School Access Audit Checklist – Hermitage Primary School

Question	Yes / No	Details
Checklist 1 - Approach Routes & Street Furniture		
1.1 - Is the school within convenient walking distance of:- _ Public Highway and Pathways? _ Public Transport e.g. Bus Stops? _ Car parking? (For car parking refer to Checklist 2)	Yes/No	School is located on main road with buses travelling past. There is no car parking other than for staff on site.
1.2 - Route free of kerbs? Do crossings on approach have tactile paving? If there are pedestrian crossings, do these have turn cones to aid people who are DeafBlind?	No	There is a zebra crossing outside the school manned by a lollipop man in the morning and the afternoon. There are no turn cones.
1.3 - Wide enough? If a route or pathway is narrow, is there a suitable passing place for wheelchair users? Is plantation trimmed back and are low branches avoided?	Yes	
1.4 - Surfaces even and slip resistant? Is paving flush with no cracks or gaps that could trap the wheels of a wheelchair?	No	Surfaces are even but there is a dip at the main gate that may trap/upset a wheelchair.
1.5 - Is the location of the school clearly identified from the street? Visual clues and sufficient landmarks to aid orientation?	Yes	No visual clues or landmarks needed.
1.6 - Free from hazards such as bollards, litter bins? Are planting features kept to a minimum and are they colour contrasted?	No	There are a number of litter bins around the outside of the school.
1.7 - Free from hazardous building features such as outward-opening doors, windows or overhangs? Do columns or structural posts have markings at two heights?	No	

1.8 - Adequate seating provided along routes? Is there seating where parents wait to pick up / drop off their children?	Yes & No	No adequate seating along the route. There is seating in the playground for parents/carers whilst they wait.

Checklist 2 - Car Parking

2.1 - Are accessible bays provided for badge holders?	Yes	For staff and at request only by parents
2.2 - Accessible bays clearly sign-posted from the school's car park entrance? Is there signage to the front of the bays?	Yes	For staff and at request only by parents
2.3 - Are bays marked out appropriately and easily identified? Can car doors be fully opened to allow disabled drivers and passengers to transfer to a wheel chair parked alongside?	Yes	For staff and at request only by parents
2.4 - Close enough to facilities the car park serves?	Yes	For staff and at request only by parents
2.5 - Routes from parking area to school entrance accessible, with dropped kerbs and appropriate tactile warnings? Car park surface smooth, even and free from loose stones?	Yes	For staff and at request only by parents
2.6 - For larger car parks, are safety marked out walking routes provided to guard slow moving persons or people with hearing impairments?	N/A	Not a large car park.

Checklist 3 - External Ramps

3.1 - Wide enough and suitably graded? Is there colour contrast to the surface of the ramp?	N/A	
3.2 - Suitable handrails on each side?	N/A	
3.3 - Surface slip-resistant, firmly fixed and easy to maintain?	N/A	
3.4 - Edges protected to prevent accidents?	N/A	

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Checklist 4 - External Steps

4.1 - Visual and tactile warnings at the top and bottom of steps?	N/A	No external steps.
4.2 - Suitable handrails on each side? Are handrails suitably colour contrasted to aid people with impaired vision?	N/A	
4.3 - Lighting adequate and well positioned? Are steps appropriately illuminated during darker hours?	N/A	
4.4 - Treads long enough and all of the same length?	N/A	
4.5 - Risers shallow enough, all of the same height, and unlikely to trip users? Are there open risers?	N/A	
4.6 - Nosing's readily identifiable? If nosing's are painted, is the paint still durable with no wear and tear?	N/A	

Checklist 5 - Entrances

5.1 - Main school entrances easy to find? Is the entrance clearly distinguishable from facade?	Yes	
5.2 - Door opening wide enough for all users? Enough space alongside leading edge for a wheel chair user to open the door while clear of the door swing?	Yes & No	Door opens wide enough with both doors opening. Wheelchair user would need help to open the doors.
5.3 - Level or flush threshold?	Yes	Level
5.4 - If there are steps at the main entrance, is there signage indicating where the accessible entrance is located?	N/A	
5.5 - Can people each side of the door, either standing or seated, see each other and be seen? If the entrance is solid, is this due to security concerns?	Yes	

