

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.	Details / Issue	Recommendation	Est Cost	Action Taken
PRIORITY A				
2.1	There are accessible bays provided within the car parks for blue badge holders. However, on the day of survey, There was a car parked within the accessible bays without displaying blue badge.	Implement a management procedure to ensure the use of the accessible parking bays are monitored regularly to limit misuse by non-disabled motorists.	N	
6.9	Is there a procedure to ask visitors if they have any access requirements prior to their visit to the school?	At current there is not a procedure to ask visitors if they have any access requirements prior to visiting the school.	N	
6.10	When checking in / signing in, are visitors asked if they may require assistance if the fire alarm is activated?	At current visitors are not asked if they may require assistance should the fire alarm be activated.	N	
16.6	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. The recent revision of the BS8300 has emphasised the importance of providing auxiliary aids for people with hearing impairments.	Install an induction loop to benefit hearing aid users. 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	
17.4	There are no intercoms available within the refuge areas.	Install intercoms within the refuge areas. Ensure all operating parts are within 1050mm off the landing level and ensure no obstruction below. Ensure that they are well contrasted against the background upon which they are seen.	M	

18.2	On the day of the survey, an able bodied person briefly parked in an accessible bay without displaying a disabled blue badge.	Refer to 2.1, Implement a management procedure to ensure the use of the accessible parking bays are monitored regularly to limit misuse by non-disabled motorists.	N/A	
18.4	Vertical circulation; Lifts, platform lifts and stair lifts checked regularly for proper functioning?	Site management need to ensure that this is suitably in place.	N	
18.5	Means of Escape; Exit routes checked regularly for freedom from obstacles (including locked doors) and combustible materials? Alarm systems, including those in WCs, regularly checked?	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	
18.6	Means of Escape; Personal egress plan available for each member of staff needing assistance? Overall escape strategy for visitors who may need assistance?	Site management need to ensure that the appropriate personal egress plans are available for each member of staff needing assistance.	N	
18.7	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	
18.8	Equipment; Are emergency cord alarms tested at regular intervals to ensure that they are working? Are induction loops frequently tested for effectiveness?	The cord alarm within the accessible WCs does not appear to be tested frequently as part of general maintenance. This should be implemented and recorded as appropriate. Should a legal complaint be made as a result of a distress call going unnoticed, the log book may be requested.	N	

PRIORITY B				
1.1	<p>The school has two car parks, which are provided to the front and rear of the site.</p> <p>Options on how to arrive at the school should be clearly illustrated on literature and on the website.</p>	<p>Options on how to arrive at the site should be clearly illustrated on literature and on the website.</p> <p>The information regarding the site on the internet should be fully accessible for persons with reading disabilities 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.</p> <p>The new revision of the BS8300 highlights the importance of communication prior to a site visit. BS8300 states that clear and accurate pre-visit information via websites, literature, social media, telecommunications that is easy to access and understand and available in alternative formats, including details of modes of transport, parking, drop-off and what level of accessibility to expect on arrival should be provided.</p>	M	
2.2	<p>There are no signs on entry to the car park to indicate where the accessible bays are located.</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	
2.3	<p>The accessible parking spaces require remarking.</p>	<p>The designated accessible parking needs to be clearly remarked out.</p> <p>In order to comply, the accessible parking spaces need to be 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>	M	

4.2	BS8300 compliant handrails should be installed to the external steps at the side entrance. These should be well contrasted and not cold to touch.	<p>BS8300 compliant handrails should be installed to the external steps. These 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> <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	
4.5	Majority of the nosings on the external steps are faded or tired.	<p>Bright colour contrast needs to be painted to the edge of the step nosings to clearly highlight their presence.</p> <p>☐</p> <p>BS8300 - Each step nosing should incorporate a durable, permanently contrasting continuous material for the full width of the stair on both the tread and the riser to help people who are blind or partially sighted appreciate the extent of the stair and identify individual treads. The contrasting material should extend 50 mm to 65 mm in width from the front edge of the tread and 30 mm to 55 mm from the top of the riser, and should contrast visually with the remainder of the tread and riser.</p>	OG	
5.7	The main entrance has a heavy opening pressure that many people may find difficult to negotiate.	<p>Implement maintenance to de-tense and recalibrate the hinges. Ensure doors can be opened with 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 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	

5.8	The intercom is positioned too high off the ground floor level for wheelchair users and for people of small stature.	Reposition the intercom. 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.	OG	
5.11	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>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 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	<p>An induction loop is provided to the reception however staff members may require training on how to use the facility.</p> <p>The recent revision of the BS8300 has emphasised the importance of providing auxiliary aids for people with hearing impairments.</p>	<p>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>	N	

6.8	The seating provided within the reception area may not be suitable for all users and the seats do not feature armrests to aid ambulant disabled persons.	Provide some seating in the reception waiting area which has armrests to aid ambulant disabled people. Ensure all 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	
8.6	Numerous doors throughout the school have heavy opening pressures that require more than 30 Newton's of force to open.	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. 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.	OG	
11.9	There is no colour contrast to the flooring outside the lift to aid people with impaired vision. The entrance to the platform lift is not well contrasted against the white / pale painted walls.	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	

