



# SUPPORTING **SAFETY EXCELLENCE** IN SCHOOLS

## **DISABILITY ACCESS AUDIT**

### **Executive Summary**

#### **Kimbolton School**

Kimbolton

Huntingdon

Cambs.

PE28 0EA

**Author:** Janice Chadwick

**Date:** March 2015 (covering the period from **March 2015 to March 2018**)

### **Last Update to Recommendations**

**Update by:** Amanda Janes (Health and Safety Manager)

**Date:** July 2017

## **Furthering opportunities for disabled pupils (including those with special educational needs) to participate in the curriculum**

Precise details are located in our **SENDA Policy**. Key components include:

The facilitation of all reasonable adjustments to allow disabled pupils full access to our education and learning experiences. This includes a yearly Access Audit to explore the following:

- a) increasing the extent to which a disabled pupil can participate in the curriculum (for example, are our classrooms accessible for a pupil in a wheelchair and, if not, how can we rearrange the room timetable to enable a pupil to access a lesson in a suitable classroom?)
- b) improving the physical environment to increase the extent to which disabled pupils can take advantage of what we offer at school (for example, installing a ramp into a classroom or a lift to a first floor classroom for a pupil in a wheelchair)
- c) improving the curriculum delivery to disabled pupils (for example, use of visual aids and use of audio support for a hearing impaired pupil).

*See Action Taken in following appendix.*

### **Castle**

#### **Summary - External – Front of Premises**

The door opening widths meet the recommended minimum opening of 800mm (ideally 850mm) per door leaf (Part M) with the exception of the small inset door at the west entrance which is only 690mm. The majority of the doors are solid so it is not easy to know what is happening on the other side of the doors. The doors are easily identifiable by a visually impaired person as the frame is a contrasting colour to the door.

The keypad is higher than the recommended height of 750-1000mm to enable a wheelchair user to use comfortably.

The door knobs would be very difficult for someone with poor manual dexterity to use. It is recommended that lever style handles are fitted at a height of 900-1100mm (1000mm preferred). There is at least 300mm of unobstructed space in front of the doors for a wheelchair user to manoeuvre into place.

The steps do not all meet the recommended riser heights of 150-170mm or the going depth of 250-300mm.

#### **Recommendations - External – Front of Premises**

£ Implement a formal process whereby the staff know the procedure for meeting customers, pupils or staff requiring assistance, who may have a visual impairment or who are wheelchair users. (see point (see note 1)

£ Devise a simple process whereby customers, pupils or staff who may visit are identified before they arrive if they have any special needs, so that suitable preparation and arrangements can be made. (see note 2)

£ Consider the practicalities of replacing the door knobs with lever design handles and lower them in accordance with the guidance above. (see note 10)

££ Consider the practicalities of obtaining a portable ramp to fit over the steps in the event that a customer, pupil or member of staff with mobility difficulties needs to gain access. Review internal arrangements for identifying if customers, pupils or members of staff who are due to visit have any physical or sensory impairment so that arrangements can be made in preparation for their arrival. (see note3)

££ Relocate the keypad at the pupil entrance to a height of between 750 -1000mm from the floor level. The keypad should be at least 400mm from a side wall and be accompanied by suitable signage (e.g. colour-contrasting lettering that is at least 50mm in height). (see note 7)

££ Consider the practicalities of providing handrails to both sides of the steps and stairs. (see note 8)

££ Provide a level of disability awareness training to all staff that encounters customers, pupils or staff face-to-face so that they are able to assist a disabled person and not cause offence. (see note 5)

££ Implement a procedure to ensure the safe evacuation of disabled customers, pupils or staff in the event of fire occurring at the premises. Physical measures should also be considered such as the provision of visual indication that the fire alarm has sounded to alert customers that are deaf. This should display the wheelchair sign to indicate an escape route for a disabled person. (see note 6)

£££- Consider the practicalities of changing the steps. (see note 9)

### **Summary – Basement Floor**

The door opening widths do not all meet the recommended minimum opening of 800mm (ideally 850mm) per door leaf (Part M). The majority of the doors are solid so it is not easy to know what is happening on the other side of the doors. Doors that have viewing panels are higher than the recommended height of 500-800mm and 1150-1500mm. The doors are easily identifiable by a visually impaired person as the frame is a contrasting colour to the door.

The keypads are higher than the recommended height of 750-1000mm to enable a wheelchair user to use comfortably.

The door knobs would be very difficult for someone with poor manual dexterity to use. It is recommended that lever style handles are fitted at a height of 900-1100mm (1000mm preferred). There is at least 300mm of unobstructed space in front of the doors for a wheelchair user to manoeuvre into place.

