

Beckfoot Nessfield School - Accessibility Action Plan

Updated: 07/11/2025

Costs key: N=None, M=Minimal, OG=Ongoing, ST=Structural change, EX=Major structural change

	Work completed
	In progress
	Not yet progressed

Priority A

Item ref	Details / issue	Recommendation	Est cost	Action Taken
13.9	The flush is not of spatula style being a push button on the top of the cistern.	Install a spatula style flush on the transfer side of the toilet pans. 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	
17.1	There are some visual alarms to inform people with hearing impairments in the event of the fire alarm being activated but they are not available in every area of the school and some WCs have no visual alerts.	A suitable method of warning should be provided where one or more persons with impaired hearing are anticipated. This method is ideally by providing visual alarm warnings or it can be managed by allocated personnel and management systems. BS8300 - A fire alarm should be visible as well as audible to all users; however, audible alarm sounders should not be located in such a way as to compromise the communication systems provided in refuges. This is particularly important for people who are blind or partially sighted and people who are Deaf and hard of hearing. In areas where people are likely to be in relative isolation (e.g. toilets, bathrooms, changing rooms and isolated offices) or in noisy environments, alarm/alerting systems for people who are Deaf and hard of hearing, such as flashing beacons and vibrating devices, should be installed in conjunction with proprietary or conventional fire alarm systems.	M	
17.2	Level egress is available out of the all the fire exits but some areas will require use of steps to get away from the site. There are steps on one of the exit from area 61 that leads past the hall but the adjoining exit provides level access to the school playground and ramped routes to the Nessfield Drive.	Ideally permanently ramped exits should be provided. However, where this is not possible, it is acceptable in the short-term to provide suitable evacuation equipment where appropriate, and ensure that any accessible exit route is suitably signed to direct people to a level egress point. Any equipment and assistance must be part of an escape plan, see recommendations 18.5, 18.6, 18.7.	M	

Priority B

Item ref	Details / issue	Recommendation	Est cost	Action Taken
2.5	Intercom located high at 1350mm from ground level and difficult to access from within car due to location. There is a gate which needs to be opened and opens towards you as you approach it. It is heavy and does not have a pedestrian side gate. There is a kerb as you approach but a dropped kerb to the crossing point to the left. It would be recommended to have a marked route from the accessible bays to the main entrance.	Provide an accessible parking spaces in an area which provides level access to the accessible/ main entrance, or provide a suitable access route from the current location - refer to 2.4. BS8300 recommends that designated accessible parking spaces in uncovered parking areas should be located on firm and level ground, as close as is feasible to the accessible entrance to the building. The route should either be level along its length or should be gently sloping or incorporate a ramp or ramps, with the lowest practicable gradient within the range 1:20 to 1:12 and the maximum corresponding length between landings. Refer to BS8300 for further details (cont). Any side-hung gate on an accessible route should be capable of opening in both directions and of being opened easily with either hand, and should be self-closing. Fencing and guardrails should contrast visually with the background against which they will be seen, under a variety of lighting conditions. (cont from above): ADM vol-2 requires that controls or switches requiring precise hand movements are located between 750-1200mm above the floor. BS8300 recommends that all switches and controls that require precise hand movement/dexterity are in a zone 750 mm to 1000 mm from the floor so that wheelchair users and people standing can operate them. Entryphone systems should be sited for approach and use by all users, including wheelchair users, and should contain a light emitting diode (LED) display to enable people who are Deaf and hard of hearing to use them. The means of indicating that the call is acknowledged and that the lock has been released (if permitted) should be both audible and visible. The entryphone system should contrast visually with the background against which it is seen. The information associated with the controls should be embossed to aid tactile reading.	M	
3.1	The ramps do not have colour contrast to the surface to indicate the presence of a gradient. Some ramps are steep such as those from the entrance gates (3, 4) which have a gradient of over 1:12. They also do not have handrails on both sides, or for the full incline. Playground has slopes which appear to be within gentle slope range. Playground slopes Ramp by Elm Width 1044mm Gradient 4/5deg Ramp to upper carpark after steps Width 1190mm Gradient 4deg External offices Gradient 8deg Longer ramp Gradient 5deg Part handrails both sides Ramp from gate 4 Width 1242mm Gradient max 5deg Ramp from gate 3 Gradient max 10deg	ADM require ramp gradients to be within 1:20 - 1:12. Dependent on heritage requirements, surfaces need to be slip-resistant especially when wet and of a colour that contrasts visually with that of the landings. Some of the current access route ramps are of a gradient steeper than that deemed reasonable under ADM. Where possible, during any future works, the gradients of these primary access routes should be reduced to provide an ADM compliant ramp gradient as below:	M/ST	
10.2	Step nosings for the Stairs in area 135 has nosing strips on the risers that are the same colour as the treads which results in a lack of colour contrast causing a potential tripping hazard.	The nosings of the steps are recommended to be contrasted. 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.	M/OG	

