

## Section 6 – Action Plan

### 6.1 - ACTION TABLE

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

Item Ref.	Details / Issue	Recommendation	Est Cost	Action Taken
<b>PRIORITY A</b>				
2.3	The accessible parking spaces are not marked out in accordance to BS8300, there are no transfer zones hatched out.	The designated accessible parking should be clearly marked out at least 2.4m wide x 4.8m long plus a 1.2m side transfer zone at the side and end of the bay.  Implement a management procedure to ensure the use of the accessible parking bays are monitored regularly to limit misuse by non-disabled motorists.	<b>OG</b>	Will investigate remarking. Procedure already in place to monitor use/misuse
3.1	The short ramp up to the mobile classroom has a gradient which is too steep, there is also no colour contrast to the surface to indicate the presence of a gradient causing a potential stumbling hazard.	It is recommended that depending on the future use of this building that the ramp be rebuilt to satisfy BS8300 criteria.  The ramp should have the lowest practical gradient within the range 1:20 to 1:12  The surface width of a ramp, between walls, upstands or kerbs, should be not less than 1500 mm. The ramp surface should be durable, easy to maintain, slip-resistant when wet (to allow for rain and other environmental factors) The surface should also be well contrasted to minimise a potential stumbling hazard which can occur if a gradient takes someone by surprise.  Landings should be provided at the foot and head of the ramp, they should be at least the width of the ramp and not less than 1500 mm long, clear of any door swing or other obstruction.	<b>ST</b>	Whilst a ramp would be desirable given the use of these rooms and the buildings temporary nature this would require significant expense. Any classes containing pupils with mobility issues could be relocated to a more accessible area.

4.4	The fire exit steps for the left side of the mobile classroom are rotten and should be replaced. Note the steps do not have colour contrast provided to the <u>edge of the step nosings</u> .	Replace the existing steps, refer to BS8300 for guidance. In the short term colour contrast should be added to the edge of the steps.	<b>ST / OG</b>	Replaced investigating nosings
6.5	There is no induction loop provided to the reception to accommodate hearing aid users who struggle when there is background noise.	Install induction loops to the reception. Install signage indicating the availability of the facility and ensure that staff members are aware in how to use the system.  BS8300 - A hearing enhancement system, using induction loop, infrared or radio transmission, should be installed at service or reception counters where	<b>M</b>	Investigating induction loop
6.9	At current there is not a procedure to ask visitors if they have any access requirements prior to visiting the school.	Site management need to ensure that this is suitably in place. There should be a procedure to ask visitors prior to their visit if they may have any access requirements that the school should be aware of.	<b>N</b>	
6.10	At current visitors are not asked if they may require assistance should the fire alarm be activated. This could be easily added to the current guest check in book.	Site management need to ensure that this is suitably in place. Visitors should be asked if they would need any assistance in the event of the fire alarm being activated, potentially provide a question on the check in book.	<b>N</b>	
7.3	Access to the music room located within the external mobile classroom is likely to be very difficult for wheelchair users due to the steep ramp.	Refer to 3.1, It is recommended that depending on the future use of this building that the ramp be rebuilt to satisfy BS8300 criteria.	<b>ST</b>	refer to 3.1
8.4A	Many of the external doors have a slightly raised threshold on the inside which is likely to cause difficulties for wheelchair users.	Undertake remedial works to ensure that level egress can be achieved for wheelchair users, potentially by installing a small wood fillet.	<b>OG</b>	School to provide fillets
13.10	On the day of the survey, items were stored within the transfer area of the accessible WCs denying wheelchair users the appropriate transferring techniques in which an accessible WC is designed to provide.	Implement a management procedure to ensure that accessible WC facilities are always kept clear.  This will enable wheelchair users to adopt the many transfer techniques available to them in which an accessible WC is designed to provide.	<b>N</b>	Items removed

