselves onto the seat and stand up. 3) Where the seat is set at a height suitable for wheelchair users, armrests should not be at the extreme end of the seat but set in so as not to restrict the lateral transfer from a wheelchair to the seating. they should also not restrict front or oblique transfer. 4) A supportive back-rest should be incorporated for at least 50% of the length of the seat. 		M		

1.9	Ford	In between the two playgrounds the floor at the base of the gate in between is narrow and should be widened.	It would be beneficial if this could be widened to a minimum of 900mm.		OG		BW
1.9A	Bretonside	At the first main entrance gate, there is a potential tripping hazard as it is not flush at the base.	Remedial works should be undertaken to the potential tripping hazard to ensure that it is flush.		OG	Harrisons to quote	
1.9B	Bretonside	The visitors gate into the car park has an intercom that some people with a hearing impairment may find difficult to negotiate.	<p>Install an 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.</p> <p>BS8300 States - Entryphone systems should be sited for approach and use from a wheelchair and should contain a light emitting diode (LEd) display to enable people who are deaf and hard of hearing to use them. the means of indicating that the call is acknowledged and that the lock has been released (if permitted) should be both audible and visible. the entryphone system should contrast visually with the background.</p>		M	Universal to quote	
2.2A	Dover Road	There is no signage provided to the front of the accessible parking spaces.	Install a sign to the front of each space.		M		BW
2.2B	Dover Road	There are no signs on entry to the car park to indicate where the accessible bays are located. Deemed reasonable to retain.	<p>There should be a sign at the entrance to the car park to indicate where the accessible parking spaces are located. May be deemed reasonable to retain.</p> <p>Refer to BS8300, A sign or, if appropriate, signs should be provided at the entrance to each car park and at each change in direction to direct disabled motorists to designated parking spaces.</p>		M		

2.6	Courtlands	There are no safety marked out walking routes within the car park potentially putting people at risk, particularly those with hearing impairments who may not hear a car reversing out of its space.	Mark out 1200mm wide hatched pedestrian routes within the car parks complete with signage warning of pedestrians. Also recommend providing a maximum speed limit of 5 mph within the car parks.		M		
3.2	Bretonside	The short ramp up to the pupil's entrance has handrails which are extremely cold to touch.	The handrails should be coated with nylon or a suitable alternative to ensure that they are not cold to touch.		OG	Harrisons to quote	
4.2	Ford	The two steps into the right side playground has handrails which are of exposed metal making them cold to touch.	The handrails should be coated with nylon or a suitable alternative to ensure that they are not cold to touch.		OG		
4.2	Courtlands	The four wide steps down to the lower playground has a central handrail only. This does not extend 300mm beyond the first and last step. The handrails are of exposed metal making them cold to touch.	BS8300 compliant handrails should be installed to the external steps. These should be well contrasted and not cold to touch. The handrails need to be one with a suitable profile (circular: 40 – 45mm, oval 50mm, in diameter) The handrail needs to be at least 300mm beyond the top and the bottom of the steps and should not project the route of travel.		M		
4.2A	Courtlands	The 7No steps from the rear terrace out of the Apple Classroom has handrails which are of exposed metal making them cold to touch. This is due to the previous paint peeling off.	The handrails should be coated with nylon or a suitable alternative to ensure that they are not cold to touch.		OG		
4.2B	Courtlands	The 7No steps near the main hall down to the lower playground has handrails which are of exposed metal making them cold to touch. They also do not extend 300mm beyond the first step.	The handrails should be coated with nylon or a suitable alternative to ensure that they are not cold to touch.		OG		
4.3	Bretonside	Site management should check the lighting levels during darker hours to ensure they are sufficient.	Site management should undertake a review of the step lighting levels during darker hours to ensure that the step treads are evenly lit.		N	BW to check	