13.2	Accessible WCs are only provided in two parts of the school at almost opposite ends (Block 1 and Block 3). No other accessible facility is provided. The Accessible WC by the main entrance would not meet current BS8300 recommendations.	Proportionate to demand, an architectural feasibility study should be undertaken to provide a further BS8300 compliant accessible WC facility within the lower area of the school, or refurbish the WC by the main entrance. Wheelchair Accessible WC facilities will satisfy ADM requirements if one is located as close as possible to the entrance and/or waiting area of the building. BS8300: A disabled employee or student should not have to travel more than 40 m on the same floor from their workstation to an accessible toilet, or more than 40 m combined horizontal travel distance where accessible toilet accommodation is accessed by conventional passenger lift on another floor of the building. BS8300 should be referred to for the suggested layout and guidance, with the minimum recommended layout shown below. The door should open outward, an alarm should be installed within the facility and the fittings and grab rails should be well contrasted.	M/ST	
13.3	The Accessible WC with shower and hoist in room 39 has an inward opening door. It is used as first aid room. Kept locked - key locker, located high.	BS8300 recommends outward opening doors in regards to sanitary accommodation. However the use of reduced-swing doorsets, which have a sliding/folding action, reduces the door swing into the room and corridor and supports manoeuvring in and out of toilets and bathrooms. Any door to sanitary accommodation, whether opening inwards or outwards, should be capable of being opened in an emergency if a person inside has fallen against it and is unable to move. The use of pivot hinges, in conjunction with an emergency release door stop and bathroom lock openable from the outside, can provide this facility. If required, would be recommend to consider the option of the use of a Pivette door such as seen here: http://www.leaderflushshapland.co.uk/Integrated-doorsets/Doorset-solutions/Pivette If an inward opening door is the only solution for a cubicle that is accessible to a wheelchair user, a clear minimum space (on plan) of 800 mm x 1 400 mm should be provided between the door swing and any fittings (including drop-down rails when in the down position) to enable a wheelchair user to enter and close the door behind them.	M	
13.4	The Accessible WC with shower and hoist in room 39 has an inward opening door. It is used as first aid room. Kept locked - key locker, located high. It has no grab rail. The light switch is also obstructed by a filing cabinet.	Outward opening accessible WC doors should have a well contrasted horizontal pull/ grab-rail fitted to the interior face where no door closing device is fitted. This should be at a height of 800-1050mm with 900mm being preferred.	M	
13.7	Accessible WC 66 is peninsular style and is missing the right side grab rail by the sink. The Accessible WC with shower and hoist in Room 39 is not laid out following any particular recommendations and is missing grab rails by the sink. The WC is also not positioned as for a usual peninsular style WC with limited space to either side of the WC pan.	A full BS8300 compliant set of grab rails should be provided where required, appropriate to the layout of the WC provided. Refer to the images below for locations of the required grab rails. The WC by the reception may need to be refurbished to meet BS8300 recommendations and to provide sufficient space to transfer to the WC pan. Ensure any installed fixtures and fittings contrast from the surrounding surfaces.	M/ST	

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 accessible WC facilities had no signage to indicate they are accessible WCs.	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 WC is located. 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.	M	
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Priority C