5.6 - Door control at a suitable height for both standing and seated users? Are door handles clearly located, easy to use and grip?	Yes & No	Door control at a height so children cannot use the control to leave the school. Door handles are easy to use.
5.7 - Door closer of appropriate type? Can the door be easily opened single handedly?	Yes	
5.8 - Entry phones and intercoms detailed to allow use by people with sensory or mobility impairments? Is there an LED display to accommodate people with hearing impairments?	Yes & No	No LED display
5.9 - Glazed entrance door: markings for safety and visibility? If manifestations are provided, are these suitably colour contrasted against their background?	No	Entrance door marked for safety but not for visibility.
5.10 - Weather mat of firm texture and flush with floor?	Yes	Mat inside entrance lobby
Checklist 6 - Reception Areas and Lobbies		
6.1 - Clear view in from outside? Can receptionists see visitors and provide assistance if necessary?	Yes	Staff use the window on entry through the main school door. An intercom system is also used via the main entrance gate at the front of the school as well as at entry within the main foyer
6.2 - Transitional lighting? Is the entrance lobby and reception area well illuminated?	Yes	
6.3 - Reception/desk/counter/ checkout suitable for approach and use from both sides by people either standing and seated?	Yes	
6.4 - Surfaces suitable? Is there colour contrast to the flooring in front of the reception desk and are edges highlighted?	Yes	Edges not highlighted

6.5 - Induction loop fitted? Is there signage indicating the availability of the facility? Are front line staff aware of the facility and its purpose?	No	No Induction Loops fitted

Checklist 7 - Corridors and Internal Surfaces

7.1 - Corridor wide enough for a wheel chair user to manoeuvre and for other people to pass? Turning space for wheel chair users?	Yes	
7.2 - Free from obstruction to wheel chair users and from hazards to people with impaired sight? Are there any internal columns that have a lack of colour contrast?	Yes & No	Corridors free from obstruction except clothing and bags outside classrooms that may have fallen from pegs supplied. No colour contrast.
7.3 - Are all key facilities within the school accessible for all users? Eg Sport Hall, Main Hall, Music Room, Changing Room etc. Where there are facilities not available can these be 'swopped' with a standard classroom?	Yes	Everything accessible for all users.
7.4 - Floor surfaces suitable for passage of wheelchairs? Junctions between floor surfaces correctly detailed?	Yes	
7.5 - Colours, tones and textures varied to help people distinguish between surfaces and fixtures and fittings? Do the floors suitably colour contrast against the walls (this can also be achieved by having well contrasted skirting boards)	Yes	
7.6 - Floor surfaces slip-resistant? Bright, boldly patterned floors avoided? Busy or distracting wall coverings avoided?	Yes	

Checklist 8 - Internal Doors

8.1 - Distinguishable from surroundings?	Yes	

8.2 - Glass door: clearly visible when closed? Are manifestations suitably colour contrasted against the background?	Yes	
8.3 - Can people each side of the door, either standing or seated, see each other and be seen? Are vision panels kept clear of temporary notices? (for an example classroom entrances)	Yes	
8.4 - Clear opening width sufficient for a wheel chair user? Adequate space available alongside leading edge for a wheel chair user to open the door while clear of the door swing?	Yes	Doors are offset with 1 x wide door and 1 x slimmer door
8.5 - Door control at a height suitable for both standing and seated users? Easily gripped and operated? Control clearly distinguishable from the door itself?	Yes	
8.6 - Door light enough to open easily? Door closers of an appropriate type and with minimum necessary opening pressure?	Yes	Sometimes doors appear heavy.

Checklist 9 - Internal Ramps

9.1 - Ramp available for short rise within single storey?	N/A	
9.2 - Wide enough and suitably graded? Surface slip resistant?	N/A	
9.3 - Exposed edges protected to prevent accidents?	N/A	
9.4 - Suitable handrail each side?	N/A	

