



Access management plan

Bugle School
Fore Street
Bugle
St Austell
Cornwall PL26 8PD

Dated November 2017

Incorporating Accessibility Audit Plan

Access management plan

Introduction	3
Access management plan	4
Key actions (Action plan)	6
Building management – routine checks	7
Appendix:	
Accessibility plan shown on Fire plan	

Introduction

1. An access management plan is a document developed to assist the management of the school and site in relation to day to day accessibility issues for pupils, staff, parents and members of the public receiving services or education from the site.
2. The development of the management plan will aid the operation and facilities management of the site and provide a continuation of the strategic approach to providing accessible services and education in line with the duties of part II and III of the Disability Discrimination Act 2005. It will also be a useful tool to inform any future works being carried out.
3. The best practice approach is to review the main issues summary from the most recent access audit for the building as well as any project specific access statements where available. The information collected from the review should be inputted into the template alongside local management knowledge of the site to include any specific known issues of inaccessibility from the services or education provision.
4. An access guide is added to the Fire plan to enable effective emergency exit to all users of the site. The Access plan should be displayed in all school blocks ie main school, Piccolo playgroup and hall.
5. A copy of the school access plan should be attached to every Personal Emergency Evacuation Plan (PEEP) to assist effective and safe exit from all areas of the school.
6. A copy of the Access plan should be given to all groups who rent the property or part thereof as part of their induction pack.

Access management plan

Introduction

This access management plan covers the provision of general school use and hiring to a broad cross section of users to supplement the income of the school and to support the facilities use for the institute's operation and activities. A member of staff will ensure the building is open for use and locked up after use.

The building is a mixture of Victorian and modern and designed to meet the relevant building regulations regarding provision of access to the disabled at that time. It is recognised that some features both inside and outside the building that would allow better access and egress are not in place but this can be overcome by sensitive management and pre planning.

As an organisation, the school maintains a policy that aims to treat all of its members and others who interact with the organisation in a fully inclusive way and to arrange access to its activities wherever practicably possible.

The legislative background to this access management plan and the audit carried out to inform it is the Disability Discrimination Act 2005 (enacted in 2006) parts II – employment and III – access to goods, facilities and services.

The key actions supporting this plan were prepared on 6/7/2017.

Summary

There is bus public transport to the village.

There is no designated disabled parking space. Parking is an issue for the school already as cars are required to park on uneven ground. Access from the main road is via an electric security gate and level approach to the school. The secondary pedestrian (top) gate is accessible at all times for parent pedestrian access only. Any disabled parking is outside this gate and is not designated or marked for disabled parking.

There is a light controlled pedestrian crossing directly outside the school entrance.

The school internally has a level approach throughout.

The main external doors have ramps, others do not. Good disabled access enables access to all areas though not always by a direct route.

There is ramped access from the buildings to the playground and field.

Any new building works or the requirements of individual users needs will necessitate a revision to this access plan.

Personal Emergency Evacuation Plans (PEEPs) will be completed for all users with impaired mobility for whatever reason. Copies will be filed in the Fire Log and held, easily available, in the work area with an Access plan attached.

It is planned to improve access externally but until funding is available the access to school areas both internal and external will be managed.

The hall and Piccolo buildings only offer one primary emergency exit by ramp, the secondary exits are by steps. This will be addressed in the PEEP form until changes can be funded.

Key actions

Term	Target	Strategy	Outcome	Time frame	Goal achieved
Short term	Adapt the Fire Plan to indicated exits and entrances with ramps able to take wheelchair movements and ramped paths in the external areas and display in reception and all blocks	To enable disabled and wheelchair access to most areas of the school and grounds and facilitate planned emergency evacuation.	Ready access to the building by wheelchair or ambulant disabled in school and grounds	Within 3 months	
Short term	Provide a short briefing note to staff on managing accessibility issues and assisting visitors where necessary	For overcoming some of the shortcomings in approaching the building by wheelchair	Users of the facilities are adequately informed about the school and where additional facilities may be required	Within 3 months	
Short term	Provide a short factsheet including the access plan on access to the facilities for prospective hirers (including limitations – for instance no designated disabled drop off point)	To give adequate information to those hiring the premises where one or more of their attendees may have disabilities	Users to be given Access plan for the use of wheelchair or disabled users	Within 3 months	
Short term	In consultation with Cornwall Council, Cormac, Parish Council and governors discuss the possibility of funding for the provision of a disabled drop off point/layby at the school entrance	To create a plan to allow wheel chair users to disembark immediately adjacent to the site with level or ramped access to reception or other areas	Ready access to the building by wheelchair or ambulant disabled	Within 3 months	
Short term	To amend personal emergency evacuation plans (PEEPs) to account for secondary exits from hall and Piccolos being steps. Access plan to be added to all PEEPs	To enable disabled and wheelchair access to most areas of the school and grounds and facilitate planned emergency evacuation.	Ready access to the building by wheelchair or ambulant disabled in school and grounds	Within 3 months	
Medium term	Piccolo: consider providing appropriate ramped access to the fire exit	To facilitate ramped secondary emergency exit for disabled users	Ready access to the building by wheelchair or ambulant disabled in school and grounds	Up to 2 yrs depending on funding	
Long term	Totally re-design the access and car parking of the school to include a designated disabled parking/drop off point	To create a plan to allow wheel chair users to disembark immediately adjacent to the site with level or ramped access to reception or other areas	Ready access to wheelchair or disabled users	Depending on planning, feasibility and funding	

Building management – routine checks and procedures

Alarms and security

- Regular checks to be made of emergency evacuation alarm and WC assistance alarm
- Staff to be fully briefed in response procedures and PEEP procedures

Surfaces

- Cleaning and polishing should not render slip resistant surfaces slippery
- Ensure junctions between different flooring materials do not become worn, presenting a tripping hazard
- When flooring is renewed, it should be replaced like for like
- Redecoration should not compromise a carefully devised colour scheme

Lighting

- Windows, lamps and blinds should be kept clean to maximise available light
- Blown lamps should be replaced promptly
- Emergency lighting should be checked monthly

Means of escape

- Exit routes should be checked regularly for freedom from obstacles (including locked doors) and combustible materials
- Alarm systems, including those in WCs, should be regularly checked
- New staff should be trained in alarm response procedures
- Overall escape strategies should be in place for visitors who may need assistance
- Personal emergency evacuation plans should be available for each member of staff or pupil needing assistance
- The general escape strategy and personal emergency evacuation plans should be checked regularly for efficiency and effectiveness

Information that should be readily available

- Accessibility of the building (Access plan see Fire plan)
- Equipment available (no lifts or hoists)
- Assistance available – disabled will have TA or help partner allocated
- Nearest accessible car parking and accessible WCs, if applicable

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