

Schedule 20: KPI Indicator/Action Plan

Ref	Schedule	Recommendations	Responsibility	By when	Review Date by Governing Body
	School No:	School Name: Rothwell CoE Primary Academy			
1	Approach to School	E-mail LCC Highways to enquire about directional signs being fitted	Facilities	13 November 2015	
		Re-mark the accessible parking bay and add signage.Possible addition of sign indicating where extra car parking bays are located.	Facilities	27th November 2015	
2	External Routes	No action required			
3	Car Parking	Add signage to the accessible parking bay and mark out correctly. As above	Facilities	27th November 2015	
		Add a sign to indicate the additional parking bays by the kitchen. As above	Facilities	27th November 2015	
4	External Ramp and Steps	No action required			
5	Main entrance / Reception	Paint the door handles on the Main Reception doors to contrast the door frame.	Facilities	30th October 2015	
		New Reception sign required to go above the reception hatch.	Facilities	27th November 2015	
		Access awareness/equality training to be arranged	D.Foulke	27th November 2015	
6	Corridors	Possibly look at circulation signage	D.Foulke	27th November 2015	
7	Doors	Some doors have high level handles to prevent pupils from leaving the room unsupervised.Create plan/procedure for wheelchair users in this area.	D.Foulke	27th November 2015	

		A procedure needs putting in place so that if there is a wheelchair user on the site they are accompanied by an able bodied person who can assist in opening doors if the person requires.	D.Foulke	27th November 2015	
8	Vertical Movement Ramps	No action required			
9	Stairs	No action required			
10	Lifts	No action required			
11	WCs General	No action required			
12	Accessible WCs	No action required			
13	Care Suites and Personal Care Areas	Look at creating a First Aid/Care Suite	Facilities/D. Foulke	By 01/09/2016	
14	Sports Changing Areas	No action required			
15	Teaching Areas	Induction Loops/Soundfield systems .This will be looked at if the need arises.	D.Foulke	When Required	
		Height adjustable tables .If and when the need arises, furniture would have to be purchased.	D.Foulke	When Required	
16	Fixtures and Fittings	If a new reception member of staff is a wheelchair user or an existing staff member requires the use of a wheelchair the design of the office must be looked at.	D.Foulke	When Required	
17	Kitchens/Food and Design Tech areas	No action required			
18	Means of Escape	No action required			
19	SEN	When the need arises a Personal Evacuation Plan will need to be drawn up	D.Foulke	When Required	
20	Cirriculum	No action required			
21	Materials in other formats	No action required			

Schedule 1: Approach to the Building

School No: **School Name: Rothwell Church of England Primary Academy**

External area: approach from public transport to school entrance gates

Location/CAD Reference	Question	Provision Made?		Comments/Site Notes	Recommendations
		Yes	No		
	Is the route to the school entrance from the nearest point of public transport, is the bus stop adapted for wheelchair users?		N	The bus stop on Haigh Road does not appear to be adapted for wheelchair users however there are tactile kerbing and dropped kerbing close by.	
	Is the route from the bus stop free of obstructions, street furniture and is the route well lit ?	Y		The route to the school from the bus stop is free of obstructions and street furniture. There is ample street lighting on the route to the school.	
	Does clear and logical signage indicate routes to the facility from the public highway/public footpaths?		N	There is no signage on Haigh Road that indicates where the school is located nor near the entrance to Queensway	Approach Highways to have a school directional sign fitted.
	Are there separate entrances for cars and pedestrians?	Y		Pedestrian and Vehicles have separate entrances.	

	Can people access the facility safely and conveniently by: <ul style="list-style-type: none"> • public transport? • on foot? • wheelchair? • bicycle? • car/taxi? • coach/minibus? 	Y		The nearest bus route is on Haigh road around 1/4 mile away which is a reasonably busy road but access to the school is fine by all of the means mentioned. Parking on Queensway makes it harder to approach the school by coach.	
	Does clear and logical signage indicate routes to: <ul style="list-style-type: none"> • car parking areas? • accessible car parking areas? • drop-off point? • principal entrance to the facility? 		N	Car parking is obvious to the LHS of the vehicle entry gate which has a sign on stating "vehicles only" but the parking around the side has no signage. The accessible car parking bay is incorrectly marked on the floor and has no other signage. The principle pedestrian route leads directly to the main reception although this isn't signed.	Re-mark the accessible parking bay and add signage. Possible addition of sign indicating where extra car parking bays are located.
	Is the route wide enough, and free of kerbs?	Y		From outside school to front reception using the pedestrian gate all the edging is flush with the tarmac	
	Are barriers/controls located en route to the parking/drop-off points? Are they easy to use and operate?		N	N/A	

Schedule 2: External Routes

	School No:		School Name: Rothwell Church of England Primary Academy		
	External area:				
Location/CAD Reference	Question	Provision Made?		Comments/Site Notes	Recommendations
		Yes	No		
	Are traffic routes clearly distinguishable from pedestrian routes? For example, by correct use of layout, colour and texture?	Y		Clear sign on vehicle gate stating Vehicles Only. On the footpath outside the school there is tactile paving.	