13.11	<p>The cord alarms within both of the accessible WCs were tied up on the day of the survey.</p>	<p>Implement a management procedure to ensure that cord alarms are always kept loose and not tied up.</p> <p>According to BS8300 - An emergency assistance pull cord should be sited so that it can be operated from the WC and from an adjacent floor area. The emergency assistance pull cord, coloured red, should be provided with two red bangles of 50 mm diameter, one set at a height between 800 mm and 1000 mm and the other set at 100 mm above floor level.</p>	N	Untie
14.9	<p>There is a raised stage within the main hall causing potential discrimination for those unable to negotiate steps.</p> <p>Additionally the steps up are not colour contrasted and have open risers causing a potential tripping hazard. There is a lack of colour contrast provided to the edge of the stage.</p>	<p>Site management should review, the lack of access onto the stage for mobility impaired people could be considered discriminatory under the Equality Act 2010.</p> <p>This is identified as one of the key priorities within the access survey. A number of recommendations throughout the report can be reactive i.e. should a wheelchair user study at the school or be employed by the school.</p> <p>It is not known who will be attending events in the Hall i.e. for an example a family member who happens to be a wheelchair user. This building is most likely to be the key area within the school that can invite legal implications and it is strongly recommended that procedures to implement alternative means of access are provided.</p> <p>In the short term, colour contrast should be provided to the edge of the steps and to the edge of the stage. Fill in the open risers to ensure that they do not pose a potential tripping hazard.</p>	OG	Significant cost would be involved in making stage more accessible. Get coloured nosings.

16.6	There is no induction loop provided within the main hall to aid people with hearing impairments. This area is also frequently let out to the local community and of course is where visitors are frequently located.	<p>Install an induction loop within the main hall to benefit hearing aid users. This is an area in which visitors can frequent such as for performances.</p> <p>According to BS8300 - A hearing enhancement system, using induction loop, infrared or radio transmission, should be installed in rooms and spaces used for meetings, lectures, classes, performances, spectator sport or films, and at service or reception counters where the background noise level is high or where glazed screens are used.</p>	<b>M</b>	
16.7	No portable induction loops are provided that could be transported around the school as when required.	<p>Purchase a portable induction loop which can be transported around the school as when required.</p> <p>Install signage indicating the availability of the facility on request.</p>	<b>M</b>	Purchase portable induction loop
17.1	There are no visual alarms to inform people with hearing impairments in the event of the fire alarm being activated.	<p>Specialist advice should be undertaken to install further alarm/alerting systems for people with impaired hearing, such as flashing beacons and vibrating devices. If flashing beacons are used, supplement with signage to indicate purpose.</p> <p>BS8300 - A fire alarm should emit a visual and audible signal to warn occupants with hearing or visual impairments</p>	<b>M</b>	Ask Clymac how much to add visual alarm

17.2 A	<p>The fire exit for the kitchen does not have level egress due to a step and threshold. Note the edge of this step should be colour contrasted.</p> <p>The front right fire exit has a slight threshold making egress potentially difficult for wheelchair users.</p> <p>Many of the fire exit doors have a step outside or there is a threshold (inside and outside) where there is a step outside these need to have the edges colour contrasted. This includes out of the main hall where visitors are frequently located.</p>	<p>A rolling programme needs to be implemented to provide level egress out of key areas and eventually all areas for wheelchair users. Priority should be given to areas in which staff, visitors, parents frequent. This is because a management procedure can be implemented to ensure students are taught in the appropriate classrooms.</p> <p>Pupils with a mobility disability should be subject to a PEEP to ensure that they study in areas in which level egress is possible.</p>	OG / ST	At least one class of each year group has level egress. Contrast steps
17.2 B	Two of the fire exits are too narrow for wheelchair users to negotiate.	There are two options, one is to widen the existing fire exits to have a clearance width of at least 800mm or alternatively implement a management procedure to ensure that disabled people are not taught in these areas.	ST / N	Fire exit routes for these rooms already take this into account
18.5 A	<p>On the day of the survey, the fire exit steps for the right side of the mobile classroom were obstructed.</p> <p>Site management need to ensure that the appropriate procedures are in place to frequently check the exit routes to make sure that there are no obstacles. Alarm systems including those within the</p>	A management procedure needs to be implemented to ensure that fire exit routes are always kept clear.	N	Already part of H&S checks
18.6	Means of Escape; Personal egress plan available for each member of staff needing assistance? Overall escape strategy for visitors who may need assistance?	Site management need to ensure that the appropriate personal egress plans are available for each member of staff needing assistance.	N	
18.7	Means of Escape; Both general escape strategy and personal emergency egress plans regularly checked for efficiency and effectiveness?	Site management need to ensure that both the general escape strategy and personal emergency egress plans are regularly checked for efficiency and effectiveness.	N	
18.8	Equipment; Are emergency cord alarms tested at regular intervals to ensure that they are working? Are induction loops frequently tested for effectiveness?	There needs to be a procedure implemented to ensure that the cord alarms within the accessible WCs are frequently checked.	N	Test regularly