The steps do not all meet the recommended riser heights of 150-170mm or the going depth of 250-300mm in all areas.

Disabled toilet -The door leading towards the disabled toilet is too narrow width as it has a width opening of 700mm. The floor area is smaller than the recommended 1500mm 2200mm. The seat is lower than the recommended height of 480mm. The horizontal grab rail is higher than the recommended height of 680mm. The hand dryer is higher than the recommended height of 800-1000mm. The sink is lower than the recommended height of 780-800mm. The mirror is higher than the recommended height of 600-1600mm.

### **Recommendations - Basement Floor**

£ Consider the practicalities of replacing the door knobs with lever design handles and raise or lower them in accordance with the guidance above. (see note 10)

£ Lower the height of the kitchen counter and install lever type taps if a wheelchair user joins the school. Consider installing the taps in any event, as this will assist anyone with poor manual dexterity. (see note 14)

££ Remodel the kitchen if required to meet student or employee needs. (see note 15)

££ Remodel the toilets to enable full disabled use, but only if required to meet employee or pupil needs (note: there should be at least one disabled toilet in the building, regardless of whether there is anyone employed who would have the need for this specification. This is to enable disabled customers to have access to welfare facilities. The toilet must be on ground floor level. (see note 11)

££ Consider the practicalities of obtaining a portable ramp to fit over the steps in the event that a pupil or member of staff with mobility difficulties needs to gain access. Review internal arrangements for identifying if pupils or any members of who are due to join have any physical or sensory impairment so that arrangements can be made in preparation for their arrival. (see note 3)

££ Relocate the keypads to a height of between 750 -1000mm from the floor level. The keypads should be at least 400mm from a side wall and be accompanied by suitable signage (e.g. colour-contrasting lettering that is at least 50mm in height). (see note 7)

- ££ Consider the practicalities of providing handrails to both sides of the stairs and steps. (see note 8)
- ££ Consider the practicalities of changing the viewing panels. (see note 12)
- ££ Consider the practicalities of relocating the disabled toilet to an area where there is more suitable access. (see note 13)
- £££ Consider the practicalities of changing the steps. (see note 9)

### **Summary – Ground Floor**

The door opening widths do not all meet the recommended minimum opening of 800mm (ideally 850mm) per door leaf (Part M). The majority of the doors are solid so it is not easy to know what is happening on the other side of the doors. Doors that have viewing panels are higher than the recommended height of 500-800mm and 1150-1500mm. The doors are easily identifiable by a visually impaired person as the frame is a contrasting colour to the door.

The door knobs would be very difficult for someone with poor manual dexterity to use. It is recommended that lever style handles are fitted at a height of 900-1100mm (1000mm preferred). There is at least 300mm of unobstructed space in front of the doors for a wheelchair user to manoeuvre into place.

### **Recommendations – Ground Floor**

- £ Consider the practicalities of replacing the door knobs with lever design handles and raise or lower them in accordance with the guidance above. (see note 10)
- ££ Consider the practicalities of changing the viewing panels. (see note 12)

### **Summary – 1st Floor**

The door opening widths do not all meet the recommended minimum opening of 800mm (ideally 850mm) per door leaf (Part M). The majority of the doors are solid so it is not easy to know what is happening on the other side of the doors. Doors that have viewing panels are higher than the recommended height of 500-800mm and 1150-1500mm. The doors are easily identifiable by a visually impaired person as the frame is a contrasting colour to the door.

The door knobs would be very difficult for someone with poor manual dexterity to use. It is recommended that lever style handles are fitted at a height of 900-1100mm (1000mm preferred). There is at least 300mm of unobstructed space in front of the doors for a wheelchair user to manoeuvre into place.

### **Recommendations - 1st Floor**

- £ Consider the practicalities of replacing the door knobs with lever design handles and raise or lower them in accordance with the guidance above. (see note 10)
- ££ Consider the practicalities of changing the viewing panels. (see note 12)

### **Summary – 2nd Floor**

The door opening widths do not all meet the recommended minimum opening of 800mm (ideally 850mm) per door leaf (Part M). The majority of the doors are solid so it is not easy to know what is happening on the other side of the doors. Doors that have viewing panels are higher than the recommended height of 500-800mm and 1150-1500mm. The doors are easily identifiable by a visually impaired person as the frame is a contrasting colour to the door.

Door bells should be fitted at a height of between 750 – 1000mm.