4.4	Ford	The two steps into the right side playground has both steps differing in height. This could cause a potential hazard.	<p>It is always recommended that steps be uniform in height. When steps differ in height this can cause a potential stumbling hazard.</p> <p>There does not appear to have been any reported issues but when the steps are next refurbished it may be worth considering replacement.</p>		M		
4.4	Courtlands	The four wide steps down to the lower playground, the top step is not level and is sloping downwards.	<p>It is recommended that remedial works be undertaken to the step to ensure that each of the steps are level. This will minimise a potential hazard.</p>		OG		
5.2	Ford	The entrance has a borderline clearance width. Some users of larger wheelchairs may find the width difficult to negotiate.	<p>There has not been any reported incidents however it would be extremely beneficial if the entrance could be widened to allow a clearance width of at least 800mm (preferably 900mm if possible)</p> <p>Refer to BS8300 -An effective clear width of less than 800 mm may result in people with poor maneuvering ability or with large wheelchairs not being able to pass through without damage to themselves or the door. Use of the preferred effective clear width more easily accommodates people with assistance dogs and where there is heavy pedestrian traffic.</p>		M/ST		

5.11	Ford / Courtlands	<p>Automated door openers could be beneficial for the main entrance when budget permits. Potentially coincide with recommended works for the main entrance. This would increase accessibility for a range of users.</p>	<p>To be reviewed, providing automatic closers would improve accessibility for a range of users and should be considered.</p> <p>Power-operated pedestrian doors for installation in existing and new construction should be one of the following two types:</p> <p>a) a manually activated door controlled by a push pad, coded entry system, card swipe or remote control device; or</p> <p>b) an automatically activated door controlled, for example, by a motion sensor or a hands-free proximity reader.</p> <p>the provision and installation of power-operated doors should be in accordance with BS 7036-1.</p> <p>Manual activation controls for power-operated pedestrian doors should be located at a height of between 750 mm and 1 000 mm from the finished floor level in order to be clearly visible, they should contrast visually with the surrounding background.</p>		M		
6.3	Dover Road	<p>The school does not have a set reception area. However the sign in screen is positioned too high off the ground floor level for wheelchair users and for persons of short stature.</p>	<p>The sign in screen should be lowered so that it is at a height suitable for wheelchair users and for persons of short stature. Suggest having the top part of the screen at around 1300mm off the ground floor level.</p>		OG		
6.3	Bretonside	<p>The reception does not have a lowered section to accommodate wheelchair users or people of short stature. All of the desk is at a high height.</p>	<p>The reception desk should have a lower section plus sufficient knee space both sides for people sitting or standing. Ideally this should be at two heights: between 950mm and 1100mm to accommodate people standing and at 760mm for wheelchair users.</p> <p>According to the BS8300, the counter should be able to accommodate both visitors/customers standing and sitting. A counter should be capable of being staffed by a wheelchair user.</p>		M	<p>The site is to be refurbished. When this is undertaken then we can look to providing this</p>	

6.3	Bretonside	The sign in screen is positioned too high off the ground floor level.	The sign in screen should be lowered to ensure that all controls/areas pressed are at within 1200mm off the ground floor level.		OG	Speak to Entrysign and see if they can provide a different arm for access.	
7.5	Bretonside	The colour scheme throughout the school could do with thought and improvement . The majority of the doors and walls are very similar throughout the school. Everywhere appears to be painted the same colour and in blue. There are currently no visual clues as to where you are located within the school.	Investigate colour coding the areas and using statement walls in conjunction with coloured signage and new maps (which show the areas in their appropriate colours) This will provide people with further visual clues as to where they are located within the school. At the next planned renovation/re-decoration liaison should be undertaken with the RNIB to ensure a well-designed colour scheme adding contrast to floors, skirting and walls is provided which would substantially aid people with impaired vision to navigate around the school.		OG	SLT input needed	

7.6	Courtlands	Throughout the school, the older vinyl flooring produces a slight shine which could make some people apprehensive as it could appear to be a wet surface.	<p>Management to review cleaning substances currently used in order to achieve a matt finish to floors rather than apposed to a 'shine' Management to review cleaning substances currently used in order to achieve a matt finish to floors rather than apposed to a 'shine'</p> <p>BS8300 states - Blind and partially sighted people will be confused by reflections and glare from shiny surfaces if those surfaces are large in area. Glare and reflections also make it more difficult for people to lip read.</p> <p>Very shiny finishes should be avoided due to problems with glare and the fact that they are perceived as being slippery even when they have a slip-resistant surface.</p> <p>BS8300 states - Blind and partially sighted people will be confused by reflections and glare from shiny surfaces if those surfaces are large in area. Glare and reflections also make it more difficult for people to lip read.</p> <p>Very shiny finishes should be avoided due to problems with glare and the fact that they are perceived as being slippery even when they have a slip-resistant surface.</p>		N		
8.3	Ford	The door from the kitchenette into the classroom does not have a compliant vision panel installed.	<p>It is recommended that a new door be installed which has a vision panel. This will remove a potential collision hazard.</p> <p>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.</p> <p>Glass should comply with BS6206.</p>		M		
10.3	Bretonside	The stairwell adjacent to the platform lift has handrails of the correct oval profile however they do not extend 300mm beyond the first step pitch line.	The handrail needs to be at least 300mm beyond the top and the bottom of the steps and should not project the route of travel.		M	To be investigated	

