



**omega**  
MULTI-ACADEMY TRUST

# Accessibility Plan

## 3 year 2025-2028

Burtonwood Community Primary School



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## Review Date & Summary Changes

Change and page number	Reason for change
Whole Document	Transference onto a new agreed format.

Signed by:

*J. Hughes*

Date: January 2026

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SENDCO

Date: January 2026

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Headteacher

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Date: January 2026

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Chair of Governors

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## 1. Aims

Schools are required under the Equality Act 2010 to have an accessibility plan. The purpose of the plan is to:

- Increase the extent to which pupils with disabilities can participate in the curriculum
- Improve the physical environment of the school to enable pupils with disabilities to take better advantage of education, benefits, facilities and services provided
- Improve the availability of accessible information to pupils with disabilities

Our school aims to treat all its pupils fairly and with respect. This involves providing access and opportunities for all pupils without discrimination of any kind.

At Burtonwood we are committed to ensuring equality of education, opportunity and treatment for all pupils and adults involved in the school community. We want to ensure that people with disabilities are able to participate fully in school life and that we develop a culture that is fully inclusive and celebrates diversity. We will make reasonable adjustments to make sure that the school environment is as accessible as possible.

Our school values have been written to fully embrace the diversity that the children and adults within school represent and reflect the positive contribution that all our pupils have to play our school. Our values are:

Be Prepared

Be Respectful

Be Engaged

Be Brave

Our vision for Burtonwood CP School is for everyone at the school to respect and support each other in a warm and welcoming community. This will allow everyone to develop to their potential and strive for excellence in every aspect of their learning. The school sets high ambitions for all children and expects all children to access the full curriculum, allowing them to make the best possible progress with their learning

The plan will be made available online on the school website, and paper copies are available upon request.

Our school is also committed to ensuring staff are trained in equality issues with reference to the Equality Act 2010, including understanding disability issues.

The school supports any available partnerships to develop and implement the plan.

Omega Multi-Academy Trust (“the trust”) is committed to promoting equality of opportunity for all stakeholders. The trust aims to create a learning and working environment in which all individuals are able to make best use of their skills. We are committed to ensuring that the environment and opportunities for accessibility are inclusive and support the needs of individuals, as well as the wider community.

Omega Multi Academy Trust’s complaints procedure covers the accessibility plan. If you have any concerns relating to accessibility in school, the complaints procedure sets out the process for raising these concerns.

We have included a range of stakeholders in the development of this accessibility plan, including the children, parents, staff members and governors. We also discuss access with the wider school community who have access to the site.

## 2. Legislation and guidance

This document meets the requirements of [schedule 10 of the Equality Act 2010](#) and the Department for Education (DfE) [guidance for schools on the Equality Act 2010](#).

The Equality Act 2010 defines an individual as disabled if they have a physical or mental impairment that has a 'substantial' and 'long-term' adverse effect on their ability to undertake normal day-to-day activities.

Under the [Special Educational Needs and Disability \(SEND\) Code of Practice](#), 'long-term' is defined as 'a year or more' and 'substantial' is defined as 'more than minor or trivial'. The definition includes sensory impairments, such as those affecting sight or hearing, and long-term health conditions such as asthma, diabetes, epilepsy and cancer.

Schools are required to make 'reasonable adjustments' for pupils with disabilities under the Equality Act 2010, to alleviate any substantial disadvantage that a pupil with disabilities faces in comparison with a pupil without disabilities. This can include, for example, the provision of an auxiliary aid or adjustments to premises.

This policy complies with our funding agreement and articles of association.

### 3. Action plan

This action plan sets out the aims of our accessibility plan in accordance with the Equality Act 2010.

