

# St Stephen's Tockholes C.E. Primary School



## ACCESSIBILITY PLAN

### Introduction

Paragraph 3 of schedule 10 to the Equality Act 2010 states that the Governing Body must prepare an Accessibility Plan which will

- (a) increase the extent to which disabled pupils can participate in the school's curriculum,
- (b) improve the physical environment of the school for the purpose of increasing the extent to which disabled pupils are able to take advantage of education and benefits, facilities or services provided or offered by the school, and
- (c) improve the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled.

Since September 2002, the Governing Body has had three key duties towards disabled pupils, under Part 4 of the DDA:

- not to treat disabled pupils less favourably for a reason related to their disability;
- to make reasonable adjustments for disabled pupils, so that they are not at a substantial disadvantage;
- to plan to increase access to education for disabled pupils.

This Accessibility plan has been developed in consultation with staff and governors of the school and covers the period from September 2015 – September 2018

Current Accessibility Arrangements:

1. This Accessibility Plan has been drawn up in consultation with the staff and governors of the school and covers the period from September 2015 – August 2016.
2. We are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors regardless of their education, physical, sensory, social, spiritual, emotional and cultural needs. We are committed to challenging negative attitudes about disability and accessibility and to developing a culture of awareness, tolerance and inclusion.
3. St Stephen's C.E. Primary School plans, over time, to increase the accessibility of provision for all pupils, staff and visitors to the school. The Accessibility Plan will contain relevant actions to:
  - Improve access to the **physical environment** of the school, adding specialist facilities as necessary. This covers improvements to the physical environment of the school and physical aids to access education.

- Increase access to the **curriculum** for pupils with a disability, expanding the curriculum as necessary to ensure that pupils with a disability are as, equally, prepared for life as are the able-bodied pupils; (If a school fails to do this they are in breach of the DDA). This covers teaching and learning and the wider curriculum of the school such as participation in after-school clubs, leisure and cultural activities or school visits. It also covers the provision of specialist **aids and equipment**, which may assist these pupils in accessing the curriculum.
  - Improve the delivery of **written information** to pupils, staff, parents and visitors with disabilities. Examples might include handouts, timetables, textbooks and information about the school and school events. The information should be made available in various preferred formats within a reasonable time frame.
5. Attached are Action Plans, relating to these key aspects of accessibility. These plans will be reviewed and adjusted on an annual basis. New Plans will be drawn up every three years.
  6. We acknowledge that there is a need for ongoing awareness raising and training for staff and governors in the matter of disability discrimination and the need to inform attitudes on this matter.
  7. The Accessibility Plan should be read in conjunction with the following policies, strategies and documents:
    - Curriculum
    - Equal Opportunities and Diversity
    - Staff Development
    - Health & Safety (including off-site safety)
    - Inclusion
    - Special Needs
    - Behaviour Management
    - School Improvement Plan
    - Asset Management Plan
    - School Brochure and Mission Statement
    - Teaching and Learning File
  8. The Action Plan for physical accessibility relates to the Access Audit of the School, which is undertaken by the Buildings and Premises Committee and in reference with the DDA audit. The audit will need to be revisited prior to the end of each first three-year plan period in order to inform the development of the new Plan for the following period.
  9. As curriculum policies are reviewed, a section relating to access will be added to that on Equality and Diversity. The terms of reference for all governors' committees will contain an item on "having regard to matters relating to Access".
  10. The School Brochure will make reference to this Accessibility Plan.
  11. The School's complaints procedure covers the Accessibility Plan.
  12. Information about our Accessibility Plan will be published in the Governors' Annual Report to Parents (statutory).
  13. The Plan will be monitored through the Building and the Premises Committees of the Governors.

REVIEWED DATE: December 2015

## **Appendix items**

Improving the Physical Access at St Stephen's Tockholes C.E. Primary School - Page 4

Improving the Curriculum Access at St Stephen's Tockholes C.E. Primary School – Page 5

Improving the Delivery of Written Information at St Stephen's Tockholes C.E. Primary School – Page 6

DDA audit – Page 7

**St Stephen's Tockholes C.E. Primary School Accessibility Plan 2015-2018**

**Improving the Physical Access at St Stephen's Tockholes C.E. Primary School**

An Access Audit is carried out on a monthly basis by the Headteacher, School Business Manager and members of the Buildings and premises committee. The items below are key features of their walk rounds.

<b>Item</b>	<b>Activity</b>	<b>Timescale</b>	<b>Cost £</b>
Accessible car parking	Bays are signed	On going	
Ramped access into school	Large ramp leads to Reception /Office Pedestrian access available	On going	
Doors	Window / Vision panel and accessible for wheelchair / walking frames into school.	On going	
Accessible toilet	An accessible toilet is located in the school opposite the staffroom	On going	
Provision of induction loops	At present not available in school but will need to be included in future development plan.	On going	
Improve Reception facilities	Are their suitable facilities available in and around the reception area	On going	
Light switches, power outlets and emergency alarm buttons	Are they all working correctly and are they serviced regularly ? There is a plan for replacement throughout school.	On going	
Adapted wash basin to be at wheelchair height with space under for wheelchair to allow user to get close to wash basin.	Available in the accessible toilet	On going	

**Also refer to the DDA audit – See Appendix page 7**

**St Stephen's Tockholes C.E. Primary School Accessibility Plan 2006-2009**

**Improving the Curriculum Access at St Stephen's Tockholes C.E. Primary School**

<u>Target</u>	<u>Strategy</u>	<u>Outcome</u>	<u>Timeframe</u>	<u>Achievement</u>
Training for teachers and TAs where appropriate on differentiating the curriculum	Undertake an audit of staff training requirements	All teachers are able to more fully meet the requirements of disabled children's needs with regards to accessing the curriculum	On going	Increase in access to the National Curriculum
Training for teachers on differentiating the curriculum where appropriate	Review the specific needs for pupils living with a disability, in terms of basic daily living skills, relationships and future aspirations.	Teachers are aware of the relevant issues and can ensure that this group has equality of access to life- preparation learning. The use of other professional partners has been made available.	On going	
All out-of-school activities are planned to ensure the participation of the whole range of pupils	Review all out-of-school provision to ensure compliance with legislation	All out-of-school activities will be conducted in an inclusive environment with providers that comply with all current and future legislative requirements	On going	Increase in access to all school activities for all disabled pupils
Classrooms are optimally organised to promote the participation and independence of all pupils	Review and implement a preferred layout of furniture and equipment to support the learning process in individual class bases	Lessons start on time without the need to make adjustments to accommodate the needs of individual pupils	On going	Increase in access to the National Curriculum
Training for Awareness Raising of Disability Issues where appropriate	Provide training for governors, staff, pupils and parents  Discuss perception of issues with staff to determine the current status of school	Whole school community aware of issues relating to Access	On going	Society will benefit by a more inclusive school and social environment