Checklist 10 - Internal Stairs

10.1 - Treads long enough and each of same length?	Yes	
10.2 - Risers shallow enough, all of the same height, and unlikely	Yes	

to trip users?		
10.3 - Nosing's readily identifiable?	Yes	
10.4 - Suitable handrails on each side? Do handrails extend 300mm beyond the first and last step pitch-line? Are handrails suitably colour contrasted?	Yes	
10.5 - Landings big enough and provided at intermediate levels in a long flight?	Yes	
Checklist 11 – Lifts		
11.1 - Passenger lift available for vertical circulation within a building of more than one storey?	Yes	
11.2 - Car dimensions sufficient to allow space for wheel chair user? Door opens wide enough for wheel chair users?	Yes	
11.3 - Support rails in car appropriately designed and positioned?	Yes	
11.4 - Is there a mirror within the lift car?	Yes	The mirror is not safety glass and we are in the process of getting it changed.
11.5 - Delayed-action closer and override (not a door pressure system) to allow slow entry or exit?	Yes	
11.6 - Controls, including emergency call, located easily using visual or tactile information and within easy reach of all users?	Yes	
11.7 - Voice indication of floor reached? Is audio loud enough to be heard by hearing aid users?	No	There is no audible indicator

11.8 - Is there a floor level indicator inside and outside the lift to reassure people with hearing impairments?	Yes	

Checklist 12 - WC Provision & Changing Areas

12.1 - Lobby door light enough to open easily? Lobby of sufficient size for easy access?	Yes	
12.2 - Slip-resistant floors throughout?	Yes	
12.3 - Fittings all easily distinguishable from background? Are hand dryers and sanitary ware easily seen against their surroundings?	Yes	
12.4 - Compartment door controls all easily gripped and operated? Are cubicle doors suitably colour contrasted against the panels?	Yes	
12.5 - Are urinals well contrasted and do they have grab rails to assist people with ambulant disabilities?	Yes	
12.6 - Are lever style taps provided within the WCs to aid people with dexterity impairments?	Yes	
12.7 - When there is no accessible WC available, is there a facility provided for people with ambulant disabilities?	N/A	
12.8 - Where there are shower facilities, is a grab rail provided? Is there a level access shower for disabled people?	Yes	

Checklist 13 - WCs: Wheelchair Users

13.1 - Compartment large enough to allow manoeuvring into position for frontal, lateral, angled and backward transfer unassisted and with assistance?	Yes	

13.2 - Travel distance to a suitable WC no greater that that for able-bodied people?	Yes	
13.3 - Sufficient space available outside toilet compartment for manoeuvre? Is the entrance wide enough and does it open outwards?	Yes	
13.4 - Hand washing and dry facilities within easy reach of someone seated on WC? Is the hand basin suitably positioned in accordance to BS8300?	No	Handwashing & drying facilities not within reach of someone seated on the WC but available. Assume hand basin is in accordance with BS8300.
13.5 - Door controls, lock and light switch easily reached and operated? Is there a grab rail to the inner face of the entrance?	Yes	
13.6 - Tap appropriate for use by a person with limited dexterity, grip of strength?	Yes	
13.7 - Suitably designed grab rails fitted in all positions necessary to assist manoeuvring? Are grab rails suitably colour contrasted to aid people with impaired vision?	Yes	
13.8 - Is there a back rest provided to the toilet pan?	Yes	
13.9 - Is the flush of a suitable spatula type and is it appropriately located on the transfer side of the toilet pan?	Yes	
13.10 - Is the transfer side of the toilet pan kept clear of any obstacles that may deny wheelchair users all of the transferring techniques in which an accessible WC is designed to provide?	Yes	
13.11 - Is there a cord alarm? Is this coloured red with two triangular bangles and easy to reach from floor level?	Yes	

Checklist 14 - Facilities

14.1 - Are seats provided at intervals along long internal routes or where waiting likely? Seats stable, with armrests and provided in a range of heights? Space for wheelchair user to pull up alongside a seated companion?	Yes & No	Seats available but without armrests
14.2 - Are chairs with armrests provided within the Staff Room and other key locations such as meeting areas?	Yes & No	Chairs with armrests available in staff room but not in meeting areas.
14.3 - Are a number of chairs with armrests available within each classroom?	No	
14.4 - Do dining room counters have provision on both sides for wheelchair users? Do these counters have an induction loop to accommodate hearing aid users?	Yes & No	No Induction Loops fitted. Dining room counters have provision.
14.5 - Do vending machines have all operating parts at less than 1200mm off the floor level and are they suitably colour contrasted?	N/A	
14.6 - Does the dining room have appropriate seating rather than fixed seating which can be inaccessible for a range of users?	No	
14.7 - Is there a dropped counter and an induction loop available for the Library counter?	No	No Induction Loops fitted.
14.8 - Where there are IT facilities i.e. within classrooms and the Library (if applicable) are height adjustable computer desks available?	No	
14.9 - In the Main Hall, is the stage raised? If so what is the current procedure for wheelchair users? For an example when receiving awards on Speech Day?	No	Stage needs constructing but when available is raised. No procedure for wheelchair users.

