St Cuthbert's Primary School Accessibility Plan 2024

Vision:

In our family school, we strive to be the best for today, for tomorrow, for ourselves, for each other, the wider world and for God.

As a Christian family we nurture an understanding that we are all of equal value and infinite worth.

In the safety of our unique family we will flourish and grow towards being Global Citizens and Courageous Advocates.

('You are now citizens together with God's people and members of the family of God'. Ephesians 2:19)

Mission statement:

Learning to love, loving to learn in the family of Christ.

('Encourage one another and build each other up'- 1 Thessalonians 5:11)

St Cuthbert's CE Primary School
Accessibility Plan

"Whoever welcomes you welcomes me; and whoever welcomes me welcomes the one who sent me.
Matthew ch10v40

Introduction

Paragraph 3 of schedule 10 to the Equality Act 2010 states that the Governing Body must prepare an Accessibility Plan which will

- increase the extent to which disabled pupils can participate in the school's curriculum,
- improve the physical environment of the school for the purpose of increasing the extent to which disabled pupils are able to take advantage of education and benefits, facilities or services provided or offered by the school, and
- improve the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled.

Since September 2002, the Governing Body has had three key duties towards disabled pupils, under Part 4 of the DDA:

- not to treat disabled pupils less favourably for a reason related to their disability;
- to make reasonable adjustments for disabled pupils, so that they are not at a substantial disadvantage;
- to plan to increase access to education for disabled pupils.

This Accessibility plan has been developed in consultation with staff and governors of the school and covers the period from September 2024 - September 2026

Current Accessibility Arrangements:

- We are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors regardless of their education, physical, sensory, social, spiritual, emotional and cultural needs. We are committed to challenging negative attitudes about disability and accessibility and to developing a culture of awareness, tolerance and inclusion.
- St Cuthbert's CE Primary School plans, over time, to increase the accessibility of provision for all pupils, staff and visitors to the school. The Accessibility Plan will contain relevant actions to:
- Improve access to the **physical environment** of the school, adding specialist facilities as necessary. This covers improvements to the physical environment of the school and physical aids to access education.
- Increase access to the **curriculum** for pupils with a disability, expanding the curriculum as necessary to ensure that pupils with a disability are as, equally, prepared for life as are the able-bodied pupils; (If a school fails to do this they are in breach of the DDA). This covers teaching and learning and the wider curriculum of the school such as participation in after-school clubs, leisure and cultural activities or school visits. It also covers the provision of specialist **aids and equipment**, which may assist these pupils in accessing the curriculum.

- Improve the delivery of **written information** to pupils, staff, parents and visitors with disabilities. Examples might include handouts, timetables, textbooks and information about the school and school events. The information should be made available in various preferred formats within a reasonable time frame.
- Attached are Action Plans, relating to these key aspects of accessibility. These plans will be reviewed and adjusted on an annual basis. New Plans will be drawn up every three years.
- We acknowledge that there is a need for ongoing awareness raising and training for staff and governors in the matter of disability discrimination and the need to inform attitudes on this matter.
- The Accessibility Plan should be read in conjunction with the following policies, strategies and documents:
    - Curriculum
    - Equal Opportunities and Diversity
    - Staff Development
    - Health & Safety
    - Inclusion
    - Special Needs
    - Behaviour Management
    - School Improvement Plan
    - Asset Management Plan
    - School Brochure and Mission Statement
    - Teaching and Learning Policy

- The Action Plan for physical accessibility relates to the Access Audit of the School, which is undertaken by the Resources Committee.
- As curriculum policies are reviewed, a section relating to access will be added to that on Equality and Diversity. The terms of reference for all governors' committees will contain an item on "having regard to matters relating to Access".
- The School Brochure will make reference to this Accessibility Plan.
- The School's complaints procedure covers the Accessibility Plan.
- Information about our Accessibility Plan will be published in the Governors' Annual Report to Parents (statutory).
- The Plan will be monitored through the Resources Committees of the Governors.
- Arrangements for an up dated audit to be confirmed by Phil Tomlin H & S Governor

DATE: October 2024

Appendix items

- Improving the Physical Access at St Cuthbert's CE Primary School - Page 4
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- Improving the Delivery of Written Information at St Cuthbert's CE Primary School – Page 6
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St Cuthbert's Primary School Accessibility Plan 2024 - 2026

Improving the Physical Access at St Cuthbert's CE Primary School

An Access Audit is carried in conjunction with the Health and Safety visit, annually by Carol Parker, Justine Moorhouse and Phil Tomlin (members of the Resources committee). The items below are key features of the audit.