**St Stephen's Tockholes C.E. Primary School Accessibility Plan 2006-2009**

**Improving the Delivery of Written Information at St Stephen's Tockholes C.E. Primary School**

<b>TARGET</b>	<b>STRATEGY</b>	<b>OUTCOME</b>	<b>TIMEFRAME</b>	<b>ACHIEVEMENT</b>
Availability of written material in alternative formats	The school will make itself aware of the services available through the LA for converting written information into alternative formats.	The school will be able to provide written information in different formats when required for individual purposes	On going	Delivery of information to disabled pupils improved
Make available school brochures, school newsletters and other information for parents in alternative formats	Review all current school publications and promote the availability in different formats for those that require it	All school information available for all	On going	Delivery of school information to parents and the local community improved
Review documentation with a view of ensuring accessibility for pupils with visual impairment	Get advice from HVSS on alternative formats and use of IT software to produce customized materials.	All school information available for all	On going	Delivery of school information to pupils & parents with visual difficulties improved.
Raise the awareness of adults working at and for the school on the importance of good communications systems.	Arrange training courses.	Awareness of target group raised	On going	School is more effective in meeting the needs of pupils.

### 2014 DDA Audit

BUILDING REF/NO:		STATUS:	BUILDING NAME: The St Stephen's CE Primary School, Blackburn		BUILDING/BLOCK TITLE:		
CURRENT FACILITIES - GROUNDS		SATISFACTORY	COMMENTS/RECOMMENDATIONS		PRIORITY CATEGORY	CLIENT PRIORITY	BUDGET COST
A. ENTRANCE APPROACH ROUTE IS THE APPROACH ROUTE:		YES/NO			P1/P2/P3	H/M/L	£
1	Clearly indicated	YES	Ok. School signage could be positioned better. One banner/ sign at the top of the road indicates school is located down the lane. Additional signage needed to identify carpark turning.		P3	L	500
2	Free of kerbs/steps/trips with discreet use of tactile paving	Yes/ NO	Pathways into school clear and accessible for all users. Need to make additional remedial works to the raised area near the old porch and playground, ensure that free from trip hazards (drain sinkage) and levelled for all to access.		P2	M	1000
3	Smooth surfaced and slip resistant	YES	Good on ramp access – Steps have edging but will need to be highlighted to make them clearer in poor light.		P1	H	500
4	Free from hazards (bollards, bins, outward opening windows)	YES	Ensure that all trip hazards are removed e.g. outside door mats which do not meet specifications		P1	H	0
5	Wide enough for people with reduced mobility	YES	Access routes over 1800mm wide.				
6	Adequately lit	YES	External lighting provided to access routes. This is limited and does need to reviewed in line with all school lighting .		P1	H	LCVAP bid £55,000?
<b>P1 URGENT ESSENTIAL: £ 55,500+</b>		<b>P2 NECESSARY: £1000</b>		<b>P3 DESIRABLE: £500</b>		<b>TOTAL BUDGET COST</b>	<b>£57000+</b>
<b>GUIDANCE NOTES</b>							
7	<u>AUDIT REF</u> <u>NO</u>	8 <u>PREMISE ELEMENTS</u>					

BUILDING REF/NO:		STATUS:	BUILDING NAME: The St Stephen's CE Primary School, Blackburn	BUILDING/BLOCK TITLE:		
CURRENT FACILITIES - GROUNDS		SATISFACTORY	COMMENTS/RECOMMENDATIONS	PRIORITY CATEGORY	CLIENT PRIORITY	BUDGET COST
A. ENTRANCE APPROACH ROUTE IS THE APPROACH ROUTE:		YES/NO		P1/P2/P3	H/M/L	£
		Not Applicable				
8.1	<b>9</b>	<b>A – ENTRANCE APPROACH ROUTES – should be:-</b>				
8.2	<u>A1, A2, A3, A4</u>	<ul style="list-style-type: none"> <li>Clearly signposted, free from obstacles with a well maintained even and level slip resistant surface without any trip hazards</li> <li>Provided with drop kerbs and possibly coloured tactile blister surface paving (used selectively) to assist people with visual impairment.</li> <li>1800mm wide to allow sufficient space for movement of wheelchairs/prams/pushchairs to pass each other</li> <li>Provided with external lighting for evening functions</li> </ul>				
8.3	<u>A2</u>					
8.3.1	<u>A5</u>					
8.3.2	<u>A6</u>					

BUILDING REF/NO:		STATUS:	BUILDING NAME: St Stephen's Tockholes CE Primary School, Blackburn	BUILDING/BLOCK TITLE:		
CURRENT FACILITIES - GROUNDS		SATISFACTORY	COMMENTS/RECOMMENDATIONS	PRIORITY CATEGORY	CLIENT PRIORITY	BUDGET COST
B. CAR PARK IS THE CAR PARK:		YES/NO		P1/P2/P3	H/M/L	£
		Not Applicable				
1	Clearly marked out including provision for disabled parking	No	There are no parking demarcations – Need to ensure at least one disabled parking bay is demarcated in an appropriate position to disabled access ramp.	P1	H	300.00
2	Provided with drop kerbs or level/ramped access to entrance	YES	Yes ramp access to school. Tree routes and shrubbery may cause future concern as impacting on the tarmac and causing uneven surface at the back of the carpark	P2	M	200.00
3	Indicated by sign(s) and convenient to main entrance	YES	Main entrance highlighted for staff, pupils, visitors, although old porch entrance still in use which does cause some confusion as to which entrance to use Adjacent main entrance.			
4	Smooth surfaced and slip resistant with bays being of the appropriate size and configuration	YES	Tarmac finish – no bays indicated			
5	Free from hazards and kept from misuse	YES	Trim back vegetation and maintain on a regular basis to prevent hazards.			