Item ref	Details / issue	Recommendation	Est cost	Action Taken
1.2	There is no tactile paving provided to the crossing points on approach to the site to aid people with impaired vision. The crossings within the school site also have no tactile paving.	Depending on the responsible authority (i.e. Bradford Council), contact the Highways Department responsible for the routes on approach to the site (or school site management for internal areas), and request to provide tactile paving in areas where there are dropped kerbs to aid people with impaired vision. ADM states that an uncontrolled crossing point across the vehicular route should be identified by a buff coloured blister surface. Any tactile paving a must be installed correctly and in accordance with Guidance on the use of Tactile Paving Surfaces 2021, See: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1046126/guidance-on-the-use-of-tactile-paving-surfaces.pdf	N	
1.3	Street post by Gate 3 limits the access route width.	The minimum surface width of an access route should be at least 1800 mm for general routes but a width of 2000 mm is preferable to accommodate larger electric mobility scooters. If it is necessary to allow narrowing of the access route, the restricted width should be at least 1200 mm and should extend for not more than 2m in length. Measures should be taken to prevent narrowing being a hazard. Any feature which could constitute a hazard should wherever possible not project into or be located within an access route. Site management should contact the Highways Department of the relevant authority (i.e. Bradford Council) to ensure suitable access routes to the centre are provided during any future works in the area.	N	
1.6	There were no bollards or planting features on approach to the main entrance. The gates have security / safety fences in front of them to prevent children running out onto the road which may need improved contrasting.	Depending the responsible authority (i.e. Bradford Council), contact those responsible for the routes on approach to the site, and request that the guardrail is painted to provide improved contrasting. BS8300 recommends that fencing and guardrails should contrast visually with the background against which they will be seen, under a variety of lighting conditions.	N	
1.7	On approach to the site, the light posts and traffic posts do not feature contrast markings at two heights in accordance to BS8300.	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	N	
1.8	There is a lack of seating with armrests within areas that parents pick up and drop off their children. There is a range of seating provided in the playground.	Contact the relevant authorities and ask them to provide some seating within the access route to the entrance from bus stops, car parks etc. which has armrests to aid ambulant disabled people. BS8300 recommends that access routes on level ground should have resting places not more than 50 m apart for people with limited mobility. Ensure all seating is well contrasted against the background upon which they are seen and a choice of seating options should be provided suitable for a variety of users. Appropriate accessible space should be allowed for wheelchair users to be integrated within the general seating provision. Also refer to recommendations for 14.1 and 14.2.	M/N	

1.9	Entrance gates throughout the school grounds do not suitably colour contrast from the surrounding fencing and there is no contrast to the controls to aid people with impaired vision. Intercom for Gate 2 1350mm from ground level.	It is recommended add differing colour contrast to the gates that contrasts from the background against which they are seen to distinguish them from the adjoining fencing to aid people with impaired vision. Refer to recommendation 2.5 regarding the intercom.	M/OG	
1.10	Limited play equipment was seen and there were no accessible items of equipment.	BS8300 recommends that Play areas should be designed to be inclusive and accessible, providing opportunities for people with a variety of impairments. Play areas should avoid segregation and separation, and should provide: • clear routes through the play area; • an interesting landscape with a variety of accessible ground levels; • sensory play opportunities, including visual, audible and tactile; • dynamic pieces within easy reach for a range of users (seated, standing and different heights); • accessibility to water and sand opportunities where these are provided; • the ability to get close to and interact with climbing units which might not themselves be accessible; • challenge for those using the facility; • quiet areas that incorporate gentle sensory experiences; • quiet areas to allow those who require them to retreat to; • accessible observation points, where parents or carers can observe their children without being involved in play activities; • easy access to toilets.	M	
2.2	There are no signs on entry to the car park to indicate where the accessible bays are located but they are located next to the vehicle entry gate and would be visible on entry.	BS8300 recommends 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. Also refer to recommendation 2.3.	M	
3.2	Ramps from the entrance gates do not have suitable handrails.	Handrails are a relatively simple and cost-effective adjustment that provides a range of benefits; support, guidance, guarding and route definition. All of these features improve accessibility for disabled people. Implement a rolling programme to upgrade handrails to achieve AD M and BS8300 compliance. Ramps serving communal facilities and access routes used by disabled people should be prioritised with others included as part of any refurbishment or alteration works in future. ADM vol-2 requires handrails on both sides. BS8300 compliant handrails should be installed to both sides of a ramp. The handrails should be coated with nylon or a suitable alternative to ensure that they are not cold to touch. The handrails should provide the required 300mm horizontal landing extensions with the entire handrail located at a height of 900-1000mm from the slope and landing surface as required by BS8300 and ADM vol-2.	M/OG	