12.6	Majority of WCs do have lever style or sensor operated taps to aid people with dexterity impairments. However there is a number with non-lever types as shown in first picture.	<p>Install taps which are operated via a lever action or preferably sensor taps, 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	No showers at infant. There is a shower at junior, None of the standard showers have a grab rail provided to aid ambulant disabled persons.	<p>Ensure a well contrasted grab rail is provided within the 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	
13.8	All of the accessible WCs do not have a backrest installed except for one facility.	<p>A backrest should be considered and be installed to the rear of the toilet pans.</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	

13.11	There are emergency cord alarms provided within the accessible WCs however some are marginally too short. The cord alarm needs to be 100mm off the ground floor level.	<p>Emergency alarm cords should always feature bangles at two heights and stand at 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>☐</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>	N	
14.8	The staff and general kitchenette areas have do not lever tap to accommodate people with dexterity impairments. It is recommended that split height work surfaces are provided to help wheelchair users and persons of short stature.	<p>Ensure lever taps are available within the staff & general kitchenettes to aid people with dexterity impairments.</p> <p>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.</p> <p>This could potentially be paid/partially paid for by the Government scheme 'Access To Work'</p>	M	
15.7	There should be signage within the reception area stating that information issued by the school can be provided in accessible formats on request.	Site management should review and take the appropriate action.	N	

16.2	<p>The majority of the light switch plates are suitably colour contrasted against their background. However are placed more than 1200mm high above the ground.</p>	<p>At the next refurbishment these should be replaced with alternatives that have a grey/silver plate.</p> <p>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.</p>	M	
16.7	<p>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 such as between parents and teachers.</p>	<p>Purchase a portable induction loop which can be transported around the site as when required.</p> <p>☐ Signage should be provided indicating that the availability of a portable induction loop is available on request.</p>	N	
17.1	<p>There are no means of informing people with hearing impairments in the event of the fire alarm being activated.</p> <p>This importance has been reinforced in the latest revision of the BS8300 and should be considered as soon as possible.</p>	<p>Specialist advice should be undertaken to install further alarm/alerting systems for people with impaired hearing, such as flashing beacons and vibrating devices. If flashing beacons are used, supplement with signage to indicate purpose.</p> <p>BS8300 - A fire alarm should emit a visual and audible signal to warn occupants with hearing or visual impairments</p>	M	
17.2	<p>The school has a good mixture of steps and ramps and level egress exits, however there are steps from the infant canteen. Wheelchair users would have to navigate to the other side of the canteen in order to evacuate.</p>	<p>This is deemed reasonable to retain. If this is an issue then consider the provision of an EVAC chair.</p>	N/A	
PRIORITY C				

1.2	<p>There is no tactile paving provided to the crossing points on approach to the school at the front entrance to aid people with impaired vision.</p> <p>There is no tactile paving provided to the crossing points on approach to the school at the rear to aid people with impaired vision.</p>	<p>Site management should undertake liaison with the Highways Dept to provide tactile paving in the area to aid people with impaired vision.</p>	N	
12.3	<p>Throughout all of the WCs the colour contrast is poor. The fittings and fixtures are not easily seen against their backgrounds.</p>	<p>Greater contrast should be considered for the fixtures and fittings within the WCs. This can be achieved by having light sanitary ware seen against a dark background or vice versa.</p> <p>☐</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	

15.1	<p>At current there is no tactile or braille signage provided within the school to aid people with impaired vision.</p> <p>There is very limited pictorial signage to aid people with learning and developmental impairments.</p> <p>Whilst the latest BS8300 revision has downplayed the requirement for Braille, it has highlighted the importance of pictorial signage.</p>	<p>Review of way finding signage required. Whilst the latest BS8300 revision has downplayed the requirement for Braille, it has highlighted the importance of pictorial signage.</p> <p>Tactile and Braille signage should be considered for throughout the site. There should be new directory boards and tactile/Braille signage on the actual doors. Signage should also have symbols where possible.</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>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	
15.3	<p>There is no tactile or braille signage provided on the toilet doors. Some of the toilet signage is not pictorial.</p>	<p>The appropriate toilet signage should be provided as part of the recommended way finding review, refer to 15.1. As well as signage on the toilet doors, there should also be signs indicating where the accessible WCs are located.</p> <p>BS8300 states - Information and direction signs should be provided at each point where they are required, e.g. at junctions of circulation routes, at key locations such as doorways and reception points, at facilities such as telephones and toilets, and in rooms, spaces and counters. The colour, design and typeface of signs should be consistent throughout a building.</p>	M	