Item	Activity	Timescale	Cost
Accessible car parking	❖ Bays to be re signed	On going	
Maintenance of access to main entrance	❖ Ramp area and DDA accessibility to main entrance – to be maintained	On going	
Maintenance and access via doors	❖ Anti-glare glass has been applied to the main entrance doors and specific windows	On going	
Accessible toilet	❖ An accessible toilet is located in the main entrance which is central in school – to be maintained and monitored for fit for purpose	On going	
Accessible Bathroom	❖ An accessible bathroom with shower and bed changing facilities is available opposite Polar Bears classroom – to be maintained and fit for purpose	On going	
Light switches, power outlets and emergency alarm buttons	❖ All are installed and serviced on a regular basis	On going	
Playground Ramp	❖ To be maintained – monitored by grounds maintenance	On going	
Ongoing Physical Access Areas			
Lighting	❖ The schools lighting systems has recently been replaced and notice taken of the recommendations of the audit.		
Signage, Colour Contrast	❖ Signage around school to be improved to allow greater accessibility eg size of print, colour of backgrounds ❖ If we become aware of any Braille users using the building Braille would be included	On going	

	❖ General decoration colour is considered as the routine redecoration of school takes place, more calming, neutral colours are being chosen ❖ Displays reflect the diverse makeup of the school		
Improvements to the acoustic environment	❖ Noise from heaters has been addressed ❖ If a child requiring a loop system applies support to fit one in the appropriate areas of school would be acquired.		
Arrangement of classrooms	❖ Consideration to be given as to which rooms could be used to appropriately meet the need of the child. If necessary year groups could change rooms		
Floor coverings	❖ High reflection floor coverings to be considered if this appropriate to the needs of a child ❖ Floor coverings inappropriate to wheelchairs and walking aids would be re-laid. (refer to audit)		
Internal Stairs	❖ Modifications made to stairs in the reception entrance in line with H & S advise ❖ Grab rails are fitted to all corridor stairs near classrooms		
Toilets and washing facilities	❖ Disabled shower and changing area fitted in EY classroom ❖ Disabled shower and changing area to be fitted as part of PSRP extension ❖ Washing facilities to be checked for height facility (see audit)		
Furniture	❖ Lifts would be required if child in wheel chair applied (see audit) funding would be sought ❖ Desks and chairs of appropriate size would be purchased		

Layout of the playground	❖ To reduce gradient of slope to playground if wheelchair access needed in the future, funding would have to be sought to even begin to tackle this problem		
	❖ Access of outside and three levels of internal rooms would necessitate a vast amount of external funding. This would be attempted if the decision was made to educate a severely physically impaired child on this site		

Also refer to the DDA audit – See Appendix page 7

St Cuthbert's CE Primary School Accessibility Plan

Improving the Curriculum Access at St Cuthbert's CE Primary School

Target	Strategy	Outcome	Time frame	Achievement
Training for teachers and TLAs where appropriate on differentiating the curriculum	Undertake an audit of staff training requirements	All teachers are able to more fully meet the requirements of disabled children's needs with regards to accessing the curriculum	On going	Increase in access to the National Curriculum
Training for teachers on adapting the curriculum where appropriate	Review the specific needs for pupils living with a disability, in terms of basic daily living skills, relationships and future aspirations.	Teachers are aware of the relevant issues and can ensure that this group has equality of access to life- preparation learning. The use of other professional partners has been made available.	On going	

All out-of-school activities are planned to ensure the participation of the whole range of pupils	Review all out-of-school provision to ensure compliance with legislation	All out-of-school activities will be conducted in an inclusive environment with providers that comply with all current and future legislative requirements	On going	Increase in access to all school activities for all disabled pupils
Classrooms are optimally organised to promote the participation and independence of all pupils	Review and implement a preferred layout of furniture and equipment to support the learning process in individual class bases	Lessons start on time without the need to make adjustments to accommodate the needs of individual pupils	On going	Increase in access to the National Curriculum
Training for Awareness Raising of Disability Issues where appropriate	Provide training for governors, staff, pupils and parents Discuss perception of issues with staff to determine the current status of school	Whole school community aware of issues relating to Access	On going	Society will benefit by a more inclusive school and social environment

St Cuthbert's CE Primary School Accessibility Plan
Improving the Delivery of Written Information at St Cuthbert's CE Primary School

TARGET	STRATEGY	OUTCOME	TIMEFRAME	ACHIEVEMENT
Availability of written material in alternative formats	The school will make itself aware of the services available through the LA for converting written information into alternative formats.	The school will be able to provide written information in different formats when required for individual purposes	On going	Delivery of information to disabled pupils improved
Make available school brochures, school newsletters and other information for parents in alternative formats	Review all current school publications and promote the availability in different formats for those that require it	All school information available for all on the website including translation facilities	On going	Delivery of school information to parents and the local community improved

Review documentation with a view of ensuring accessibility for pupils with visual impairment	Get advice from HVSS on alternative formats and use of IT software to produce customized materials.	All school information available for all	On going	Delivery of school information to pupils & parents with visual difficulties improved.
Raise the awareness of adults working at and for the school on the importance of good communications systems.	Arrange training courses.	Awareness of target group raised	On going	School is more effective in meeting the needs of pupils.

St Cuthbert's CE Primary School
2019 DDA Audit

BUILDING REF/NO:	**STATUS:**	**BUILDING NAME: St Cuthbert's CE Primary School, Darwen**	**BUILDING/BLOCK TITLE:**		
CURRENT FACILITIES - GROUNDS	**SATISFACTORY**	**COMMENTS/RECOMMENDATIONS**	**PRIORITY CATEGORY**	**CLIENT PRIORITY**	**BUDGET COST**
A. ENTRANCE APPROACH ROUTE	**YES/NO**				
IS THE APPROACH ROUTE:	**Not Applicable**		**P1/P2/P3**	**H/M/L**	**£**
1 Clearly indicated	YES	Yes – new signage fitted			
2 Free of kerbs/steps/trips with discreet use of tactile paving	YES	Ok – better use of tactile paving needed for children's entrance and main entrance area.	P3	L	3000.00
3 Smooth surfaced and slip resistant	YES	Surface mixture of tarmac and flags, repairs made Spring 19			
4 Free from hazards (bollards, bins, outward opening windows)	YES	Some outward opening windows but they are fitted with restrictors.			
5 Wide enough for people with reduced mobility	YES	Access routes over 1800mm wide.			