SECTION A: PHYSICAL ENVIRONMENT						
AIM	CURRENT GOOD PRACTICE	OBJECTIVES	ACTIONS TO BE TAKEN	PERSON RESPONSIBLE	DATE TO COMPLETE ACTIONS BY	SUCCESS CRITERIA
Improve and maintain access to the physical environment	<p>Our school is a single storey building with disabled access through the main door and the door from the car park.</p> <p>There are small steps at each entrance which should not prohibit entry to the building via a wheelchair.</p>	Ensure that access to the school is appropriate for all guests, including those who are wheelchair bound or have prams.	Conduct a learning walk to consider all entry points. Are there any barriers to access?	Jason Heatley Richard Lea Louise Eckersley	March 2026	All entry points will be accessible. Arrangements will be in place to support access to and around the school.
Improve and maintain access to the physical environment- playground.	The playground is fully accessible. There are no steps or slopes, meaning access is granted throughout.	Maintain access to the playground. This includes during cold weather.	Regularly monitor access to the playground, especially when there is a drop in temperature.	Jason Heatley Richard Lea	Ongoing Winter periods	The playground will remain accessible even during snow events.
Improve and maintain access to the physical environment- external.	External areas, including the Forest School Provision, allow access via a flat, well-established path.	Ensure full access to the forest school area.	Ensure that the paths remain clear with any overhanging branches being removed.	Jason Heatley Richard Lea	Spring 2026/ Ongoing	Full access around the woodland path will be available
Disabled parking for those with limited mobility.	Entry to the car park is largely restricted to colleagues. However, families with children or relatives with limited mobility, are allowed to enter the car park to reduce travel distance to the school.	Ensure that those with mobility issues are not required to walk/ travel any further than required.	Continue to monitor which families require access to the car park.	Jason Heatley Sandra Fairhurst	Ongoing Termly review	Those with limited mobility will have a reduced travel distance to enter the school.

SECTION B: LEARNING AND CURRICULUM ACCESS						
AIM	CURRENT GOOD PRACTICE	OBJECTIVES	ACTIONS TO BE TAKEN	PERSON RESPONSIBLE	DATE TO COMPLETE ACTIONS BY	SUCCESS CRITERIA
Increase access to the curriculum for pupils with a disability	We use resources tailored to the needs of pupils who require support to access the curriculum.  Curriculum progress is tracked for all pupils, including those with a disability.	Increase the number of adaptive practices utilized within the classroom and within lessons.	Alongside the SENCO, conduct an adaptive practices audit.  Introduce an adaptive practice's check list.  PPM meetings held.	Jason Heatley  Joanne Hughes (SENCO)  All staff	Spring term  Ongoing review and QA	All children will access all elements of the curriculum with specific adaptations being utilised.
Identify and implement appropriate healthcare plans and risk assessments	Children with recognised physical and emotional needs are supported through EHCP and/ or risk assessments.	Children with physical and psychological needs are supported within school.	Regular review of EHCPs and complete the application of new plans.  Risk assessments introduced, as required, in conjunction with the children and parents.	Jason Heatley  Joanne Hughes (SENCO)  All staff	Ongoing Termly review of need through Pupil Progress meetings.	All children, regardless of any disability, make strong progress and are able to access learning.
Ensure any review of the curriculum and additional learning opportunities, enhance accessibility by pupils with disabilities to learning	A wide range of inclusive activities, both within the curriculum and outside of the school day, are available to all. Trips are reviewed to ensure they are accessible.	Ensure that learning opportunities can be experienced by all children.	Review after-school clubs to ensure they are fully accessible.  Assess school trips to ensure all children can attend.	All staff  Jason Heatley (EVC)	Ongoing Planned each academic year.	All children will experience a range of learning opportunities.
Ensure that diversity is a thread that runs through all aspects of the curriculum.	The Best of Burtonwood curriculum resources will include examples of people with disabilities. This approach will also be mirrored within assemblies and through the work of student agencies.	The children will recognise that disability does not have to be a barrier to achievement.	Plan learning opportunities within the curriculum to explore disability.  Create an assembly overview.	Jason Heatley  All staff	Termly Annual review of curriculum	All children will be able to understand and explain diversity.