	Are traffic routes clearly signposted?	Y		Sign on vehicle gate - Vehicles only	
	Is the route clear of obstacles or hazards, such as street furniture or gratings. Are drainage channels located beyond the boundaries of the access route?	Y		No street furniture in the vicinity of the school entrance and any drainage is in the road not on the footpath.	
	Are all surfaces slip-resistant in all weather conditions, level and even?	Y		Rough tarmac. Slight incline to the main reception once inside the pedestrian boundary gate.	
	Are dropped kerbs provided to all route ways with appropriate tactile warnings to indicate crossing points?		N	Although the footpath outside the school has tactile paving the dropped kerbs are at the ends of the kerbing encouraging pedestrians to stay on the footpath but are not tactile.	
	Does the route provide help for people with a visual impairment, for example: aural and tactile information, visual clues, definition to path edges and adequate illumination?	Y		Tactile kerbing in front of the school entrance with distinctive kerbing. Once inside the school grounds the edging kerb differs in colour to the tarmac	
	Are footpaths as level as possible, with a maximum crossfall of 1:50 and a maximum gradient of 1:21?	Y		Outside the school the footpath is level but there is a slight incline towards the reception	
	Are the external routes (including steps and ramps) kept clear, unobstructed and free from surface water, ice and snow?	Y		Good drainage in the gutter kerbing outside school, no signs of ponding on the main pedestrian or vehicle access. A severe weather procedure exists for snow and ice.	

Schedule 3: Car Parking

School No:		School Name: Rothwell Church of England Primary Academy			
External area:					
Location/CAD Reference	Question	Provision Made?		Comments/Site Notes	Recommendations
		Y/N	No		
	Are there sufficient dedicated accessible car parking spaces appropriate for the scale and type of facility?	Y		As there are less than 25 parking spaces having one accessible parking bay closer to the school entrance is reasonable.	Add signage to the accessible parking bay and mark out correctly.
	Is the drop-off point: Immediately adjacent to the main entrance? Sheltered? Long enough to allow tail loading?		N	N/A. There is no drop off point	
	Are the dedicated bays logically grouped together and clearly signposted from the site entrance. Is the area well lit?		N	The car parking is clear to anybody entering the vehicle gate (LHS) but the additional car parking round by the kitchen needs a sign adding. The restrictions of space determine the small amount of parking spaces . What spaces there are appear to be logically spaced and reasonably lit.	Add a sign to indicate the additional parking bays by the kitchen.
	Are the dedicated bays correctly laid out and clearly marked with access symbols on the parking surface? Are there vertical signs?	Y		The standard car parking bays are clearly marked but there are no vertical signs.	
	Are the accessible bays located as close as possible to the main entrance of the facility?	Y		The one accessible parking bay is as close to the main reception as possible.	
	Are there dropped kerbs to all route ways, with appropriate tactile warnings to indicate crossing points?	Y		There is a dropped kerb but no tactile warnings as there isn't a crossing point. There is a small round gully grate in the road side next to the accessible parking bay.	

	<p>If parking is not adjacent to the main building; What is the distance to the facility? Is the route covered? Are there seats en route?</p>	Y		<p>The accessible parking bay is around 10m from the main reception and the furthest parking bay is around 30m from reception and uncovered. Due to the short distance there is no seating at the front of the building.</p>	
	<p>Are these bays wide enough and long enough to allow transfer onto a wheelchair?</p>		N	<p>The current accessible parking bay is incorrect but there is sufficient space to allow transfer onto a wheelchair.</p>	<p>Re-mark the accessible parking bay and add signage.</p>
	<p>Is the car park surface smooth, even and free of loose stones?</p>	Y		<p>Tarmac surface with a slight roughness and slight incline.</p>	
	<p>Are accessible car parking spaces only used by disabled drivers and are kept clear of obstructions?</p>		N	<p>Due to shortage of car parking spaces on site the space is sometimes used by visitors to try and allieviate local residential parking problems.</p>	

Schedule 4: External Ramps and Steps

School No: **School Name: Rothwell Church of England Primary Academy**

External area: school grounds

Location/CAD Reference	Question	Provision Made?		Comments/Site Notes	Recommendations
		Yes	No		
	Is there clear directional signage to indicate the location to ramps?	N/A		N/A . There are no external ramps	
	Is the gradient as level as possible? Maximum gradients are: ramp not exceeding 10m 1:20 ramp not exceeding 5m 1:15 ramp not exceeding 2m 1:12	N/A		N/A . There are no external ramps	
	Is the ramp internal width a minimum of 1500mm (1800mm preferred) between the handrails?	N/A		N/A . There are no external ramps	
	Does the ramp provide the necessary clear unobstructed width along its whole length?	N/A		N/A . There are no external ramps	
	Are there handrails (non cold to the touch) to both sides of the ramp that extend by 300mm at the top and bottom?	N/A		N/A . There are no external ramps	
	Are the handrails easily distinguishable from the background?	N/A		N/A . There are no external ramps	