4.2	Some external steps do not have handrails on either side, and some only have one handrail. All handrails seen have good contrasting.	BS8300 compliant handrails should be installed. The handrails should be replaced with a BS8300 oval style profile and be coated with nylon or a suitable alternative to ensure that they are not cold to touch. The handrails should have 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 extend at least 300mm beyond the top and the bottom of the steps and should not should not project into the route of travel. Handrails should contrast with the surroundings against which they are seen.	M	
5.6	Automatic doors are provided for the outer entrance doors. Inner entrance doors have handles at suitable heights which contrast from their surrounds. The staff key fob on the wall is located high at over 1200mm FFL (1355mm). The sign in kiosk is also located high. The exit push button from the lobby is located high.	ADM vol-2 requires that controls or switches requiring precise hand movements are located between 750-1200mm above the floor. BS8300 recommends that all switches and controls that require precise hand movement/dexterity are in a zone 750 mm to 1000 mm from the floor so that wheelchair users and people standing can operate them. Activation points for electronic door entry systems should be located on the latch edge of the door (on the door face or the adjacent wall) with the activation point positioned within 200 mm of the door frame. Swipe-card and insertion-type systems, which require more precise hand control, should be orientated vertically, within a height range of 900 mm to 1 000 mm. They controls should not require the simultaneous use of two hands, and should contrast visually with the background with embossed information to aid tactile reading.	M/OG	
6.4	The reception does not have colour contrast provided to the front to aid people with impaired vision.	It is recommended that a section of the flooring 1500x1500 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	No signage was seen within reception to indicate the availability of information in alternative formats.	Have procedures in place to produce documents in accessible formats. These formats are Audio, Braille, Large Print, Easy-Read and electronic formats such as WORD and PDF that are more accessible to screen reading technology. Include the phrase "Alternative Formats Available on Request" on written material. You must have contacts and procedures in place to satisfy a request. See https://www.gov.uk/government/publications/inclusive-communication/accessible-communication-formats It is recommended that signage be installed to indicate that all public information issued can be provided in accessible formats on request. Direct Access is able to provide materials in accessible formats such as Braille, BSL (British Sign Language), tactile maps and audio descriptions. Please contact the Direct Access Implementation Team for more details at info@directaccess.group.	M	

6.8	There are no chairs with armrests to aid people with ambulant disabilities within the reception waiting area.	BS8300 recommends that seating should be provided in reception areas and be available for people who might be less able to stand while queuing or waiting. A mixture of seating options should be provided. Seating should provide the following accessible features: 1) a variety of seat heights should be provided: 380 mm, 480 mm and 580 mm from finished floor level. Where only one seat is provided the seat height should be between 450 mm and 480 mm from finished floor level. 2) For some seats, back support and arm rests should be provided as some people requiring support need both. 3) Arm rests should be provided to help people lower themselves onto the seat and stand up and be provided at a height of 200 mm from the surface of the seat, and should extend from the back support forwards to cover at least 80% of the depth of the seat. Arm rests should contrast visually with the remainder of the seat and there should be a space between arm rests of at least 500 mm. 4) Back support should be provided at a height of at least 300 mm from seat level. 5) With bench seats, a level transfer space 1 200 mm wide should be located at one end, with an arm rest set in 500 mm to 750 mm from the transfer space. If there is more than one bench seat, a choice of left and right transfer should be provided.	M	
7.2	There were some obstructions or hazards detected within the main routes on the day of the survey as columns in some areas. The dining room columns have good contrast but neither have contrasting bands at two separate heights.	Horizontal circulation including corridors and passageways should be subject to regular inspection and maintenance to ensure that surfaces are maintained in good condition and access routes are provided at their full available width free of obstructions. Accessible routes should be direct and obstruction-free. An access route should not be less than 1200mm. Where required, all columns should feature improved contrast to make them apparent to Blind/partially sighted people. The column/support should incorporate a band, 150 mm high, whose bottom edge is 1500 mm above ground level, and which contrasts visually with the remainder of the column/support.	M	
8.3	Key doors throughout have the appropriate vision panels where privacy is not required. Some doors with higher vision panels may not cover the full zones as recommended in BS8300	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. ☐ It is recommended that site management implement a procedure to ensure that the temporary notices are not on the vision panels. This will prevent a potential collision hazard.	M	