<b>BUILDING REF/NO:</b>		<b>STATUS:</b>	<b>BUILDING NAME: St Stephen's Tockholes CE Primary School, Blackburn</b>		<b>BUILDING/BLOCK TITLE:</b>			
<b>CURRENT FACILITIES - GROUNDS</b>		<b>SATISFACTORY</b>	<b>COMMENTS/RECOMMENDATIONS</b>			<b>PRIORITY</b>	<b>CLIENT</b>	<b>BUDGET</b>
<b>B. CAR PARK</b>		<b>YES/NO</b>				<b>P1/P2/P3</b>	<b>H/M/L</b>	<b>COST</b>
<b>IS THE CAR PARK:</b>		<b>Not Applicable</b>				<b>£</b>		
6 Adequately lit with lights positioned to avoid glare and silhouetting		No	Lighting provided but improvements are needed all round school including emergency exit lighting .			P1	H	LCVAP bid
<b>P1 URGENT ESSENTIAL: ? possible £55,000</b>		<b>P2 NECESSARY: £</b>		<b>P3 DESIRABLE: £</b>		<b>TOTAL BUDGET COST</b>		<b>55,000</b>
<b>GUIDANCE NOTES</b>								
9.1 <u>B1, B3</u> 9.1.1 <u>B2</u> 9.2 <u>B4, B5</u> 9.2.1 <u>B6</u>		<b>B - CAR PARK – should be:-</b> <ul style="list-style-type: none"> <li>• Signposted and marked out with a designated disabled space 3200 – 3600mm wide</li> <li>• Provided with drop kerbs between the car park and main entrance for wheelchair access</li> <li>• Smooth surfaced, slip resistant, even and free from loose stones, leaves or other hazards</li> <li>• Provided with external lighting carefully positioned to avoid glare and silhouetting</li> </ul>						

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CURRENT FACILITIES - GROUNDS		SATISFACTORY	COMMENTS/RECOMMENDATIONS	PRIORITY CATEGORY	CLIENT PRIORITY	BUDGET COST
C. EXTERNAL CIRCULATION - FOOTPATHS ARE PATHS AROUND THE BUILDING:		YES/NO		P1/P2/P3	H/M/L	£
		Not Applicable				
1	Ramped and/or stepped where necessary at changes of level	YES	Good.			
2	Suitably graded and not too steep	YES	Long gradient adjacent school building but considered acceptable. Ramped access from EYFS classroom to outside area/ playground			
3	Wide enough for people with reduced mobility	YES	Over 1200mm wide.			
4	Suitably surfaced, slip resistant and free from trip hazards/obstacles	YES	Mixture of tarmac and paving, rubber shreds leading to and from outside learning area.			
5	Protected with appropriate handrails at changes of level	YES	On entrance to school (ramp and steps)			
6	Highlighted at steps with nosings marked and readily identifiable	NO	Nosings to steps leading up to main office , or KS2 classroom are not highlighted. Mid landing should be a contrasting colour – paint nosings and landing.	P1	H	400.00
7	Designed to provide disabled access to external recreation spaces	YES	Good. Ramp and steps provided to access playing field.			
<b>P1 URGENT ESSENTIAL: £ £ 400.00</b>		<b>P2 NECESSARY:</b>		<b>P3 DESIRABLE: £</b>		<b>TOTAL BUDGET COST</b>
<b>400.00</b>						
<b>GUIDANCE NOTES</b>						
9.2.2	<u>C1, C2</u>	<b>C - EXTERNAL CIRCULATION</b> – paths should be:- <ul style="list-style-type: none"> <li>If ramped, constructed with a maximum gradient of 1 in 12 (under 2.0m long), 1 in 15 (up to 5.0m long) and 1 in 20 (up to 10.0m long)</li> <li>Preferably 1800 mm wide (but a minimum of 1200) with clearly defined edges – drainage gratings avoided where possible</li> <li>Smooth firm surfaced, slip resistant in wet weather and laid to a level finish without any trip hazards or obstacles</li> <li>Constructed with ramp edges and steps protected by easy grip handrails (45 – 50 mm diameter) fixed at 900–1000mm high and to extend 300mm</li> </ul>				
9.2.3	<u>C3</u>					
9.2.4	<u>C4</u>					
9.2.5	<u>C5</u>					

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<b>CURRENT FACILITIES - GROUNDS</b>		<b>SATISFACTORY</b>	<b>COMMENTS/RECOMMENDATIONS</b>	<b>PRIORITY CATEGORY</b>	<b>CLIENT PRIORITY</b>	<b>BUDGET COST</b>
<b>C. EXTERNAL CIRCULATION - FOOTPATHS</b>		<b>YES/NO</b>		<b>P1/P2/P3</b>	<b>H/M/L</b>	<b>£</b>
<b>ARE PATHS AROUND THE BUILDING:</b>		<b>Not Applicable</b>				
9.2.6 <u>C6</u>	beyond first and last step – (ramps to be protected at outer edge with 100 mm high upstand if solid balustrade not provided).					
9.2.7 <u>C7</u>	<ul style="list-style-type: none"> <li>• If containing steps, nosings highlighted by contrasting colours – step risers to be 150 mm maximum – treads to be 280 mm minimum</li> <li>• Linked to external recreation/leisure spaces including hard play, quiet informal social spaces and landscaped/habitat areas</li> </ul>					