The door knobs would be very difficult for someone with poor manual dexterity to use. It is recommended that lever style handles are fitted at a height of 900-1100mm (1000mm preferred). There is at least 300mm of unobstructed space in front of the doors for a wheelchair user to manoeuvre into place.

### **Recommendations – 2nd Floor**

- £ Consider the practicalities of replacing the door knobs with lever design handles and lower them in accordance with the guidance above. (see note 10)

£ Consider the practicalities of lowering the doorbell in accordance with the guidance above. (see note 16)

££ Consider the practicalities of changing the viewing panels. (see note 12)

### **Summary – Internal Staircases**

The handrail should extend by at least 300mm beyond the edge of the top and bottom step, and curve inwards and downwards at the end (this helps someone with visual impairment to identify the start/end of the staircase). The handrail should be pitched at a height of 900mm above the pitch line of the flight of stairs.

The step riser heights are higher than the recommended maximum of 170mm (some measured up to 250mm), and the step going (depth) does not meet the minimum recommendation of 250mm (some were as narrow as 190mm). However, this is unlikely to cause significant problems and would incur significant cost to change.

The handrails should be colour-contrasted with the wall to assist someone with visual impairment identify the handrail.

The carpets are colour-contrasted to the wall which would assist a visually impaired person to identify the edge of the floor.

### **Recommendations – Internal Staircases**

£ Consider the practicalities of replacing the door knobs with lever design handles and lower or raise them in accordance with the guidance above. (see note 10)

££ Consider the practicalities of obtaining a portable ramp to fit over the steps in the event that a customer, pupil or member of staff with mobility difficulties needs to gain access. Review internal arrangements for identifying if customers, pupils or members of staff who are due to visit have any physical or sensory impairment so that arrangements can be made in preparation for their arrival. (see note 3)

££ Consider the practicalities of providing handrails to both sides of the steps and stairs. (see note 8)

£££ Consider the practicalities of changing the steps. (see note 9)

## **Lewis Hall**

### **Summary**

The door opening widths do not all meet the recommended minimum opening of 800mm (ideally 850mm) per door leaf (Part M). The majority of the doors are glazed so it is easy to know what is happening on the other side of the doors. Not all the doors that have viewing panels are within the recommended height of 500-800mm and 1150-1500mm. The doors are easily identifiable by a visually impaired person.

There is at least 300mm of unobstructed space in front of the doors for a wheelchair user to manoeuvre into place.

The steps do not all meet the recommended riser heights of 150-170mm or the going depth of 250-300mm in all areas.

Disabled toilet - The horizontal grab rail is higher than the recommended height of 680mm.

### **Recommendations**

£ - Implement a formal process whereby the staff know the procedure for meeting pupils, parents or staff requiring assistance, who may have a visual impairment or who are wheelchair users. (see note 1)

£ - Devise a simple process whereby pupils, parents or staff who may visit are identified before they arrive if they have any special needs, so that suitable preparation and arrangements can be made. (see note 2)

££- Provide a level of disability awareness training to all staff that encounter pupils, parents or staff face-to-face so that they are able to assist a disabled person and not cause offence. (see note 5)



**££** Implement a procedure to ensure the safe evacuation of disabled pupils, parents or staff in the event of fire occurring at the premises. Physical measures should also be considered such as the provision of visual indication that the fire alarm has sounded to alert persons that are deaf. This should also include the display the wheelchair sign to indicate an escape route for a disabled person. (see note 6)

**££-** Consider the practicalities of providing handrails to both sides of the stairs and steps. (see note 17)

**££** - Consider the practicalities of changing the viewing panels. (see note 18)

**£££-** Consider the practicalities of changing the steps. (see note 19)

## **The Mews**

### **Summary**

The door opening widths do not all meet the recommended minimum opening of 800mm (ideally 850mm) per door leaf (Part M). The majority of the doors are glazed so it is easy to know what is happening on the other side of the doors. Not all the doors that have viewing panels are within the recommended height of 500-800mm and 1150-1500mm. The doors are easily identifiable by a visually impaired person.

The door knobs would be very difficult for someone with poor manual dexterity to use. It is recommended that lever style handles are fitted at a height of 900-1100mm (1000mm preferred). The keypads are higher than the recommended height of 750-1000mm to enable a wheelchair user to use comfortably.

There is at least 300mm of unobstructed space in front of the doors for a wheelchair user to manoeuvre into place.

The steps do not all meet the recommended riser heights of 150-170mm or the going depth of 250-300mm in all areas.

There are no disabled toilets in this building. There are disabled toilets in the adjacent buildings which are suitable and the travel distance is not too great.