BUILDING REF/NO:	STATUS:	BUILDING NAME: St Cuthbert's CE Primary School, Darwen	BUILDING/BLOCK TITLE:		
CURRENT FACILITIES - GROUNDS	SATISFACTORY	COMMENTS/RECOMMENDATIONS	PRIORITY CATEGORY	CLIENT PRIORITY	BUDGET COST
A. ENTRANCE APPROACH ROUTE IS THE APPROACH ROUTE:	YES/NO Not Applicable		P1/P2/P3	H/M/L	£
6 Adequately lit	YES	External lighting provided to access routes. Could be improved.			3000.00

P1 URGENT ESSENTIAL: £	P2 NECESSARY: £	P3 DESIRABLE: £3000.00	TOTAL BUDGET COST	£3000.00

GUIDANCE NOTES

AUDIT REF NO 7	PREMISE ELEMENTS
7.1 7.2 A1, A2, A3, A4 7.3 A2 7.4 A5 7.5 A6	**8** A – ENTRANCE APPROACH ROUTES – **should be:-** ❖ Clearly signposted, free from obstacles with a well maintained even and level slip resistant surface without any trip hazards ❖ Provided with drop kerbs and possibly coloured tactile blister surface paving (used selectively) to assist people with visual impairment. ❖ 1800mm wide to allow sufficient space for movement of wheelchairs/prams/pushchairs to pass each other ❖ Provided with external lighting for evening functions

BUILDING REF/NO:	STATUS:	BUILDING NAME: St Cuthbert's CE Primary School, Darwen	BUILDING/BLOCK TITLE:		
CURRENT FACILITIES - GROUNDS	SATISFACTORY	COMMENTS/RECOMMENDATIONS	PRIORITY CATEGORY	CLIENT PRIORITY	BUDGET COST
B. CAR PARK IS THE CAR PARK:	YES/NO Not Applicable		P1/P2/P3	H/M/L	£
1 Clearly marked out including provision for disabled parking	YES	Good – One accessible space provided and marked out.			
2 Provided with drop kerbs or level/ramped access to entrance	YES	Drop kerbs and paving provided.			
3 Indicated by sign(s) and convenient to main entrance	YES	Adjacent main entrance.			
4 Smooth surfaced and slip resistant with bays being of the appropriate size and configuration	YES	Tarmac finish.			

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CURRENT FACILITIES - GROUNDS	SATISFACTORY	COMMENTS/RECOMMENDATIONS		PRIORITY CATEGORY	CLIENT PRIORITY	BUDGET COST
B. CAR PARK IS THE CAR PARK:	YES/NO Not Applicable			P1/P2/P3	H/M/L	£
5 Free from hazards and kept from misuse	YES					
6 Adequately lit with lights positioned to avoid glare and silhouetting	YES	Lighting provided.				
P1 URGENT ESSENTIAL:	P2 NECESSARY: £		P3 DESIRABLE:	TOTAL BUDGET COST		

GUIDANCE NOTES

B - CAR PARK – should be:-

8.1	B1, B3	❖ Signposted and marked out with a designated disabled space 3200 – 3600mm wide
8.2	B2	❖ Provided with drop kerbs between the car park and main entrance for wheelchair access
8.3	B4, B5	❖ Smooth surfaced, slip resistant, even and free from loose stones, leaves or other hazards
8.4	B6	❖ Provided with external lighting carefully positioned to avoid glare and silhouetting

BUILDING REF/NO:	STATUS:	BUILDING NAME: St Cuthbert's CE Primary School, Darwen	BUILDING/BLOCK TITLE:		
CURRENT FACILITIES - GROUNDS	SATISFACTORY	COMMENTS/RECOMMENDATIONS	PRIORITY CATEGORY	CLIENT PRIORITY	BUDGET COST
C. EXTERNAL CIRCULATION - FOOTPATHS ARE PATHS AROUND THE BUILDING:	YES/NO Not Applicable		P1/P2/P3	H/M/L	£
1 Ramped and/or stepped where necessary at changes of level	YES	Good.			
2 Suitably graded and not too steep	YES	Gradient to main reception area.			
3 Wide enough for people with reduced mobility	YES	Over 1200mm wide.			
4 Suitably surfaced, slip resistant and free from trip hazards/obstacles	YES	Mixture of tarmac and paving.			
5 Protected with appropriate handrails at changes of level	YES				
6 Highlighted at steps with nosings marked and readily identifiable	NO	Nosings to steps leading up to playground are not highlighted. Paint nosings and landing. Work to be completed and updated regularly..	P2	M	200.00
7 Designed to provide disabled access to external recreation spaces	YES	Good. Ramp and steps provided to access playing field.			