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CURRENT FACILITIES - BUILDING	SATISFACTORY	COMMENTS/RECOMMENDATIONS	PRIORITY CATEGORY	CLIENT PRIORITY	BUDGET COST
D. MAIN ENTRANCE/RECEPTION IS THE MAIN ENTRANCE:	YES/NO		P1/P2/P3	H/M/L	£
	Not Applicable				
1 Clearly identified being distinguishable from the facade (if glass is it visible when closed) with door(s) wide enough for disabled use	YES	Entrance at the side of the building with regular door entrance – no waiting or security area. Old porch entrance has wooden double doors and steps which are not suitable for disabled access. Clear use of signage though. Consider signing to disabled access doors with tonal contrast if required.	P3	L	2,000.00
2 Provided with a level threshold suitable for a wheelchair user with a recessed matwell	NO	On entry level threshold is clear but corridor furniture are impacting on the overall width/ space available once in the reception area. This needs addressing along with a secure holding area / safeguarding space which has appropriate security as well as resting spaces.	P1	H	10,000
3 If there is a lobby do the inner and outer doors meet the same criteria having a layout to enable all users to clear one door before passing through the next	N/A				
4 Door(s) provided with a vision panel at standing and seated levels	YES				
5 External door easily opened at standing and seated levels with minimum 300mm wide wheelchair manoeuvre space beside leading edge	NO	Doors do not contain power operation button Pull open from inside is bad as door is heavy to move and takes up too much internal space. Door hand and lock internal side located at appropriate height. External side to exterior door bell sited to the right and higher than disabled height. May need to lower.	P3	L	100.00
6 Is there a door closer mechanism fitted or is the door power operated with visual and tactile information	NO	See items 2 and 5	P1	H	10,000

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CURRENT FACILITIES - BUILDING		SATISFACTORY	COMMENTS/RECOMMENDATIONS	PRIORITY	CLIENT	BUDGET
D. MAIN ENTRANCE/RECEPTION		YES/NO		CATEGORY	PRIORITY	COST
IS THE MAIN ENTRANCE:		Not Applicable		P1/P2/P3	H/M/L	£
7	Fitted with entry phone/security system suitable for use and within reach by disabled people	NO				
8	Reception area clearly signed for users with mobility/sight impairment	NO				
9	Floor surface suitable for wheelchairs and users with sight impairment	YES	Satisfactory.			
10	Reception point suitable for approach and use from both sides by people in standing and seated positions	NO				
11	Reception point fitted with hearing enhancement system	NO				
12	Provided with suitable waiting area including space for wheelchair	NO	Limited space – 2 x waiting chairs but not no space for wheelchair			
13	Decorated with appropriate colours	YES	Major surfaces and doors have tonal contrast.			
<b>P1 URGENT ESSENTIAL: £ 20,000</b>		<b>P2 NECESSARY: £</b>		<b>P3 DESIRABLE: £ 2,100</b>		<b>TOTAL BUDGET COST</b>
<b>22,100</b>						
<b>GUIDANCE NOTES</b>						
<b>D1, D11</b> <b>D2</b> <b>D3, D4, D11</b>		<b>D - MAIN ENTRANCE – should be:-</b> <ul style="list-style-type: none"> <li>• Easily identifiable door(s) colour contrasted against surrounding and 800 mm clear opening width</li> <li>• Level or threshold maximum 13 mm high</li> <li>• Easy and safe to access - door vision panels positioned at least 500 mm to 1500 mm from the floor – (if two panels - lower panel 500 – 800 above floor – higher panel 1150 – 1500 above floor)</li> <li>• Leading edge of door 300 mm minimum from side wall and 2000 mm long level surface outside the door</li> </ul>				

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D. MAIN ENTRANCE/RECEPTION		YES/NO		P1/P2/P3	H/M/L	£
IS THE MAIN ENTRANCE:		Not Applicable				
D5	<ul style="list-style-type: none"> <li>Door handle easy to see, grip and operate (max height 1000 mm) with self-closing device adjusted to the minimum practicable level</li> </ul>					
D6	<ul style="list-style-type: none"> <li>Accessible with any door entry/control system positioned 1000 mm maximum above the floor</li> </ul>					
D7	<ul style="list-style-type: none"> <li>Clearly signed and adequately lit with simple upper and lower case lettering and symbols to contrast with background. Tactile information provided for people with sight impairment (subject to specialist advice)</li> </ul>					
D8	<ul style="list-style-type: none"> <li>Surfaced with suitable floor covering for wheelchair users (without trip hazards from matwells or carpets) – floor finish to provide a colour contrast to walls</li> </ul>					
D9	<ul style="list-style-type: none"> <li>Large enough for wheelchair circulation – 2000 mm between inner and outer lobby doors</li> </ul>					
D10	<ul style="list-style-type: none"> <li>Provided with hearing assistance (at reception point)</li> </ul>					
D12	<ul style="list-style-type: none"> <li>Provided with a space available to a wheelchair user alongside seating within the reception/waiting area</li> </ul>					
D13	<ul style="list-style-type: none"> <li>Decorated using colour, texture, acoustics, lighting and signage to help building users and visitors orientate themselves within the building – a balance of colour should be used to provide a combination of soothing and colourful stimulating environments</li> </ul>					
	<ul style="list-style-type: none"> <li>Provided with split level reception counter to give a lowered section with a flat surface usable from a wheelchair</li> </ul>					

BUILDING REF/NO:	STATUS:	BUILDING NAME: St Stephen's Tockholes CE Primary School	BUILDING/BLOCK TITLE:		
CURRENT FACILITIES - BUILDING	SATISFACTORY	COMMENTS/RECOMMENDATIONS	PRIORITY	CLIENT	BUDGET
E CORRIDORS	YES/NO		CATEGORY	PRIORITY	COST
ARE CORRIDORS:	Not Applicable		P1/P2/P3	H/M/L	£
1 Wide enough for visitors with mobility impairment	NO	Photocopier / shredder and children's cloakrooms located in corridors which impacts on the total space available and is unsuitable for wheelchair access. Need to relocate photocopier etc. Ensure that cloak room floor area is kept clutter free	P1	H	0
2 Free from physical barriers or obstructions to wheelchair users and hazards to people with impaired vision	NO	Furniture obstruct corridor widths but it is assumed that the school will manage this as the need arises.	P3	L	0.00
3 Do any lobbies allow users to clear one door before approaching the next with minimal manoeuvre and/or is turning space available for wheelchair users	Yes				
4 Do natural and artificial lighting avoid glare and silhouetting	No	School lighting internally is poor	P1	H	55,000 LCVAP
5 Are there visual clues for orientation with textured surfaces conveying useful information for people with impaired vision	NO	No textured surfaces as such but can be provided if required.	P3	L	0.00
6 Are directional or information signs (including means of escape) provided, being visible from both sitting and standing levels being upper and lower case	NO	Fire exit signage provided (see also section K). No directional signs provided but not considered necessary in this school environment.			