### **Recommendations**

**£** - Implement a formal process whereby the staff know the procedure for meeting pupils, parents or staff requiring assistance, who may have a visual impairment or who are wheelchair users. (see note 1)

**£** - Devise a simple process whereby pupils, parents or staff who may visit are identified before they arrive if they have any special needs, so that suitable preparation and arrangements can be made. (see note 20)

**£** - Consider the practicalities of Replacing the door knobs with lever design handles and raise or lower them in accordance with the guidance above. (see note 20)

**££-** Provide a level of disability awareness training to all staff that encounter pupils, parents or staff face-to-face so that they are able to assist a disabled person and not cause offence. (see note 5)

**££-** Relocate the keypads at the pupil entrance and the surgery entrance to a height of between 750-1000mm from the floor level. The keypad should be at least 400mm from a side wall and be accompanied by suitable signage (e.g. colour-contrasting lettering that is at least 50mm in height). (see note 21)

**££** Implement a procedure to ensure the safe evacuation of disabled pupils, parents or staff in the event of fire occurring at the premises. Physical measures should also be considered such as the provision of visual indication that the fire alarm has sounded to alert persons that are deaf. This should also include the display the wheelchair sign to indicate an escape route for a disabled person. (see note 6)

**££-** Consider the practicalities of providing handrails to both sides of the stairs and steps. (see note 22)

**££** - Consider the practicalities of changing the viewing panels. (see note 23)

**£££-** Consider the practicalities of changing the steps. (see note 24)

## **Sports Centre**

### **Summary**

The door opening widths do not all meet the recommended minimum opening of 800mm (ideally 850mm) per door leaf (Part M). The majority of the doors are glazed so it is easy to know what is happening on the other side of the doors. All the doors that have viewing panels are within the recommended height of 500-800mm and 1150-1500mm. The doors are easily identifiable by a visually impaired person with the exception of the main entrance doors which are fully glazed and not banded.

There is at least 300mm of unobstructed space in front of the doors for a wheelchair user to manoeuvre into place.

The steps do not all meet the recommended riser heights of 150-170mm or the going depth of 250-300mm in all areas.

Disabled toilet - The disabled toilets do not have emergency cords installed or soap dispensers and paper towel dispensers.

The keypads are higher than the recommended height of 750-1000mm to enable a wheelchair user to use comfortably.

The reception counter is too high for a wheel chair user. Counters should have a section 1500mm length, 500mm depth and a height of 760mm for wheel chair users.

### **Recommendations**

£ - Implement a formal process whereby the staff know the procedure for meeting pupils, parents or staff requiring assistance, who may have a visual impairment or who are wheelchair users. (see note 1)

£ - Devise a simple process whereby pupils, parents or staff who may visit are identified before they arrive if they have any special needs, so that suitable preparation and arrangements can be made. (see note 2)

£- Band the front entrance doors. The banding should be at a height of 1400mm – 1600mm and colour contrasting. (see note 25)

££- Provide a level of disability awareness training to all staff that encounter pupils, parents or staff face-to-face so that they are able to assist a disabled person and not cause offence. (see note 5)

££ Implement a procedure to ensure the safe evacuation of disabled pupils, parents or staff in the event of fire occurring at the premises. Physical measures should also be considered such as the provision of visual indication that the fire alarm has sounded to alert persons that are deaf. This should also include the display the wheelchair sign to indicate an escape route for a disabled person. (see note 6)

££- Relocate the keypads at the pupil entrance and the surgery entrance to a height of between 750-1000mm from the floor level. The keypad should be at least 400mm from a side wall and be accompanied by suitable signage (e.g. colour-contrasting lettering that is at least 50mm in height). (see note 26)

££- Consider installing a section of counter to the reception area that is suitable for wheel chair users. (see note 31)

££- Consider the installation of emergency cords, soap dispensers and paper towel dispensers in the disabled toilets. (see note 27)

££- Consider the practicalities of providing handrails to both sides of the stairs and steps. (see note 28)

££ - Consider the practicalities of changing the viewing panels. (see note 29)

£££- Consider the practicalities of changing the steps.(see note 30)

## **Prep School**

### **Summary - External Front of Premises**

The door opening widths meet the recommended minimum opening of 800mm (ideally 850mm) per door leaf (Part M). The majority of the doors are glazed so it is easy to know what is happening on the other side of the doors. The doors are easily identifiable by a visually impaired person.

The keypads are higher than the recommended height of 750-1000mm to enable a wheelchair user to use comfortably.