8.5	BS8300 compliant tubular style lever handles are provided throughout the site with few examples of older style handles. The majority of handles are just outside the maximum recommended height of 1050mm for lever handles or with bases over 1000mm as for pull handles. Some examples of pull handles on push sides were seen which may cause confusion. Pull handles, height from floor level: 1086mm 1054mm 1066mm Lever handles, height from floor level: 1005mm 961mm Some pull handles on push side.	During any refurbishment or replacement, BS8300 recommends that manual door controls should be between 700/1000mm max to 1300mm above floor level for pull handles, and 800-1050mm (900mm preferred) for lever handles. Preferably there should be a clear level approach of 1500 x 1500mm in front of the doorway and controls at least 350mm away from a corner. For easy identification, all door opening furniture should contrast visually with the surface of the door. New furniture handles should be well contrasted and tubular style operated via lever. Door knobs are generally difficult for use by people with ambulant disabilities. People who may have dexterity impairments or arthritis due to the wrist action required to open them. Pull handles should not be fitted to the push side of doors, to avoid giving users misleading information.	M/OG	
8.7	There is a mixture of keypads used on site and are positioned too high off the ground floor level for wheelchair users. Many people with dexterity impairments can find these difficult to use. Some of keyfob pads were also positioned too high. Keyfob pads, height from floor level: 1288mm 1410mm Keypads, height from floor level: 1457mm Exit pad from staff room, height from floor level: 1409mm	ADM vol-2 requires that controls or switches requiring precise hand movements are located between 750-1200mm above the floor. BS8300 recommends that all switches and controls that require precise hand movement/dexterity are in a zone 750 mm to 1000 mm from the floor so that wheelchair users and people standing can operate them. Key fob or card activated proximity based systems that do not require dexterity or memory to use are preferable to manual keypads. Activation points for electronic door entry systems should be located on the latch edge of the door (on the door face or the adjacent wall) with the activation point positioned within 200 mm of the door frame. They should where practicable, be operated by a proximity-type card, with the activation point at a height of between 900 mm and 1100 mm from finished floor level. The controls should not require the simultaneous use of two hands, and should contrast visually with the background with embossed information to aid tactile reading.	M/OG	
11.3	Compliant support rails which are of an oval design are provided within the lifts however the colour contrast could be improved. The use of silver/white rails seen against a silver surround may not provide sufficient colour contrast for some people with impaired vision.	It is recommended that colour contrast be added to the lift support rails. This will ensure that the rails are clearly visible against the background upon which they are seen to aid people with impaired vision. They should also be of a suitable oval profile.	M/OG	
11.9	There is no colour contrast to the flooring outside the lift to aid people with impaired vision. Lift floor is dark so may cause some people to be apprehensive to enter it.	It is recommended that a clear manoeuvring space of 1500 x 1500mm is provided in front of the lift and that this is colour contrasted for the surrounding flooring. This will aid people with impaired vision when attempting to locate the lift entrance.	M	
12.3	Within the WCs, the fittings are generally white seen against a different coloured surround. Others were white against white or pale backgrounds. This does not provide sufficient colour contrast to aid people with impaired vision.	Colour contrast should be added to the fixtures and fittings within the WCs or the walls should contrast from the fittings. 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.	M/OG	

12.4	Cubicle doors throughout are appropriately colour contrasted to aid people with impaired vision. Most had suitable locks except for Staff WC 37 which was located too high. Staff WC 37 Lock located high.	Door locks and door-furniture should be easy to operate using a 'closed-fist', limited dexterity and/or minimal force. Bolt action and sliding locks are preferred and thumb-turn locks should be avoided. Locks should be located in the range of 700-1050mm (900mm preferred) from floor level and if not part of a lock/handle set, priority should be given to the positioning of the door handles.	M/OG	
12.5	Urinals do not feature grab rails to aid ambulant disabled persons.	It is suggested that urinals for wheelchair users and ambulant disabled people are provided as well. The wheelchair space in front of a urinal should be level. Vertical grab rails for the benefit of a disabled person who is standing should be provided on each side of a urinal where stall privacy dividers are not fitted. Fittings, 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. See below for suggested layout.	M	
12.6	Most WCs do not have lever style or sensor operated taps to aid people with dexterity impairments.	It is recommended that push and turn taps should be replaced with lever style or sensor taps, this will aid people with limited dexterity in their wrists. Lever style taps can be left on by kids. According to BS8300 - Taps should either be mixer taps with a single lever action to control water flow, or individual, clearly marked, hot and cold lever-operated taps with not more than a quarter turn from off to full flow.	M/OG	
12.7	Two accessible facilities are provided but they are only in 2 parts of the school. One children's WC had a temporary frame/ grab rails but no other facility to aid ambulant disabled persons was seen.	As the toilets throughout the site are refurbished, there should be an internal standard or set of guidelines. These should state that any toilet being refurbished should be checked for the feasibility of including a cubicle or facility for ambulant disabled persons. Refer to BS8300 for current recommendations. Where separate-sex cubicle arrangements are provided, at least one cubicle suitable for use by people with ambulant mobility impairments should be provided. Where the compartment has an inward-opening door, it should be fitted with a double action pivot set and an emergency release mechanism operated from the outside. Inward-opening compartment doors should be used only in existing buildings where there is no alternative. All WC cubicle doors should provide a minimum clear width of 700 mm.	M/ST	
14.1	There is a lack of suitable chairs with armrests to accommodate people with ambulant disabilities in the communal areas or corridors.	Where possible a variety of seat heights at 380mm, 480mm and 580mm should be provided with some seating available with back and arm-rests. For single height only the seat height should be between 450mm – 480mm. Some seating should be freely moveable. Ensure seating are well contrasted against their surroundings and that there is space to the side which will allow a wheelchair user to be alongside a seated companion.	M	