PRIORITY B			
1.1	The school is close to public transport options and there is a car park available with two accessible parking spaces.	Options on how to arrive at the school should be clearly illustrated on literature and on the website.  The information regarding the site on the internet should be fully accessible for persons with reading disabilities through enlargement capability and screen readers, combined with synthetic speech or Braille displays. A clear and logical design that includes written explanations for visual or audio content. Text and graphics should be easily understood without use of colour.	N  Add to website
2.2A	There are no signs on entry to the car park to indicate where the accessible bays are located.	There should be a sign at the entrance to the car park to indicate where the accessible parking spaces are located.  Refer to BS8300, A sign or, if appropriate, signs should be provided at the entrance to each car park and at each change in direction to direct disabled motorists to designated parking spaces.	M  Signs Ordered
2.2B	There should be a post mounted sign to the front of the accessible parking spaces.	Install a sign to the front of each space.	M  As above
3.2	The short ramp up to the mobile classroom has handrails which do not extend 300mm beyond the start of the gradient.	BS8300 compliant handrails should be installed to both sides. The handrails should be coated with nylon or a suitable alternative to ensure that they are not cold to touch.  Refer to 3.1, It is recommended that this ramp be	M  refer to 3.1

4.5	The fire exit steps for the mobile classroom have open risers causing a potential tripping hazard.	<p>Deemed reasonable to retain in the short term as these are fire exit steps where people descend rather than ascend. Risers should be filled in as part of a long term renovation plan for the site.</p> <p>According to BS8300 - When ascending a stair, people who wear calipers or who have stiffness in hip or knee joints are particularly at risk of trapping the toes of their shoes beneath projecting nosings, and of tripping as a result. In addition, some partially sighted people can feel a sense of insecurity when looking through open treads, and assistance dogs might</p>	OG	Risers filled one side
4.6	<p>The steps up to the mobile classroom has poor colour contrast provided to the edge of the step nosings.</p> <p>The fire exit steps for the mobile classroom do not have any colour contrast provided to the step nosings.</p>	<p>Bright colour contrast needs to be painted to the edge of the step nosings to clearly highlight their presence.</p> <p>AD M criteria will be satisfied if all nosings are made apparent by means of a permanently contrasting material 55mm wide on both the tread and the riser.</p>	OG	Get step nosings
5.3	The entrances into the external mobile classroom are not flush with the platform causing a potential tripping hazard.	Undertake remedial works to the thresholds to ensure flush entrances are provided.	OG	When steps are next repaired
8.2	The fully glazed exit doors do not have any manifestations causing a potential collision hazard.	<p>Well contrasted manifestations should be provided at two heights to the doors.</p> <p>Glazed doors need to have permanent strips on the glass within a zone of 1.4mm to 1.600mm from the floor. These strips need to be contrast in colour (not treated glass) and luminance with the background seen through the glass in all light conditions.</p>	M	
8.3	Vision panels are provided to the doors however it was noticed that many notices were being placed on the glass which causes a potential collision hazard.	Implement management procedure to ensure that the temporary notices are not on the vision panels.	N	

