

Item	Areas	Recommendation	Priority (A)	Priority (B)	Priority (C)	Keys for Costs	Target Date	Date Achieved
1	Car Park	Paint a disabled bay	X			M	2018	
2		Place a directional sign at the entrance to the car park showing the location of the disabled car parking. Place a sign in front of disabled bay.	X			M	2018	
3	Approach and Pedestrian Entrances	Place signs at main pedestrian entrances showing the disabled access route.	X			M	2017	
5	External Ramps	Ensure that ramp to mobile is kept clear of grit and gravel which could present a trip hazard	X			N	ONGOING	
6		Fit handrails to the ramp		X		M	2018	
7	Outdoor Steps	Paint nosings on all outside steps and repaint at the first sign of wearing. Paint nosings in a contrasting colour.	X			M	2017	
8	Entrances	Put a sign next to the intercom so it can easily be seen and read by a person with a sight impairment.	X			M	2018	
9		Level out the step to make level access at main entrance.	X			M	2018	
10		Check the door closures regularly and alter accordingly. Because manual door closers are fitted to most of the entrance doors, make sure these are adjusted to provide the minimum force necessary to open or close the doors. Make sure staff and students are aware of the need to offer assistance by holding open doors or carrying materials for people with disabilities who have difficulties at the entrance. As entrance doors are replaced, install automatic entrance doors if the budget permits.	X			N	ONGOING	
11		The back classroom entrances could be ramped or one could be ramped should the school admit a child in a wheelchair on a permanent basis then the child could use this ramped classroom for the duration of his/her stay at the school.			X	ST	2019	

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12	Lobby and Reception area	Change signage where necessary. Constantly review signage to ensure the criteria are being met. "signs should form part of an integrated communication scheme that gives clear directions, information and instructions for use of a building" – BS 8300:2001. Tactile signage makes visual information accessible to blind and partially sighted people. Accessible maps and signs ensure blind and partially sighted people can find their way around your school. This is a legal requirement to make sure your signage doesn't exclude people from accessing your school. Any new signs should be designed to meet the requirements of the Sign Design Guide. This is published by the JMU & Sign Design Society		X		OG	2016-2019	
13		Ensure that missing bulbs and fluorescent tubes are replaced as soon as possible as part of your ongoing maintenance programme.	X			M	ONGOING	
14		Purchase a portable hearing loop system and display the sign showing we have this facility		X		M	2017	
15		Consider incorporating into the design of the reception area a fold out secure split level desk for wheelchair users or a collapsible shelf.		X		M	2018	
16		Consider re designing and re locating the reception area when space/funds become available.			X	ST	2018/9	
17	General Classrooms	The long term plan should be that acoustic ceilings are installed to all classrooms as part of their refurbishment and they should certainly form part of any new classrooms proposed to any further redevelopment of the site			X	OG	ONGOING	
18		Install a further handrail to the stairwell as there is only one fitted			X	ST	2019	
20	Internal Doors	Site Supervisor to check every door for noise levels regularly and adjust accordingly when necessary	X			N	ONGOING	
21		Continue changing/altering doors as the budget allows so that doors which require vision panels have them fitted.			X	OG	ONGOING	
22		Implement a maintenance program of changing incorrect handles to the required and recommended D style handle.			X	OG	ONGOING	
23	Signage	As new signage is introduced, incorporate tactile signage			X	OG	ONGOING	
25	WC's General Provision	When redecorating achieve good contrast between wall surfaces and fittings			X	OG	2016	
		Remove all items being stored in disabled toilet and reinstate it as a disabled toilet					2017	2017

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26		Change turn taps to lever or push button where needed.			X	OG	ONGOING	
27	WC's provision for disabled users	Arrange disability awareness and etiquette training and some form of basic manual handling training for appointed members of staff			X	M	ONGOING	
28		Install signage indicating route to accessible toilet	X			M	2017	
29		Install an alarm in the disabled toilet	X			M	2018	
30		Once installed, Site Supervisor to check that the alarm cord is untied and allowed to hang freely in case needed.	X			N	2018	
32	Means of Escape	Remove any obstructions on escape routes daily	X			M	ONGOING	
33		Ensure fire doors are in working order and there are no obstructions on the outside	X			N	ONGOING	
34		Provide wheelchair handling training to staff	X			N	ONGOING	
35		An individual should be delegated to ensure all escape routes are free from obstructions. This needs to be done daily	X			N	ONGOING	
36		Continue to train staff to assist in evacuation procedures especially in helping the mobility impaired. Awareness training maybe required	X			N	ONGOING	