

Hertford Vale CE Primary School
Accessibility Plan April 2017 – March 2020

Schedule 1/2 : Approach to Building/Car parking										
		School No: 3155			School Name: Hertford Vale Primary					
External Area: Approach from public transport to school entrance gates										
Item Ref	Question	Provision Made?		Comments/Site Notes	Recommendations	Quantity	Priority A,B,C, D	Cost	Responsibility	
		Y/N	Partial %						LA	School
1	Is the route to the school entrance from the nearest public point of transport, well signed, well lit, free of broken slabs etc?	Y								
2	Are there separate entrances for pedestrians and vehicles?	Y		Vehicle gates closed during peak times each day.	Monitor effectiveness					✓
3	Is the route wide enough and free of kerbs?	Y		Dropped kerb						
4	Are accessible car parking bays signposted from the car park entrance?	N		The internal car park is not large enough to accommodate a permanent disabled parking bay	Allocate a space as and when needed.					✓
5	Are these bays wide enough and long enough to allow transfer onto a wheelchair?	N		Potential problems opening car doors	Allocate a space as and when needed.					

6	Are the bays smooth, (Free from loose stones) well lit & signposted as being identified for disabled people only?	Y								
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Schedule 3/4 : External ramps, Steps and Main entrance & Reception Area										
			School No: 3155				School Name: Hertford Vale Primary			
Item Ref	Question	Provision Made?		Comments/Site Notes	Recommendations	Quantity	Priority A,B,C, D	Cost	Responsibility	
		Y/N	Partial %						LA	School
7	Is there a ramp: properly graded, wide enough, slip resistant, with suitable hand rails both sides?	Y		Ramp from main school gate to Reception Area. Fence to one side, providing support	Consider needs as and when needed		D			✓
8	If no permanent ramp is provided, can a portable ramp be made available?			Not necessary						
9	Are there suitable steps (as an alternative to the ramp) with easily identified step nosings, handrails both sides and are well lit?	N/A								

10	Is the main entrance clearly signposted, well lit and distinguishable from the facade?	Y								
11	Can people each side of the door either seated or standing, see each other?	Y								
12	Are door control systems fitted at heights suitable for all users?	Y								
13	Is the door handle easy to use, of the correct type, at the right height and tonally contrasted from the door?	Y								
14	Does the door pressure allow ease of access for all users?	Y								

External ramps, Steps and Main entrance & Reception Area

Item Ref	Question	Provision Made?		Comments/Site Notes	Recommendations	Quantity	Priority A,B,C, D	Cost	Responsibility	
		Y/N	Partial %						LA	School
15	Are thresholds flush and level and mat wells firmly fixed?	Y								
16	Is the door wide enough for all users (800mmclear) with adequate space for wheelchair users to open the door?	Y								

17	If fitted, door the lobby allow wheelchair users to move clear of the outer door before opening the inner door?	N/A		Access into the hall requires a tight turn.						
18	Is appropriate information signage at the Reception, for people with visual impairments or other low sight levels (wheelchair users)?	Y		Signage is tonally contrasted and mainly available at slightly over wheelchair height	Review as necessary		B			✓
19	Have frontline staff(reception) had access awareness/equality training?	N		Need to investigate support with this – should it become necessary			C			
Internal Area: Corridors, horizontal movement and activity spaces/ Doors										
Item Ref	Question	Provision Made?		Comments/Site Notes	Recommendations	Quantity	Priority A,B,C,D	Cost	Responsibility	
		Y/N	Partial %						LA	School
20	Are doors a minimum width of 1200mm? (Better to be 1800mm for wheelchairs to pass each other)	N		770mm or 800mm			D			✓
21	Do any windows (natural light) or artificial light provide glare or silhouettes?	N		All windows have blinds or curtains fitted						

