



*"I am the way, the truth, and the life."
(John 14:6)*

*St Mary's is a Catholic Primary School.
We place our children at the heart of all we do,
inspired by the love, life and teachings of Jesus
and the Catholic Christian Church*

ACCESS MANAGEMENT PLAN

CONTENTS

	PAGE
Introduction	3
Access routes to the school – Pupils/Pedestrian/Vehicles	3
External access into property	3
Building Occupancy times	3
School office locations	4
Car Park	4
Internal access routes – Visitors	4
Internal access routes – Pupils and staff	4
Playground/Recreation areas – Pupils and staff	5
Staff Training/Awareness	5
Summary	5
Premises Inspection schedule	6

Introduction

The safety and wellbeing of all pupils, staff and visitors to our school is of paramount importance to us, we are committed to providing a safe and welcoming school. We will ensure children and adults entering our school environment are treated with sensitivity, respect and assisted in all ways possible, to ensure they have access to, and enjoyment of, the facilities they require.

This access management plan covers the use of the school premises during normal school term times, together with use of the premises by staff and pupils for after school activities. There are occasions when parents and relatives visit the premises to attend meetings with teaching staff or to attend plays or school Mass.

The Plan also provides for the occasional use of school premises by external parties, out of school hours.

Access routes to the school – Pupils/Pedestrians/Vehicle

The school is located at the end of a quiet residential road, with pedestrian access available via council maintained pavement walkways, and public pathways leading from residential areas. The pathway leading from residential areas are flanked by private gardens and hedgerows. Vehicle access is along the road, with a small car park/turning area outside the school with limited public parking spaces, there is no DDA parking space in the council maintained parking area. There are 2 staff parking spaces available within the school drive with one DDA allocated space. Parking in this area will also allow wheelchair or mobility/sight impaired visitors ease of access into the school via a level pathway leading to a ramped area. Visitors will also be assisted by school staff if they require assistance.

External access into the property

The building and car park are at ground level. Pedestrian access to the school is via public pavements, or via public highway, entering the school grounds via a single metal gateway. Once in the school grounds, pedestrian access to the main school building is via a short hard surface pathway leading to the main entrance door which has a small covered porch. There is a door entry access control system in place. Visitors to the school gain entry via the push button entry phone system. School office staff grant admission to visitors. The school office has the benefit of large windows on the external walls, providing the office staff with clear views of visitors approaching the school, enabling them to be ready to offer assistance to visitors on arrival.

Building Occupancy times

During term times, Mrs. Scarborough, Head Teacher, Teaching and Support staff are in occupation, before and after pupils arrive for daily lessons. School core operating hours are 8.45am-3.30pm. The school office located at the main entrance into the school building, the office is manned between the hours of 8.30am-4pm daily.

The Caretaker is on site from 7am-9am. Specific cover is arranged for out of hours functions as required. Cleaning staff are on site from 3.30pm to 6pm.

Mrs. Scarborough, Head Teacher and a number of teaching staff generally remain within the school complex until approximately 6pm.

An external service provider is engaged to undertake nightly security checks of the property – 7 nights per week, and respond to call outs, alongside nominated members of school staff.

School office locations

The Head Teacher's office is located in close proximity to the school office and main reception entrance; staff enter via the main entrance and sign in and out at the entrance desk. The location of the Head Teacher's office provides her with a view of external areas of the school.

Car Park

There is a small public car park to the front of the school, which is accessed via Mongleath Road. There a limited amount of parking spaces available. Staff with DDA requirements will be allocated a specific parking area in the school car park, close to the ramped area. Visitors with DDA requirements will be allocated a specific space and arrangements made, if required, to open the school car park gates on their arrival, if visitors or staff require assistance from the car park to the school building, the school will be happy to assist.