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<b>CURRENT FACILITIES - BUILDING</b>	<b>SATISFACTORY</b>	<b>COMMENTS/RECOMMENDATIONS</b>	<b>PRIORITY CATEGORY</b>	<b>CLIENT PRIORITY</b>	<b>BUDGET COST</b>
<b>E CORRIDORS</b>	<b>YES/NO</b>		<b>P1/P2/P3</b>	<b>H/M/L</b>	<b>£</b>
<b>ARE CORRIDORS:</b>	<b>Not Applicable</b>				
<b>7</b> Is lighting designed to meet a wide range of needs	YES	See also section L.			
<b>P1 URGENT ESSENTIAL: £ 55,000 LCVAP bid</b>	<b>P2 NECESSARY: £</b>		<b>P3 DESIRABLE: £ 0.00</b>		<b>TOTAL BUDGET COST</b>
<b>55,00.00</b>					
<b>GUIDANCE NOTES</b>					
<b>9.2.8 E1, E5</b> <b>9.2.9 E2, E3</b> <b>E4, E6</b>	<b>E – CORRIDORS – should be:-</b> <ul style="list-style-type: none"> <li>• 1800 mm min wide (preferably 1900mm) for wheelchair movement – turning circles to be 1500 mm min diameter</li> <li>• Free from obstructions, restrictions or hazards – coat hooks or fire extinguishers should be carefully positioned</li> <li>• Clearly signed and adequately lit with simple upper and lower case lettering and symbols to contrast with background. Tactile information provided for people with sight impairment (subject to specialist advice)</li> </ul>				

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CURRENT FACILITIES - BUILDING	SATISFACTORY	COMMENTS/RECOMMENDATIONS	PRIORITY	CLIENT	BUDGET		
F UPPER FLOORS/VERTICAL MOVEMENT	YES/NO		CATEGORY	PRIORITY	COST		
ARE UPPER FLOORS:	Not Applicable		P1/P2/P3	H/M/L	£		
1 Accessible to wheelchair users by a passenger lift/platform lift/stair lift which meets the current British Standards	N/A						
2 Clearly indicated and lift controls operable by wheelchair users	N/A						
3 Is the location of any ramp/stairs clearly indicated by use of sign/colour contrast/texture	N/A						
4 Does any steps/stairs/ramp have a handrail to one (if less than 2m in length) or both sides which extends 300mm beyond to the top and bottom of any flight	N/A						
5 Is any short rise within a single storey ramped/stepped; if so is the ramp surface/step indicated and being slip resistant	N/A						
6 Is any level change clearly lit	N/A						
P1 URGENT ESSENTIAL: £		P2 NECESSARY: £		P3 DESIRABLE: £		TOTAL BUDGET COST	
<b>GUIDANCE NOTES</b>							

<b>BUILDING REF/NO:</b>	<b>STATUS:</b>	<b>BUILDING NAME: St Stephen's Tockholes CE Primary School, Blackburn</b>	<b>BUILDING/BLOCK TITLE:</b>		
<b>CURRENT FACILITIES - BUILDING</b>	<b>SATISFACTORY</b>	<b>COMMENTS/RECOMMENDATIONS</b>	<b>PRIORITY CATEGORY</b>	<b>CLIENT PRIORITY</b>	<b>BUDGET COST</b>
<b>F UPPER FLOORS/VERTICAL MOVEMENT</b>	<b>YES/NO</b>		<b>P1/P2/P3</b>	<b>H/M/L</b>	<b>£</b>
<b>ARE UPPER FLOORS:</b>	<b>Not Applicable</b>				
9.2.10 <u>F1</u> 9.2.11 <u>F2</u> 9.2.12 9.2.13 <u>F3</u> 9.2.14 9.2.15 9.2.16 <u>F4</u> 9.2.17 9.2.18 <u>F5</u> 9.2.18.1	<b>F – UPPER FLOORS/VERTICAL MOVEMENT</b> <ul style="list-style-type: none"> <li>• To stairs provide colour/tone/texture/contrast lighting indicators and handrails where appropriate, at all changes in level;</li> <li>• Ensure that all stair nosings are clearly marked in contrast with the treads and risers, with dimensions of treads and risers within the maximum/minimum tolerances being consistent throughout the full rise</li> <li>• With passenger lifts a 1500mmx1500mm unobstructed space in front of the doors at each landing with a 1100mmx1400mm car, with a clear unobstructed door with of 800mm, having all controls (inside and outside the lift car) within reach (not more than 1200mm above ground) and visible</li> <li>• With platform lifts these should be clearly signposted, having key/security controlled operation with adjacent stairs provided ensuring no compromise has been made to the means of escape</li> <li>• Where internal ramps provided these to be within the limitations of going and gradient as recommended having a handrail to both sides a minimum of 900mm above the ramp surface with a clear width between the same of 1000mm (if ramp less than 2m a handrail to one side only will be sufficient. Landings to be provided at the top and bottom of the ramp being at least the width of the ramp and a minimum of 1200mm long, clear of any door swing or other obstruction. The surface of a ramp should contrast in colour and luminance with that of landing so that its presence is distinguishable by people with impaired vision.</li> </ul>				