8.4B	Where there are double doors, these should be replaced with a door and a half system at the next refurbishment to allow a greater clearance width through the master leaf for wheelchair users.	Where there are double doors, these should be replaced with a door and a half system at the next refurbishment.  At the next main refurbishment or when double doors are replaced, convert these doors to a door and a half system. This would allow wheelchair users a greater clearance width when using the master leaf.  Refer to BS8300 -An effective clear width of less than 800 mm may result in people with poor manoeuvring ability or with large wheelchairs not being able to pass through without damage to themselves or the door. Use of the preferred effective clear width more Reasonable to retain, review at the next access audit.	<b>M</b>	Alter when doors replaced
8.4C	The entrances into the staff and visitors toilet are very narrow however it is deemed reasonable to retain as there is an accessible WC located nearby.	Reasonable to retain, review at the next access audit.	<b>N/A</b>	
12.5	Urinals do not feature grab rails to aid people with ambulant disabilities.	A well contrasted grab rail should be provided to one urinal in every WC where applicable.	<b>M</b>	
12.6	Not all WCs have lever style or sensor operated taps to aid people with dexterity impairments.	A rolling programme should be implemented to ensure that within every W.C that there are taps which are operated via a lever action, this will aid people with limited dexterity in their wrists.  According to BS8300 - Taps should either be mixer taps with an up and down action to control water flow or individual hot and cold lever operated taps with not more than a quarter turn from off to full flow.	<b>M</b>	Disabled toilets have, note practice in childrens toilets as always left on and used to flood floors
13.4	The accessible WC near the library has a tissue dispenser which is located too high off the ground floor level.  The accessible WC near the main hall has a soap	Reposition items suitable for use by a wheelchair user, 1050mm off the ground floor level.	<b>OG</b>	No room to do this that is why it is high. Tissue hangs down to a lower level

13.9	<p>Whilst the flushes are located on the correct side of the toilet pan these are not of spatula style.</p>	<p>Install a spatula style flush on the transfer side of the toilet pans.</p> <p>Refer to BS8300 - Where practicable, the flush should be operated manually by a spatula type lever and, for a corner arrangement, positioned on the open or transfer side of the pan for ease of access.</p>	<b>M</b>	Change to spatula type
15.1	<p>There is no tactile or Braille signage provided throughout the school.</p>	<p>Review of way finding signage required.</p> <p>Tactile and Braille signage should be provided throughout the site. There should be new directory boards and tactile/Braille signage on the actual doors.</p> <p>Words entirely in upper case type (capital) should also be avoided. A sans serif type face with a relatively large "capital" height to "x" height should be used.</p> <p>Symbols should also be used to compliment signage where possible.</p> <p>BS8300 - Signs and universally accepted symbols or pictograms, indicating lifts, stairs, circulation routes and other parts of the building should be provided. Visual signs should be self- evident and, in particular, legible to visually impaired people. Plain English and pictograms together should be used to assist people with learning difficulties.</p>	<b>M</b>	

15.2	Further signage within the reception area is not deemed a high priority as visitors are always escorted.	<p>The appropriate reception signage should be provided as part of the recommended way finding review, refer to 15.1</p> <p>Signs and universally accepted symbols or pictograms, indicating lifts, stairs, WCs, circulation routes and other parts of the building, should be provided in the reception area. Visual signs should be self-evident and, in particular, legible to partially sighted people. Plain English and pictograms together should be used to assist people with learning difficulties</p>	<b>M</b>	
15.3	There is no tactile or Braille signage provided on the toilet doors.	The appropriate toilet signage should be provided as part of the recommended way finding review, refer to 15.1	<b>M</b>	
15.7	Various leaflets are positioned at above 1200mm which is too high for wheelchair users or for people of small stature. There is also no signage to state that leaflets can be provided in accessible formats on request.	<p>Signage should be provided to indicate that all leaflets and information can be provided in accessible formats on request.</p> <p>Site management should undertake a review and ensure all leaflets are available within 1200mm of the ground floor level. This can sometimes be achieved by repeating the leaflets vertically rather than horizontally.</p>	<b>N</b>	

