

# ACCESS AUDIT AND PLAN:

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**St. Peter's**  
CE Primary Academy

Building: St. Peter's CE Primary School and SH Nursery@St. Peter's

Completed by: Oliver Martindale

2022-2025

Audit completed: September 2022

## A - APPROACH and CAR PARKING

Consider each question from the perspective of each type of disability:

- **Wheelchair**
- **Ambulant**
- **Dexterity**
- **Visual**
- **Auditory**
- **Comprehension**

Tick the Y or N column as appropriate and add notes if necessary

A mark in the 'N' column indicates that the element should be given consideration in an Accessibility Plan

|  | Y  | N | Notes   |
|--|----|---|---|
| A1. Is the building within convenient distance of a public highway?  | Y  |   |   |
| A2. Is the building within convenient distance of public transport?  | Y  |   |   |
| A3. Is the building within convenient distance of car parking?   | Y  |   |   |
| A4. Is the route free of kerbs?  | N  |   |   |
| a. If no, are there 'drop kerbs' conveniently placed?  | Y  |   | Within Car Park, the drop kerbs allow easy access.                                  |
| A5. Is the surface smooth and slip resistant?  | Y  |   |   |
| A6. Is the route wide enough for a wheelchair?   | Y  |   | Wheelchair access from car park is achieved with designated parking spaces and ACS. |
| A7. Is it free of such hazards as bollards, litter bins, outward opening windows and doors or overhanging projections? | Y  |   |   |
| A8. Is it adequately lit?  | Y  |   |   |
| A9. Is there car parking for people with reduced mobility?   | Y  |   | X3 spaces   |
| a. Is the car parking (if any) clearly marked out, signed, easily found and kept free from misuse?                     | Y  |   | At times, it is overused by parents. A system to reduce this is planned.            |
| b. Is the car parking as near the entrance as possible?  | Y  |   |   |
| c. Is the car parking area suitably surfaced?  | Y  |   |   |
| A10. Is the route to the building kept free of snow, ice and fallen leaves?  | Y  |   |   |
| A11. Is the route level? (ie. no gradient steeper than 1:20 and no steps)  | Y  |   |   |
| A12. Is there a suitable ramp to assist access?  | NA |   |   |
| a. Is the ramp (if any) fixed?   |    |   |   |

General notes to block:

## B – ROUTES AND EXTERNAL LEVEL CHANGE INCLUDING RAMPS AND STEPS

Consider each question from the perspective of each type of disability:

- **Wheelchair**
- **Ambulant**
- **Dexterity**
- **Visual**
- **Auditory**
- **Comprehension**

Tick the Y or N column as appropriate and add notes if necessary

A mark in the 'N' column indicates that the element should be given consideration in an Accessibility Plan.

|   | Y  | N | Notes  |
|---|----|---|--|
| B1. Is there a ramp, with level surfaces at top/intermediate/bottom? (delete those not applicable)  | NA |   |  |
| a. Is it wide enough and suitably graded?   |    |   |  |
| b. Is the surface slip resistant?   |    |   |  |
| c. Are the kerbs and edges protected to prevent accidents?  |    |   |  |
| d. Are there handrails to one or both sides? (delete those not applicable)  |    |   |  |
| B2. If a permanent ramp (or re-graded levels) cannot be formed (perhaps to a Listed Building) is a portable ramp available?                         | NA |   |  |
| B3. Are there (alternative) steps?  | NA |   |  |
| a. Identified by visual/tactile information?  |    |   |  |
| b. Are there handrails to one or both sides? (delete those not applicable)  |    |   |  |
| B4. Are ramps and steps adequately lit?   | NA |   |  |
| B5. Are treads and risers consistent in depth and height?   | Y  |   |  |
| B6. Are all nosings marked and/or readily identifiable? (delete)  | N  |   | Site Manager to paint where appropriate (i.e. stairs to playground) NB – these are an alternative route. |
| B7. Are landings of adequate size?  | Y  |   |  |
| a. Are they provided at intermediate levels in long flights?  |    |   |  |
| B8. If safe and convenient ramps and steps cannot be provided is vertical movement by powered means an alternative? see checklist E, sheets 8 and 9 | NA |   |  |

General notes to block:

Site has two main entrances and in both cases, there is access to the one-storey school via a flat surface.

