

Cassiobury Junior School - Accessibility Audit Action Plan

6.1 - ACTION TABLE

COSTS - **N** = NONE **M** = MINIMAL **OG** = ONGOING MAINTENANCE **ST** = STRUCTURAL CHANGE **EX** = MAJOR STRUCTURAL CHANGE

Item Ref.	Details / Issue	Recommendation	Est Cost	School Plan	Action Taken
PRIORITY A					
1.3	Identified as one of the highest priorities within the report. The pathway down to the main entrance from the pedestrian street is not compliant or deemed fit for use. Wheelchair users or those with limited mobility are likely to struggle to negotiate the gradient. Additionally it is assumed that during colder weather that this would be slippery.	This pathway is not compliant to ADM or BS8300 and is considered hazardous. The pathway should be removed and a new path should be devised which goes to the left (looking up) for 5 metres have a flat landing for a rest and then the path should go to the right. The path will need to conform to ramp requirements. The ramp should have the lowest practical gradient within the range 1:20 to 1:12 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.	ST	Modifications to be made to pathway. Rhona to check with HCC Legal Team re: liability, as existing pathway installed January 2017.	Rhona called HCC Legal Team 14.07.17 - awaiting guidance. 2021 Northshore Contractors checked gradient of ramp and it is within the legal gradients referred to in the recommendations. In July 2022 a new 3 metre wide sloped pathway has been installed to the top playground that links to a wide pathway that provides wheelchair access to the main school hall.
1.3 Cont		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. BS8300 compliant handrails should be provided to both sides which are of an oval profile, be well contrasted and not cold to touch.			
2.1	There is only one accessible parking space provided within the car park for Blue Badge holders, additionally this is positioned too far away from the main entrance. Guidance states that there should be one accessible bay for every Blue Badge holder plus a further bay for visitors.	A further bay should be marked close to the main entrance. 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. Implement a management procedure to ensure the use of the accessible parking bays are monitored regularly to limit misuse by non-disabled motorists.	M	Graham to mark off space next to access point at Music Cabin	Work completed with one bay in lower area of the car park and one by the music cabin

3.1	The pathway at the main entrance is too steep and has a gradient which exceeds 1/12. Refer to 1.3, The pathway down to the main entrance from the pedestrian street is not compliant or deemed fit for use. Wheelchair users or those with limited mobility are likely to struggle to negotiate the gradient. Additionally it is assumed that during colder weather that this would be slippery.	Refer to 1.3, This pathway is not compliant to ADM or BS8300 and is considered hazardous. The pathway should be removed and a new path should be devised which goes to the left (looking up) for 5 metres have a flat landing for a rest and then the path should go to the right. The path will need to conform to ramp requirements.	N/A	See point 1.3 above	
6.9	Is there a procedure to ask visitors if they have any access requirements prior to their visit to 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	Add working to email footer and a laminated sign in Reception - 'Please let us know if you have any particular access or dietary needs.'	
6.10	At current visitors are not asked if they may require assistance should the fire alarm be activated. This should be added as a question within the visitors sign in book.	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.	N	As above (6.9) and different colour lanyard to be given to a visitor who does need assistance in an emergency	
7.3	Due to the sloping topography of the site and age of the school (built in the 1950s), the step free access is poor throughout. This is due to the school being built on four different levels 1) Reception / Offices / Staff Room 2) Main Hall / Accessible WC 3) IT Suite (which may be removed shortly) 4) Classrooms / New Building / New Accessible WC / New Second Staff Room Step free access can be achieved to all levels via going outside except for the IT level. This is not deemed reasonable and should be addressed. Note, the external route to access the levels are through the car park, which is of course is also hazardous.	This school could be extremely accessible for those unable to negotiate steps with some investment. It is strongly recommended that the three step flights have a folding wheelchair stairlift installed (this could also be used for transporting heavy items such as laptop trolleys) The stair flights appear to have the appropriate widths (which is rare) to accommodate this. Another issue as to why every floor should be accessible via step free access is because every level has 'unique areas' that are not replicated elsewhere. Referring to BS8300, Stairlifts should not be installed in new buildings. Stairlifts for existing buildings should only be installed where it is not possible to install a conventional passenger lift or a vertical lifting platform.	ST	Not considered an urgent need as the school uses laptops and iPads so there is equal access to IT across the school. Rhona get a quote for a wheelchair lift installation and the ongoing maintenance cost. Rhona to get a quote for an evac chair which could be a suitable, cheaper alternative to a wheelchair lift.	Ramp access have been installed to the main hall, year 3 classrooms, and the dance studio to ensure level access is available to the old building. As finance becomes available the ramps will be extended to the year 4 classrooms. A new disabled toilet has been installed in a more accessible location outside the main staff room. July 2022