BUILDING REF/NO:		STATUS:	BUILDING NAME: St Stephen's Tockholes CE Primary School, Blackburn		BUILDING/BLOCK TITLE:			
CURRENT FACILITIES - BUILDING		SATISFACTORY	COMMENTS/RECOMMENDATIONS			PRIORITY	CLIENT	BUDGET
G INTERNAL DOORS		YES/NO				CATEGORY	PRIORITY	COST
ARE DOORS:		Not Applicable				P1/P2/P3	H/M/L	£
1	Easily distinguishable against surrounding wall surfaces	YES	Generally good tonal contrast.					
2	If glass are they visible when closed	YES	Mid rails provided to glass doors. – except for staffroom doors and hall door at kitchen side of the building					
3	If vision panel fitted can people standing or sitting in a wheelchair see each other and be seen from either side of the door	YES	High and low level vision panels provided - except for staffroom doors and hall door at kitchen side of the building					
4	Does the clear opening width permit wheelchair access	NO	Doors are insufficient in width.					
5	On the opening side of the door is there sufficient space to allow the door handle to be grasped and the door swung past a wheelchair footplate	NO						
6	Is any door furniture /handle at a height for standing/sitting use, easily distinguished and grasped and operated	NO	Old original doors very heavy to open one handled and not enough space near some internal doors to the hall to manoeuvre wheelchair around.					
7	Suitably signed for easy room identification	YES	Doors have signs printed by the school. It is assumed the school will manage this as required.					0.00
<b>P1 URGENT ESSENTIAL: £</b>		<b>P2 NECESSARY: £</b>			<b>P3 DESIRABLE: £0.00</b>		<b>TOTAL BUDGET COST</b>	<b>0.00</b>

<b>BUILDING REF/NO:</b>	<b>STATUS:</b>	<b>BUILDING NAME: St Stephen's Tockholes CE Primary School, Blackburn</b>	<b>BUILDING/BLOCK TITLE:</b>		
<b>CURRENT FACILITIES - BUILDING</b>	<b>SATISFACTORY</b>	<b>COMMENTS/RECOMMENDATIONS</b>	<b>PRIORITY CATEGORY</b>	<b>CLIENT PRIORITY</b>	<b>BUDGET COST</b>
<b>G INTERNAL DOORS</b>	<b>YES/NO</b>		<b>P1/P2/P3</b>	<b>H/M/L</b>	<b>£</b>
<b>ARE DOORS:</b>	<b>Not Applicable</b>				
<b>GUIDANCE NOTES</b>					
	<b>G – INTERNAL DOORS – should be:-</b>				
<b>G1, G2</b>	<ul style="list-style-type: none"> <li>Easily identifiable, colour contrasted against surrounding and 800 mm clear opening width</li> </ul>				
<b>G3, G4, G5</b>	<ul style="list-style-type: none"> <li>Easy and safe to access - door vision panels positioned at least 500 mm to 1500 mm from the floor – (if two panels - lower panel 500-800 above floor – higher panel 1150-1500 above floor)</li> <li>Leading edge of door 300 mm minimum from side wall and 2000 mm long level surface outside the door</li> <li>Door handle easy to see, grip and operate (max height 1000 mm) with self-closing device adjusted to the minimum practicable level</li> </ul>				
<b>G6</b>	<ul style="list-style-type: none"> <li>Clearly signed and adequately lit with simple upper and lower case lettering and symbols to contrast with background. Tactile information provided for people with sight impairment (subject to specialist advice)</li> </ul>				

BUILDING REF/NO:	STATUS:	BUILDING NAME: St Stephen's Tockholes CE Primary School, Blackburn	BUILDING/BLOCK TITLE:		
CURRENT FACILITIES - BUILDING	SATISFACTORY	COMMENTS/RECOMMENDATIONS	PRIORITY	CLIENT	BUDGET
H TOILETS	YES/NO		CATEGORY	PRIORITY	COST
DO TOILETS INCLUDE:	Not Applicable		P1/P2/P3	H/M/L	£
1 Is WC provision made for people with disabilities and is the locations clearly signed.	YES	Location fine - not signed from reception. Provide signage.	P2	M	80.00
2 Is wheelchair approach free from steps/narrow doors/obstructions, etc. with sufficient space at entry to the compartment for manoeuvring and door opening	YES				
3 Is the wheelchair compartment large enough to permit manoeuvre for frontal/lateral/angled/backward transfer and is the area free of obstructions	YES				
4 Are fittings arranged to facilitate manoeuvres with washing and drying facilities within reach of someone seated on the WC	YES	Move either paper towel dispenser or hand dryer within reach of seat position on accessible WC.	P1	H	50.00
5 Do all lavatory areas have slip-resistant floors being easily distinguished by colour contrast from the walls	YES				
6 Are all fittings readily distinguishable from their background	YES				

<b>BUILDING REF/NO:</b>	<b>STATUS:</b>	<b>BUILDING NAME: St Stephen's Tockholes CE Primary School, Blackburn</b>	<b>BUILDING/BLOCK TITLE:</b>		
<b>CURRENT FACILITIES - BUILDING</b>	<b>SATISFACTORY</b>	<b>COMMENTS/RECOMMENDATIONS</b>	<b>PRIORITY CATEGORY</b>	<b>CLIENT PRIORITY</b>	<b>BUDGET COST</b>
<b>H TOILETS</b>	<b>YES/NO</b>		<b>P1/P2/P3</b>	<b>H/M/L</b>	<b>£</b>
<b>DO TOILETS INCLUDE:</b>	<b>Not Applicable</b>				
<b>7</b> Are all door fittings/locks easily gripped and operated being within easy reach	YES				
<b>8</b> Accessible light switch and panic alarm with emergency call system being operated from floor level	YES				
<b>9</b> Are suitable grab rails fitted in all the appropriate positions to facilitate use of the WC	YES				
<b>10</b> Is the tap appropriate for use by someone with limited dexterity, grip or strength	YES	Single lever tap.			
<b>P1 URGENT ESSENTIAL: £50</b>		<b>P2 NECESSARY: £80</b>	<b>P3 DESIRABLE: £</b>		<b>TOTAL BUDGET COST</b>
<b>130</b>					