	Does the colour of the ramp's surface contrast with the landings so that people can anticipate it?	N/A		N/A . There are no external ramps	
	Is the ramp illuminated to at least 100 lux?	N/A		N/A . There are no external ramps	
	Does the ramp have a slip-resistant surface that is firmly fixed and easy to maintain?	N/A		N/A . There are no external ramps	
	Are the landings level, unobstructed and at least 1500mm deep at the doorway?	N/A		N/A . There are no external ramps	
	If no permanent ramp is provided, can a portable ramp be made available?	N/A		N/A . There are no external ramps	
	Are there suitable steps (as an alternative to the ramp), with easily identifiable step nosings, handrails both sides (non cold to the touch), tactile warning at both top and bottom of flight and are well lit?	N/A			

	Are the external routes (including steps and ramps) kept clear, unobstructed and free from surface water, ice and snow?	Y		All external routes are kept clear and a severe weather procedure exists	
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Schedule 5: Main Entrance, lobby and Reception Areas					
	School No:		School Name: Rothwell Church of England Primary Academy		
	Location:				
		Provision Made?			
Location/CAD Reference	Question	Yes	No	Comments/Site Notes	Recommendations
	Is the main entrance clearly signposted, well lit, and distinguishable from facade?	Y		Clear signage above the door and directional sign from the car park	
	Are the entrance doors sited logically in relation to approach routes and accessible parking?	Y		As above	
	Is the route clear of obstacles or hazards, such as street furniture or gratings?	Y		No obstructions for pedestrians to the main entrance	
	Is the route to the entrance clear of doors and windows that open out causing hazards?	Y		High level openers and sliding windows	
	Are glazed doors and screens highlighted with appropriate manifestations?	Y		Split panel doors	
	Can people on each side of the door, either seated or standing, see each other?	Y		Only signage is on high level panels, the lower level panels are free of anything.	
	If fitted, are door control systems fitted at heights suitable for all users?	Y		External door has a push button/intercom link and internal push button, although this was relocated to a higher position to prevent unsupervised student egress. Staff would provide egress from the office for any wheelchair users.	

	Does the system and all its components offer contrast to the background surface? ?	Y		Bright silver with black background and internally white press button on contrasting background.	
	Are the main doors automated?		N	Manual operation with magnetic door locks fitted.	
	Do the doors open on approach or are they button operated. Are they inward, outward or slide opening doors?		N	Manually operated opening outwards	
	Is the door handle easy to use, of the correct type, at the right height, and tonally contrasted from the door?		N	The handle is easy to use , the correct type and at the right height BUT is not contrasted to the door frame.	Paint the door handles on the Main Reception doors to contrast the door frame.
	Does the door pressure allow ease of access for all users either seated or standing?	Y		The doors are light pressure opening	
	Are thresholds flush (must not exceed 15mm) and level, and mat wells firmly fixed?	Y		The threshold is flush as is the internal mat.	
	Is the door wide enough for all users (900mm clear), with adequate space for wheelchair user to open door?	Y		Two leaf door doors over 900mm each	
	Is there sufficient space with defined, unobstructed route ways so that everyone has easy access to the stairs, lift, reception desk, WCs and other facilities?	Y		The route to the reception desk is clear as is the dsabled toilet. There are no stairs nor lift.	

	If fitted , does the lobby allow wheelchair users to move clear of the outer door before opening the inner door?	Y		Only one outer door, no inner doors.	
	Does the lobby lighting help people adjust to changes between indoor and outdoor levels of light?	Y		New lighting fitted September 2015	
	Is appropriate information signage provided at the Reception, for people with visual impairments or others with lower sight levels (wheelchair users)?	Y		The signing desk at reception is dual level with a pull out desktop and reception staff who give access to the building to visitors would cater to users needs where required.	New Reception sign required to go above the reception hatch.
	Is the area well lit and acoustically quiet to allow people to talk at the reception desk, in seating areas, and when using the public telephone?	Y		The reception area though busy is generally a quiet area and anybody using the reception phone can close the sliding partition in the window.	
	Is the reception counter designed and located to permit use by members of staff and customers who are wheelchair users. Is there a raised area of the counter to enable use in a standing position?	Y		The reception counter is on one level designed for able bodied and wheelchair users.	
	Is the reception counter positioned so that the receptionist's face is visible to lip readers?	Y		The main signing in sheets are kept directly in front of the reception window	
	Is an easy to locate seating area provided. Is there sufficient space for wheelchair users and assistance dogs?	Y		The area only has one seat and is wide enough to cater for wheelchairs users and assistance dogs.	