7.3B	There is no step free access available into the Music Hut (also used for intervention) however it is deemed reasonable to retain as this could be replicated within the school as when required e.g., main hall or quiet room.	The lack of access to the Music Hut is unlikely to be considered discriminatory under the Equality Act 2010 as this could be replicated elsewhere such as within the Main Hall (which is sometimes used for music). Anything that is available on an inaccessible floor or area needs to be replicated elsewhere on an accessible level for those that require step free access.	N/A	No action as music lessons can take place elsewhere in the school if required	
11.1	There are no lifts provided within the school. Within the report it is recommended that three wheelchair fold away lifts are installed. It is not deemed feasible to install passenger lifts or platform lifts as there are too many levels and the costs would be astronomical.	Refer to 7.3			See Point 7.3
12.8	There is a shower provided within the first accessible WC. Whilst this is currently decommissioned, this space could easily become a hygiene room with an accessible shower for disabled people.	Site management should review and take the appropriate action. This could potentially make the school an attractive prospect for funding within the Council. Works required to bring this area up to speed include, the provision of a drop down seat, grab rails and a cord alarm.	M	Graham to look at reinstating the shower in the Disabled WC over the summer holidays 2017 so usable from 4th September 2017 (start of term)	Disabled toilet changed to a store cupboard and new disabled toilet installed in better acced area. 2022
13.1	There are two accessible WCs provided. These are located within the old school at the main hall level and within the new building. Both have the appropriate dimensions in accordance to BS8300 however within the new building accessible WC there is a radiator within the transfer area.	The radiator within the transfer area of the new building accessible WC should be removed. This will enable wheelchair users to adopt the many transfer techniques available to them in which an accessible WC is designed to provide.	OG	Graham to remove the radiator by the 4th September 2017	See Point 12.8
13.11	The main school accessible WC has no cord alarm installed and this is the facility that visitors are most likely to use. High priority. The new building accessible WC has a cord alarm, this is of the appropriate length and features bangles at two heights. No issues to report.	Install a cord alarm within the school accessible WC. 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.	M	Graham to replace cord asap, at the latest by 4th September 2017	See Point 12.8

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.	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. 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	Rhona to investigate a mobile induction loop and check with Stephen (report writer) that it is suitable. Once available add to generic school email footing that an induction loop is available.	
17.2	Identified as one of the highest priorities within the report is the number of fire exits that have steps outside. Additionally the steps are not colour contrasted. A rolling programme should be implemented to get these leveled out starting with the unique and key areas such as the Dance Studio. The level egress from the new building is excellent. No issues to report.	A rolling programme needs to be implemented to provide level egress out of key areas and eventually all areas for wheelchair users. Priority should be given to areas in which staff, visitors, parents frequent. This is because a management procedure can be implemented to ensure students are taught in the appropriate classrooms. Pupils with a mobility disability should be subject to a PEEP to ensure that they study in areas in which level egress is possible.	OG / M	Graham to paint steps. Painting of steps to be added to Premise Team Maintenance Schedule. Graham to obtain cost for ramps from fire exits on the Old Building and ensuring paths are sufficiently wide.	Graham painted steps - to be checked at H&S Inspection on 19.07.17.
17.3	Not all fire exits lead to a pathway which is suitable for wheelchair users for an example the far rear right of the school.	When works are undertaken to the fire exits, works should also be undertaken to ensure that wheelchair users are able to evacuate away from the site. Wheelchair users are unable to travel along grass. 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	As above 17.2.	All pathways improved to fire exits during summer 2021.