Internal access routes – Visitors

Once inside the building visitors have access to Male and Female and DDA toilet located off the main reception area, with ramp access leading directly into the corridor where the Visitors DDA toilet is allocated. The ramp also provides access into the main school, and some classrooms. Headteacher's office, School office, First Aid room, School Hall/Kitchen/Dining Room/School Chapel, Meeting Room, Staffroom, are all located off the main school reception area, and accessible via the ramp.

Wherever possible before a visit takes place the school will establish any particular access or special requirements our visitor/s may have, we will also provide details in advance of the visit, of the facilities available at the school. We will enquire if the visitor/s requires any assistance during their visit to the school, and provide this where appropriate, ie assistance on arrival or the need for a 'Host' for the duration of their visit.

Internal access routes – Pupils and Staff

Pupils and staff have access to the DDA toilet facilities located in the main school building. Access doors to external areas are wide enough to cater for wheelchair user ingress/egress. There are currently no wheelchair users amongst the teaching staff. However, as on previous occasions, if a teacher using a wheelchair joins the school, they will be allocated to the classroom areas at the top of the building, which provide easy access. We have one child who uses a wheelchair and he is assisted by designated teaching assistants. Arrangements are in place for pupils using a

wheelchair or with other disabilities, to be accompanied when accessing welfare facilities.

Pupils with hearing or visual impairments (dependent on the level of disability) will be 'buddied' by a pupil or member of the teaching staff, when on the school premises. Risk assessments will be undertaken for pupils and staff as required.

Playground/Recreation areas – Pupils and Staff

The main playground is at ground level, with additional playing areas/field located at the rear of the school. Access from classrooms to playing areas is via steps out onto a paved area. The field can be accessed via a ramp, which meets all DDA requirements. In addition there is also a ramp leading down from a specific classroom into the play areas. Pupils using these facilities are 'buddied' at all times, however in order not to stifle their independence they are encouraged to negotiate their own progress along the ramp and pathways, where it is safe for them to do so.

Staff Room

The staff room is located in close to the Reception area and by the Head Teacher's office.

Staff Training/Awareness

St Mary's Catholic school staff have empathy, understanding of, and will respond accordingly, to the needs of pupils, colleagues and visitors to the school who may have special needs. We have amongst our school family, a number of pupils with special needs, our staff care for and assist these pupils to go about their daily learning and development within the school environment. Our staff continue to develop a better understanding of assisting these pupils and dealing with any issues or anxieties arising during their time at school.

SUMMARY

St Mary's Catholic School endeavours to provide a warm, welcoming and caring approach to all our pupils, staff and visitors and will continue to strive to meet their individual needs, by working closely with them, listening and learning, and ensuring that we meet these needs by following and adhering to our Single Equality Scheme policy.

Checks to be undertaken in conjunction with daily/weekly building inspections
(Premises Manager/Caretaker or in their absence designated deputy)

Alarms/Access buttons/Toilet door locks

- Test all audible alarms when fitted in DDA toilet, including fire alarm audibility from inside the area (weekly)
- Check external door locks to DDA toilet (ensure fully functional to enable helpers to access if assistance has been called for)
- Check main entrance access buttons fully functional
- Check infrequently used external doors for functionality

Car Park/Pathways

- Ensure car park clear of debris
- Ensure disabled car parking space available at all times
- Ensure line markings are clear and maintained
- Ensure grassed areas adjacent to paved pathway are kept clear of 'stray' growth

Classrooms/Corridors

- Repair/replace any damaged furniture, torn/damaged carpet/floor covering, faulty lighting
- Secure or remove loose cables

Common Parts

- Keep clear of obstacles
- Ensure directional/information signage in place

Doors

- Check for rough edges, damage. Repair or replace as necessary
- Check and secure any loose handles

Escape Routes

- Check and ensure all emergency escape routes and fire exit doors remain clear
- Check all emergency exits doors for ease of use, maintain hinges and door furniture on a regular basis

Lights

- Check all lights fully operational

Steps/Ramps

- Ensure appropriate steps are highlighted and markings maintained on a regular basis
- Check steps, paving and other external surfaces, repair, make good any damage