P1 URGENT ESSENTIAL: £	P2 NECESSARY: £ 200.00	P3 DESIRABLE: £	TOTAL BUDGET COST	200.00

GUIDANCE NOTES

		C - EXTERNAL CIRCULATION – paths should be:-
8.4.1	C1, C2	❖ If ramped, constructed with a maximum gradient of 1 in 12 (under 2.0m long), 1 in 15 (up to 5.0m long) and 1 in 20 (up to 10.0m long)
8.4.2	C3	❖ Preferably 1800 mm wide (but a minimum of 1200) with clearly defined edges – drainage gratings avoided where possible
8.4.3	C4	❖ Smooth firm surfaced, slip resistant in wet weather and laid to a level finish without any trip hazards or obstacles
8.4.4	C5	❖ Constructed with ramp edges and steps protected by easy grip handrails (45 – 50 mm diameter) fixed at 900–1000mm high and to extend 300mm beyond first and last step – (ramps to be protected at outer edge with 100 mm high upstand if solid balustrade not provided).
8.4.5	C6	❖ If containing steps, nosings highlighted by contrasting colours – step risers to be 150 mm maximum – treads to be 280 mm minimum
8.4.6	C7	❖ Linked to external recreation/leisure spaces including hard play, quiet informal social spaces and landscaped/habitat areas

BUILDING REF/NO:	STATUS:	BUILDING NAME: St Cuthbert's CE Primary School, Darwen	BUILDING/BLOCK TITLE:		
CURRENT FACILITIES - BUILDING	SATISFACTORY	COMMENTS/RECOMMENDATIONS	PRIORITY CATEGORY	CLIENT PRIORITY	BUDGET COST
D. MAIN ENTRANCE/RECEPTION IS THE MAIN ENTRANCE:	YES/NO Not Applicable		P1/P2/P3	H/M/L	£
1 Clearly identified being distinguishable from the facade (if glass is it visible when closed) with door(s) wide enough for disabled use	YES	Recently installed doors that are clearly visible – improve use of signage. Consider doors with tonal contrast if required.			
2 Provided with a level threshold suitable for a wheelchair user	YES				
3 If there is a lobby do the inner and outer doors meet the same criteria having a layout to enable all users to clear one door before passing through the next	YES				
4 Door(s) provided with a vision panel at standing and seated levels	YES				
5 External door easily opened at standing and seated levels with minimum 300mm wide wheelchair manoeuvre space beside leading edge	YES				
6 Is there a door closer mechanism fitted or is the door power operated with visual and tactile information	YES				
7 Fitted with entry phone/security system suitable for use and within reach by disabled people	YES	Approx 1200mm high.			
8 Reception area clearly signed for users with mobility/sight impairment	YES	Satisfactory.			
9 Floor surface suitable for wheelchairs and users with sight impairment	YES	Satisfactory.			
10 Reception point suitable for approach and use from both sides by people in standing and seated positions	YES	Satisfactory.			
11 Reception point fitted with hearing enhancement system	NO	No induction loop provided	P1	H	400.00

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CURRENT FACILITIES - BUILDING	SATISFACTORY	COMMENTS/RECOMMENDATIONS	PRIORITY CATEGORY	CLIENT PRIORITY	BUDGET COST
D. MAIN ENTRANCE/RECEPTION IS THE MAIN ENTRANCE:	YES/NO Not Applicable		P1/P2/P3	H/M/L	£
12 Provided with suitable waiting area including space for wheelchair	YES	Lobby large enough to accommodate wheelchair user.			
13 Decorated with appropriate colours	YES	Major surfaces and doors have tonal contrast.			

P1 URGENT ESSENTIAL: £ 400.00	P2 NECESSARY:	P3 DESIRABLE:	TOTAL BUDGET COST	400.00

GUIDANCE NOTES

	D - MAIN ENTRANCE – should be:-
D1, D11	❖ Easily identifiable door(s) colour contrasted against surrounding and 800 mm clear opening width
D2	❖ Level or threshold maximum 13 mm high
D3, D4, D11	❖ Easy and safe to access - door vision panels positioned at least 500 mm to 1500 mm from the floor – (if two panels - lower panel 500 – 800 above floor – higher panel 1150 – 1500 above floor)
	❖ Leading edge of door 300 mm minimum from side wall and 2000 mm long level surface outside the door
	❖ Door handle easy to see, grip and operate (max height 1000 mm) with self-closing device adjusted to the minimum practicable level
	❖ Accessible with any door entry/control system positioned 1000 mm maximum above the floor
D5	❖ Clearly signed and adequately lit with simple upper and lower case lettering and symbols to contrast with background. Tactile information provided for people with sight
D6	impairment (subject to specialist advice)
	❖ Surfaced with suitable floor covering for wheelchair users (without trip hazards from mat wells or carpets) – floor finish to provide a colour contrast to walls
D7	❖ Large enough for wheelchair circulation – 2000 mm between inner and outer lobby doors
	❖ Provided with hearing assistance (at reception point)
D8	❖ Provided with a space available to a wheelchair user alongside seating within the reception/waiting area
D9	❖ Decorated using colour, texture, acoustics, lighting and signage to help building users and visitors orientate themselves within the building – a balance of colour should be
D10	used to provide a combination of soothing and colourful stimulating environments
D12	❖ Provided with split level reception counter to give a lowered section with a flat surface usable from a wheelchair