18.1	It was identified on the day of the survey that the fire exit routes are not being maintained appropriately. This should be addressed as soon as possible, for an example the route from the main hall fire exits.	Implement a management procedure to ensure routes are frequently maintained. The build up of moss can be slippery particularly in wet weather. Overgrown plantation can cause difficulties for people with impaired vision as they may not detect them with their assistance cane. For an example a low hanging branch.	N	Graham to cut hedges outside the Hall fire exits to half height, ensure pathway clear and ensure bushes cleared from all fire exit routes as part of Premise Team Maintenance Schedule. Rhona to organise for two members of staff to undertake Fire Marshall training.	Summer 2021 new path laid and all foliage removed from the area
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	Rhona to include all staff responsibility for keeping exit routes clear to new staff at Induction. Graham to obtain quote for changing New Building Fire Doors from locks to push bars. Rhona to add testing of alarm systems to Premise Team H&S check schedule.	Site manager checks daily
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		PEEP in place for one member of staff who needs it.
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	Checked as part of termly fire drills. Latest fire drill on 10.07.17 has identified change needed to fire evacuation point - Rhona to make amendments and Graham to place around school by start of new term.	New fire escape detailed plans added to every room in the school 2019
18.8	The cord alarm within the new build accessible WC does not appear to be tested frequently as part of general maintenance.	Implement a management procedure to ensure that the cord alarms are tested frequently as part of routine maintenance.	N	Rhona to add to Premise Team's H&S check schedule.	

PRIORITY B					
1.1	Whilst the site is close to public transport options and there is a car park available, options on how to arrive on site should be clearly displayed on the website.	Options on how to arrive at the site should be clearly illustrated on literature and on the website. 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.	N	Gary to add to website.	Automatic barrier gate access installed to ensure easy access to site 2020.
1.2	There needs to be tactile paving both sides of the road opposite the main entrance and new pathway. This will provide the forewarning that there is a potential hazard.	At current someone with impaired vision, or someone who is not concentrating could walk straight out of the main entrance and onto the road. Tactile paving should be installed to both sides of the crossing outside the main entrance.	M	See point 1.3 above	New pathway installed summer 2020
1.9	The pathway to the car park from the Music Hut needs to have hatch markings on the road to allow a sufficient clearance width for not only wheelchair users but also for potential deliveries.	Provide hatch markings to ensure that this area is kept clear.	OG	Covered with point 2.1 above.	See point 2.1
3.2	The pathway on the right side from the pedestrian street has varying gradients which many are likely to struggle to negotiate. It is strongly recommended that free standing handrails be installed. The pathway to the rear of the new building down to the playground should have a free standing handrail installed to one side.	Consideration to installing a free standing BS8300 compliant handrail to one side of the pathways. 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)	M	To be reviewed during the next termly H&S Check on 19.07.17	Pathway upgraded July 2021
4.5	The external steps do not have suitable colour contrast provided to the edge of the step nosings. All of the steps should have the edges painted as soon as possible, this not only helps people with impaired vision but is also a health and safety requirement.	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	See point 17.2 above.	Yellow hazard edging applied to steps and posts for support to visually effected people. Regular upgrading and checking completed. 2022

5.3	The main entrance has a slight step on the inside which should be leveled out to aid wheelchair users.	Undertake remedial works to the threshold/step to ensure a flush entrance is provided.	OG	Longer term plan re: redesign of the lobby area. Graham to source temporary ramp initially. Graham to source quote for non-slip flooring in the porch area to raise level.	Reception office and entrance refurbished in summer 2020
5.7	The lobby entrance has a heavy opening pressure that many people may find difficult to negotiate. The main entrance has a borderline opening pressure. The new build entrance has a heavy opening pressure that many people may find difficult to negotiate.	Implement maintenance to de-tense and recalibrate the hinges. Ensure doors can be opened with less than 30 Newtons of force. 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		Graham confirmed that the door has already been adjusted since audit.
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.	To be reviewed, providing automatic closers would improve accessibility for a range of users and should be considered. Power-operated pedestrian doors for installation in existing and new construction should be one of the following two types: 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. the provision and installation of power-operated doors should be in accordance with BS 7036-1. 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.	M	To be considered alongside the redesign of the lobby area.	