	Have front line staff (reception) had access awareness/ equality training?		N	Reception staff have not had access awareness/equality training	Access awareness/equality training to be arranged
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Schedule 6: Corridors and horizontal movement

		School No:		School Name: Rothwell Church of England Primary Academy	
		Location:			
		Provision Made?			
Location/CAD Reference	Question	Yes	No	Comments/Site Notes	Recommendations
	Are corridors a minimum width of 1800mm? (Better to be 3000mm for wheelchairs to pass each other)		N	There are only four corridor areas in the building the smallest of these being to the staff room which is just over a meter wide. The reception area is over 2 meters wide. Due to the construction of the building there are no real cost effective ways of changing things.	
	Are convenient wheelchair turning and passing spaces provided?	Y		The main hall is the central hub of the school leading to classrooms and there are ample passing areas.	
	Are corridors simple and safe to negotiate? Are they clear of obstructions that could be hazardous to visually impaired people and people using wheelchairs?	Y		As there are only four corridors, movement around is not restricted and safe. There is a row of chairs in the corridor outside the Principals office which could be easily moved if required.	
	Is the circulation area free of unnecessary doors that hinder free movement around the facility?	Y		All the doors are required as fire breaks and from all exits to the hall there are double doors	
	Are any doors that open onto the circulation area potential hazards?		N	Most doors open into the rooms apart from exit doors from the hall, the electric incomer cupboard and the disabled toilet.	
	Are windows and light fittings located to avoid creation of glare and silhouetting?	Y		Being of single storey construction the windows give a very light and open feel with minimal glare. The lighting was upgraded in September 2015 to LED fittings apart from Year 3,4 & 6 classrooms.	
	Is the circulation area free of unnecessary lobbies that hinder free movement around the facility?	Y		Movement around the building is relatively easy.	

	Are all signs visible by people standing and by people using wheelchairs. Are there visual clues to aid circulation?	Y		The fire signs are clear and visible for all occupants but there is limited circulation aids	Possibly look at circulation signage
	Are circulation areas well lit?	Y		Building has just undergone a lighting refit using LED fittings in August 2015	
	Does the colour scheme help differentiate between critical elements, for example the wall from the floor, doors from adjacent walls?	Y		In most cases the doors are beech in colour whereas the door frames are white. A rolling decorating programme will be starting in October and this can be further looked into.	
	Do wall and floor materials minimise confusing light reflections and provide a suitable acoustic environment?	Y		Most wall finishes are matt and the floor tiles are not highly polished.	
	Are fire extinguishers (or hose reels) positioned to ensure they do not create hazards for visually impaired people?	Y		Located to be obvious but not obstructing routes	
	Do new signs integrate effectively with current signage?	Y		All fire signs are to current legislation, there is minimal signage internally, all doors have the same style room numbers. External signage is done in the same font	
	Are appropriate cleaning materials used to ensure that the cleaning and polishing of slip resistant floors does not make them shiny / slippery?	Y			

Schedule 7: Doors					
	School No:		School Name: Rothwell Church of England Primary Academy		
	Location:				
Location/CAD Reference	Question	Provision Made?		Comments/Site Notes	Recommendations
		Yes	No		
	Is the door/s necessary, can it/they be removed?	Y		All doors to classrooms, offices and store rooms are required	
	Can fire doors be held open on magnetic devices (corridors)?		N	Not all areas lend themselves to this so the policy is for doors to be kept closed.	
	Is ironmongery positioned to facilitate use by people using wheelchairs and by ambulant people?		N	Some doors have high level handles to prevent pupils from leaving the room unsupervised	Check that there is some kind of procedure in place
	Can people on each side of the door, either seated or standing, see each other?	Y		Long vision panel on all doors	
	Is the door wide enough for all users (900mm clear), with adequate space for wheelchair user to open door?		N	The door clearance in most classrooms is 810mm. All doors have finger guards fitted.	
	Is the door located to allow 300mm (500mm preferred) on the leading edge to allow approach and use by wheelchair and aid users ?	Y			
	Where required, is the door closer specified to ensure minimal operating force, never exceeding 20 Newton's?	Y		Due to age of children if it exceeded 20 Newtons children in reception would not be able to open the doors	Superintendent to carry out monthly door checks (MSJ)
	Can people with a visual impairment distinguish the door from the surrounding wall/screen?	Y		All rooms have wood doors with a white surround.	
	Is ironmongery of suitable design and colour?	Y		The ironmongery on the doors is silver against a beech wood veneer of the door	

	If double doors, does one leaf allow 900mm clear opening width?		N	Most double doors are into/from the main hall and are fitted with finger guards which give an opening of 650mm or 730mm with the guard pushed back. The IT doors open to 750mm on an individual door.	A procedure needs putting in place so that if there is a wheelchair user on the site they are accompanied by an able bodied person who can assist in opening doors if the person requires.
	Is door ironmongery regularly maintained?	Y		Repaired when required, maintained frequently; but no log book	Start a maintenance log book.