14.2	There are no chairs with armrests provided within the classrooms room to aid ambulant disabled persons.	A mixture of seating options should be provided. Seating should provide the following accessible features: 1) a variety of seat heights should be provided: 380 mm, 480 mm and 580 mm from finished floor level. Where only one seat is provided the seat height should be between 450 mm and 480 mm from finished floor level. 2) For some seats, back support and arm rests should be provided as some people requiring support need both. 3) Arm rests should be provided to help people lower themselves onto the seat and stand up and be provided at a height of 200 mm from the surface of the seat, and should extend from the back support forwards to cover at least 80% of the depth of the seat. Arm rests should contrast visually with the remainder of the seat and there should be a space between arm rests of at least 500 mm. 4) Back support should be provided at a height of at least 300 mm from seat level. 5) With bench seats, a level transfer space 1 200 mm wide should be located at one end, with an arm rest set in 500 mm to 750 mm from the transfer space. If there is more than one bench seat, a choice of left and right transfer should be provided.	M	
14.4	Dining area seating is fixed to the benches and there were no movable options seen.	Where possible a variety of seat heights at 380mm, 480mm and 580mm should be provided with some seating available with back and arm-rests. For single height only the seat height should be between 450mm – 480mm. Some seating should be freely moveable.	M	
14.7	There are no height adjustable tables available to accommodate wheelchair users and people of short stature.	Height adjustable table should ideally be purchased and installed for wheelchair users or people of small stature who may require use of one. Consideration should be given to providing adjustable height desks on demand for use by disabled pupils or staff in shared workshop and task areas. In workplaces or staff office areas adjustable height desks should be provided subject to individual workplace assessments.	M	
15.1	Good signage is provided to each area and to the classroom doors. However, there is no tactile or braille signage provided throughout the site to aid people with impaired vision. There is very limited pictorial signage to aid people with learning disabilities.	Review of way finding signage may be required. Whilst the latest BS8300 revision has downplayed the requirement for Braille, it has highlighted the importance of pictorial signage. Pictorial signage should be considered for 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. 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	