10.3	Bretonside	The stairwell near the finance office has compliant handrails however they do not extend 300mm beyond the step pitch line and they are also not contrasted in all areas due to being blue, seen against a blue background.	The handrail needs to be at least 300mm beyond the top and the bottom of the steps and should not project the route of travel. Colour contrast should be added to the handrails to ensure that they are easily seen against their background.		M / OG	To be investigated	
11.6	Bretonside	The internal control buttons feature tactile but there is no Braille. The external call button does not have tactile or Braille provided.	Deemed reasonable to retain until specifically requested. 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		N/A	To be investigated	
14.2	Ford	There is a very limited number of chairs with armrests provided.	It is recommended that further chairs with armrests be provided. Ensure that the seating is well contrasted against the background upon which they are seen. 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.		M		
14.7	Ford / Bretonside	There are no height adjustable tables available for those who may need to use the IT equipment.	Site management to review, height adjustable table should ideally be purchased and installed for wheelchair users or people of small stature who may need to use the computing facilities.		M		
15.4	Bretonside	There is no level signage provided within the stairwells to help people identify where they are located within the school.	The appropriate stairwell signage should be provided as part of the recommended way finding review, refer to 15.1		M	SLT input needed	

16.1	Courtlands	In certain areas of the school, the lighting requires upgrading. There are areas which give off an unpleasant yellow hue.	<p>A lighting review should be undertaken. A new consistent lighting scheme should be designed which does not have reflections, glare and deep shadows.</p> <p>Lighting should create a confusion-free environment that avoids excessive reflection, glare, deep shadows and wide variations in lighting levels. The lighting design should aim to achieve this by controlling the location, quantity and quality of both natural and artificial light.</p>		M		
PRIORITY D							
1.2	Ford	There is limited tactile paving provided to the crossing points on approach to the school to aid people with impaired vision.	Site management should undertake liaison with the Highways Dept to provide tactile paving in the area to aid people with impaired vision.		N		
1.6	Ford	Overlooking the rear playground, there are six posts, these should have contrast markings provided at two heights.	<p>Well contrasted markings should be provided at two heights to the posts/columns.</p> <p>Refer to BS8300 - Each free-standing post, e.g. a lighting column, within an access route should contrast visually with the background against which it is seen (it is desirable also to incorporate a band, 150 mm high, whose bottom edge is 1 500 mm above ground level, and which contrasts visually with the remainder of the column or post</p>		OG		
1.6	Dover Road	On approach to the school's main entrance from the entrance gate there is a gradient that some people may find difficult to negotiate.	<p>It may be beneficial to install a free standing handrail on the left side (looking down)</p> <p>Consideration to installing a free standing BS8300 compliant handrail to one side. This should be well contrasted and not cold to touch.</p> <p>The handrails need to be one with a suitable profile (circular: 40 – 45mm, oval 50mm, in diameter)</p>		M		

1.7	Dover Road / Ford	On approach to the school, the light posts and traffic posts do not feature contrast markings at two heights in accordance to BS8300.	Undertake liaison with the responsible body to rectify. This would usually be the Highways Dept.		N		
1.7	Bretonside	There are two columns within the rear playground that do not have contrast markings provided at two heights.	Well contrasted markings should be provided at two heights to the posts/columns. Refer to BS8300 - Each free-standing post, e.g. a lighting column, within an access route should contrast visually with the background against which it is seen (it is desirable also to incorporate a band, 150 mm high, whose bottom edge is 1 500 mm above ground level, and which contrasts visually with the remainder of the column or post		OG	Caretaker to paint	
1.8	Dover Road	There is no suitable seating with armrests within the playground area to aid people with ambulant disabilities.	Provide benches with armrests. Ensure that the armrests are well contrasted and that there is a space either side of the seat so that a wheelchair user can park alongside a seated companion Seating in resting places should meet the following recommendations. 1) There should be a variety of seat heights, ranging from 380 mm to 580 mm, within which a height of 480 mm is suitable for wheelchair users. 2) Armrests should be provided to help people lower themselves onto the seat and stand up. 3) Where the seat is set at a height suitable for wheelchair users, armrests should not be at the extreme end of the seat but set in so as not to restrict the lateral transfer from a wheelchair to the seating. they should also not restrict front or oblique transfer. 4) A supportive back-rest should be incorporated for at least 50% of the length of the seat.		M		