Checklist 15 - Way Finding

15.1 - Overall layout of school reasonably clear and logical? Is there signage available in Braille and tactile?	Yes & No	No signage in braille.
15.2 - On entering the reception area, are signs designed and located to convey information to visitors with sight impairments and wheel chair users with lower eye levels?	No	
15.3 - Are standard toilet facilities suitably signed? On approach and on the actual entrances? Are the locations of the accessible WC facilities suitably identified and located? Does signage have the International Symbol of Access? (Wheelchair symbol)	Yes	
15.4 - Within stairwells are each of the levels clearly identifiable by tactile and visual information?	Yes	
15.5 - Are the location of the lifts clearly signed at key locations throughout the school? Is there lift signage near the reception area and on entry to key stairwells?	No	

Checklist 16 - Lighting & Acoustics

16.1 - Lighting designed to meet a wide range of users needs? Level of lighting sufficient for intended use? Lights positioned where they do not cause glare, reflection, confusing shadows or pools of light and dark?	Yes	
16.2 - Can occupiers control lighting? Are light switch plates suitably colour contrasted and appropriately positioned for a wheelchair user?	No	Although occupiers can turn lights off and on, switches are in poor positions for wheelchair users.
16.3 - Are classrooms appropriately illuminated and are blinds	Yes	

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available to control the natural day lighting? Is glare avoided which can hinder attempts by people with hearing impairments to lip-read?		
16.4 - Quiet and noisy areas separated by a buffer zone? Environment free from unnecessary obtrusive noise (e.g. heating units)?	Yes	Underfloor heating in classrooms.
16.5 - Good balance of hard and soft surfaces?	Yes	
16.6 - Are induction loops fitted within the key areas i.e.- Main Hall, Sports Hall, key study areas e.g. Music Room.	No	No Induction Loops fitted.
Checklist 17 - Means of Escape		
17.1 - Audible alarm system supplemented by visual system?	Yes	
17.2 - Ground floor exit routes accessible to all, including wheel chair users, as entrance routes?	Yes	
17.3 - Once outside, can a wheelchair user get to a place of safety? Are pathways provided and are these wide enough?	Yes	
17.3 - Vertical escape from upper to lower floors possible using a fire-protected lift with an independent power supply?	No	Lift not accessible in the event of fire.
17.4 - If disabled people are unable to leave the building, is there a suitable refuge area? Is there an intercom provided within the refuge area and does this have accessible features such as an LED display?	No	
Checklist 18 - Building Management		
18.1 - External Routes; Including steps and ramps, kept clean, unobstructed and free from surface water, snow and ice?	Yes	No steps or ramps on external routes

18.2 - Accessible parking; Designated spaces not used by non-disabled drivers and kept free from obstructions?	Yes	
18.3 - Horizontal circulation; Space required for wheel chair manoeuvre not obstructed by furniture, deliveries, storage etc.?	No	
18.4 - Vertical circulation; Lifts, platform lifts and stair lifts checked regularly for proper functioning?	Yes	6 monthly checks with lift service company and insurers.
18.5 - Means of Escape; Exit routes checked regularly for freedom from obstacles (including locked doors) and combustible materials? Alarm systems, including those in WCs, regularly checked?	Yes	Locked doors are automatically released when alarm is activated. Weekly checks regarding alarm systems.

Checklist Checked by Paul Clargo SITE Manager		Date May 2017	

Further Information

With an access audit compiled by Direct Access Consultancy you would get a qualified access auditor who would also write a detailed

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accessibility / action plan and a report that contains lots of photographs. This is a very simple version of our report, which is far more detailed. Our access audits would also ensure that the school is doing what it can to meet obligations under the Equality Act 2010. For more details on our access audits for schools please check http://www.accessaudits.com/access-audits/education/ or visit our homepage, which is http://www.accessaudits.com

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