St. Mary's Catholic Primary School

School Access Audit Checklist 2017

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	The school is within 10 minutes walking distance from Uxbridge Town Centre and associated bus and London Underground routes. It is also within 2 minutes walking distance of the First Berkshire Bus stop from Slough Station (Number 3).
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?	Yes	All routes/crossings have dropped kerbs. There is a zebra crossing opposite the school (crossing Rockingham Road) that has blister paving and zebra poles.
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	All approaching pavements are wide enough for wheelchair users with passing points. The narrowest approach is the alleyway leading from the public highway to the school entrance but this is still wide enough for a wheelchair.
1.4 - Surfaces even and slip resistant? Is paving flush with no cracks or gaps that could trap the wheels of a wheelchair?	Yes	Surfaces are even and slip resistant. Paving is flush with no cracks.
1.5 - Is the location of the school clearly identified from the street? Visual clues and sufficient landmarks to aid orientation?	Yes	The school has several signs visible from the street (one on the main visitor entrance off of Rockingham Close, another along the side of the school off of the main road

		(Rockingham Road) and another on the staff car park (Waterloo Road).
1.6 - Free from hazards such as bollards, litter bins? Are planting features kept to a minimum and are they colour contrasted?	Yes	All approach routes are free from hazards such as bollards and litter bins. There are no planting features within the school entrance area.
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?	Partially	The school entrance is free from hazardous building features such as outward opening windows or overhangs but the main school entrance is an outward opening door. Weather shelter columns do not have markings but they are clearly visible.
1.8 - Adequate seating provided along routes? Is there seating where parents wait to pick up / drop off their children?	Yes	There are some public benches provided along the route to school (particularly in Rockingham Recreational Ground and in Uxbridge Memorial Ground and Fassnidge Park). There are also benches on the playground where parents pick up their children.

Checklist 2 - Car Parking

2.1 - Are accessible bays provided for badge holders?	Yes	The staff car park has one accessible parking bay for badge holders.
2.2 - Accessible bays clearly sign-posted from the school's car park entrance? Is there signage to the front of the bays?	Yes	The staff car park is small and the disabled parking bay has a large sign.
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	The disabled bay is marked out appropriately and easily identified. Car doors can be fully opened.
2.4 - Close enough to facilities the car park serves?	Yes	The disabled bay is adjacent to the school entrance.

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	The car park entrance is smooth and even with access to the school entrance via a disabled ramp.
2.6 - For larger car parks, are safety marked out walking routes provided to guard slow moving persons or people with hearing impairments?	NA	NA: Small car park

Checklist 3 - External Ramps

3.1 - Wide enough and suitably graded? Is there colour contrast to the surface of the ramp?	Yes	There are external ramps leading into the main entrances, hall and several classrooms. They are wide enough and suitably graded.
3.2 - Suitable handrails on each side?	Yes	There are handrails on both sides of each ramp.
3.3 - Surface slip-resistant, firmly fixed and easy to maintain?	Yes	The surfaces of all ramps are slip-resistant, firmly fixed and easy to maintain.
3.4 - Edges protected to prevent accidents?	Yes	The edges of the ramps are protected by metal safety barriers to prevent accidents.

Checklist 4 - External Steps

4.1 - Visual and tactile warnings at the top and bottom of steps?	Partially	Rough paving at the top and bottom of the steps – handrails are brightly coloured green.
4.2 - Suitable handrails on each side? Are handrails suitably colour contrasted to aid people with impaired vision?	Yes	Handrails on either side of steps are brightly coloured green to aid people with impaired vision.
4.3 - Lighting adequate and well positioned? Are steps appropriately illuminated during darker hours?	Yes	External lighting at the top of all external steps.
4.4 - Treads long enough and all of the same length?	Yes	All treads run the width of the steps.

4.5 - Risers shallow enough, all of the same height, and unlikely to trip users? Are there open risers?	Yes	The risers on the stairs are shallow, all of the same height and unlikely to trip users (there are no open risers).
4.6 - Nosings readily identifiable? If nosings are painted, is the paint still durable with no wear and tear?	NA	All stairs are concrete (there are no stair nosings).