BUILDING REF/NO:	STATUS:	BUILDING NAME: St Cuthbert's CE Primary School, Darwen	BUILDING/BLOCK TITLE:		
CURRENT FACILITIES - BUILDING	SATISFACTORY	COMMENTS/RECOMMENDATIONS	PRIORITY CATEGORY	CLIENT PRIORITY	BUDGET COST
E CORRIDORS ARE CORRIDORS:	YES/NO Not Applicable		P1/P2/P3	H/M/L	£
1 Wide enough for visitors with mobility impairment	YES	Satisfactory – not suitable for wheelchair access due to site being built on a hill – steps are necessary with no room for installation of ramp or stair lift. There is no wheelchair access to our current Y3, Y4, Y6, Intervention Room and Staffroom.			
2 Free from physical barriers or obstructions to wheelchair users and hazards to people with impaired vision	NO	Furniture and lockers etc obstruct corridor widths but it is assumed that the school will manage this as the need arises.	P3	L	0.00
3 Do any lobbies allow users to clear one door before approaching the next with minimal manoeuvre and/or is turning space available for wheelchair users	YES	Any lobbies are of a sufficient size – site not suitable for wheelchair users due to gradient of build. There is no wheelchair access to our current Y3, Y4, Y6, Intervention Room and Staffroom.			
4 Do natural and artificial lighting avoid glare and silhouetting	YES	Mixture of sun pipes and down lighters.			
5 Are there visual clues for orientation with textured surfaces conveying useful information for people with impaired vision	YES	Satisfactory. No textured surfaces as such but can be provided if required.	P3	L	0.00
6 Are directional or information signs (including means of escape) provided, being visible from both sitting and standing levels being upper and lower case	YES	Fire exit signage provided (see also section K). Directional signs provided of adequate size and text.			
7 Is lighting designed to meet a wide range of needs	YES	See also section L.			

P1 URGENT ESSENTIAL: £	P2 NECESSARY: £	P3 DESIRABLE: £ 0.00	TOTAL BUDGET COST	0.00

GUIDANCE NOTES

E – CORRIDORS – should be:-

8.4.7	E1, E5	❖ 1800 mm min wide (preferably 1900mm) for wheelchair movement – turning circles to be 1500 mm min diameter
8.4.8	E2, E3	❖ Free from obstructions, restrictions or hazards – coat hooks or fire extinguishers should be carefully positioned
8.4.9	E4, E6	❖ Clearly signed and adequately lit with simple upper and lower case lettering and symbols to contrast with background. Tactile information provided for people with sight impairment (subject to specialist advice)

BUILDING REF/NO:	STATUS:	BUILDING NAME: St Cuthbert's CE Primary, Darwen	BUILDING/BLOCK TITLE:		
CURRENT FACILITIES - BUILDING	SATISFACTORY	COMMENTS/RECOMMENDATIONS	PRIORITY CATEGORY	CLIENT PRIORITY	BUDGET COST
F UPPER FLOORS/VERTICAL MOVEMENT ARE UPPER FLOORS:	YES/NO Not Applicable		P1/P2/P3	H/M/L	£
1 Accessible to wheelchair users by a passenger lift/platform lift/stair lift which meets the current British Standards	NO	Lift would be required for wheelchair access – funding dependant.			
2 Clearly indicated and lift controls operable by wheelchair users	N/A				
3 Is the location of any ramp/stairs clearly indicated by use of sign/colour contrast/texture	YES	Nosing of a clear contrast colour.			
4 Does any steps/stairs/ramp have a handrail to one (if less than 2m in length) or both sides which extends 300mm beyond to the top and bottom of any flight	YES				
5 Is any short rise within a single storey ramped/stepped; if so is the ramp surface/step indicated and being slip resistant	N/A				
6 Is any level change clearly lit	YES				

P1 URGENT ESSENTIAL: £	P2 NECESSARY: £	P3 DESIRABLE: £	TOTAL BUDGET COST	

GUIDANCE NOTES

BUILDING REF/NO:	STATUS:	BUILDING NAME: St Cuthbert's CE Primary, Darwen	BUILDING/BLOCK TITLE:		
CURRENT FACILITIES - BUILDING	SATISFACTORY	COMMENTS/RECOMMENDATIONS	PRIORITY CATEGORY	CLIENT PRIORITY	BUDGET COST
F UPPER FLOORS/VERTICAL MOVEMENT ARE UPPER FLOORS:	YES/NO Not Applicable		P1/P2/P3	H/M/L	£

8.4.10 F1 8.4.11 F2 8.4.12 8.4.13 F3 8.4.14 8.4.15 8.4.16 F4 8.4.17 8.4.18 F5	**F – UPPER FLOORS/VERTICAL MOVEMENT** ❖ To stairs provide colour/tone/texture/contrast lighting indicators and handrails where appropriate, at all changes in level; ❖ Ensure that all stair nosings are clearly marked in contrast with the treads and risers, with dimensions of treads and risers within the maximum/minimum tolerances being consistent throughout the full rise ❖ With passenger lifts a 1500mmx1500mm unobstructed space in front of the doors at each landing with a 1100mmx1400mm car, with a clear unobstructed door with of 800mm, having all controls (inside and outside the lift car) within reach (not more than 1200mm above ground) and visible ❖ With platform lifts these should be clearly signposted, having key/security controlled operation with adjacent stairs provided ensuring no compromise has been made to the means of escape ❖ Where internal ramps provided these to be within the limitations of going and gradient as recommended having a handrail to both sides a minimum of 900mm above the ramp surface with a clear width between the same of 1000mm (if ramp less than 2m a handrail to one side only will be sufficient. Landings to be provided at the top and bottom of the ramp being at least the width of the ramp and a minimum of 1200mm long, clear of any door swing or other obstruction. The surface of a ramp should contrast in colour and luminance with that of landing so that its presence is distinguishable by people with impaired vision.