6.3	The reception does not have a lowered section to accommodate wheelchair users or people of short stature. The sign in screen is positioned too high off the ground floor level.	The reception 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. 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. The sign in screen should be lowered to allow wheelchair users to be able to use the facility without assistance. The top of the screen should be no more than 1200mm off the ground floor level.	M / OG	As a member of staff has to be present to sign visitors in they would be able to assist if required. Inventry system to be checked to see if can be angled down.	
6.5	There is no induction loop provided to the reception desk to accommodate hearing aid users who struggle when there is background noise.	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. 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.	M	Rhona to cost mobile unit and check with Stephen (report writer) that it is sufficient.	
6.8	There are no chairs with armrests provided within the reception waiting area to aid ambulant disabled people. Additionally the seats are not greatly colour contrasted against the carpet upon which they are seen.	Provide some seating in the reception waiting area which has armrests to aid people with ambulant disabilities. 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	Seating to be reviewed as part of furniture replacement programme/ redesign of lobby area - whichever is first.	
8.2	There are two fully glazed doors which do not have any manifestations provided at two heights. This could cause a potential collision hazard.	Well contrasted manifestations should be provided at two heights to the doors. Glazed doors need to have permanent strips on the glass within a zone of 1.4mm to 1.600mm from the floor. These strips need to be contrast in colour (not treated glass) and luminance with the background seen through the glass in all light conditions.	M	Graham to get quotes for film.	

8.6	The two unisex WCs within the new building have a heavy opening pressure that some will struggle to negotiate. The majority of doors were identified as being easy to open using less than 30 Newtons of force.	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.	OG	To be reviewed by the Premise Team	
10.1	The left side steps up to the main hall stage have open risers which can cause a potential tripping hazard. These should be filled in. All of the general internal steps have treads which are long enough and are each of the same length.	The risers should be filled in to ensure that they do not pose a potential tripping hazard. 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.	OG	Graham to remedy as part of work plan during summer holidays 2017.	
10.2	The third step flight has colour contrast provided to the edge of the step nosings. However this is starting to fade. The second step flight has black nosing strips seen against dark blue treads, this does not provide suitable colour contrast. The steps for the main hall stage do not have any colour contrast provided to the edge of the step nosings. The first step flight has black nosing strips seen against dark blue treads, this does not provide suitable colour contrast.	New nosing strips should be installed to the edge of the steps. BS8300 states - All steps need to have clear colour contrast edgings applied to nosings permanently contrasting material 55mm wide on both the tread and the riser.	M	Graham to check if paint he has can be used internally, if not buy some and undertake work during summer holidays 2017.	
12.3	Throughout all of the WCs the colour contrast is poor. The fittings and fixtures are not easily seen against their backgrounds. This was discussed with the site caretaker.	Colour contrast should be added to the fixtures and fittings within the WCs. According to BS8300 - to help blind and partially sighted people identify key objects within sanitary accommodation, support rails and grab rails should contrast visually with the wall, the WC seat and cover should contrast visually with the WC pan and cistern, and sanitary fittings and accessories should contrast visually with the background against which they are seen.	OG	To be built into the school's redecoration plan.	