Schedule 8: Vertical movement, internal level change (ramps)

School No:		School Name: Rothwell Church of England Primary Academy			
Location:					
Location/CAD Reference	Question	Provision Made?		Comments/Site Notes	Recommendations
		Yes	No		
	Is the gradient as level as possible? Maximum gradients are: ramp not exceeding 10m 1:20 ramp not exceeding 5m 1:15 ramp not exceeding 2m 1:12	Y		School on one level without any gradients	
	Is the ramp internal width a minimum of 1500mm between the handrails?	N/A		N/A	
	Does the ramp provide the necessary clear unobstructed width along its whole length?	N/A		N/A	
	Are there handrails to both sides of the ramp that extend by 300mm at the top and bottom?	N/A		N/A	
	Are the handrails easily distinguishable from the background?	N/A		N/A	

	Does the ramp have a slip-resistant surface that is firmly fixed and easy to maintain?	N/A		N/A	
	Are the landings level, unobstructed and at least 1500mm deep at the doorway?	N/A		N/A	
	If no permanent ramp is provided, can a portable ramp be made available?	N/A		N/A	
	Are there steps as an alternative to the ramp, with suitable treads and rises, with easily identifiable step nosing?	N/A		N/A	
	Are the steps maintained, well lit, with suitable handrails both sides?	N/A		N/A	

Schedule 9: Vertical movement, stairs

School No:		School Name: Rothwell Church of England Primary Academy		
Location:				
Question	Provision Made?		Comments/Site Notes	Recommendations
	Yes	No		
Is the staircase easy to locate and suitably signed?	N/A		School on one level without any steps	
Is the stairway at least 1500mm wide?	N/A		N/A	
Are all surfaces level and even, slip-resistant in all weather conditions?	N/A		N/A	
Is the maximum rise of the stair less than 180mm, with risers no more than 170mm, and treads no less than 250mm?	N/A		N/A	
Are all stair nosings clearly visible by people going up and down the staircase and correctly detailed?	N/A		N/A	
Are there suitable continuous handrails to both sides, with tonal contrast from background?	N/A		N/A	
Do wall and floor materials minimise confusing light reflections and provide a suitable acoustic environment?	N/A		N/A	
Is suitable visual and tactile information fitted at each floor level?	N/A		N/A	
Is there suitable adjustable lighting?	N/A		N/A	

Schedule 10: Vertical movement, Passenger Lifts, platform lifts and platform stairlifts

		School No:		School Name: Rothwell Church of England Primary Academy	
		Location:			
Location/CAD Reference	Question	Provision Made?		Comments/Site Notes	Recommendations
		Yes	No		
	Is a passenger lift provided within the school?	N/A		School on one level there is no lift	
	Is the lift a designated evacuation lift?	N/A		N/A	
	Does the lift comply with all the necessary requirements of an evacuation lift?	N/A		N/A	
	Is the lift designed for independent wheelchair users?	N/A		N/A	
	Is there unobstructed space (1500mm x 1500mm) in front of the doors, and do the doors have a clear opening width of 900mm?	N/A		N/A	
	What are the internal dimensions of the lift cabin (preferred 1100 x 2000mm)min, and is the lift fitted with suitable support rails on three sides?	N/A		N/A	
	Is there a suitable mirror on the rear wall to aid wheelchair users navigate when reversing?	N/A		N/A	
	Are the controls on the landing and in the lift cabin, including emergency phone, within easy reach and tonally contrasting for all users (within zone of 900mm and 1200mm from floor)?	N/A		N/A	

	Are these controls clearly visible in contrasting colours and with raised (tactile/Braille) characters/numbers?	N/A		N/A	
	Does the lift have audible announcements and visual displays?	N/A		N/A	
	Is a platform lift or platform stairlift provided within the school? Note - platform stairlifts are not advisable to sports areas!	N/A		N/A	
	Are controls clearly identifiable and within reach of all users?	N/A		N/A	
	Is the lift designed for independent wheelchair users?	N/A		N/A	
	Does the stairlift platform when not in use automatically revert to folded position?	N/A		N/A	
	Are lifts, platforms and stairlifts regularly serviced ?	N/A		N/A	

Schedule 11: WC Provision Generally

		School No:		School Name: Rothwell Church of England Primary Academy	
		Location:			
Location/CAD Reference	Question	Provision Made?		Comments/Site Notes	Recommendations
		Yes	No		
	Is there WC provision for ambulant people with disabilities within the general toileting areas? (eg. An enlarged cubicle with grab rails fitted).	Y		At reception the staff and disabled toilets are next to each other.	
	Is the travel distance no greater than for an able bodied person?	Y		The toilets are next to each other.	
	Is the lobby large enough to allow easy access, and is the WC door easy to operate and outward opening?	Y		Door to disabled toilet opens out into reception lobby leaving a gap of 1.6 metres	
	Are the floors slip resistant?	Y		Non-slip vinyl flooring	
	Are all fixtures and fittings easily distinguished from their background?	Y		White fittings against blue ips wall panels	
	Are compartment doors contrasting from the surrounding surfaces?	Y		Wood door against a white frame	
	Are compartment doors controls easily gripped and operated?	Y		Easy drop down handle	
	Can Ambulant toilet cubicle doors be released from the outside?	Y		Fitted with a slotted release on outside of door	
	Is there an emergency pull cord system?	Y			