15.4	There is no level signage provided within the stairwells to help people identify where they are located within the building.	The appropriate stairwell signage should be provided as part of the recommended way finding review, refer to 15.1	M	
PRIORITY D				
1.5	<p>There is a lack of suitable on-road signage on approach to the school.</p> <p>As people with hearing impairments currently 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 impairment can manage without having to ask questions.</p>	<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	
1.6	The bollards near the entrance to the school are not colour contrasted and are under 1000mm height.	<p>Add colour contrast to the bollards to ensure that they are easily distinguishable against the background upon which they are seen. In the long term, bollards should be replaced. If responsibility of the Local Authority, undertake liaison.</p> <p>BS8300 - Low-level posts, e.g. bollards, should not be located within an access route. they should be at least 1 000 mm high and should contrast visually with the background against which they are seen (it is desirable also to incorporate a 150 mm deep contrasting strip at the top).</p>	N/OG	

1.8	<p>There is a lack of suitable seating with armrests within the playground areas to aid ambulant disabled persons.</p>	<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>☐</p> <p>Seating in resting places should meet the following recommendations.</p> <p>☐</p> <p>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.</p> <p>2) Armrests should be provided to help people lower themselves onto the seat and stand up.</p> <p>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.</p> <p>4) A supportive back-rest should be incorporated for at least 50% of the length of the seat.</p>	M	
2.6	<p>There are no marked out walking routes within the car park.</p> <p>This is important to ensure that people with hearing impairments who may not hear an engine are not put at risk. It will also highlight to motorists where pedestrians are most likely to be.</p>	<p>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.</p> <p>This is important to ensure that people with hearing impairments who may not hear an engine are not put at risk. It will also highlight to motorists where pedestrians are most likely to be.</p>	M	
2.7	<p>Site management should check the lighting levels within the car park during darker hours to ensure they are sufficient.</p>	<p>Site management to undertake investigation of the lighting levels within the car parking areas during darker hours to ensure that they are sufficient.</p>	N	

3.1	<p>The ramps do not have colour contrast to the surface to indicate the presence of a gradient.</p> <p>This is important to ensure that the presence of a gradient is indicated. Gradients that take someone by surprise could cause a potential stumbling hazard.</p>	<p>Colour contrast should be added to the surface of the ramps.</p> <p>☒</p> <p>According to BS8300 - The surface of a ramp should contrast visually with the landings and the edge protection so that its presence is discernible by people who are blind or partially sighted.</p> <p>To maintain traction, a sloping surface should have a higher slip resistance than an equivalent level surface. The steeper the slope, the greater the friction needed to maintain contact with the ground without slipping. Surface materials should be chosen to be durable and easy to maintain, and should be slip-resistant when wet, to allow for rain and other environmental factors.</p>	M	
3.2	<p>All external ramps have suitable handrails, however some are of exposed metal, which can be cold to touch.</p>	<p>The handrails should be coated with nylon or a suitable alternative to ensure that they are not cold to touch.</p> <p>BS8300 - In locations subject to extremely cold or hot temperatures, handrails should not become excessively cold or hot to touch, while being of a material that, if necessary, is sufficiently robust to resist vandalism or misuse.</p>	OG	
4.1	<p>External steps do not feature tactile paving to assist people with impaired vision.</p>	<p>Deemed reasonable to retain until there is a specific requirement.</p> <p>☒</p> <p>BS8300 - To give advance warning of a step, tactile paving with a corduroy hazard warning surface should be provided at the top and bottom of each flight, excluding intermediate landings with continuous handrails. Where the approach to the stair is wider than the flight, the tactile surface should extend beyond the line of each edge of the flight.</p>	N/A	

4.3	Site management should check the lighting levels provided to the surface of the external steps during darker hours to ensure they are sufficient and evenly lit. This will minimise a potential stumbling hazard.	Site management should undertake a review of the step lighting levels during darker hours to ensure that the step treads are evenly lit.	N	
5.6	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.	Add colour contrast to the door furniture to ensure that it is easily seen by people with impaired vision on approach. 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 between the product and its background of at least 15 points is acceptable.	OG	
6.4	The reception does not have colour contrast provided to the flooring in front to aid people with impaired vision.	It is recommended that a section of the flooring in front of the reception desk be replaced with an alternative that is suitably colour contrasted. This will aid people with impaired vision when attempting to locate the reception desk.	M	
6.7	The school does not have a minicom provided to accommodate hearing impaired people who are unable to use the telephone. There are text relay systems available however research has shown that not everyone is happy to have a third person in a conversation.	Provide a minicom facility and ensure staff are trained in how to use the facility. ? Ensure that the direct line is advertised in relevant literature and on the internet. ? 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.	M	

14.7	There are no height adjustable tables provided to accommodate wheelchair users and people of short stature.	This is something that could be provided once it is a specific requirement such as a pupil who requires the use of a wheelchair.	N/A	
15.5	Appropriate lift signage needs to be included as part of the way finding review for the site.	The appropriate lift signage should be provided as part of the recommended way finding review, refer to 15.1	M	