BUILDING REF/NO:	STATUS:	BUILDING NAME: St Cuthbert's CE Primary School, Darwen	BUILDING/BLOCK TITLE:		
CURRENT FACILITIES - BUILDING INTERNAL	SATISFACTORY YES/NO Not Applicable	COMMENTS/RECOMMENDATIONS	PRIORITY CATEGORY P1/P2/P3	CLIENT PRIORITY H/M/L	BUDGET COST £
1 Easily distinguishable against surrounding wall surfaces	YES	Generally good tonal contrast.			
2 If glass are they visible when closed	YES	Mid rails provided to glass doors.			
3 If vision panel fitted can people standing or sitting in a wheelchair see each other and be seen from either side of the door	YES	High and low level vision panels provided.			
4 Does the clear opening width permit wheelchair access	YES	Doors are sufficient in width.			
5 On the opening side of the door is there sufficient space to allow the door handle to be grasped and the door swung past a wheelchair footplate	YES	Generally acceptable.			
6 Is any door furniture /handle at a height for standing/sitting use, easily distinguished and grasped and operated	YES	Handles set at 900mm high.			
7 Suitably signed for easy room identification	YES	Doors have signs printed by the school. It is assumed the school will manage this as required.	P3	2	0.00

P1 URGENT ESSENTIAL: £	P2 NECESSARY: £	P3 DESIRABLE: £0.00	TOTAL BUDGET COST	0.00

GUIDANCE NOTES

G1, G2 G3, G4, G5	**G – INTERNAL DOORS** – should be:- ❖ Easily identifiable, colour contrasted against surrounding and 800 mm clear opening width ❖ Easy and safe to access - door vision panels positioned at least 500 mm to 1500 mm from the floor – (if two panels - lower panel 500-800 above floor – higher panel 1150-1500 above floor) ❖ Leading edge of door 300 mm minimum from side wall and 2000 mm long level surface outside the door ❖ Door handle easy to see, grip and operate (max height 1000 mm) with self-closing device adjusted to the minimum practicable level

BUILDING REF/NO:	STATUS:	BUILDING NAME: St Cuthbert's CE Primary School, Darwen	BUILDING/BLOCK TITLE:		
CURRENT FACILITIES - BUILDING	SATISFACTORY	COMMENTS/RECOMMENDATIONS	PRIORITY CATEGORY	CLIENT PRIORITY	BUDGET COST
INTERNAL	YES/NO Not Applicable		P1/P2/P3	H/M/L	£
G6	• Clearly signed and adequately lit with simple upper and lower case lettering and symbols to contrast with background. Tactile information provided for people with sight impairment (subject to specialist advice)				

BUILDING REF/NO:	STATUS:	BUILDING NAME: St Cuthbert's CE Primary School, Darwen	BUILDING/BLOCK TITLE:		
CURRENT FACILITIES - BUILDING	SATISFACTORY	COMMENTS/RECOMMENDATIONS	PRIORITY CATEGORY	CLIENT PRIORITY	BUDGET COST
H TOILETS DO TOILETS INCLUDE:	YES/NO Not Applicable		P1/P2/P3	H/M/L	£
1 Is WC provision made for people with disabilities and is the locations clearly signed.	YES				
2 Is wheelchair approach free from steps/narrow doors/obstructions, etc. with sufficient space at entry to the compartment for manoeuvring and door opening	YES				
3 Is the wheelchair compartment large enough to permit manoeuvre for frontal/lateral/angled/backward transfer and is the area free of obstructions	YES				
4 Are fittings arranged to facilitate manoeuvres with washing and drying facilities within reach of someone seated on the WC	YES				
5 Do all lavatory areas have slip-resistant floors being easily distinguished by colour contrast from the walls	YES				
6 Are all fittings readily distinguishable from their background	YES				
7 Are all door fittings/locks easily gripped and operated being within easy reach	YES				

BUILDING REF/NO:	STATUS:	BUILDING NAME: St Cuthbert's CE Primary School, Darwen	BUILDING/BLOCK TITLE:		
CURRENT FACILITIES - BUILDING INTERNAL	SATISFACTORY YES/NO Not Applicable	COMMENTS/RECOMMENDATIONS	PRIORITY CATEGORY P1/P2/P3	CLIENT PRIORITY H/M/L	BUDGET COST £
8 Accessible light switch and panic alarm with emergency call system being operated from floor level	YES				
9 Are suitable grab rails fitted in all the appropriate positions to facilitate use of the WC	YES				
10 Is the tap appropriate for use by someone with limited dexterity, grip or strength	YES	Single lever tap.			
P1 URGENT ESSENTIAL:	**P2 NECESSARY**	**P3 DESIRABLE: £**	**TOTAL BUDGET COST**		