	Can ambulant disabled people manoeuvre and rise and lower themselves in a standard cubicle?	Y		All hold rails are fitted. From RH handrail to the outer wall is 670mm with well over 1200mm in front of the toilet.	
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Schedule 12: Accessible WC Provision

		School No:		School Name: Rothwell Church of England Primary Academy	
		Location:			
Location/CAD Reference	Question	Provision Made?		Comments/Site Notes	Recommendations
		Yes	No		
	Is there an accessible WC, with its location clearly signed and .Does the facility comply with Approved Doc M?	Y		Sign on door and fitted out to current legislation	
	Is the toilet provision located conveniently close to the entrance, changing areas and sporting facilities?	Y		Main Reception	
	Is the travel distance no greater than for an able bodied person?	Y		Toilets located next to each other	
	Are there suitable fittings as outlined in Approved Doc M, which are easily distinguished from their background, and are they fitted in suitable positions?	Y			
	Does the door have a clear opening of 900mm, and are doors controls, light switch and locks, contrasting, easily reached and operated?	Y		900mm door clearance, 860mm if finger trap guards are inward	
	Are floor finishes slip resistant?	Y		Non-slip vinyl flooring	
	Are management procedures in position to maintain viability of facility?	Y		Cleaning programme and any problems with fittings reported to Superintendent/Reception	
	Does the door have the capacity to open outward to ensure that entry can be gained in the event of someone falling and blocking the doorway?	Y		Door opens out into the reception area	
	Are accessible WC's kept clear and not used for storage?	Y			

Schedule 13: Care Suites and Personal Care areas

School No:		School Name: Rothwell Church of England Primary Academy			
Location:					
Location/CAD Reference	Question	Provision Made?		Comments/Site Notes	Recommendations
		Yes	No		
	Are there changing/care facilities?		N	There are cloak rooms and toilets but no care facilities	Look into creating a care suite
	Where is it located and what are the room dimensions?	N/A		N/A	
	Is the room fitted with overhead H frame tracking or a portable hoist?	N/A		N/A	
	If available, is the changing facility a ; Height adjustable trolley, Height adjustable wall mounted bench, non adjustable wall mounted bench?	N/A		N/A	
	Is there a shower facility within the room. Is it a wet floor shower, tray or raised cubicle?	N/A		N/A	
	Does the shower hose extend to a minimum of 1.5m?	N/A		N/A	
	Does the toilet have a space of 600mm to each side to allow assistive transfers?	N/A		N/A	
	Is the room provided with fittings suitable for use by people with disabilities inc assisted use?	N/A		N/A	
	Does the floor have a slip resistant finish?	N/A		N/A	
	Is there a medical interventions facility?	N/A		N/A	

Schedule 14: Sports Changing areas

School No:		School Name: Rothwell Church of England Primary Academy		
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Location/CAD Reference	Question	Provision Made?		Comments/Site Notes	Recommendations
		Yes	No		
	Does the layout of the changing area allow sufficient space for a wheelchair user to move freely without obstructing other users?		N	There are no changing rooms in the building, the children change for PE in the classrooms. In the older age groups the girls change in the cloakrooms and the boys in the classroom.	
	Do the changing facilities meet the requirements set out in Sport England Access designs?		N	See Above	
	Can the changing area accommodate a team of athletes in wheelchairs?		N	See Above	
	Are the changing benches a minimum width of 450mm, with a smooth surface, and set at a height of 480mm?		N	See Above	
	Is there suitable toilet provision in close proximity. Is there direct access from the changing area to the shower area??		N	See Above	
	Are individual accessible changing cubicles provided for those who prefer more privacy or require support and assistance with changing?		N	See Above	
	Are there sufficient lockers. Are at least 10% of the lockers 1200mm high. Do locks and lockers incorporate tactile numbers. Are the locks no higher than 1150mm and easy to use?		N	See Above	

	Are hairdryers, mirrors, drinking fountains and so on, located so that everyone can use them?		N	There are mirrors in the toilets and drinking fountains	
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Schedule 15: Teaching areas

		School No:		School Name: Rothwell Church of England Primary Academy	
		Location:			
Location/CAD Reference	Question	Provision Made?		Comments/Site Notes	Recommendations
		Yes	No		
	Is the door wide enough for all users (900mm clear), with adequate space for wheelchair user to open door?		N	Standard classroom door width is 810mm clear but due to construction of the building, to rectify this this would be a costly process to undertake.	
	Have acoustic enhancements been carried out. Are Induction loops/ Soundfield systems available ?		N	None available. This may have to be looked at if the need arises	This will be looked at if the need arises
	If the school is fitted with fluorescent lighting only is it likely to cause inconvenience to people with hearing impairments (background noise and electronic signals)?		N	School is fitted with LED lighting apart from year 3,4 & 6 classrooms. We would hope to change these to LED Skytiles in the future.	
	Is the lighting in the teaching area controllable and adjustable to meet the needs of individual pupils and the task they are working on?		N	The lighting in classrooms is basically on or off. Funding does not allow dimmable lighting to be fitted.	
	Are a range of seating options available?	Y		Standard postura chairs and bean bags in some classrooms	
	Are height adjustable tables/benches or work stations available?		N	There are no height adjustable workstations on site	If and when the need arises, furniture would have to be purchased.
	Are all fittings readily distinguishable from the background?	Y		Classroom walls are magnolia whereas all tables have dark legs and the chairs are all brightly coloured. Most units are wooden.	
	Are alternative teaching aids available ie Whiteboards, Overheads Projectors etc?	Y		Classrooms all have interactive whiteboards	