## C – ENTRANCES, INCLUDING RECEPTION

Consider each question from the perspective of each type of disability:

- **Wheelchair**
- **Ambulant**
- **Dexterity**
- **Visual**
- **Auditory**
- **Comprehension**

Tick the Y or N column as appropriate and add notes if necessary

A mark in the 'N' column indicates that the element should be given consideration in an Accessibility Plan.

|  | Y | N | Notes  |
|--|---|---|--|
| C1. Is the door clearly distinguishable from the facade?   | Y |   |  |
| C2. If glass is it visible when closed?  | Y |   |  |
| C3. Does the clear door opening or one leaf when opened permit passage of a wheelchair or double buggy?                                  | Y |   |  |
| a. Does it have a level or flush threshold, and a recessed matwell? (delete those not applicable)  | Y |   | Flush threshold; no recessed matwell.  |
| b. Is there visibility through the door/way from both sides at standing and seated levels?   | Y |   |  |
| c. Is there a minimum 300mm wide wheelchair manoeuvre space beside the leading edge of the door to clear doorswing?                      | Y |   |  |
| C4. Can the door furniture be used at both standing and seated height?   | Y |   |  |
| a. Can it be easily grasped and operated?  | Y |   | ACS button   |
| C5. If the door has a closer mechanism does it have  | Y |   |  |
| a. delayed closure action?   |   |   |  |
| b. slow-action closer?   |   | N | Motorised system.  |
| c. minimal closure pressure?   | Y |   |  |
| C6. If the door is power-operated does it have visual and tactile information?   |   | N | Clearer signage  |
| C7. If the door is security-protected is the system suitable for use by and within reach of people with sensory or mobility impairments? |   | N | ACS needs to be accessible to all employees. Monitor and adapt system according to need. |

|      |  |        |  |  |
|------|--|--------|--|--|
| C8.  | If there is a lobby, do the inner and outer doors meet the same criteria?  | Y      |  |  |
| C9.  | Do lobby layouts enable all users to clear one door before going through the next?   | Y      |  |  |
| C10. | Are signs designed and positioned to inform those with visual impairments and wheelchair users with reduced eye-levels?  | Y      |  |  |
| C11. | Does the lighting installation take account of the needs of visually disabled people?  | Y      |  |  |
| C12. | Are floor surfaces:<br>a. slip-resistant, even when wet?<br>b. of a quality that is sympathetic to acoustics – i.e. not so “hard” as to cause acoustic confusion?<br>c. firm for wheelchair manoeuvre? | Y      |  |  |
| C13. | Are junctions between floor surfaces arranged in a way that avoids presenting tripping hazards and causing visual confusion?   | Y      |  |  |
| C14. | Is any reception point suitable for approach and use from both sides by people in standing and seated positions?   | Y      |  |  |
| C15. | Is it fitted with an induction loop?   | Y      |  | However, mobile induction loop to be replaced with permanent one |
| C16. | If public telephone is available, is it, and its instructions:<br>a. at a height suitable for all users?<br>b. equipped with inductive coupling?   | N<br>A |  |  |
| C17. | For those progressing to other parts of the building is information provided by signs, supported by tactile information?   | Y      |  | Colour contrasts and clear signage.                              |

General notes to block:

## D – HORIZONTAL MOVEMENT AND ASSEMBLY

Consider each question from the perspective of each type of disability:

- **Wheelchair**
- **Ambulant**
- **Dexterity**
- **Visual**
- **Auditory**
- **Comprehension**

Tick the Y or N column as appropriate and add notes if necessary

A mark in the 'N' column indicates that the element should be given consideration in an Accessibility Plan.