GUIDANCE NOTES

8.4.19 H1 8.4.20 H2 8.4.21 H3 8.4.22 H4 8.4.23 H5 9.2.23 H6	**H – TOILETS** – should be:- ❖ 1500 mm x 800 mm cubicle size for ambulant disabled ❖ 2200 mm x 1500 minimum size for standard disabled layout and 2400 x 2200 for assisted use ❖ Fitted with vertical and horizontal support rails alongside wc and hand rinse basin ❖ Designed for wheelchair and ambulant disabled use – basins to have rim height 720 mm – 740 mm above floor ❖ Provided with an emergency assistance alarm – pull cord extended to 800 mm above floor ❖ Located with convenient access to appropriate changing facilities if not incorporated within the toilet area ❖ Situated with disabled toilet for adult use (staff/visitors) convenient to main entrance

BUILDING REF/NO:	STATUS:	BUILDING NAME: St Cuthbert's CE Primary School, Darwen	BUILDING/BLOCK TITLE:		
CURRENT FACILITIES - BUILDING	SATISFACTORY	COMMENTS/RECOMMENDATIONS	PRIORITY CATEGORY	CLIENT PRIORITY	BUDGET COST
J INTERNAL SURFACES ARE:	YES/NO Not Applicable		P1/P2/P3	H/M/L	£
1 Floor finishes generally slip resistant and suitable for wheelchairs	YES				
2 Finishes selected to avoid glare and reflection with floor finish colours appropriate for visually impaired building users	YES				
3 Colour schemes selected to differentiate parts of the building with contrasting colours selected to identify doors/switches/fixtures	YES	Generally acceptable.			
4 Busy or distracting wall coverings avoided	N/A	School environment means lots of wall displays are used.			

P1 URGENT ESSENTIAL: £	P2 NECESSARY: £0.00	P3 DESIRABLE:	TOTAL BUDGET COST	

GUIDANCE NOTES

8.4.24 J1, J2, J4, J5 8.4.25 8.4.26 8.4.27 8.4.28 J3, J6	**J – INTERNAL SURFACES** – general recommendations:- ❖ Surfaced with suitable floor covering for wheelchair users (without trip hazards from mat wells or carpets) – floor finish to provide a colour contrast to walls ❖ Decorated using colour, texture, acoustics, lighting and signage to visitors orientate themselves within the buildings – a balance of colour should be used to provide a combination of soothing and colourful stimulating environments ❖ Glossy floor and wall surfaces can cause reflections affecting users with visual impairment

BUILDING REF/NO:	STATUS:	BUILDING NAME: St Cuthbert's CE Primary School, Darwen	BUILDING/BLOCK TITLE:		
CURRENT FACILITIES - BUILDING	SATISFACTORY	COMMENTS/RECOMMENDATIONS	PRIORITY CATEGORY	CLIENT PRIORITY	BUDGET COST
K FIRE EXITS ARE EXIT DOORS:	YES/NO Not Applicable		P1/P2/P3	H/M/L	£
1 Clearly signed and easily distinguishable	YES				
2 Wide enough for wheelchair users	YES				
3 Ramped/stepped externally with appropriate gradient and handrails	YES	All level.			
4 Provided with a level threshold	YES	See above.			
5 Provided with vision panel at standing and seated levels	YES	High and low level vision panels provided.			

P1 URGENT ESSENTIAL: £	P2 NECESSARY: £	P3 DESIRABLE: £	TOTAL BUDGET COST	

GUIDANCE NOTES

	K – EXIT DOORS – should be:-
K1, K2	❖ Easily identifiable door(s) colour contrasted against surrounding and 800 mm clear opening width
K3	❖ If ramped, constructed with a maximum gradient of 1 in 12 (under 2.0m long), 1 in 15 (up to 5.0m long) and 1 in 20 (up to 10.0m long)
K4	❖ Level or threshold maximum 13 mm high
K5	❖ Easy and safe to access - door vision panels positioned at least 500 mm to 1500 mm from the floor – (if two panels - lower panel 500-800 above floor – higher panel 1150-1500 above floor) ❖ Leading edge of door 300 mm minimum from side wall and 2000 mm long level surface outside the door ❖ Door handle easy to see, grip and operate (max height 1000 mm)

BUILDING REF/NO:	STATUS:	BUILDING NAME: St Cuthbert's CE Primary School, Darwen	BUILDING/BLOCK TITLE:		
CURRENT FACILITIES - BUILDING	SATISFACTORY	COMMENTS/RECOMMENDATIONS	PRIORITY CATEGORY	CLIENT PRIORITY	BUDGET COST
L LIGHTING ARE:	YES/NO Not Applicable		P1/P2/P3	H/M/L	£
1 Good levels of light provided wherever possible	YES	Good mix of natural and artificial lighting.			
2 Windows or roof-lights protected to avoid glare	YES	Diffusers fitted to sun pipes.			
3 Artificial lighting levels able to be reasonably controlled and/or adjusted	YES				
4 Contrasting colours used to identify particular features	N/A				

P1 URGENT ESSENTIAL: £	P2 NECESSARY: £	P3 DESIRABLE: £	TOTAL BUDGET COST	

GUIDANCE NOTES

L – LIGHTING – general recommendations:-

8.4.29 L1, L2, L3

- Good levels of natural light should be created wherever possible and artificial lighting positioned to avoid glare, confusing shadows or pools of light and dark which can be misleading for visually impaired building users

