

Accessibility Audit Action Plan – 2022 - 2025

Audit Ref	Audit Item	Suggested Actions	Priority	Budget Implications	Target date for completion	Ownership of Task	Date Completed
10.2.1	Access via Public Transport	Provide an interactive link on the website to a route planning site e.g., Google maps.	B	N	ASAP	AW	Sept 2023
10.2.2	Disabled Parking	<p>Place a sign at the entrance to the car park showing the location of the disabled parking.</p> <ul style="list-style-type: none"> • Erect a sign in front of the bay at a height of 1 metre. (In case of snow on the ground.) For example: • Mark out a safe walkway in the car park. For example: • Remind staff that disabled bays are not to be used unless a blue badge can be displayed. 	B	L	Jan 2023	JH / DB	Nov 2024
			B	L	Jan 2023	JH / DB	Nov 2024
			B	L	2023		NA Car Park now closed during school day
			A	N	ASAP	AW	July 2022

10.2.4	Access to Reception	The current main reception entrance to the school is inaccessible, we suggest creating a permanent alternative accessible entrance and reception area.	B	I	2023		Not feasible
		Provide signage at the visitors' entrance indicating an accessible entrance is available via the pupils/staff entrance.	B	L	ASAP	AW	July 2022
		Remove the signage that currently states 'SCHOOL OFFICE' with an arrow as it is incorrect and leads only to a brick wall.	A	N	ASAP	AW	July 22
		Provide signage at Pedestrian entrances and/or mark pedestrian entrances on the ground.	B	L	Jan 2023		NA car park only open to pedestrians in school time

10.2.5	Reception Facilities	The reception area is not accessible to a person in a wheelchair, as mentioned earlier we have suggested a new level main entrance and reception area with space for a wheelchair to access/wait be created.	B	I	2023		See 10.2.4
		Install either a wheelchair accessible counter or a drop-down shelf at an accessible height in the new reception area.	B	L/I	2023		See 10.2.4
		Install a portable hearing loop and clearly display the sign.	B	L	2023		Review 2023- 2024
		Provide either signage or instructions from the reception area to the visitor's accessible toilet.	B	N/ L	ASAP	AW	JULY 2022
		Provide a seat with high back and arms.	B	N/ L	ASAP	JH	Jan 2023

10.2.6	External Areas	Ensure that all outside steps have nosings. Nosings should be 2-inch strips which are painted or attached to the front and top of each step. Usually, yellow is used as it is a good contrasting colour. Re paint at the first sign of wear.	A	N/L	ASAP	JH / DB	Sept 2022
10.2.8	Internal movement – Corridors and Evacuation routes	Ensure corridors and circulation routes all have a clear unobstructed width of 1.2M.	A	N	ASAP	DB	July 2022
10.2.9	Internal movement – Stairs and Lifts	Ensure that all internal steps and stairs have high contrast nosings. Demarcate the start and end points of internal ramps. Ensure handrails provide suitable contrast to the walls.	B	N/L	ASAP	DB	September 2022
10.2.10	Accessible Toilets	Provide a coat hook and a mirror at an accessible height in the staff room toilet.	B	L	Jan 2023	DB	Jan 2023

10.2.13	Internal Signage	Review internal signage and ensure it is all in both uppercase and lowercase lettering.	B	N/L	ASAP	AW	Sept 2022
		Consider adding an option in Braille.	C	L	2024	AW	NA
		Sign classrooms doors in a uniformed manner.	B	N/L	Sept 2022	AW	Sept 2022
		Incorporate more signage overall including wayfinding signage.	B	L	Jan 2023		
10.2.18	Doors	change non-compliant door handles to the D style of handle.	B	L	Ongoing maintenance	JH / DB	ongoing

		Handles which do not contrast in colour to the door should either be changed or painted to a different colour.	B	N/L	2023	JH / DB	2023-2024
		In the future if doors are replaced consider purchasing doors that have vision panels that extend low enough.	C	L/I	Ongoing maintenance	JH	On going
10.2.20	Furniture and Teaching Equipment	Provide at least one high backed chair with arms in the staff room.	B	N/L	ASAP	JH	Sept 2022
10.3.1	Training of Teachers and Teaching Assistants	Also extend training/discussions on disability awareness to governors and pupils.	B	L/N	Jan 2023	AW	On going