22	Do “communication/ activity spaces” have good acoustics, and the provision of an induction loop?	N		Not necessary Good acoustics in main hall spaces & some classrooms	Consult LA specialist support services as necessary					
23	Are suitable signs provided, from both standing and seated positions, where necessary?	N		Possible external signage needed	Purchase signs			£250		✓
24	Are fire extinguishers (or hose reels) positioned to ensure they do not create hazards for visually impaired people?	Y								
25	Can fire doors be held open on magnetic devices?	N		Need to consider mechanical push release stoppers	No immediate need.		C			✓
26	Are doors well contrasted from their surroundings?	Y		Beige walls and doors						
27	Is the door handle easy to use, of the correct type, at the right height and tonally contrasted from the door?	Y								
28	Can people on either side of the door, either seated or standing see each other?	Y		All doors have windows	Raise blinds as appropriate					
29	Is the door wide enough for all users (800mm clear) with adequate space for wheelchair user	Y								

	to open door?									
30	If double doors, does one leaf allow 800mm clear opening width?	Y								
Internal Area: WC Provision										
Item Ref	Question	Provision Made?		Comments/Site Notes	Recommendations	Quantity	Priority A,B,C, D	Cost	Responsibility	
		Y/N	Partial %						LA	School
31	Is there WC provision for ambulant people with disabilities? (eg. Grab rail fitted to one WC cubicle) and is the travel distance no greater than for an able bodied person?	Y								
32	Is the lobby large enough to allow easy access and is the WC door easy to operate?	Y		1 disabled toilet near Reception Area, door opens out-tight in corridor						
33	Are the floors slip resistant?	Y								
34	Are fittings easily distinguished from their background?	Y								
35	Are compartment door controls easily gripped and operated?	N/A								
36	Can ambulant disabled people manoeuvre and rise/lower themselves in a standard cubicle?	N								

37	Is there an accessible WC, with its location clearly signed, and is the travel distance no greater than for an able bodied person?	Y		Signage needs to be clearer on toilet door		1	D	£10		✓
38	Are there suitable fittings which are distinguishable from their surroundings & fitted in suitable positions?	Y								
39	Does the door have clear opening of 900mm and are door controls, light switch and locks easily reached & operated?	Y								
40	Are floors slip resistant?	Y								
41	Are management procedures in position to maintain viability of facility?	Y								
42	Does the door have the capacity to open outwards to ensure entry can be gained in the event of someone falling or blocking the doorway?	Y								

Internal Area: Internal Fixtures & Fittings										
Item Ref	Question	Provision Made?		Comments/Site Notes	Recommendations	Quantity	Priority A,B,C,D	Cost	Responsibility	
		Y/N	Partial %						LA	School
43	Are there reception counters, services or serveries?	Y		1 Reception counter						
44	Is provision made for wheelchair users (both sides) and are induction loops fitted?			Induction loops not fitted. Counter height is appropriate height for wheelchair user			D	£1,000	?	?
45	Is glare and silhouetting avoided at these counters?	Y								
46	Is seating provided, that is stable, with arm rests and is there sufficient space for wheelchairs?	N		1 long bench seat available	Space is tight within the Reception area.					
47	Do tables allow for wheelchair access?	N								
48	If provided, are telephones fixed at a height that allows easy access by wheelchair users?	N								
49	Are telephones fitted with induction couplers for hearing aid users?	N								
50	Is a text phone available?	N								

51	Is the lighting in the school controllable and adjustable to meet the needs of individual pupils and the tasks they are working on?	Y			Upgrading lighting within classrooms from Feb 2017, rolling programme			£800 per room.		Y
52	Is the environment free from unnecessary noise eg heating units?	Y								
53	If the school is fitted with fluorescent lighting only, is it likely to cause inconvenience to people with hearing impairment(background noise/electronic signals)?	N			Upgrading lighting within classrooms from Feb 2017, rolling programme			£800 per room.		
54	Are induction loops fitted wherever information is given or meetings are being held?	N/A								
55	Are tea/coffee facilities and vending machines accessible and usable by all?	Y		Fridge accessible. No vending machines.						
Internal Area: Kitchens										
Item Ref	Question	Provision Made?		Comments/Site Notes	Recommendations	Quantity	Priority A,B,C,D	Cost	Responsibility	
		Y/N	Partial %						LA	School
56	If provided, does the kitchen have fittings	N		Major refurbishment would be required			D			

	suitable for disabled persons?									
57	Is the kitchen of adequate size and layout for disabled people?	N		Ramp to external kitchen door but internal access tricky						
58	Are all fittings readily distinguishable from the background?	N								
59	Is lighting adequate?	Y								
60	Does the floor have a slip resistant finish?	Y								