There is at least 300mm of unobstructed space in front of the doors for a wheelchair user to manoeuvre into place.

### Recommendations

£ - Implement a formal process whereby the staff know the procedure for meeting pupils, parents or staff requiring assistance, who may have a visual impairment or who are wheelchair users. (see note 1)

£ - Devise a simple process whereby pupils, parents or staff who may visit are identified before they arrive if they have any special needs, so that suitable preparation and arrangements can be made. (see note 2)

££- Relocate the keypads at the pupil entrance and the surgery entrance to a height of between 750-1000mm from the floor level. The keypad should be at least 400mm from a side wall and be accompanied by suitable signage (e.g. colour-contrasting lettering that is at least 50mm in height). (see note 37)

££ Provide a level of disability awareness training to all staff that encounter pupils, parents or staff face-to-face so that they are able to assist a disabled person and not cause offence. (see note 5)

££ Implement a procedure to ensure the safe evacuation of disabled pupils, parents or staff in the event of fire occurring at the premises. Physical measures should also be considered such as the provision of visual indication that the fire alarm has sounded to alert persons that are deaf. This should also include the display the wheelchair sign to indicate an escape route for a disabled person. (see note 6)

### Summary – Ground Floor

The door opening widths do not all meet the recommended minimum opening of 800mm (ideally 850mm) per door leaf (Part M). The majority of the doors are solid but have viewing panels so it is easy to know what is happening on the other side of the doors. Not all the doors that have viewing panels are within the recommended height of 500-800mm and 1150-1500mm. The doors are easily identifiable by a visually impaired person as the frames are a contrasting colour to the door.

The door knobs would be very difficult for someone with poor manual dexterity to use. It is recommended that lever style handles are fitted at a height of 900-1100mm (1000mm preferred). There is at least 300mm of unobstructed space in front of the doors for a wheelchair user to manoeuvre into place.

The steps do not all meet the recommended riser heights of 150-170mm or the going depth of 250-300mm in all areas.

Disabled toilet - The door leading towards the disabled toilet by 3R is too narrow, as it has a width opening of 790mm. The floor area is smaller than the recommended 1500mm 2200mm. The seat is lower than the recommended height of 480mm. The horizontal grab rail is higher than the recommended height of 680mm. The hand dryer is higher than the recommended height of 800-1000mm. The sink is lower than the recommended height of 780-800mm. The mirror is higher than the recommended height of 600-1600mm.

### Recommendations

£- Consider changing the door mats that are a poor fit. (see note 33)

£ - Consider the practicalities of Replacing the door knobs with lever design handles and raise or lower them in accordance with the guidance above. (see note 38)

££- Consider the practicalities of providing handrails to both sides of the stairs and steps. (see note 39)

££ - Consider the practicalities of changing the viewing panels. (see note 40)

££ - Consider the practicalities of relocating the disabled toilet to an area where there is more suitable access. (see note 41)

£££- Consider the practicalities of changing the steps. (see point 42)



### **Summary – 1st Floor and Staircases**

The door opening widths do not all meet the recommended minimum opening of 800mm (ideally 850mm) per door leaf (Part M). The majority of the doors are solid so it is not easy to know what is happening on the other side of the doors. Doors that have viewing panels are higher than the recommended height of 500-800mm and 1150-1500mm. The doors are easily identifiable by a visually impaired person as the frame is a contrasting colour to the door.

The door knobs would be very difficult for someone with poor manual dexterity to use. It is recommended that lever style handles are fitted at a height of 900-1100mm (1000mm preferred). There is at least 300mm of unobstructed space in front of the doors for a wheelchair user to manoeuvre into place.

#### **Recommendations**

£ - Consider the practicalities of Replacing the door knobs with lever design handles and raise or lower them in accordance with the guidance above. (see point 38)

££ - Consider the practicalities of changing the viewing panels. (see point 40)

### **Summary – Internal Staircases**

The handrail should extend by at least 300mm beyond the edge of the top and bottom step, and curve inwards and downwards at the end (this helps someone with visual impairment to identify the start/end of the staircase). The handrail should be pitched at a height of 900mm above the pitch line of the flight of stairs.

The step riser heights are higher than the recommended maximum of 170mm (some measured up to 200mm), and the step going (depth) does not meet the minimum recommendation of 250mm (some were as narrow as 190mm). However, this is unlikely to cause significant problems and would incur significant cost to change.

The handrails should be colour-contrasted with the wall to assist someone with visual impairment identify the handrail.

The carpets are colour-contrasted to the wall which would assist a visually impaired person to identify the edge of the floor.