**PRIORITY C**

1.2B	The two crossings in front of the main entrance should have tactile paving on both sides.	Install tactile paving to both sides of the crossings to aid people with impaired vision.	<b>M</b>	
1.6	There is a bollard directly in front of the main entrance which is not colour contrasted against the background upon which it is seen.	Add colour contrast to the bollard to ensure that it is easily distinguishable against the background upon which it is seen.  BS8300 - Low-level posts, e.g. bollards, should not be located within an access route. they should be at least 1 000 mm high and should contrast visually with the background against which they are seen (it is desirable also to incorporate a 150 mm deep contrasting strip at the top).	<b>OG</b>	
1.7	The posts for the canopy within the Early Years playground area needs to have markings at two heights as they are not well contrasted against the background upon which they are seen.	Well contrasted markings should be provided at two heights to the posts.  Refer to BS8300 - Each free-standing post, e.g. a lighting column, within an access route should contrast visually with the background against which it is seen (it is desirable also to incorporate a band, 150 mm high, whose bottom edge is 1 500 mm above ground level, and which contrasts visually with the remainder of the column or post	<b>OG</b>	
1.8	There is a lack of seating with armrests within areas that parents pick up and drop off their children.	Provide benches with armrests at equal intervals.  Ensure benches are well contrasted against their surroundings and that there is space to the side which will allow a wheelchair user to be alongside a seated companion.	<b>M</b>	

1.10	There is a lack of suitable seating with armrests within the playground areas to aid people with ambulant disabilities.	<p>Provide benches with armrests. Ensure that the armrests are well contrasted and that there is a space either side of the seat so that a wheelchair user can park alongside a seated companion</p> <p>Seating in resting places should meet the following recommendations.</p> <p>1) There should be a variety of seat heights, ranging from 380 mm to 580 mm, within which a height of 480 mm is suitable for wheelchair users.</p> <p>2) Armrests should be provided to help people lower themselves onto the seat and stand up.</p> <p>3) Where the seat is set at a height suitable for wheelchair users, armrests should not be at the extreme end of the seat but set in so as not to restrict the lateral transfer from a wheelchair to the seating. they should also not restrict front or oblique transfer.</p> <p>4) A supportive back-rest should be incorporated for</p>	<b>M</b>	
2.6	There are no safety marked out walking routes within the car park potentially putting people at risk, particularly those with hearing impairments who may not hear a car reversing out of its space.	Mark out 1200mm wide hatched pedestrian routes within the car parks complete with signage warning of pedestrians. Also recommend providing a maximum speed limit of 5 mph within the car parks.	<b>OG</b>	
5.6	Some of the rear external doors have white handles which when seen against white frames do not suitably colour contrast.	<p>Add colour contrast to the door furniture to ensure that they are easily seen by people with impaired vision on approach.</p> <p>In the case of door opening furniture, the ease with which blind and partially sighted people are able to distinguish furniture against its background is influenced by its 3-d form (giving light and shade) and the shiny nature of the finish, whether metallic or non-metallic. For such products, it is considered that a difference in LrV between the product and its background of at least 15 points is acceptable.</p>	<b>OG</b>	
5.9	The manifestations on the main entrance glazing is not greatly colour contrasted against the background causing a potential collision hazard.	New colour contrasted manifestations should be provided at two heights to the entrance.	<b>M</b>	

6.6	The reception has a glazed screen which is reflective causing potential difficulties for people who lip-read however this is pulled to one side when in use.	To facilitate lip reading, lighting design should ensure that both the receptionist's and the customer's faces are evenly lit. In the short term, staff members need to be aware that lip-readers may find it difficult to see their face through the reflective glass.  Security screen should be replaced at the next refurbishment with alternative that is designed to ensure that reflections are avoided.	<b>M</b>	
7.2	Within the dining room there are structural columns which are not well contrasted against the background upon which they are seen causing a potential collision hazard.	Add colour contrast to the columns within the dining room or provide markings at two heights in accordance to BS8300.	<b>OG</b>	
14.3	Classrooms do not have chairs with armrests to aid people with ambulant disabilities. Some of the classrooms seats are not colour contrasted against the flooring.	Ensure that there is a chair with armrests available within each of the classrooms. This is a recommendation that may need to be phased.  Also ensure that any new furniture purchased will suitably colour contrast against the background upon which it will be seen.	<b>M</b>	
14.8	There are no height adjustable tables provided to accommodate wheelchair users and people of short stature.	Site management to review, height adjustable table should ideally be purchased and installed for wheelchair users or people of small stature who may need to use the computing facilities.	<b>M</b>	