13.4	There is a grab rail to the inner face of the new build accessible WC entrance and the door lock is compliant to BS8300. The main school accessible WC has a grab rail to the inner face however the door lock is not compliant.	Install a lever handle lock to the accessible WC entrance.	M	Graham to replace inner handle with a lever handle lock.	
13.5	The fittings within the new building accessible WC are not colour contrasted against their surround to aid people with impaired vision. The main school accessible WC has white fittings seen against white tiles.	Colour contrast should be added to the fixtures and fittings within the accessible WCs.	OG	Graham to purchase a blue/dark coloured seat and install during the summer holidays 2017.	
13.9	The main school accessible WC flush is not of spatula style and it is located on the wrong side of the toilet pan.	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	Graham to purchase and install during the summer holidays 2017.	
15.1	The school does not have any tactile or Braille signage to accommodate people with impaired vision.	Review of way finding signage required. Tactile and Braille signage should be provided throughout the site. There should be new directory boards and tactile/Braille signage on the actual doors. 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. 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.	M	To be reviewed as signage is changed. Due to safeguarding all visitors would either be escorted or have been signposted on arrival.	

15.2	Upon entering the reception area there is a lack of suitable directory signage. May be deemed reasonable to retain as visitors are always escorted.	The appropriate reception signage should be provided as part of the recommended way finding review, refer to 15.1 Signs and universally accepted symbols or pictograms, indicating lifts, stairs, WCs, circulation routes and other parts of the building, should be provided in the reception area. Visual signs should be self-evident and, in particular, legible to partially sighted people. Plain English and pictograms together should be used to assist people with learning difficulties	M	See above 15.1	
15.3	There is a lack of signage to indicate where the toilets are located, 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	See above 15.1	
15.7	Various leaflets are positioned at above 1200mm which is too high for wheelchair users or for people of small stature. There needs to be a sign stating that information provided by the school can be issued in accessible formats on request.	Signage should be provided to indicate that all leaflets and information can be provided in accessible formats on request. Site management should undertake a review and ensure all leaflets are available within 1200mm of the ground floor level. This can sometimes be achieved by repeating the leaflets vertically rather than horizontally.	M / N	Rhona to organise sign and include that if need assistance to ask Reception.	
16.7	No portable induction loops are provided that could be transported around the site as when required.	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	See above 16.6 and 6.5	
17.1	There are no visual alarms to inform people with hearing impairments in the event of the fire alarm being activated.	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. BS8300 - A fire alarm should emit a visual and audible signal to warn occupants with hearing or visual impairments	M	Rhona to investigate a mobile flashing alarm x 2 - one for existing member of staff and one spare.	

PRIORITY C					
1.5	There is a lack of on street signage on approach to the school.	The site management should undertake liaison with the local Highways Dept to increase current level of on-road and street signage. 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.	N	Rhona to set up meeting with County Highways.	New school entrance sign erected.
1.7	All of the columns throughout the external areas are not colour contrasted or have markings provided at two heights. This could cause a potential collision hazard. At current only a handful of columns have padding / protection. The columns for the canopy structure to the rear of the new building should be colour contrasted.	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	Columns to be painted in different colours as part of the Premise Team redecoration programme.	Yellow hazard edging applied to steps and posts for support to visually effected people. Regular upgrading and checking completed. 2022
1.10	There is no level access available onto the Gazebo within the playground for wheelchair users. There is no step free access available to the right side playground for those unable to negotiate steps.	A small ramp, potentially timber should be created to ensure that wheelchair users are not socially excluded. May be deemed reasonable to retain as this is currently replicated elsewhere, i.e. there are alternative playing areas that can be utilised.	OG	To be reviewed as part of H&S checks.	
2.2	There are no signs on entry to the car park to indicate where the accessible bay is located. There is no signage to the front of the accessible parking space.	There should be a sign at the entrance to the car park to indicate where the accessible parking spaces are located. Install signage to the front of the accessible parking space. 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.	M	Graham to order two disabled bay signs.	
2.6	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.	OG	Do not feel needed as car park so small and it is obvious pedestrians will be walking through it.	