Internal Area: Means of Escape

Item Ref	Question	Provision Made?		Comments/Site Notes	Recommendations	Quantity	Priority A,B,C,D	Cost	Responsibility	
		Y/N	Partial %						LA	School
61	Is there an audible alarm system?	Y								
62	Is the alarm supplemented by a flashing light system?	N/A								
63	Are ground floor exit routes as accessible as the main entrance routes?	Y		All classrooms have a step out onto the playground						
64	Are means of escape strategies in position to ensure disabled people are evacuated safely?	Y		Fire policy in place Notices of evacuation procedure in all areas of school						
65	If people with disabilities cannot completely evacuate the building, can they reach places of	N		No less than any able bodied person						

	safety or refuge which are clearly signed and of the right size?									
66	Are there personal emergency egress plans in place for members of staff who may require assistance?	N								
Internal Area: WC Provision										
Item Ref	Question	Provision Made?		Comments/Site Notes	Recommendations	Quantity	Priority A,B,C,D	Cost	Responsibility	
		Y/N	Partial %						LA	School
67	Are there external routes (including steps & ramps) kept clear, unobstructed & free from surface water, ice & snow?	Y		The school has a small gritting machine.						
68	Are car parking spaces only used by disabled drivers and are they kept clear of obstruction?	N		No designated disabled parking space available in internal car park at present time	A space could be allocated when necessary.					✓
69	Is door ironmongery regularly maintained?	Y		By NYCC and Caretaker						
70	Are lifts/ platforms and stairlifts regularly maintained?	N/A								
71	Are accessible WCs kept clear and not used for storage?	Y								
72	Are appropriate cleaning materials used to ensure that the cleaning &	Y								

	polishing of slip resistant flooring does not make them shiny/slippery?									
73	Do you consider tonal contrast colour before a redecoration scheme?	Y								
74	Do new signs integrate effectively with current signs?	Y								
75	Are windows, blinds & lamps checked to ensure they are clean & in good working order?	Y								
76	Are fire alarm systems regularly maintained, & exit routes regularly checked for obstacles?	Y								
77	Is there a fire escape strategy for visitors who may require assistance?	Y								
78	Is there a personal egress plan for any member of staff who may require assistance?	N/A								
79	When temporary facilities/displays arranged are disabled people considered?	Y								

Internal Area: Identifying Barriers to Access – How does the school deliver the curriculum?										
Item Ref	Question	Provision Made?		Comments/Site Notes	Recommendations	Quantity	Priority A,B,C,D	Cost	Responsibility	
		Y/N	Partial %						LA	School
80	Do you ensure that teachers/teaching assistants have necessary training to teach & support disabled pupils?	Y		Use of LA Support services as appropriate, CPD/ training – in school and external as appropriate						
81	Are your classrooms optimally organised for disabled pupils?	Y		Most rooms are arranged for optimum use.			D			
82	Do lessons provide opportunities for all pupils to achieve?	Y								
83	Are lessons responsive to pupil diversity	Y								
84	Do lessons involve work to be done by individuals, pairs, groups & whole class?	Y								
85	Are all pupils encouraged to take part in music, drama & physical activities?	Y								
86	Do staff recognise and allow for the mental effort expended by some disabled pupils, for	Y								

	example lip reading?									
87	Do staff recognise and allow for the additional time required by some disabled pupils to use equipment in practical work?	Y		If necessary						
88	Do staff provide alternative ways of giving access to experience or understanding of disabled pupils who cannot engage in particular activities, eg. Some forms of PE?	Y		This would be addressed as and when necessary						
89	Do you provide access to ICT appropriate for pupils with disabilities?	Y								
90	Are school visits made accessible to all pupils irrespective of attainment or impairment?	Y								
91	Are there high expectations of all pupils?	Y								
92	Do staff seek to remove all barriers to learning/participation?	Y								

Internal Area: Identifying Barriers to Access – Materials in other formats										
Item Ref	Question	Provision Made?		Comments/Site Notes	Recommendations	Quantity	Priority A,B,C,D	Cost	Responsibility	
		Y/N	Partial %						LA	School
93	Do you provide information in simple language, symbols, large print on audiotape or in Braille for pupils and prospective pupils who may have difficulty with standard forms of printed information?	Y		Braille, etc has not been required to date.	Consult with LA specialist support services as required					
94	Do you ensure that information is presented to groups in a way which is user friendly for people with disabilities eg. By reading aloud OHPs and describing diagrams?	Y		As and when necessary						
95	Do you have the facilities such as ICT to produce written information in different formats?	Y		Some – would need to consult with LA specialist support services as appropriate						
96	Do you ensure that staff are familiar with technology & practices developed to assist people with disabilities?	Y		Some – would need to consult with LA specialist support services as appropriate						