|   | Y | N | Notes            |
|---|---|---|------------------|
| D1. Is each corridor/passageway/aisle wide enough for a wheelchair user to manoeuvre and for other people to pass?  | Y |   |                  |
| D2. Is each corridor, etc, free from obstruction to wheelchair users and from hazards to people with impaired vision?   | Y |   |                  |
| D3. Do any lobbies allow users, (inc. w.ch. users) to clear one door before approaching the next with minimal manoeuvre?  | Y |   |                  |
| D4. Is turning space available for w.ch. users?   | Y |   |                  |
| D5. Do natural and artificial lighting avoid glare and silhouetting?  | Y |   |                  |
| D6. Do floor surfaces:<br>a) allow ease of movement for wheelchair users?<br>b) avoid light reflection and sound reverberation?   | Y |   |                  |
| D7. Do textured surfaces convey useful information for people with impaired vision?   | Y |   |                  |
| D8. Are direction or information signs (inc means of escape)<br>a) visible from both sitting and standing eye levels,<br>b) are they in upper and lower case,<br>c) and large enough type to be read by those with impaired vision? | Y |   | Lit symbols only |
| D9. Are there tactile signs and information for those with impaired vision?   | Y |   | See above        |
| D10. Is the maintenance of these items checked regularly?   | Y |   |                  |
| D11. Is lighting designed to meet a wide range of needs?  | Y |   |                  |
| D12. Is sufficient circulation space allowed for wheelchair users?  | Y |   |                  |
| D13. Is it maintained clear of obstructions which could create hazards for people with visual disabilities?   | Y |   |                  |
| D14. Are seating arrangements/spaces suitable for use by people with visual disabilities?   | Y |   |                  |
| D15. Are all areas for assembly/meeting equipped with an induction loop system?   | Y |   |                  |
| D16. If the use of an induction loop system is precluded is an infra-red system in place?   |   |   | See above        |
| D17. Is the functioning and operation of the induction loop or infra-red system checked regularly?  |   |   | See above        |

|  |    |  |  |
|--|----|--|--|
| D18. Is a minicom available for use by people with hearing disabilities? | NA |  |  |
|--|----|--|--|

General notes to block:

## E – VERTICAL MOVEMENT AND INTERNAL LEVEL CHANGE

Consider each question from the perspective of each type of disability:

- **Wheelchair**
- **Ambulant**
- **Dexterity**
- **Visual**
- **Auditory**
- **Comprehension**

Tick the Y or N column as appropriate and add notes if necessary

A mark in the 'N' column indicates that the element should be given consideration in an Accessibility Plan.

|   | Y        | N | Notes   |
|---|----------|---|---|
| E1. Is the location of any step/stairs/ramp clearly indicated by use of sign/colour/contrast/texture/lighting? (delete those not applicable)  |          | N | Site manager to repair and paint the nosing.  |
| E2. Does any step/stairs/ramp have a handrail to one/both side(s),<br>a) and do(es) it/they extend 300mm beyond the top and bottom of any flight? (delete those not applicable)   | Y        |   |   |
| E3. Is any level change clearly lit?  |          | N | Stairs on from playground to Xanten Way gates – this will only ever be used at 3pm (i.e. during day light.) |
| E4. Is the pitch (risers & treads) of step/stairs or any ramp consistent, and are nosings clearly identifiable?   |          | N | Site manager to paint nosings   |
| E5. If there are landings are they large enough to permit passing and turning manoeuvres, and are they provided in any long flight?   | Y        |   |   |
| E6. Is any short rise within a single storey ramped; if so is the ramped surface indicated, and is it slip-resistant?   | Y        |   |   |
| E7. Are all ramp gradients easily negotiated? [Range length 3m max = 1 in 12, 6m max = 1 in 26, 10m max = 1 in 20]  | NA<br>NA |   |   |
| E8. If a permanent ramp cannot be provided (perhaps a listed Building) can a moveable ramp be made available?   | NA       |   |   |
| E9. Are steps available as an alternative to any ramp or ramped surface?  | NA       |   |   |
| E10. Where level change is less than a full storey in height is a power-operated system appropriate? (Platform Lift/Stairlift/Lift - see 11, 12 & 13)? (delete)   | NA       |   |   |
| E11. Platform Lift (delete)<br>a) Are the controls at both levels identifiable, and reachable from sitting and standing levels? (delete)<br>b) Is the platform adequate for wheelchair use and manoeuvre?<br>c) In the event of a power failure does the platform return to lower level?<br>d) Is the equipment maintained and its operation checked regularly? | NA       |   |   |