4.2	The external steps generally have handrails which are of exposed metal making them cold to touch. These need to be coated with well contrasted nylon (or suitable alternative) or alternatively have the top parts replaced.	The handrails should be coated with nylon or a suitable alternative to ensure that they are not cold to touch.	OG	Graham to look into shrink wrap.	
5.1	The main entrance is suitably colour contrasted to aid people with impaired vision. However the signage does not conform to best practice as it is in capital letters and vertical.	Provide new signage as part of the recommended way finding review for the site, refer to 15.1	M	New signage already been ordered. Graham to install.	
5.8	The keypad adjacent to the lobby entrance is positioned too high off the ground floor level for wheelchair users.	The keypad should be lowered to a height of 1050mm off the ground floor level to aid wheelchair users and persons of short stature.	OG	To be included as part of the lobby redesign.	
5.10	The recessed mat inside of the main entrance is not flush with the surrounding tiles. This could cause a potential tripping hazard. 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.	Undertake remedial works or install a new mat which is flush to avoid a potential tripping hazard. At the next planned refurbishment for the site, consider installing recessed mats which are flush with the surrounding flooring. 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.	OG / M	To be included as part of the lobby redesign.	Main entrance refurbished 2020
6.6	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.	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. Security screen should be replaced at the next refurbishment with alternative that is designed to ensure that reflections are avoided.	M	Hatch is always opened when speaking to a visitor. Hatch closed when staff want to maintain confidentiality so would not want someone to be able to lip read through it.	New enlarged hatch installed as part of the entrance lobby refurbishment
7.2	Identified throughout the survey is the number of columns / structural posts that are not colour contrasted against their background or do not have markings at two heights. This can cause a potential collision hazard.	Paint the columns a contrasting colour so that they are easily seen against their background. This should hopefully prevent a potential collision hazard.	OG	To be included as part of the redecoration plan.	Yellow hazard edging applied to steps and posts for support to visually effected people. Regular upgrading and checking completed. 2022

7.5	The colour scheme throughout the school is extremely poor. The majority of the doors and walls are very similar throughout the site. Every floor / level looks similar with no strong visual clues.	Investigate colour coding the areas and using different coloured door frames (one colour per floor) in conjunction with coloured signage and new maps (which show the levels in their appropriate colours) This will provide people with further visual clues as to where they are located within the site. 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 building	OG	To be included as part of the redecoration plan.	
8.1	Many of the doors are not suitably colour contrasted against their surroundings as they are white / pale colours seen against magnolia / pale walls. This does not aid people with impaired vision.	Ensure all doors have contrast against the surroundings upon which they are seen. 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.	OG	To be included as part of the redecoration plan.	
8.3	A large number of doors within the original school do not have vision panels installed or they are too high off the ground to be sufficient. This can cause a potential collision hazard. The vision panels within the new building are compliant.	A rolling refurbishment programme should be implemented to install new BS8300 compliant doors with vision panels. Vision panels need to be included in frequently used doors where privacy (toilets etc.) is not required with a minimum visibility zone between 500mm and 1500mm from floor level and located at the side of the leading edge. Glass should comply with BS6206. Implement management procedure to ensure that the temporary notices are not on the vision panels.	M	To be included as part of the Premise Team's maintenance programme.	
10.3	The handrails for the third step flight is not of the preferred oval profile and they do not extend 300mm beyond the first step pitchline. The handrails for the second step flight are suitable however these do not extend 300mm beyond the last step. The handrails for the first step flight are suitable however these do not extend 300mm beyond the last step.	BS8300 compliant handrails should be installed. 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. 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 included as part of the Premise Team's maintenance programme.	

14.2	Classrooms do not have chairs with armrests to aid ambulant disabled people.	Ensure that there is a chair with armrests available within each of the classrooms. This is a recommendation that may need to be phased. Also ensure that any new furniture purchased will suitably colour contrast against the background upon which it will be 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	To be phased in as furniture is replaced.	
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.	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	To be considered when needed.	
16.1	The rear classrooms within the original school do not have blinds installed this is likely to cause a potential issue for those who lip read.	Install blinds within the classrooms to ensure that there is no glare that could potentially hinder people attempting to lip-read.	M	Quotations for blinds already obtained - to be agreed when to install.	New blinds have been installed throughout the school on a rolling programme