Checklist 5 - Entrances

5.1 - Main school entrances easy to find? Is the entrance clearly distinguishable from facade?	Yes	The main school entrances are clearly identified.
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	All main entrances have two wide doors that can be opened up for wheel chair access.
5.3 - Level or flush threshold?	Level	
5.4 - If there are steps at the main entrance, is there signage indicating where the accessible entrance is located?	NA	There is a disabled ramp adjacent to the steps.
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	
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	Partially	Intercoms on both school entrances are labelled but there is not an LED display.

accommodate people with hearing impairments?		
5.9 - Glazed entrance door: markings for safety and visibility? If manifestations are provided, are these suitably colour contrasted against their background?	Yes	Both entrance doors are partially glazed with safety glass (bright green frames).
5.10 - Weather mat of firm texture and flush with floor?	Yes	All weather mats are of firm texture and flush with the floor.

Checklist 6 - Reception Areas and Lobbies

6.1 - Clear view in from outside? Can receptionists see visitors and provide assistance if necessary?	Yes	There is a clear view into the school building from outside. Both entrances have cameras whereby receptionists can see visitors and provide assistance if necessary.
6.2 - Transitional lighting? Is the entrance lobby and reception area well illuminated?	Yes	All areas are well illuminated.
6.3 - Reception/desk/counter/ checkout suitable for approach and use from both sides by people either standing and seated?	Yes	The reception area is suitable for approach and use from both sides by people either standing or seated.
6.4 - Surfaces suitable? Is there colour contrast to the flooring in front of the reception desk and are edges highlighted?	Partially	All areas approaching the reception area are carpeted with no colour contrast.
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	An induction loop has not been 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	All corridors are wide enough for a wheel chair user to manoeuvre. The main corridor (leading to the reception area) is wide enough for other people to pass and allows turning space for wheel chair users.

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	The corridors and internal services are free from obstruction (there aren't any internal columns).
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	All key facilities are accessible.
7.4 - Floor surfaces suitable for passage of wheelchairs? Junctions between floor surfaces correctly detailed?	Yes	All surfaces are carpeted.
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	Carpets are brightly coloured green in contrast to plain coloured furniture. There are white skirting boards in contrast to the brightly coloured floors.
7.6 - Floor surfaces slip-resistant? Bright, boldly patterned floors avoided? Busy or distracting wall coverings avoided?	Partially	Floors are carpeted and slip resistant.

Checklist 8 - Internal Doors

8.1 - Distinguishable from surroundings?	Yes	Bright green frames.
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	Vision panels are kept clear.
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	

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	

Checklist 9 - Internal Ramps

9.1 - Ramp available for short rise within single storey?	NA	Not needed (floors level – no internal steps).
9.2 - Wide enough and suitably graded? Surface slip resistant?	NA	
9.3 - Exposed edges protected to prevent accidents?	NA	
9.4 - Suitable handrail each side?	NA	

Checklist 10 - Internal Stairs

10.1 - Treads long enough and each of same length?	NA	No internal stairs.
10.2 - Risers shallow enough, all of the same height, and unlikely to trip users?	NA	
10.3 - Nosings readily identifiable?	NA	
10.4 - Suitable handrails on each side? Do handrails extend 300mm beyond the first and last step pitch-line? Are handrails suitably colour contrasted?	NA	
10.5 - Landings big enough and provided at intermediate levels in a long flight?	NA	

Checklist 11 - Lifts

11.1 - Passenger lift available for vertical circulation within a building of more than one storey?	NA	No lifts.
11.2 - Car dimensions sufficient to allow space for wheel chair user? Door opens wide enough for wheel chair users?	NA	
11.3 - Support rails in car appropriately designed and positioned?	NA	
11.4 - Is there a mirror within the lift car?	NA	
11.5 - Delayed-action closer and override (not a door pressure system) to allow slow entry or exit?	NA	
11.6 - Controls, including emergency call, located easily using visual or tactile information and within easy reach of all users?	NA	
11.7 - Voice indication of floor reached? Is audio loud enough to be heard by hearing aid users?	NA	
11.8 - Is there a floor level indicator inside and outside the lift to reassure people with hearing impairments?	NA	

Checklist 12 - WC Provision & Changing Areas

12.1 - Lobby door light enough to open easily? Lobby of sufficient size for easy access?	Yes	The school has two disabled toilets both with push down opening handles. They are both light enough to open easily and there is sufficient space for easy access.
12.2 - Slip-resistant floors throughout?	Partially	The opening is carpeted but inside the toilet area is waterproof flooring.
12.3 - Fittings all easily distinguishable from background? Are hand dryers and sanitary ware easily seen against their surroundings?	Yes	Fittings (dryer, sink) are at wheelchair height and easily distinguishable from the wall colourings.