2.6	Dover Road	There are no safety marked out walking routes within the car park potentially putting people at risk, particularly those with hearing impairments who may not hear a car reversing out of its space.	Deemed reasonable to retain as the car park is very small.		N/A		
2.7	Dover Road / Bretonside / Courtlands	Site management should check the lighting levels within the car park during darker hours to ensure they are sufficient.	Site management to undertake investigation of the lighting levels within the car parking areas during darker hours to ensure that they are sufficient.		N		
3.1A	Bretonside	The main entrance ramp does not have colour contrast to the surface to indicate the presence of a gradient.	Colour contrast should be added to the surface of the ramp. May be deemed reasonable to retain as the gradient is very slight. 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.		M	Caretaker to paint	
3.1B	Bretonside	There is a short ramp up to the pupil's entrance. The ramp does not have colour contrast to the surface to indicate the presence of a gradient.	Colour contrast should be added to the surface of the ramp.		M	Caretaker to paint	
4.1	Ford	The two steps into the right side playground do not have tactile paving installed.	Deemed reasonable to retain until there is a specific need by a pupil. AD M criteria will be satisfied if a 'corduroy' hazard warning surface is provided at the top and bottom landings of a series of flights to give advance warning of a change in level.		M		
4.1	Courtlands	External steps do not feature tactile paving to assist people with impaired vision.	Deemed reasonable to retain in the short term. Tactile paving should be added to the external steps as part of a long term renovation plan for the school. AD M criteria will be satisfied if a 'corduroy' hazard warning surface is provided at the top and bottom landings of a series of flights to give advance warning of a change in level.		M		

4.1	Bretonside	<p>The two steps to the left of the main entrance do not have any tactile paving installed.</p> <p>The step flight down to the rear playground does not have any tactile paving installed. Deemed reasonable to retain.</p> <p>Tactile paving is not required for the metal fire exits.</p>	<p>It is recommended that tactile paving be installed to the steps at the main entrance.</p> <p>AD M criteria will be satisfied if a 'corduroy' hazard warning surface is provided at the top and bottom landings of a series of flights to give advance warning of a change in level.</p>		M	Harrisons to quote	
4.3	Ford / Courtlands	<p>Site management should check the lighting levels during darker hours to ensure they are sufficient.</p>	<p>Site management should undertake a review of the step lighting levels during darker hours to ensure that the step treads are evenly lit.</p>		N		
4.4	Bretonside	<p>The external metal fire exits has open risers which can cause a potential tripping hazard.</p>	<p>Deemed reasonable to retain in the short term as this is a fire exit stairwell where people descend rather than ascend. Risers should be filled in as part of a long term renovation plan for the site.</p> <p>According to BS8300 - When ascending a stair, people who wear calipers or who have stiffness in hip or knee joints are particularly at risk of trapping the toes of their shoes beneath projecting nosings, and of tripping as a result. In addition, some partially sighted people can feel a sense of insecurity when looking through open treads, and assistance dogs might refuse to proceed.</p>		N/A	SLT input needed	
5.1	Dover Road	<p>The main entrance is not well contrasted colour contrasted against the side panels or surrounding facade to aid people with impaired vision.</p>	<p>Colour contrast should be added to the entrance to ensure that it is clearly visible on approach to aid people with impaired vision.</p> <p>AD M - The presence of the door should be apparent not only when it is shut but also when it is open. Where it can be held open, steps should be taken to avoid people being harmed by walking into the door</p>		OG		