PRIORITY D					
1.6	On approach to the site, the light posts and traffic posts do not feature contrast markings at two heights in accordance to BS8300.	Options on how to arrive at the site should be clearly illustrated on literature and on the website. 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.	N	To be discussed with the Computing Lead.	
1.8	There is a lack of seating with armrests within areas that parents pick up and drop off their children. There is a lack of suitable seating with armrests within the playground areas to aid ambulant disabled people. Also, when purchasing new picnic benches, look to provide versions which have a gap for wheelchair users to park alongside a seated companion. Many of the current seats are positioned on the grass making it difficult for wheelchair users to park alongside a seated companion.	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	To be phased in as furniture is replaced.	
2.7	Is the car park adequately lit? Do staff members frequently check the level of lighting within the car park?	Site management should check the lighting levels within the car park during darker hours to ensure they are sufficient.	N	Graham to sort the timer for the car park lights. Rhona to organise purchase of mini maglights for school keyholders and Hirers of the school to be advised in paperwork that they may need a torch if they are responsible for locking the gate.	

4.1	None of the external steps have tactile paving installed however it is deemed reasonable to retain until there is a specific need.	Consider installing tactile paving to the top of the external steps throughout the site at the next planned refurbishment for the external steps. 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	To be considered as part of site maintenance programme.	Pathways are upgraded to non-slip textured surface as they are changed
4.3	Lighting adequate and well positioned? Are steps appropriately illuminated during darker hours?	Site management should check the lighting levels during darker hours to ensure they are sufficient.	N	To check.	Yes - no further action required.
5.6	The handles for the main entrance and lobby entrance are of a similar colour as the door frames resulting in a lack of colour contrast to aid people with impaired vision. The handles for the new build entrance are of a similar colour as the door frames resulting in a lack of colour contrast.	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 LrV between the product and its background of at least 15 points is acceptable.	OG	To be considered as part of the rolling refurbishment work.	
6.4	The reception does not have colour contrast provided to the front to aid people with impaired vision.	Replace a section of the flooring in front of the reception desk with an alternative that is suitably colour contrasted. This will aid people with impaired vision when attempting to locate the reception desk.	M	To be considered as part of the rolling refurbishment work.	
6.7	The site does not have a minicom provided to accommodate hearing impaired people who are unable to use the telephone.	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	Email can be used as an alternative to the telephone.	

8.5	Doors generally have lever style handles installed which will aid people with dexterity impairments however it would be beneficial to install the more modern tubular BS8300 compliant handles within the original school at the next refurbishment. The new building has the appropriate handles installed.	A rolling refurbishment programme should be implemented to install new BS8300 compliant tubular door furniture. New furniture handles should be well contrasted and tubular style operated via lever.	M	To be considered as part of the rolling refurbishment work.	
10.4	Stairs do not have tactile warning surfaces to the top and bottom of the flights to accommodate people with impaired vision. This is particularly important for this school as the step flights are 'open' and could be unexpected.	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' This should be implemented as part of an ongoing renovation plan for the site.	M	To be considered as part of the rolling refurbishment work.	Yellow hazard edging applied to steps and posts for support to visually effected people. Regular upgrading and checking completed. 2022
12.4	Cubicle doors throughout are not appropriately colour contrasted to aid people with impaired vision. The new blue cubicle doors are not contrasted against the partitions.	Add colour contrast to the cubical doors to aid people with impaired vision. Also refer to 12.3.	M	To be considered as part of the rolling refurbishment work.	
14.3	The dining counter does not feature an induction loop to aid people with hearing impairments.	Deemed reasonable to retain until a student with a hearing impairment requests this facility. No further action.	N/A		
14.8	The kitchenette within the staff room 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. It is understood that there is to be a second staff room. This should feature split height work surfaces and lever taps. Taps with the classrooms should be changed to lever style.	Ensure lever taps are available within the staff kitchenettes to 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' The taps within the classrooms should be changed to lever style to aid people with dexterity impairments.	M	To be considered as part of the rolling refurbishment work.	
15.6	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	Replace as part of a rolling programme.	