15.2	Upon entering the reception area there is a lack of suitable directory signage.	Signs and universally accepted symbols or pictograms, indicating lifting appliances, stairs, toilets, circulation routes and other parts of the building, should be provided in the reception area. The NHS Wayfinding guide and Exhibitions for All (NMS) offers good guidance regarding positioning. Consistency of sign height and position throughout the premises is important. Signs should be placed between 1400mm and 1700mm for blind and partially sighted people when standing. For wheelchair users signs should be placed between 1000mm and 1100mm above floor level. Signs associated with control panels, e.g. lifts or door entry systems should be located between 900mm x 1200mm, to meet the needs of both wheelchair users and people standing. The RNIB and the Joint Mobility Unit recommend positioning all signs at eye level (1500 mm), including tactile (embossed) and Braille signs. If posts are used for fixing signs, or signs are free-standing, they must contrast with the environment so they are visible for people with visual impairment.	M/OG	
15.6	Noticeboards in hallways and staff areas were felt to be suitably laid out. There were some examples of upper case only text seen.	Information within display boards should use a mix of upper and lower case letters. Sentences or single word messages should begin with an upper case letter and continue with lower case letters. Text entirely in upper case type (capitals) should not be used. Any sans serif typeface with a relatively large x-height (lower case letter height) to capital height should be used. Information boards with detailed text should be at an accessible height of between 1200-1600mm.	N/OG	
15.7	Some leaflets were seen within the entrance lobby. Staff indicated most information is now provided online and parents can use their devices to translate any information. If letters are sent and parents require support they can contact school and school will do what they can to make provision.	Where printed information such as site maps or leaflets are made available to the public include provision of alternative formats. Provide written material in alternative formats such as Large Print, Easy Read and Braille and include the phrase "Alternative Formats Available on Request" on written material. You must have contacts and procedures in place to satisfy a request. See: https://www.gov.uk/government/publications/inclusive-communication/accessible-communication-formats Ensure that any statement is accompanied by the required contacts and processes to meet any request. For reach heights of information, it is recommended that items on display should be positioned such that they can be reached independently. Comfortable reach range for a wheelchair user would be at a height of 1000-650mm (750mm at the horizontal reference plane) and a depth of 180 - 90mm (180mm at the horizontal reference plane).	M	
16.2	The majority of the light switch plates are not suitably colour contrasted against their background. Some were also located too high. Samples of switch heights, from floor level: 1288mm 1350mm gym hall	At the next refurbishment for the sites, it would be beneficial to change the existing light switch plates with alternatives that have a grey/silver plate. Alternatively, light switch plates with a contrasting surround could be used. This will ensure that they are easily located by people with impaired vision.	M	
16.4	Both flights of stairs had wall lighting.	Each flight and landing of a stepped access route should be well illuminated, providing a clear distinction between each step and riser. The illuminance at tread level should be at least 100 lux. Lighting that causes glare (such as poorly located wall lights, spotlights, floodlights or low-level light sources) should be avoided.	M	

Priority D

Item ref	Details / issue	Recommendation	Est cost	Action Taken
1.5	There is a lack of on street signage on approach to the site but the school itself is clearly visible from Nessfield Drive.	Signage should be refreshed to provide clear and easily identifiable navigation of the routes leading to the main entrances. Directional signs should specifically identify routes that are accessible and step-free, and should give as much information as possible to assist people in planning and navigating their route, including distances and gradients where appropriate. BS8300 recommends that orientation and way-finding should be planned to ensure that the arrangement of any building and its entrances on a site enable people to navigate and orientate themselves easily. The ease of orientation in and way-finding through an area is determined by its inherent legibility supported by information systems and signage. Way-finding should use spatial, physical and environmental clues to help people plan and navigate moving from one place to another. Appropriate way-finding clues should be incorporated which could include, but are not limited to: graphic communication, for example: • signs, information, maps and directories; tactile communication, for example: • embossed signage, Braille signage, tactile paving, changes in level and kerb upstands, tapping rails;	M	
4.1	External steps do not feature tactile paving to assist people with impaired vision. Playground Treads 906mm Risers 228mm No handrails By Elm Treads 315mm Risers 151mm By Sports hall Treads 309mm Risers 155mm Treads 302mm Risers 170mm Treads 325mm Risers 193mm Rear of Sports Hall Treads 311mm Risers 180mm To carpark Treads 695mm Risers 192mm, 182mm External offices Treads 312mm Risers 150mm Handrails one side	Tactile paving is an important hazard indicator for blind and partially sighted people and is expected to be present. Implement a rolling programme to install tactile hazard warning paving to the top and bottom of steps where two or more steps are present. Steps serving communal facilities and access routes used by disabled people should be prioritised with others included as part of any refurbishment or alteration works in future. ADM vol-2 requires a corduroy hazard warning surface provided at the top and bottom of each flight of 800mm x 1200mm minimum, 400mm from the step. 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.	M/ST	