8.4.30 L4

- Decorated using colour, texture, acoustics, lighting and signage to help building users and visitors orientate themselves within the building – a balance of colour should be used to provide a combination of soothing and colourful stimulating environments

BUILDING REF/NO:	STATUS:	BUILDING NAME: St Cuthbert's CE Primary School, Darwen	BUILDING/BLOCK TITLE:		
CURRENT FACILITIES - BUILDING	SATISFACTORY	COMMENTS/RECOMMENDATIONS	PRIORITY CATEGORY	CLIENT PRIORITY	BUDGET COST
M SIGNS ARE SIGNS:	YES/NO Not Applicable		P1/P2/P3	H/M/L	£
1 Located in suitable positions externally and internally	YES				
2 Easy to identify in terms of style, colour and size	YES				
3 Designed and positioned to assist building users, staff and visitors	YES				
4 Simple and easily read with contrasting letters and background	YES				
5 Adequately lit during normal building use	YES				

P1 URGENT ESSENTIAL: £	P2 NECESSARY: £	P3 DESIRABLE: £	TOTAL BUDGET COST	

GUIDANCE NOTES

8.4.31 M1, M3 8.4.32 M2, M4, M5	**M – SIGNS** – should be:- ❖ Fixed in appropriate positions externally and within the building ❖ Easily distinguishable and adequately lit with simple upper and lower case lettering and symbols to contrast with background

BUILDING REF/ NO:	STATUS:	BUILDING NAME: St Cuthbert's CE Primary School, Darwen	BUILDING/BLOCK TITLE:		
CURRENT FACILITIES - BUILDING	SATISFACTORY	COMMENTS/RECOMMENDATIONS	PRIORITY CATEGORY	CLIENT PRIORITY	BUDGET COST
N FURNITURE/EQUIPMENT IS:	YES/NO Not Applicable		P1/P2/P3	H/M/L	£
1 Suitable equipment provided for visitors with special needs/disabilities	N/A	It is assumed that all furniture is adequate as the school is responsible for managing this element.			
2 Any specialist area suitably fitted out	N/A				
3 Adjustable height worktop provided in practical teaching area(s)	N/A	It is assumed that this will be provided as and when necessary.			
4 Specialist storage space provided for mobility aids	YES	School has adequate storage if required.			
5 Furniture/equipment colour contrasted against background	YES				

P1 URGENT ESSENTIAL: £	P2 NECESSARY: £	P3 DESIRABLE: £	TOTAL BUDGET COST	

GUIDANCE NOTES

		FURNITURE /EQUIPMENT
8.4.33	N1, N2, N3, N4, N5	❖ Specialist furniture/equipment to be the subject of detailed discussion between building manager, client, etc. as necessary

BUILDING REF/NO:	STATUS:	BUILDING NAME: St Cuthbert's CE Primary School, Darwen	BUILDING/BLOCK TITLE:		
CURRENT FACILITIES – BUILDING O MEETING ROOMS/SPACES:	SATISFACTORY YES/NO Not Applicable	COMMENTS/RECOMMENDATIONS	PRIORITY CATEGORY P1/P2/P3	CLIENT PRIORITY H/M/L	BUDGET COST £
1 Accessible to and large enough for wheelchair users	YES				
2 Clearly indicated and doors wide enough for wheelchair access	YES				
3 Provided with vision panels to doors suitable for wheelchair users	YES				
4 External door fitted with level threshold and ramp externally	YES	External doors have level thresholds and access.			
5 Provided with suitable lighting as necessary for building users with visual impairment	YES				
6 Acoustically satisfactory for hearing impaired visitors	N/A	It is assumed that the school will provide equipment as and when a need arises.			

P1 URGENT ESSENTIAL: £	P2 NECESSARY: £	P3 DESIRABLE: £	TOTAL BUDGET COST	

GUIDANCE NOTES

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BUILDING REF/NO:	STATUS:	BUILDING NAME: St Cuthbert's CE Primary School, Darwen	BUILDING/BLOCK TITLE:		
CURRENT FACILITIES - BUILDING	SATISFACTORY	COMMENTS/RECOMMENDATIONS	PRIORITY CATEGORY	CLIENT PRIORITY	BUDGET COST
S ACOUSTICS IS THE INTERNAL ENVIRONMENT:	YES/NO Not Applicable		P1/P2/P3	H/M/L	£
1 Generally suitable for visitors/building users with hearing difficulties	YES	Noise from heaters to be addressed	P3	M	£8000
2 Free from background noise or limited to an acceptable level	YES	See above.			
3 Provided with adequate sound insulation between adjoining rooms	YES	See above.			
4 Finished with wall/floor coverings to reduce noise levels	YES	See above.			

P1 URGENT ESSENTIAL: £	P2 NECESSARY: £	P3 DESIRABLE: £8000	TOTAL BUDGET COST	£8000

GUIDANCE NOTES

8.4.34 S1, S2, S3, S4, S5	**S – ACOUSTICS** – general recommendations:- ❖ Designed to provide satisfactory acoustic conditions:- ❖ "open plan areas should be avoided whenever possible" ❖ "satisfactory acoustic conditions consider noise levels, frequencies and reverberation times – internal activities should be located having regard to external noise sources (roads) – noise levels controlled by buffer zones and physical barriers – materials selected for acoustic absorption (curtains, acoustic ceilings, carpets and pinboards increase absorption and reduce the reverberation time)"