**GUIDANCE NOTES**

- 9.2.19 H1
- 9.2.20 H2
- 9.2.21 H3
- 9.2.22 H4
- 9.2.23 H5
- 9.2.23.1

H  
6  
H7

**H – TOILETS – should be:-**

- 1500 mm x 800 mm cubicle size for ambulant disabled
- 2200 mm x 1500 minimum size for standard disabled layout and 2400 x 2200 for assisted use
- Fitted with vertical and horizontal support rails alongside wc and hand rinse basin
- Designed for wheelchair and ambulant disabled use – basins to have rim height 720 mm – 740 mm above floor
- Provided with an emergency assistance alarm – pull cord extended to 800 mm above floor
- Located with convenient access to appropriate changing facilities if not incorporated within the toilet area
- Situated with disabled toilet for adult use (staff/visitors) convenient to main entrance

BUILDING REF/NO:		STATUS:	BUILDING NAME: St Stephen's Tockholes CE Primary School, Blackburn		BUILDING/BLOCK TITLE:			
CURRENT FACILITIES - BUILDING		SATISFACTORY	COMMENTS/RECOMMENDATIONS			PRIORITY CATEGOR Y	CLIENT PRIORITY	BUDGET COST
J INTERNAL SURFACES		YES/NO				P1/P2/P3	H/M/L	£
ARE:		Not Applicable						
1	Floor finishes generally slip resistant and suitable for wheelchairs	YES	Hall floor is wooden – need to ensure that not highly polished or wet					
2	Finishes selected to avoid glare and reflection with floor finish colours appropriate for visually impaired building users	YES						
3	Colour schemes selected to differentiate parts of the building with contrasting colours selected to identify doors/switches/fixtures	YES	Generally acceptable. Ensure that continues on new build phase and redecoration timetable.					
4	Busy or distracting wall coverings avoided	N/A	School environment means lots of wall displays are used.					
P1 URGENT ESSENTIAL: £		P2 NECESSARY: £0.00		P3 DESIRABLE: £		TOTAL BUDGET COST		
<b>GUIDANCE NOTES</b>								
9.2.24 <u>J1, J2, J4, J5</u> 9.2.25 9.2.26 9.2.27 9.2.28 <u>J3, J6</u>		<b>J – INTERNAL SURFACES</b> – general recommendations:- <ul style="list-style-type: none"> <li>• Surfaced with suitable floor covering for wheelchair users (without trip hazards from matwells or carpets) – floor finish to provide a colour contrast to walls</li> <li>• Decorated using colour, texture, acoustics, lighting and signage to visitors orientate themselves within the buildings – a balance of colour should be used to provide a combination of soothing and colourful stimulating environments</li> <li>• Glossy floor and wall surfaces can cause reflections affecting users with visual impairment</li> </ul>						

BUILDING REF/NO:		STATUS:	BUILDING NAME: St Stephen's Tockholes CE Primary School, Blackburn		BUILDING/BLOCK TITLE:			
CURRENT FACILITIES - BUILDING		SATISFACTORY	COMMENTS/RECOMMENDATIONS			PRIORITY CATEGOR Y	CLIENT PRIORITY	BUDGET COST
K FIRE EXITS		YES/NO				P1/P2/P3	H/M/L	£
ARE EXIT DOORS:		Not Applicable						
1	Clearly signed and easily distinguishable	YES						
2	Wide enough for wheelchair users	NO	Not all exit doors are extra wide. Issues with old porch, kitchen door, classroom external doors.					
3	Ramped/stepped externally with appropriate gradient and handrails	NO	Only main entrance near reception has ramp and levelled threshold.					
4	Provided with a level threshold	NO	See above			P1	H	10,000
5	Provided with vision panel at standing and seated levels	YES	High and low level vision panels provided.					
<b>P1 URGENT ESSENTIAL: £10,050.00</b>		<b>P2 NECESSARY: £</b>		<b>P3 DESIRABLE: £</b>		<b>TOTAL BUDGET COST</b>		
<b>GUIDANCE NOTES</b>								
<b>K1, K2</b>		<b>K – EXIT DOORS – should be:-</b>						
<b>K3</b>	<ul style="list-style-type: none"> <li>Easily identifiable door(s) colour contrasted against surrounding and 800 mm clear opening width</li> <li>If ramped, constructed with a maximum gradient of 1 in 12 (under 2.0m long), 1 in 15 (up to 5.0m long) and 1 in 20 (up to 10.0m long)</li> <li>Level or threshold maximum 13 mm high</li> <li>Easy and safe to access - door vision panels positioned at least 500 mm to 1500 mm from the floor – (if two panels - lower panel 500-800 above floor – higher panel 1150-1500 above floor)</li> <li>Leading edge of door 300 mm minimum from side wall and 2000 mm long level surface outside the door</li> <li>Door handle easy to see, grip and operate (max height 1000 mm)</li> </ul>							
<b>K4</b>								
<b>K5</b>								

BUILDING REF/NO:		STATUS:	BUILDING NAME: St Stephen's Tockholes CE Primary School, Blackburn		BUILDING/BLOCK TITLE:			
CURRENT FACILITIES - BUILDING		SATISFACTORY	COMMENTS/RECOMMENDATIONS			PRIORITY	CLIENT	BUDGET
L LIGHTING		YES/NO				CATEGOR	PRIORITY	COST
ARE:		Not Applicable	Y	H/M/L	£			
			P1/P2/P3					
1 Good levels of light provided wherever possible		NO	All school lightening is now not sufficient for purpose. School has a building plan to replace all lighting in and around school. DFC or LCVAP bi needed to help finance this.			P1	H	55,000
2 Windows or roof-lights protected to avoid glare		NO				P1	H	
3 Artificial lighting levels able to be reasonably controlled and/or adjusted		NO				P1	H	
4 Contrasting colours used to identify particular features		NO				P1	H	
<b>P1 URGENT ESSENTIAL: £55,000</b>		<b>P2 NECESSARY: £</b>		<b>P3 DESIRABLE: £</b>		<b>TOTAL BUDGET COST</b>		<b>55,000</b>
<b>GUIDANCE NOTES</b>								
9.2.29 <u>L1, L2, L3</u> 9.2.30 <u>L4</u>		<b>L – LIGHTING – general recommendations:-</b> <ul style="list-style-type: none"> <li>• Good levels of natural light should be created wherever possible and artificial lighting positioned to avoid glare, confusing shadows or pools of light and dark which can be misleading for visually impaired building users</li> <li>• Decorated using colour, texture, acoustics, lighting and signage to help building users and visitors orientate themselves within the building – a balance of colour should be used to provide a combination of soothing and colourful stimulating environments</li> </ul>						