#### **Recommendations**

££- Consider the practicalities of providing handrails to both sides of the steps and stairs. (see point 39)

£££- Consider the practicalities of changing the steps.(see point 42)

### **Summary – Aragon House**

The door opening widths do not all meet the recommended minimum opening of 800mm (ideally 850mm) per door leaf (Part M). The majority of the doors are solid but have viewing panels so it is easy to know what is happening on the other side of the doors. Not all the doors that have viewing panels are within the recommended height of 500-800mm and 1150-1500mm. The doors are easily identifiable by a visually impaired person as the frames are a contrasting colour to the door.

The keypads are higher than the recommended height of 750-1000mm to enable a wheelchair user to use comfortably.

There is at least 300mm of unobstructed space in front of the doors for a wheelchair user to manoeuvre into place.

Disabled toilet - The floor area is smaller than the recommended 1500mm 2200mm. The seat is lower than the recommended height of 480mm. The horizontal grab rail is higher than the recommended height of 680mm. The sink is lower than the recommended height of 780-800mm.

#### **Recommendations**

££ - Consider the practicalities of changing the viewing panels. (see point 43)

£££- Relocate the keypads at the pupil entrance and the surgery entrance to a height of between 750-1000mm from the floor level. The keypad should be at least 400mm from a side wall and be

accompanied by suitable signage (e.g. colour-contrasting lettering that is at least 50mm in height).  
(see point 44)

Ref.	Building	Recommendation	Action Taken	Date Action to be Completed	On Completion of Action	
					Action Taken By	Date Action Taken
1.	ALL SITE	Implement a formal process whereby the staff know the procedure for meeting customers, pupils or staff requiring assistance, who may have a visual impairment or who are wheelchair users.	Formal procedure to be implemented.	March 2015	Health and Safety Manager	March 2015
2.	ALL SITE	Devise a simple process whereby customers, pupils or staff who may visit are identified before they arrive if they have any special needs, so that suitable preparation and arrangements can be made.	Pupils - Registrar / Academic Support highlight any pupils to the H&S Manager who writes a strategic risk assessment taking into account accessibility etc. Staff – HR Officer to highlight Customers for events - Catering Manager to highlight Visitors – Member of staff arranging visit to highlight	September 2015	Health and Safety Manager	September 2015
3	ALL SITE	Consider the practicalities of obtaining a portable ramp to fit over the steps in the event that a customer, pupil or member of staff with mobility difficulties needs to gain access.	Ramps looked at for temporary use but concerns that those with mobility issues would not have toilet facilities etc. available to them.	July 2015	Bursar	May 2015
4.	ALL SITE	Review internal arrangements for identifying if customers, pupils or members of staff who are due to visit have any physical or sensory impairment so that arrangements can be made in preparation for their	Pupils - Registrar / Academic Support highlight any pupils to the H&S Manager who writes a strategic risk assessment taking into account accessibility etc. Staff – HR Officer to highlight Customers for events - Catering Manager to	March 2015	Health and Safety Manager	March 2015

		arrival.	highlight Visitors – Member of staff arranging 5.visit to highlight			
5.	<b>ALL SITE</b>	Provide a level of disability awareness training to all staff that encounters customers, pupils or staff face-to-face so that they are able to assist a disabled person and not cause offence.	H&S Manager to look at what disability awareness training is available.	July 2017	Health and Safety Manager	May 2017
			Disability Awareness Training to be given key staff	July 2018	Bursar	
6.	<b>ALL SITE</b>	Implement a procedure to ensure the safe evacuation of disabled customers, pupils or staff in the event of fire occurring at the premises. Physical measures should also be considered such as the provision of visual indication that the fire alarm has sounded to alert customers that are deaf. This should display the wheelchair sign to indicate an escape route for a disabled person.	Strategic Risk Assessment considers medical concerns of pupils. Fire Procedures reflect action for temporary mobility issues. (May 2015). Risk Assessment for Temporary Immobility procedure implemented (May 2017).	July 2017	Health and Safety Manager	May 2017
7.	<b>CASTLE</b>	Relocate the keypads to a height of between 750 -1000mm from the floor level. The keypad should be at least 400mm from a side wall and be accompanied by suitable signage (e.g. colour-contrasting lettering that is at least 50mm in height).	Considering the possibility of card entry so the keypads would be removed. Disabled access to be considered when locating key pads.	July 2018	SLT	
8.	<b>CASTLE</b>	Consider the practicalities of providing handrails to both sides of the steps and stairs.	Considered and discounted.	N/a	Bursar	N/a
9.	<b>CASTLE</b>	Consider the practicalities of changing the steps.	Considered and discounted.	N/a	Bursar	N/a
10.	<b>CASTLE</b>	Consider the practicalities of replacing the door knobs with lever design	Considering the possibility of card entry so the keypads would be removed.	July 2018	SLT	