|  |    |  |  |
|--|----|--|--|
| <p>E12. Stairlift (delete)</p> <ul style="list-style-type: none"> <li>a) Are the controls at all levels identifiable, and reachable from sitting and standing levels? (delete)</li> <li>b) Is the platform adequate for wheelchair use and manoeuvre?</li> <li>c) Is approach convenient and safe at all appropriate landings? (delete)</li> <li>d) Does the stairlift have a 'Soft-Start' action?</li> <li>e) When not in use is the platform powered to fold away to avoid obstruction?</li> <li>f) In the event of a power failure does the platform return to lower level?</li> <li>g) Is the equipment maintained and its operation checked regularly?</li> </ul>   | NA |  |  |
| <p>E13. Lift</p> <ul style="list-style-type: none"> <li>a) Is the lift's location clearly defined by visual and tactile information? (delete)</li> <li>b) Are controls at all floors visible, identifiable and reachable from sitting and standing levels? (delete)</li> <li>c) Is there adequate, unobstructed space at each floor lift entry for wheelchair manoeuvre?</li> <li>d) Does the lift door open widely enough for wheelchair user access?</li> <li>e) Does door operation allow slow entry and exit?</li> <li>f) Do the lift car internal dimensions allow sufficient space for a wheelchair user and carer? (delete)</li> <li>g) Does the car have appropriate support rails?</li> <li>h) Are the lift car controls. inc. emergency call, located within reach of all users and with visual and tactile information?</li> <li>i) Is there audible floor indication?</li> <li>j) Is the lift an 'Evacuation Lift? (see section J – MEANS OF ESCAPE)</li> <li>k) Is the lift regularly maintained and its functional operation routinely checked?</li> </ul> | NA |  |  |

General notes to block:

## F - DOORS

Consider each question from the perspective of each type of disability:

- **Wheelchair**
- **Ambulant**
- **Dexterity**
- **Visual**
- **Auditory**
- **Comprehension**

Tick the Y or N column as appropriate and add notes if necessary

A mark in the 'N' column indicates that the element should be given consideration in an Accessibility Plan.

|   | Y | N | Notes                                   |
|---|---|---|---|
| F1. Do the doors serve a functional/safety purpose? (delete)  | Y |   |   |
| F2. Can they be readily distinguished?  | Y |   |   |
| F3. If glass, are they visible when shut?   | Y |   |   |
| F4. Can people standing or sitting in a wheelchair see each other, and be seen from either side of the door? (delete)   | Y |   |   |
| F5. Does the clear opening width permit wheelchair access?  | Y |   |   |
| F6. On the opening side of the door is there sufficient space (300mm) to allow the door handle to be grasped and the door swung past a wheelchair footplate?                                      | Y |   |   |
| F7. Is any door furniture/handle at a height for standing/sitting use? (delete)   | Y |   |   |
| F8. Are door/handles clearly distinguished?   | Y |   |   |
| F9. Can the door furniture/handles be easily operated/grasped? (delete)   | Y |   |   |
| F10. If door closers/mechanisms are fitted do they provide the following: (delete)<br>a) security linkage?<br>b) delay-action closure?<br>c) slow-action closure?<br>d) minimum closure pressure? | Y |   | All provided for through motorised ACS. |
| F11. Is door/mechanism function checked regularly?  | Y |   |   |

General notes to block:

## G - LAVATORIES

Consider each question from the perspective of each type of disability:

- **Wheelchair**
- **Ambulant**
- **Dexterity**
- **Visual**
- **Auditory**
- **Comprehension**

Tick the Y or N column as appropriate and add notes if necessary

A mark in the 'N' column indicates that the element should be given consideration in an Accessibility Plan.

|  | Y | N | Notes                        |
|--|---|---|------------------------------|
| G1. Is WC provision made for people with disabilities?   | Y |   |                              |
| G2. Do all lavatory areas have slip-resistant floors?  | Y |   |                              |
| G3. Are floors easy to distinguish by colour contrast from walls?  | Y |   |                              |
| G4. Are all fittings readily distinguishable from their background?  | Y |   |                              |
| G5. Are all door fittings/locks easily gripped and operated?   | Y |   |                              |
| G6. Can ambulant disabled people manoeuvre and raise and lower themselves in standard cubicles?  | Y |   |                              |
| G7. Is provision made for wheelchair users? If so:<br>a) Is wheelchair approach free of steps/narrow doors/obstructions, etc? (delete)   | Y |   |                              |
| G8. Is the location clearly signed?  | Y |   |                              |
| G9. Is there sufficient space at entry to the compartment for wheelchair manoeuvre and door opening?   | Y |   |                              |
| G10. Are the door fittings/locks and light switches easily reached and operated?   | Y |   |                              |
| G11. Is there an emergency call system and is someone designated to respond?   | Y |   | Headteacher and Office Staff |
| G12. Can the emergency call system be operated from floor level?   | Y |   |                              |
| G13. Is the wheelchair WC compartment large enough to permit manoeuvre for frontal lateral/angled/backward transfer, with or without assistance? (delete)  | Y |   | All applicable               |
| G14. Are the fittings arranged to facilitate these manoeuvres?   | Y |   |                              |
| G15. Are handwashing and drying facilities within reach of someone seated on the WC?   | Y |   |                              |
| G16. Is the tap appropriate for use by someone with limited dexterity, grip or strength?   | Y |   |                              |
| G17. Are suitable grab rails fitted in all the appropriate positions to facilitate use of the WC?  | Y |   |                              |
| G18. Is the manoeuvring area free of obstruction, eg boxed-in pipework/radiators/cleaner's equipment/disposal bins/ occasional storage, etc., and is any difficulty caused by the activity of service contractors? | Y |   |                              |
| G19. If there is more than one standard layout WC compartment provided, are they handed to offer a left-sided approach and a right-sided approach?   | Y |   |                              |

|   |  |   |  |
|---|--|---|--|
| G20. Are there baby changing facilities available in the toilet?<br>a) If so, is it accessible from a wheelchair? |  | N |  |
|---|--|---|--|

General notes to block:

## H – FIXTURES AND FITTINGS

Consider each question from the perspective of each type of disability:

- **Wheelchair**
- **Ambulant**
- **Dexterity**
- **Visual**
- **Auditory**
- **Comprehension**

Tick the Y or N column as appropriate and add notes if necessary

A mark in the 'N' column indicates that the element should be given consideration in an Accessibility Plan.

|  | Y  | N | Notes        |
|--|----|---|--------------|
| H1. Is any servery/counter accessible to all users, including those with hearing impairments?  |    | N | Hearing Loop |
| H2. If the building has fixed seating are there also associated spaces for wheelchair users and at regular intervals on long routes?   | NA |   |              |
| H3. Is it possible for wheelchair users and people with other disabilities to approach and use all vending machines/drinking water dispensers, etc?  | Y  |   |              |
| H4. Is it possible for people with disabilities to serve as volunteers?  | Y  |   |              |
| H5. Are all fittings readily distinguishable from their background?  | Y  |   |              |
| H6. In any eating/meeting space do tables, chairs and the layout allow for use by wheelchair users and other people with disabilities?   | Y  |   |              |
| H7. In any staff accommodation is it suitable for use by people with disabilities including wheelchair users, with slip-resistant floor, reduced level kitchen units and sink and lever action taps? | NA |   |              |
| H8. Are all relevant locations clearly signed?   | Y  |   |              |