	Can furniture be manoeuvred easily to alter the room layout ?	Y		No fixed tables. There is a carpetted seating area in classrooms	
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Schedule 16: General fixtures and fittings					
	School No:		School Name: Rothwell Church of England Primary Academy		
	Location:				
Location/CAD Reference	Question	Provision Made?		Comments/Site Notes	Recommendations
		Yes	No		
	Are there reception counters, services desks or serveries across the site?		N	Only reception desk at main entrance	
	Is provision made for wheelchair users (both sides visitors and staff) ?		N	Visitor side is designed for wheelchair users but staff office is not currently laid out to suit a wheelchair user.	If a new reception member of staff is a wheelchair user or an existing staff member requires the use of a wheelchair the design of the office must be looked at.
	Is glare or silhouetting avoided at these counters (design and positioning)?	Y		The office is situated away from direct sunlight	
	Is seating provided, that is stable, with arm rests, and is there sufficient space for a wheelchair user?	Y		A seat is provided with armrests at low level	
	Do tables allow for wheelchair access?		N	Standard height desks for pupils in classrooms apart from before and after club area where the desks are higher 740mm	
	If provided, are telephones fixed at a height that allows easy access by wheelchair users?	Y		Standard desk height 720mm	
	Are telephones equipped with induction couplers for hearing aid users?		N	Portable Induction coupler available within trust	
	Is a text phone available?		N		
	Are induction loops/ Soundfield or other PA facilities fitted wherever information is given or meetings are being held?		N	None	
	Is signage uniformed across the whole site. Is it easily identified against backgrounds, easily read and understood?	Y		External signage uses the same font but is of varying heights	
	When temporary facilities/displays are installed are disabled pupils/ visitors considered?	Y		Never had an issue with this at RPS	

	Are induction loops, Soundfield and infra red systems clearly signed and checked regularly?		N	None	
	Are tea, coffee facilities and vending machines accessible and usable by all?		N	If need arises look at fitting a lower level unit for a kettle or drop height of existing units	

Schedule 17: Kitchens/Food/Design Technology areas					
	School No:		School Name: Rothwell Church of England Primary Academy		
	Location:				
		Provision Made?			
Location/CAD Reference	Question	Yes	No	Comments/Site Notes	Recommendations
	Is the door wide enough for all users (900mm clear), with adequate space for wheelchair user to open door?	Y		1000mm opening	
	If provided, does the kitchen have furniture and fittings suitable for use by disabled people?		N	Oven at low level but all units are 920mm high	
	Are the work surfaces and facilities (sinks ,hob and cooker) height adjustable?		N	Fixed height	
	Is the teaching area of adequate size and layout for disabled people?	Y		1000mm wide at gate and 1560mm width where kitchen units are located.	
	Can the teaching area be altered to improve circulation for disabled users?	Y		Good open spaces in open area and in area where kitchen units are located.	
	Are all Furniture, fixtures and fittings easily distinguishable from the background surface?	Y		Magnolia walls , Grey tiles and worktop with beech finish kitchen units.	
	Are rise and fall tables/workstations available. Can equipment been modified to meet the needs of disabled users?		N	Height Adjustable tables could be fitted in open area where preparation work is done.	
	Have acoustic enhancements been carried out. Are Induction loops/ Soundfield systems available ?		N	None fitted	
	Is lighting adjustable?		N	Fixed LED fittings with on off switch only	

	Does the floor have a slip resistant finish?	Y		Non slip vinyl in cooking area then carpet tiles in open area	
	Are windows, blinds and lamps checked to ensure they are kept clean and in working order?	Y		Any damage to blinds or lighting should be reported to the superintendent	

Schedule 18: Means of Escape					
	School No:		School Name: Rothwell Church of England Primary Academy		
	Location:				
Location/CAD Reference	Question	Provision Made?		Comments/Site Notes	Recommendations
		Yes	No		
	Is there an audible alarm system?	Y		Fully maintained fire and intruder alarm systems	
	Is the audible fire alarm supplemented by a flashing light system. Is there a "Deaf Alerter" system installed ?	Y		Due to make up of building all classrooms exit to outside but there are flashing beacons fitted in the hall area. There is no Deaf Alerter system but this is managed by staff in a fire evacuation situation.	
	Are there sufficient visible and audible warnings throughout the facility?	Y		Sounder bases on detectors throughout the building and plenty of emergency lights and fire evacuation signage.	
	Are all ground floor exit routes as accessible as the main entrance routes?	Y		All Classrooms have 2 exits one which leads to the outside and being of a single storey construction all exit routes are easy accessible.	
	Does the facility have an escape strategy that reflects the needs of disabled users and staff?	Y		Mentioned in fire evacuation procedure and at H & S Induction given to staff. Staff told to think about all disability groups.	
	Does the strategy take into account the different uses and users of the building?	Y		See Above	
	Is the strategy regularly reviewed?	Y		Annually or if there are any changes to the structure of the building	
	If people with disabilities cannot completely evacuate the building can they reach places of safety or refuge, which are clearly signed and of the right size?	Y		There is no reason why a person with a disability couldn't evacuate the building in an emergency as the single storey construction limits hazards. The maximum escape distance is around 15 metres.	