		handles and raise or lower them in accordance with the guidance above.	Disabled access to be considered when locating key pads. All door furniture to be considered.			
11.	<b>CASTLE</b>	Remodel the toilets to enable full disabled use, but only if required to meet employee or pupil needs (note: there should be at least one disabled toilet in the building, regardless of whether there is anyone employed who would have the need for this specification. This is to enable disabled customers to have access to welfare facilities. The toilet must be on ground floor level.	Consider the possibility of refurbishment to toilets to include disabled toilet.	January 2018	Bursar/Clerk of Works	
12.	<b>CASTLE</b>	Consider the practicalities of changing the viewing panels.	Considering the possibility of card entry so the keypads would be removed. Disabled access to be considered when locating key pads. All door furniture to be considered.	July 2018	SLT	
13.	<b>CASTLE</b>	Consider the practicalities of relocating the disabled toilet to an area where there is more suitable access.	Considered and discounted.	N/a	Bursar	N/a
14.	<b>CASTLE - 6<sup>th</sup> Form Common Room</b>	Lower the height of the kitchen counter and install lever type taps if a wheelchair user joins the school. Consider installing the taps in any event, as this will assist anyone with poor manual dexterity.	No current pupils are wheelchair users. Considered and discounted.	N/a	Bursar	N/a
15.	<b>CASTLE - 6<sup>th</sup> Form Common Room</b>	Remodel the kitchen if required to meet student or employee needs.	No current pupils have disabilities. Considered and discounted.	N/a	Bursar	N/a
16.	<b>CASTLE -</b>	Consider the practicalities of lowering the doorbell in accordance with the	Considered and discounted.	N/a	Bursar	N/a



	<b>Saloon</b>	guidance above.				
17.	<b>LEWIS HALL</b>	Consider the practicalities of providing handrails to both sides of the stairs and steps.	Consider the possibility of adding a handrail	May 2018	Bursar/Clerk of Works	
18.	<b>LEWIS HALL</b>	Consider the practicalities of changing the viewing panels.	Considering the possibility of card entry so the keypads would be removed. Disabled access to be considered when locating key pads. All door furniture to be considered.	July 2018	SLT	
19.	<b>LEWIS HALL</b>	Consider the practicalities of changing the steps.	Considered and discounted.	N/a	Bursar	N/a
20.	<b>MEWS</b>	Consider the practicalities of Replacing the door knobs with lever design handles and raise or lower them in accordance with the guidance above.	Considering the possibility of card entry so the keypads would be removed. Disabled access to be considered when locating key pads. All door furniture to be considered.	July 2018	SLT	
21.	<b>MEWS</b>	Relocate the keypads at the pupil entrance and the surgery entrance to a height of between 750 -1000mm from the floor level. The keypad should be at least 400mm from a side wall and be accompanied by suitable signage (e.g. colour-contrasting lettering that is at least 50mm in height).	Considering the possibility of card entry so the keypads would be removed. Disabled access to be considered when locating key pads.	July 2018	SLT	
22.	<b>MEWS</b>	Consider the practicalities of providing handrails to both sides of the stairs and steps.	Consider the possibility of adding a handrail	May 2018	Bursar/Clerk of Works	
23.	<b>MEWS</b>	Consider the practicalities of changing the viewing panels.	Considering the possibility of card entry so the keypads would be removed. Disabled access to be considered when locating key pads. All door furniture to be considered.	July 2018	SLT	
24.	<b>MEWS</b>	Consider the practicalities of changing	Considered and discounted.	N/a	Bursar	N/a