General notes to block:

## I - COMMUNICATION

Consider each question from the perspective of each type of disability:

- **Wheelchair**
- **Ambulant**
- **Dexterity**
- **Visual**
- **Auditory**
- **Comprehension**

Tick the Y

A mark in the 'N' column indicates that the element should be given consideration in an Accessibility Plan.

|   | Y  | N | Notes   |
|---|----|---|---|
| I1. Is the building equipped to provide hearing assistance?   |    | N | Hearing loop  |
| I2. Is it clearly signed as such?   | NA |   | Will be once installed                                  |
| I3. Does it include all areas of the building?  |    |   |   |
| I4. Does lighting installation of the building take into account the needs of people with visual disabilities?  | Y  |   |   |
| I5. Does any sound system in the building provide good, clear sound with adequate voice levels?<br>a. Are there sufficient microphones for all leaders in worship?<br>b. Are they fixed or can they be used flexibly? | Y  |   |   |
| I6. Is there 'braille' information available for people with visual disabilities?   | Y  |   | Where appropriate (e.g. reset button in disabled loos.) |
| I7. If a data / overhead projector is used can it be viewed easily from all places?   | Y  |   |   |
| I8. Is there a copy of screen based information for those who cannot raise their head?  | Y  |   |   |
| I9. Where there are staff available in the building at information/refreshment facilities, are they trained in communication with people with physical and sensory disabilities?                                      | Y  |   |   |
| I10. Are all relevant locations clearly signed?   | Y  |   |   |

General notes to block:

## J – MEANS OF ESCAPE

Consider each question from the perspective of each type of disability:

- **Wheelchair**
- **Ambulant**
- **Dexterity**
- **Visual**
- **Auditory**
- **Comprehension**

Tick the Y or N column as appropriate and add notes if necessary

A mark in the 'N' column indicates that the element should be given consideration in an Accessibility Plan.

|  | Y  | N | Notes   |
|--|----|---|---|
| J1. Is there a visible as well as audible fire alarm system?   | Y  |   |   |
| J2. Are final exit routes as accessible to all, including wheelchair users, as are the entry routes?                         | Y  |   |   |
| J3. Is evacuation from upper and lower levels possible using an evacuation lift/platform lift with a protected power supply? | NA |   |   |
| J4. If people with disabilities cannot evacuate from the building independently are designated and signed refuges available? | NA |   | Straightforward escape (20 fire escapes in total) |
| J5. If refuges are available are they equipped with 'carry chairs'?  | NA |   |   |
| J6. Is there a 'management evacuation strategy' for all people?  | Y  |   |   |
| J7. Is someone on duty responsible for the evacuation procedure?   | Y  |   | Headteacher and other fire wardens                |
| J8. Is the evacuation strategy checked regularly for its effectiveness?  | Y  |   | X6 per year                                       |
| J9. Are evacuation routes checked routinely and regularly for freedom from combustible materials/obstacles/locked doors?     | Y  |   |   |
| J10. Are all fire warning devices and detectors checked routinely and regularly?   | Y  |   |   |

General notes to block:



### Action Plan:

| Location                                   | Problem   | Action   |
|--|---|--|
| Reception area                             | <p>There are no hearing loops to the reception desk; hall or main meeting room.</p> <p><b>Effect Analysis</b></p> <p>This will prove difficult for people to hear vital information about the services or take part in a meeting/discussion.</p> <p>Deaf people will feel excluded.</p> | <p>Installation of hearing loops for main desk is a requirement under Document M (2015) (2) of the Building Regulations.</p> <p>It is recommended to make provision for a hearing loop for the reception desk as a priority.</p> |
| External steps from car park to playground | Slight chipping   | Repair/fill – Site manager to complete by October 2022   |
|  |   |  |
|  |   |  |
|  |   |  |