	Is escape from upper levels possible using a fire-protected evacuation lift with associated refuge areas?	N/A		Single storey	
	Has the Fire Officer been consulted regarding the 'means of escape' proposals with particular reference to use by disabled people?	Y		Fire Officer understands that all escape routes are accessible	
	Is there a fire escape strategy for visitors who may require assistance?	Y		Written in Fire Evacuation Procedure. It is the responsibility of the person the visitor is seeing to ensure they know the fire evacuation procedure and they should also be told by reception where to assemble in the event of a fire.	
	Are fire alarm systems regularly maintained, and are fire exit routes regularly checked for obstacles?	Y		ADT maintenance contract	
	Are there Personal Emergency Egress Plans in place members of staff who may require assistance?		N	No member of staff currently require a PEP	When the need arises ,devise a Personal Evacuation Plan.

Schedule 19: SEN

	School No:		School Name: Rothwell Church of England Primary Academy		
	Location:				
		Provision Made?			
Location/CAD Reference	Question	Yes	No	Comments/Site Notes	Recommendations
	Are there Physiotherapy facilities on the site?		N		
	Is there an office and therapy suite available?	Y		SEN office next to kitchen but no therapy suite	

	Are there H Frame tracking, physio plinth, shelving, storage and hand washing facilities?		N		
	Is Hydrotherapy and other specialist therapy available on site?		N		
	Is there a nursing facility on site?		N		
	Is there an office and nursing suite available?		N		
	Are there H Frame tracking, nursing plinth, shelving, storage, medical storage and hand washing facilities?		N		
	Is there a Medical interventions/ Food preparation area available on site?		N	There is a food preparation area but any food allergies are dealt with by the kitchen and First Aiders keep any specific medication under lock and key.	
	Is there dedicated areas across the site for other Therapist work to be carried out?		N	Maximum occupancy, not got any spare space	
	Are there Withdraw areas across the site?	Y		Intervention area, the ark and a new First Aid room is being developed	

	Is the site "additionally resourced" for a specific pupil group. Which group?		N		
	Does the site have a formal Partnership arrangement with a SILC?		N		
	Are all forms of hoisting equipment services annually?	N/A		No hoist on site	

Schedule 20: Curriculum

School No:	School Name: Rothwell Church of England Primary Academy
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Location/CAD Reference	Question	Provision Made?		Comments/Site Notes	Recommendations
		Yes	No		
	Do you ensure that teachers and teaching assistants have the necessary training to teach and support disabled pupils?	Y		As and when needs arise	
	Are your classrooms optimally organised for disabled pupils?		N	This will be done as and when needs arise	
	Do lessons provide opportunities for all pupils to achieve?	Y			
	Are lessons responsive to pupil diversity?	Y			
	Do lessons involve work to be done by individuals, pairs, groups and the whole class?	Y			
	Are all pupils encouraged to take part in music, drama and physical activities?	Y			

	Do staff recognise and allow for the mental effort expended by some disabled pupils, for example using lip reading?	Y			
	Do staff recognise and allow for the additional time required by some disabled pupils to use equipment in practical work?	Y			
	Do staff provide alternative ways of giving access to experience or understanding for disabled pupils who cannot engage in particular activities, for example some forms of exercise in physical education?	Y			
	Do you provide access to computer technology appropriate for students with disabilities?	Y			
	Are school visits, including overseas visits, made accessible to all pupils irrespective of attainment or impairment?	Y			
	Are there high expectations of all pupils?	Y			
	Do staff seek to remove all barriers to learning and participation?	Y			

Schedule 21: Materials in other Formats

School No: **School Name:** Rothwell Church of England Primary Academy

Identifying Barriers to Access, Section 3- How does your school deliver materials in other formats?

Room No Identified on CAD Drawing	Question	Provision Made?		Comments/Site Notes	Recommendations
		Yes	No		

	Do you provide information in simple language, symbols, large print, on audiotape or in Braille for pupils and prospective pupils who may have difficulty with standard forms of printed information?		N	No current requirement	
	Do you ensure that information is presented to groups in a way which is user friendly for people with disabilities e.g. by reading aloud overhead projections and describing diagrams?	Y			
	Do you have the facilities such as ICT to produce written information in different formats?	Y			
	Do you ensure that staff are familiar with technology and practices developed to assist people with disabilities?	Y		As need arises	