		the steps.				
25.	<b>SPORTS CENTRE</b>	Band the front entrance doors. The banding should be at a height of 1400mm – 1600mm and colour contrasting.	Considering the possibility of card entry so the keypads would be removed. Disabled access to be considered when locating key pads. All door furniture to be considered.	July 2018	SLT	
26.	<b>SPORTS CENTRE</b>	Relocate the keypads at the pupil entrance and the surgery entrance to a height of between 750 -1000mm from the floor level. The keypad should be at least 400mm from a side wall and be accompanied by suitable signage (e.g. colour-contrasting lettering that is at least 50mm in height).	Considering the possibility of card entry so the keypads would be removed. Disabled access to be considered when locating key pads.	July 2018	SLT	
27.	<b>SPORTS CENTRE</b>	Consider the installation of emergency cords, soap dispensers and paper towel dispensers in the disabled toilets.	Consider the possibility of adding suitable provision for disabled users.	May 2018	Bursar/Clerk of Works	
28.	<b>SPORTS CENTRE</b>	Consider the practicalities of providing handrails to both sides of the stairs and steps.	Consider the possibility of adding a handrail	May 2018	Bursar/Clerk of Works	
29.	<b>SPORTS CENTRE</b>	Consider the practicalities of changing the viewing panels.	Considering the possibility of card entry so the keypads would be removed. Disabled access to be considered when locating key pads. All door furniture to be considered.	July 2018	SLT	
30.	<b>SPORTS CENTRE</b>	Consider the practicalities of changing the steps.	Considered and discounted.	N/a	Bursar	N/a
31.	<b>SPORTS CENTRE</b>	Consider installing a section of counter to the reception area that is suitable for wheel chair users.	Considered and discounted.	N/a	Bursar	N/a
32.	<b>CURRICULUM</b>	To improve access to course	All teachers to post homework and key	September	Deputy Head	September

		information and precise homework requirements for pupils with profound hearing difficulties (who might otherwise miss a key edict).	curriculum information on their personalised iTunesU course, accessible to individual pupils.	2016	(Academic) and all Senior School teaching staff.	2016 Modified and improved in September 2017
33.	<b>PREP</b>	Consider changing the door mats that are a poor fit. Consider changing the door mats that are a poor fit.	Entrance carpeting and matting replaced.	August 2016	Simon Richardson - School Services Manager	Summer 2016
34.	<b>PREP</b>	Access to Art Room up staircase	Trial stairclimber (September 2016) Trial proved unsuccessful as stair height meant stairclimber struggled to work smoothly. (March 2017)	September 2016	Amanda Janes – Health and Safety Manager	March 2017
35.	<b>PREP</b>	Access to classrooms	Ramp Access to Year 3 classrooms put in place	August 2016	Alan Clarke – Clerk of Works	Summer 2016
36.	<b>PREP</b>	Access to classrooms	Ramp Access to Year 5 classrooms to be put in place.	August 2018	Alan Clarke – Clerk of Works	Summer 2017 (delayed until Summer 2018 when required by pupil with mobility issues).
37.	<b>PREP</b>	Relocate the keypads at the pupil entrance and the surgery entrance to a height of between 750 -1000mm from the floor level. The keypad should be at least 400mm from a side wall and be accompanied by suitable signage (e.g.	Unable to relocate keypad as it is positioned as a security measure to prevent pupils opening the door. Considering the possibility of card entry so the keypads would be removed. Disabled access to be considered when	July 2018	SLT	

		colour-contrasting lettering that is at least 50mm in height).	locating key pads.			
38.	<b>PREP</b>	Consider the practicalities of replacing the door knobs with lever design handles and raise or lower them in accordance with the guidance above.	Consider the practicalities as part of the Prep Refurbishment due 2019	2019	Bursar/Prep Headmaster	N/a
39.	<b>PREP</b>	Consider the practicalities of providing handrails to both sides of the stairs and steps.	Consider the practicalities as part of the Prep Refurbishment due 2019	2019	Bursar/Prep Headmaster	N/a
40.	<b>PREP</b>	Consider the practicalities of changing the viewing panels.	Consider the practicalities as part of the Prep Refurbishment due 2019	2019	Bursar/Prep Headmaster	N/a
41.	<b>PREP</b>	Consider the practicalities of relocating the disabled toilet to an area where there is more suitable access.	Consider the practicalities as part of the Prep Refurbishment due 2019	2019	Bursar/Prep Headmaster	N/a
42.	<b>PREP</b>	Consider the practicalities of changing the steps.	Considered and discounted.	N/a	Bursar	N/a
43.	<b>PREP – Aragon House</b>	Consider the practicalities of changing the viewing panels.	Consider the practicalities as part of the Prep Refurbishment due 2019	2019	Bursar/Prep Headmaster	N/a
44.	<b>PREP – Aragon House</b>	Relocate the keypads at the pupil entrance and the surgery entrance to a height of between 750-1000mm from the floor level. The keypad should be at least 400mm from a side wall and be accompanied by suitable signage (e.g. colour-contrasting lettering that is at least 50mm in height).	Unable to relocate keypad as it is positioned as a security measure to prevent pupils opening the door. Considering the possibility of card entry so the keypads would be removed. Disabled access to be considered when locating key pads.	July 2018	SLT	