12.4 - Compartment door controls all easily gripped and operated? Are cubicle doors suitably colour contrasted against the panels?	Yes	Both toilets have a single door with push down handles.
12.5 - Are urinals well contrasted and do they have grab rails to assist people with ambulant disabilities?	NA	Both disabled WCs have a single sit-down toilet (no urinals).
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?	Yes	We have two disabled toilets/facilities available.
12.8 - Where there are shower facilities, is a grab rail provided? Is there a level access shower for disabled people?	Partially	The shower has a grab rail but there it does not have level access.

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 than 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?	Yes	They are both at wheelchair user height.
13.5 - Door controls, lock and light switch easily reached and operated?	Yes	The doors are opened using drop down handles. Locks

Is there a grab rail to the inner face of the entrance?		and light switches are at wheel chair user height and easily operated. There is a grab rail to the inner face of the entrance.
13.6 - Tap appropriate for use by a person with limited dexterity, grip of strength?	Yes	The taps are push operated.
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	Grab rails in all positions and a different colour to the walls.
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	There are no long internal routes. Seats are provided in the Reception waiting area. There is sufficient space for wheelchair users to pull up alongside a seated companion.
14.2 - Are chairs with armrests provided within the Staff Room and other key locations such as meeting areas?	Yes	Chairs with arm rests are available in the Staffroom and Reception area.
14.3 - Are a number of chairs with armrests available within each classroom?	Yes	

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?	Partially	Dining room counters are accessible to wheelchair users but they do not have an induction loop.
14.5 - Do vending machines have all operating parts at less than 1200mm off the floor level and are they suitably colour contrasted?	NA	We do not have any vending machines.
14.6 - Does the dining room have appropriate seating rather than fixed seating which can be inaccessible for a range of users?	Partially	The dining room has fixed seating but there is space for wheelchair users and also additional seats available if required.
14.7 - Is there a dropped counter and an induction loop available for the Library counter?	NA	We do not have a library counter.
14.8 - Where there are IT facilities i.e. within classrooms and the Library (if applicable) are height adjustable computer desks available?	No	All desks within the computer suite are at an appropriate height for wheelchair users.
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	The stage is not permanently raised in the school hall.

Checklist 15 - Way Finding

15.1 - Overall layout of school reasonably clear and logical? Is there signage available in Braille and tactile?	Partially	The overall layout of the school is clear and logical with all classrooms off of one main corridor. All areas are clearly labelled (but not 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?	Yes	All signs are at wheelchair user height.
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	Yes	The disabled toilets are adjacent to the standard facilities and are clearly labelled with the International

Symbol of Access? (Wheelchair symbol)		Symbol of Access (Wheelchair symbol).
15.4 - Within stairwells are each of the levels clearly identifiable by tactile and visual information?	NA	There are no stairwells.
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?	NA	There are no lifts.

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	The school is well lit in all areas but positioned where they do not cause excessive glare or reflection. All external stairs and ramps are well lit.
16.2 - Can occupiers control lighting? Are light switch plates suitably colour contrasted and appropriately positioned for a wheelchair user?	Yes	All light switches can be reached by wheelchair users.
16.3 - Are classrooms appropriately illuminated and are blinds available to control the natural day lighting? Is glare avoided which can hinder attempts by people with hearing impairments to lip-read?	Yes	All areas in school have blinds.
16.4 - Quiet and noisy areas separated by a buffer zone? Environment free from unnecessary obtrusive noise (e.g. heating units)?	Yes	Server in computer room separated by a server cupboard. No areas in the school are open plan.
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	

Checklist 17 - Means of Escape

17.1 - Audible alarm system supplemented by visual system?	No	

17.2 - Ground floor exit routes accessible to all, including wheel chair users, as entrance routes?	Yes	Either via ramps or level floors.
17.3 - Once outside, can a wheelchair user get to a place of safety? Are pathways provided and are these wide enough?	Yes	The route outside is wide enough for a wheelchair user and has a smooth surface.
17.3 - Vertical escape from upper to lower floors possible using a fire-protected lift with an independent power supply?	NA	There are no lifts in the school building.
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	
18.2 - Accessible parking; Designated spaces not used by non-disabled drivers and kept free from obstructions?	Yes	Parking is accessible (it is not used by non-disabled drivers).
18.3 - Horizontal circulation; Space required for wheel chair manoeuvre not obstructed by furniture, deliveries, storage etc.?	Yes	The space is not obstructed.
18.4 - Vertical circulation; Lifts, platform lifts and stair lifts checked regularly for proper functioning?	NA	There are no lifts.
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	Exit routes checked daily by caretaker (fire drill every half term). Alarm systems are checked termly.

Checklist Checked by:	Simon Ellis (SENCo/Senior Manager)	Date:	23/3/2017