5.1	Courtlands	Whilst the main entrance is suitably colour contrasted against the facade to aid people with impaired vision, it would be beneficial to have entrance signage installed.	<p>Colour contrast should be added to the entrance to ensure that it is clearly visible on approach to aid people with impaired vision.</p> <p>AD M - The presence of the door should be apparent not only when it is shut but also when it is open. Where it can be held open, steps should be taken to avoid people being harmed by walking into the door</p>		OG		
5.1A	Bretonside	The main entrance is not suitably colour contrasted against the side panels and surround to aid people with impaired vision. Everything is coloured white.	<p>Colour contrast should be added to the entrance to ensure that it is clearly visible on approach to aid people with impaired vision.</p> <p>AD M - The presence of the door should be apparent not only when it is shut but also when it is open. Where it can be held open, steps should be taken to avoid people being harmed by walking into the door</p>		OG	Caretaker to paint	
5.1B	Bretonside	The pupil's entrance is not suitably colour contrasted against the surrounding facade to aid people with impaired vision.	Colour contrast should be added to the entrance to ensure that it is clearly visible on approach to aid people with impaired vision.		OG	Caretaker to paint	
5.6	Dover Road / Ford / Bretonside	The handles for the main entrance are the same colour as the door frames resulting in a lack of colour contrast to aid people with impaired vision. BS - Pupils Entrance.	<p>Add colour contrast to the door furniture to ensure that it is easily seen by people with impaired vision on approach.</p> <p>In the case of door opening furniture, the ease with which blind and partially sighted people are able to distinguish furniture against its background is influenced by its 3-d form (giving light and shade) and the shiny nature of the finish, whether metallic or non-metallic. For such products, it is considered that a difference in LrV between the product and its background of at least 15 points is acceptable.</p>		OG		

5.6	Courtlands	<p>The handles for the main entrance are of a similar colour as the door frames resulting in a lack of colour contrast to aid people with impaired vision. The use of silver and white does not provide optimal contrast. Having said that, the door furniture could be improved as it is currently dated.</p>	<p>Add colour contrast to the door furniture to ensure that it is easily seen by people with impaired vision on approach.</p> <p>In the case of door opening furniture, the ease with which blind and partially sighted people are able to distinguish furniture against its background is influenced by its 3-d form (giving light and shade) and the shiny nature of the finish, whether metallic or non-metallic. For such products, it is considered that a difference in LrV between the product and its background of at least 15 points is acceptable.</p>		OG		
5.10	Ford / Courtlands	<p>At the next refurbishment for the site, consider installing recessed mats rather than the current loose ones to minimise the potential tripping hazard. At another site we've surveyed, similar mats to these were provided and someone tripped up on one of the loose corners.</p>	<p>At the next planned refurbishment for the site, consider installing recessed mats which are flush with the surrounding flooring.</p> <p>Refer to BS8300 - any matting should either have its surface level with the adjacent floor finish or, if surface laid, be of a type that has a rubber backing and chamfered edges. If, in exceptional circumstances other types of surface laid mats are used, they should be securely fixed to the floor at their edges and at any joints, to avoid the risk of tripping or slipping.</p>		M		
6.4	Bretonside	<p>The reception does not have colour contrast provided to the front flooring to aid people with impaired vision.</p>	<p>Replace a section of the front flooring in front of the reception desk with an alternative that is suitably colour contrasted.</p> <p>This will aid people with impaired vision when attempting to locate the reception desk.</p>		M	KMc to find someone to quote for this	
6.4	Courtlands	<p>The reception does not have colour contrast provided to the front flooring to aid people with impaired vision. The hatch frames should also be painted a contrasting colour.</p>	<p>Replace a section of the flooring in front of the reception desk with an alternative that is suitably colour contrasted.</p> <p>This will aid people with impaired vision when attempting to locate the reception desk.</p>		M		