4.4	All of the external steps have treads which are long enough at longer than 250mm and they are of the same length. Most had risers that were within the recommended range of 150-180/190 but some had risers significantly over this range such as the playground steps. Playground Treads 906mm Risers 228mm No handrails By Elm Treads 315mm Risers 151mm By Sports hall Treads 309mm Risers 155mm Treads 302mm Risers 170mm Treads 325mm Risers 193mm Rear of Sports Hall Treads 311mm Risers 180mm To carpark Treads 695mm Risers 192mm, 182mm External offices Treads 312mm Risers 150mm Handrails one side	Some of the external steps do not meet ADM. If future development is carried out it would be recommended to refer to current standards and upgrade steps to ADM compliance. BS8300 recommendations would be the preferred option. The rise and going of each step should be consistent throughout a flight. Avoid, if possible, step nosings that protrude over the tread below. If the nosing protrudes, ensure that this is by no more than 25mm ADM was referred to for external steps which provide general public access within the site or to each building. This requires goings/ treads between 280-425mm and risers between 150-170mm with no open risers - some flexibility allowed with heights of risers if adjacent to existing buildings and subject to dimensional constraints. BS8300 recommends treads between 300-450mm and risers between 150-180mm.	ST	
8.4	Some WC doors narrow at less than 750mm, but all other doors exceed 750mm width which allows wheelchair users to easily pass through without catching their knuckles on the door frames. Sample open widths: 660mm 673mm	Doors on access routes used by disabled people should be prioritised as part of any refurbishment or alteration works in future. Widths should meet ADM vol-2 and BS8300 recommendations. ADM vol-2 requires a minimum door opening width of 750mm for an approach from a 1500mm wide access route and 775mm at right angles to a 1200mm access route. A more accessible specification of 800mm for a straight-on approach or right-angle approach from a 1500mm wide access route and 825mm at right angles to a 1200mm access route is recommended, in accordance with BS8300-2.	ST	

12.1	Some staff WCs had limited room to manoeuvre when entering them. Staff WC 37 Lock located high. Children's WCs 19, 20 same colour cubicles Boys WC 6, Girls WC 8 Staff WC 137 Children's WC 59, 55 Staff WC area 61 Children's WCs 68, 69 lever taps	While an accessible WC is provided there are no facilities for ambulant disabled persons. It would be recommended to provide general WCs with space within it to be manoeuvrable, or used as an WC for ambulant disabled people. The door can be changed to an outward opening door, a slide door or a pivot door to increase internal manoeuvring space. ADM recommends the following for a cubicle, and refer to BS8300 for layout of a unisex toilet - also see recommendation 12.7. The swing of any inward opening doors to standard WC compartments should allow a 450mm diameter manoeuvring space between the swing of the door, the WC pan and the side wall of the compartment; The minimum dimensions of compartments for ambulant disabled people, including the activity space, and the arrangement of grab bars and other fittings within the compartment are as follows.	M/ST	
12.8	An accessible shower is provided it this is not in regular use. This does not have grab rails but a seat is provided. A hoist is provided but this is now obstructed by the frame for the shower door and curtains.	As the hoist cannot be used currently, and modifications to the shower will be needed to allow this to be used, consideration should be given to refurbishing the room to provide an accessible shower room with a fully accessible WC (as recommended in 13.1) along with a suitable hoist and changing mat for assisted changing and a level access shower such as recommended in BS8300 and shown below (refer to BS8300 for other layout options):	M/ST	
13.5	Accessible WC 66 is peninsular style and is laid out as recommended in BS8300. The Accessible WC with shower and hoist in Room 39 is not laid out following any particular recommendations.	Refer to recommendation for 12.8 regarding refurbishment and modification to the Accessible WC with shower and hoist in Room 39.	M	
14.3	Dining counter does not have specific lowered counter for use at lower heights but it is close to the recommended height for lowered counters. Would be deemed reasonable to retain. There is no induction loop provided. Dining counter 834mm FFL	The dining counter does not feature an induction loop. Deemed reasonable to retain unless this is specifically asked for by a pupil who has a hearing impairment. Refer to recommendation 16.5 for more information.	M	
14.8	A range of taps were seen with some lever taps, and some turn style taps. The nursery and reception class area has lowered counters provided but none were seen in other classes or the staff rooms. Staff room counter 913mm FFL Staff room 64 counter 914mm FFL	Site management to implement a rolling programme to replace the turn style taps with lever style. Taps should either be mixer taps with a single lever action to control water flow, or individual, clearly marked, hot and cold lever operated taps with not more than a quarter turn from off to full flow.	M	

15.8	No maps are given out. A tactile map would be beneficial for a school of this size.	Suggest providing tactile options such as tactile handouts, or tactile maps internally within the site. BS8300 recommends that all key location information, such as sign directories, orientation signs, maps and plans, should be both visual and in tactile form where low enough to be touched. Where practicable, audible information should also be provided. Orientation (“you are here”) information should be provided in accessible places. It should be clearly signposted and located alongside the main accessible route within a building, or clearly visible from the entrance to a building, so that it can be examined without restricting the access route. The orientation of maps and plans should match that of the building. Direct Access provides tactile maps, please contact us for further details.	M	
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