16.2	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	Replace as part of a rolling programme.	
	How do we plan to increase the extent to which disabled children and young people can participate in our school curriculum	1. Senior leaders work with subject leaders to ensure analysis of the categories of SEND within their subject. Subject leader action plans outline the barriers and solutions for specific SEND. For example, for children with visual impairments, there are a range of equipment from sizes, colours and additional sounds to ensure they can access lessons requiring equipment.		1. SENDCo and Curriculum lead to review the current action plans. SENDCo to seek further advice from the advisory teams where needed.	1. In 2019, the Visual Impairment advisory teacher advised on updating the yellow strips for steps across the school as a child transferring to the junior school from the infants required this specific change.
		2. Class teachers and support staff, along with the SENDCo (and site manager) will meet with specialist advisory teachers or occupational therapists to ensure the site is accessible to children and will make recommendations about changes that may be required.		2. Modifications required for the door strips that connect carpet to vinyl.	2. In 2022, an Occupational Therapist visited the school with a parent and walked the site with the site manager – a report has been sent in and the school are currently looking in to adjustments for the child.
		3. CPD focuses on teaching and learning styles incorporates aspects of knowing how to plan for children with specific needs. This might include seating arrangements, standings desks, space to have sensory breaks.		3. Senior leaders have planned a programme of CPD around teaching and learning with the ethos that all teachers are teachers of SEND.	3. This programme of CPD allows staff to revisit areas of teaching and discuss how this can be adapted to meet the needs of the children with SEND.
		4. Children with medical needs will/may need access to learning via virtual means.		4. School to seek funding/resourcing for an AV1 (starting from £2000) to have this resource available in school.	4. In 2020, the school referred a pupil to the Education Support for Medical Absence (ESMA) team in Hertfordshire who provided an AV1 robot which enabled the pupil to view the class teaching and was able to interact with her class teacher and class peers.

	5. Sensory needs are prevalent within the school and reasonable adjustments are made to ensure children with these needs are able to participate in activities. We are aware that this needs planning for around out of school activities such as school trips and the school disco.		5. Social stories can be provided where needed to outline possible sensory stimulus in these activities and strategies to support; And through the SEND Support Plan meetings, with parents and staff, we are made aware of sensory needs and how to support the children.	5. In 2022, a range of adjustments were offered to children to enable them to attend the school disco such as using ear defenders or being able to opt out in to the dining area for quiet time.
	6. Giving children roles within larger school activities that enable them to continue being a part of the event despite any Social, Emotional, Mental Health barriers such as anxiety around performing in front of a crowd.		6. The class teachers and SLT consider less visible roles for children such as the back stage crew during productions, or someone to take	6. The school has provided t shirts with "backstage crew" which gave the children who chose that role a sense of belonging and purpose in the production.
	7. Changing needs of pupils with English as an Additional Language (EAL).		7. The class teachers have used the DFE proficiency guidelines to update the status for children with EAL.	7. The school will now use the information from the proficiency assessment to purchase dual language reading books and add signage around the school.
How we plan to improve the delivery of information to disabled children and young people	1. Children are at the centre of everything we do at Cassiobury Junior School. Class teachers update the One Page Profiles (sometimes known as Pupil Passports) every term to ensure an accurate picture of the child is shared from the child's viewpoint. This allows teachers an insight in to how the child would like information delivered as well as us using skill and experience to deliver.		1. Continue to update One Page Profiles on a termly basis ensuring up to date pupil voice on the pupils own needs and how they wish to be supported.	1. SENDCo provides staff with dates to ensure all pupil voice/conferences are complete and paperwork completed.

	2. The school uses a range of technology depending on the needs of the child. We have access to Chromebooks, software such as Widgit and Clicker 8 as well as specialist resources such as SuperNova, Penfriend and AV1.	2. Continue to trial technology suggested by advisory teachers. Ensure staff have the opportunity to train in these new technologies.	The school currently has access to Supernova and Penfriend but the AV1 was returned to ESMA on their request as the pupil is now in school. The school has delivered training to staff on Widgit and a few members of staff have taken the offer of free DSPL9 Widgit training this term. Clicker8 training was also delivered in January 2023.
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