6.6	Courtlands	The reception hatch has a glazed screen which is reflective which is likely to cause potential difficulties for people who lip-read. Deemed reasonable to retain in the short term as the glass is typically pulled to one side when in use.	<p>To facilitate lip reading, lighting design should ensure that both the receptionist's and the customer's faces are evenly lit. In the short term, staff members need to be aware that lip-readers may find it difficult to see their face through the reflective glass.</p> <p>Security screen should be replaced at the next refurbishment with alternative that is designed to ensure that reflections are avoided.</p>		N		
6.7	Dover Road / Ford / Bretonside / Courtlands	The school does not have a minicom provided to accommodate hearing impaired people who are unable to use the telephone.	<p>Provide a minicom facility and ensure staff are trained in how to use the facility.</p> <p>Ensure that the direct line is advertised in relevant literature and on the internet.</p> <p>Note – whilst it is possible to take an incoming minicom call via BT Typetalk (a BT relay operator recites what is being typed on the minicom) Personal research shows that people would rather not have a third person in the conversation.</p>		M		
8.5	Courtlands	Many of the door handles whilst of lever style are silver seen against a white panel.	It would be beneficial to install new well contrasted BS8300 compliant tubular lever style handles to all of the doors.		M		
8.7	Courtlands	There is a mixture of keypads used on site and these are all positioned too high off the ground floor level for wheelchair users. Many people with dexterity impairments can find these difficult to use.	<p>A review should be undertaken to assess whether it would be possible to remove these keypads and switch over a swipe card system.</p> <p>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.</p>		M		
9.2	Bretonside	The short internal ramp does not have colour contrast to the surface to indicate the presence of a gradient. Without the colour contrast, this could cause a potential stumbling hazard.	Colour contrast should be added to the surface of the ramp.		M	Caretaker to paint	

10.4	Courtlands	Stairs do not have tactile warning surfaces to the top and bottom of the flights to accommodate people with impaired vision.	There should be a hazard warning of tactile surfacing on the top landing of the flight of stairs that should be positioned at least 400mm from the nosing. The highest priority are the steps which are 'open'		M		
11.9	Bretonside	There is no colour contrast to the flooring outside the lift to aid people with impaired vision. The door frames are also not greatly colour contrasted.	There should be 1500mm x 1500mm contrasting texture floor finish immediately outside the lift. Also a lift door should contrast visually with the adjoining wall of the lift lobby. Lift doors should have an effective clear width of at least 800 mm, but at least 900 mm for buildings used by the general public.		M / OG	KMc to find someone to quote for this	
12.4	Dover Road	At the next refurbishment, the thumb turn locks should be replaced as many people can find these difficult to use.	Replacing the thumb turn locks with a lever style lock would be much more accessible for many. Management should consider.		M		
12.4	Bretonside / Courtlands	Cubicle doors throughout are not appropriately colour contrasted to aid people with impaired vision.	Add colour contrast to the cubical doors to aid people with impaired vision. Also refer to 12.3.		OG	SLT input needed	
14.7	Dover Road	Within the home economics room there are no height adjustable cookers or sinks available for wheelchair users or for persons of short stature.	Site management to review, height adjustable cookers or sinks would be extremely beneficial for wheelchair users or people of small stature.		M		
14.8	Ford	The kitchenette does not feature lever taps to aid people with dexterity impairments. There are also no split height work surfaces to aid wheelchair users and people of short stature.	Ensure lever taps are available within the staff kitchenette to aid people with dexterity impairments. In the event of employment of a disabled person, the kitchenette should include disability access, i.e., a section of work top lowered to 800mm with clear space underneath to allow wheelchair access; sink unit to have lever taps fitted, and utensils included. This could potentially be paid/partially paid for by the Government scheme 'Access To Work'		M		

14.8	Bretonside / Courtlands	The kitchenette within the staff room does not feature split height work surfaces to aid wheelchair users and people of short stature. Lever taps are provided which will aid people with dexterity impairments.	In the event of employment of a disabled person, the kitchenettes should include disability access, i.e., a section of work top lowered to 800mm with clear space underneath to allow wheelchair access; sink unit to have lever taps fitted, and utensils included. This could potentially be paid/partially paid for by the Government scheme 'Access To Work'		M	KMc to find someone to quote for this	
14.8	Courtlands	Taps within the classrooms should be changed to lever style.	It would be beneficial to change the taps within the classrooms to lever style to aid people with dexterity impairments.		M		
15.6	Dover Road / Courtlands	Temporary signs are generally typed out in capital letters that does not comply with best practice which recommends using a mixture of upper and lower case letters.	Implement a management procedure to ensure that any temporary notices are typed out using a mixture of lower and upper case lettering. According to best practice, words entirely in upper case type (capital) should be avoided. A sans serif type face with a relatively large "capital" height to "x" height should be used.		N		
16.2	Courtlands	Whilst the majority of the light switch plates are suitably colour contrasted against their background there are a select few that are not.	At the next planned electrical rewire for the site, light switches need to be lowered to within a range of 750mm and 1200mm. All switches and controls should be operational without the use of both hands and have front plates that contrast visually to surround.		OG		