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CURRENT FACILITIES - BUILDING		SATISFACTORY	COMMENTS/RECOMMENDATIONS	PRIORITY	CLIENT	BUDGET	
M SIGNS		YES/NO		CATEGOR	PRIORITY	COST	
ARE SIGNS:		Not Applicable		Y	H/M/L	£	
			P1/P2/P3				
1 Located in suitable positions externally and internally		YES					
2 Easy to identify in terms of style, colour and size		YES	Standard colours and symbols used throughout school and on doors				
3 Designed and positioned to assist building users, staff and visitors		YES					
4 Simple and easily read with contrasting letters and background		YES					
5 Adequately lit during normal building use		YES					
P1 URGENT ESSENTIAL: £		P2 NECESSARY: £		P3 DESIRABLE: £		TOTAL BUDGET COST	
<b>GUIDANCE NOTES</b>							
9.2.31 <u>M1, M3</u> 9.2.32 <u>M2,</u> <u>M4, M5</u>		<b>M – SIGNS</b> – should be:- <ul style="list-style-type: none"> <li>• Fixed in appropriate positions externally and within the building</li> <li>• Easily distinguishable and adequately lit with simple upper and lower case lettering and symbols to contrast with background</li> </ul>					

BUILDING REF/ NO:		STATUS:	BUILDING NAME: St Stephen's Tockholes CE Primary School, Blackburn		BUILDING/BLOCK TITLE:			
CURRENT FACILITIES - BUILDING N FURNITURE/EQUIPMENT		SATISFACTORY YES/NO	COMMENTS/RECOMMENDATIONS			PRIORITY CATEGOR Y	CLIENT PRIORITY	BUDGET COST
IS:		Not Applicable				P1/P2/P3	H/M/L	£
1 Suitable equipment provided for visitors with special needs/disabilities		N/A	It is assumed that all furniture is adequate as the school is responsible for managing this element.					
2 Any specialist area suitably fitted out		N/A						
3 Adjustable height worktop provided in practical teaching area(s)		N/A	It is assumed that this will be provided as and when necessary.					
4 Specialist storage space provided for mobility aids		YES	School has adequate storage if required.					
5 Furniture/equipment colour contrasted against background		YES						
P1 URGENT ESSENTIAL: £		P2 NECESSARY: £		P3 DESIRABLE: £		TOTAL BUDGET COST		
<b>GUIDANCE NOTES</b>								
9.2.33 <u>N1, N2,</u> <u>N3, N4,</u> <u>N5</u>		<b>FURNITURE /EQUIPMENT</b> <ul style="list-style-type: none"> <li>Specialist furniture/equipment to be the subject of detailed discussion between building manager, client, etc. as necessary</li> </ul>						

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CURRENT FACILITIES – BUILDING		SATISFACTORY	COMMENTS/RECOMMENDATIONS			PRIORITY	CLIENT	BUDGET
0 MEETING ROOMS/SPACES:		YES/NO				CATEGOR	PRIORITY	COST
		Not Applicable				Y	H/M/L	£
			P1/P2/P3					
1	Accessible to and large enough for wheelchair users	N/A	School does not have additional meeting rooms other than the Headteacher's office and Staff room.					
2	Clearly indicated and doors wide enough for wheelchair access	N/A						
3	Provided with vision panels to doors suitable for wheelchair users	N/A						
4	External door fitted with level threshold and ramp externally	N/A						
5	Provided with suitable lighting as necessary for building users with visual impairment	NO	Lighting to be reviewed in whole school lighting plan			P1	H	55,000 DFC LCVP bid
6	Acoustically satisfactory for hearing impaired visitors	NO	It is assumed that the school will provide equipment as and when a need arises.					
<b>P1 URGENT ESSENTIAL: £55,000</b>		<b>P2 NECESSARY: £</b>		<b>P3 DESIRABLE: £</b>		<b>TOTAL BUDGET COST</b>		<b>55,000</b>
<b>GUIDANCE NOTES</b>								
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CURRENT FACILITIES - BUILDING		SATISFACTORY	COMMENTS/RECOMMENDATIONS			PRIORITY	CLIENT	BUDGET
S ACOUSTICS		YES/NO				CATEGOR	PRIORITY	COST
IS THE INTERNAL ENVIRONMENT:		Not Applicable	P1/P2/P3	H/M/L	£			
1	Generally suitable for visitors/building users with hearing difficulties	No	No induction loop system fitted and does not meet BB99 acoustic standards.			P2	M	
2	Free from background noise or limited to an acceptable level	NO	Old Victorian building set back from the road – buffer zone created with foliage and trees. Internally new extensions do not have satisfactory acoustic conditions.					
3	Provided with adequate sound insulation between adjoining rooms	NO						
4	Finished with wall/floor coverings to reduce noise levels	NO						
P1 URGENT ESSENTIAL: £		P2 NECESSARY: £		P3 DESIRABLE: £		TOTAL BUDGET COST		
<b>GUIDANCE NOTES</b>								
9.2.34 <u>S1, S2, S3, S4, S5</u>		<b>S – ACOUSTICS</b> – general recommendations:- <ul style="list-style-type: none"> <li>• Designed to provide satisfactory acoustic conditions:-</li> <li>• “open plan areas should be avoided whenever possible”</li> <li>• “satisfactory acoustic conditions consider noise levels, frequencies and reverberation times – internal activities should be located having regard to external noise sources (roads) – noise levels controlled by buffer zones and physical barriers – materials selected for acoustic absorption (curtains, acoustic ceilings, carpets and pinboards increase absorption and reduce the reverberation time)”</li> </ul>						