PRIORITY D				
1.2A	There is no tactile paving provided to the crossing points on approach to the school to aid people with impaired vision.	Site management should undertake liaison with the Highways Dept to provide tactile paving and dropped kerbs in the area to aid people with impaired vision.	N	
1.5	There is a lack of on street signage on approach to the school.	<p>The site management should undertake liaison with the local Highways Dept to increase current level of on-road and street signage.</p> <p>People with hearing impairments make up the largest group of disabled people. They can be helped or hindered by signage. Good signage can mean that a person with a hearing disability can manage without having to ask questions. For further information on signage please refer to - JMU Access Partnership and The Sign Design Society 2000 ISBN 185878</p>	N	
4.1	External steps do not have tactile paving to aid people with impaired vision.	<p>Install tactile paving to the top of the external steps.</p> <p>AD M criteria will be satisfied if a 'corduroy' hazard warning surface is provided at the top and bottom landings of a series of flights to give advance warning of a change in level.</p>	M	
5.1	The main entrance is not colour contrasted against the side panels however deemed a low priority as there is a green canopy providing visual clues.	<p>Colour contrast should be added to the entrance to ensure that it is clearly visible on approach to aid people with impaired vision.</p> <p>AD M - The presence of the door should be apparent not only when it is shut but also when it is open. Where it can be held open, steps should be taken to avoid people being harmed by walking into the door</p>	OG	

5.10	At the next refurbishment for the site, consider installing recessed mats rather than the current loose ones to minimise the potential tripping hazard. At another site we've surveyed, similar mats to these were provided and someone tripped up on one of the loose corners.	At the next planned refurbishment for the site, consider installing recessed mats which are flush with the surrounding flooring.  Refer to BS8300 - any matting should either have its surface level with the adjacent floor finish or, if surface laid, be of a type that has a rubber backing and chamfered edges. if, in exceptional circumstances other types of surface laid mats are used, they should be securely fixed to the floor at their edges and at any joints to avoid the risk of	<b>M</b>	
6.4	The reception does not have colour contrast provided to the front to aid people with impaired vision.	Replace a section of the flooring in front of the reception with an alternative that is suitably colour contrasted.  This will aid people with impaired vision when attempting to locate the reception.	<b>OG</b>	
6.7	The school does not have a minicom provided to accommodate hearing impaired people who are unable to use the telephone.	Provide a minicom facility and ensure staff are trained in how to use the facility.  Ensure that the direct line is advertised in relevant literature and on the internet.  Note – whilst it is possible to take an incoming minicom call via BT Typetalk (a BT relay operator recites what is being typed on the minicom) Personal research shows that people would rather not have a third person in the conversation.	<b>M</b>	
14.2	There are no chairs with armrests provided within the staff room to aid people with ambulant disabilities.	Provide a mixture of chairs, varying in height. Some with and some without armrests.	<b>M</b>	

14.10	Staff kitchenettes do not feature lever style taps to aid people with dexterity impairments. Sinks within the classrooms do not feature lever style taps.	<p>Ensure lever taps are available within the staff kitchenettes to aid people with dexterity impairments.</p> <p>In the event of employment of a disabled person, the kitchenettes should include disability access, i.e., a section of work top lowered to 800mm with clear space underneath to allow wheelchair access; sink unit to have lever taps fitted, and utensils included.</p> <p>This could potentially be paid/partially paid for by the Government scheme 'Access To Work'</p>	M/N	
16.2	The majority of the light switch plates are not suitably colour contrasted against their background.	<p>At the next planned electrical rewire for the school, light switches need to be lowered to within a range of 750mm and 1200mm.</p> <p>All switches and controls should be operational without the use of both hands and have front plates that contrast visually to surround.</p>	OG	