SECTION C: INFORMATION AND COMMUNICATION ACCESS						
AIM	CURRENT GOOD PRACTICE	OBJECTIVES	ACTIONS TO BE TAKEN	PERSON RESPONSIBLE	DATE TO COMPLETE ACTIONS BY	SUCCESS CRITERIA
As a school, ensure that we establish and maintain positive relationships with external agencies.	We have strong relationships with a number of outside agencies, including school nurse, SEND teams and attendance support, allowing us to adapt our practice.	To ensure the school liaises with other agencies to meet the needs of disabled pupils and parents/carers	Attend regular meetings. Create a support overview highlighting the meetings required to support each child.	Joanne Hughes Jason Heatley	Termly	The needs of all pupils will be supported through collaboration with professional partners.
Use of display to convey key messages on inclusion and positive attitudes to disability	Consistent messaging is provided within teaching and learning and assemblies.	As a school, we will promote a positive attitude to inclusion, including towards those with disability. Teaching and learning will incorporate opportunities to explore inclusion.	Displays to reflect inclusion.  Assemblies timetabled to include themes around inclusion.	Jason Heatley All staff Governors	Ongoing  Environment review- 27/01/26	It will be clear from conversations with pupils and through QA activities that inclusion is a key thread through all we do.
Inviting disabled visitors into school/raising money for charities linked to disability	We have invited Paralympians into assemblies. Discussions with School Council share ideas around which charities to support. This is also discussed with parents.	To promote charities that support inclusion and celebrate disability and diversity.	Create an annual overview of the charities to be supported.	Jason Heatley School Council PTA	Overview created each September.	Charities that support those with disabilities and/ or promote diversity, are recognised and supported in school.
Raising disability awareness among staff and pupils through curriculum activities such as disability awareness days, PHSE and MyHappyMind activities.	Themes around inclusion are covered within the curriculum. The Best of Burtonwood curriculum is being developed to include activities that promote diversity.	To provide activities that allow the children to explore inclusion and challenge prejudice.	Completion of the Best of Burtonwood curriculum overviews. Introduce roadmaps to show inclusion and adaptive practices.	Jason Heatley All staff	Completed Spring term 2026	Children will experience a diverse range of learning opportunities which celebrate diversity.

SECTION C: INFORMATION AND COMMUNICATION ACCESS						
Respond quickly and effectively to any incidents, work closely in partnership with parents and record incidents on CPOMS	Policies are robust and consistently implemented when incidents occur. Incidents are addressed in line with these policies and recorded using CPOMs.	Address any incidents of discrimination in a fair and consistent way.	Monitor incidents and report to governors on a termly basis.	Jason Heatley LGB	Termly	Children will feel supported when issues arise and parents will feel informed regarding any concerns.

SECTION D: STAFF TRAINING AND AWARENESS						
AIM	CURRENT GOOD PRACTICE	OBJECTIVES	ACTIONS TO BE TAKEN	PERSON RESPONSIBLE	DATE TO COMPLETE ACTIONS BY	SUCCESS CRITERIA
Deliver and implement the work based CPD programme for Autism Education Trust in line with the Trust	All colleagues attend AET training. Additional training around autism awareness to be completed by specific adults with EYFS.	To raise teaching staff awareness of how to support pupils with complex needs.	AET training to be completed.  EYFS colleagues to complete Autism Awareness training.	Joanne Hughes Donna Barber  Jason Heatley EYFS staff members	July 2026  March 2026	Completion of the AET programme and implementation of the strategies shared.
Have a nominated person to attend Mental Health First Aid training for children.	ELSA colleague to complete children's mental health training. Disseminate key learning points to colleagues.	To have a trained staff member who can support those children with mental health needs.	LJ to complete the mental health first aid course.	Lindsay Jones	January 2026	Any child displaying mental health needs will be supported in school.
Staff members receive generic and specific training around supporting children with a disability or specific need.	Training includes themes such as EBSA, which all staff have attended, and intimate care, for specific children, as required.	To ensure staff have received the relevant training to ensure that they can meet the needs of pupils with disabilities.	Review training needs on a regular basis, ensuring that this remains relevant and up to date.	Jason Heatley Joanne Hughes All staff	Reviewed on a termly basis/ as required.	Children will receive the support they require from well-trained staff members.

SECTION D: STAFF TRAINING AND AWARENESS						
<p>Provide colleagues with comprehensive training around adaptive practices.</p> <p>Ensure that classroom practices are highly effective in supporting all pupils to be included.</p>	<p>Incorporate training around adaptive practices into Staff Learning Sessions.</p> <p>Adaptive practices to be reviewed during QA subject visits.</p> <p>Feedback and recommendations provided to colleagues, to help improve classroom practice.</p>	<p>To ensure that adaptations appear in all areas of teaching and learning.</p> <p>The effectiveness of these practices is reviewed during quality assurance activities within school.</p>	<p>Curriculum review documents have a clear focus on adaptive practices.</p> <p>Quality assurance activities are planned across the year.</p> <p>Ongoing feedback provided following each quality assurance visit.</p>	<p>Jason Heatley</p> <p>Governors</p> <p>Trust colleagues</p> <p>All staff</p>	<p>Timetabled termly.</p> <p>Each September and reviewed termly.</p> <p>Ongoing throughout the year.</p>	<p>All pupils will make excellent progress because teaching and learning is adapted effectively to meet their needs.</p>

## 4. Monitoring arrangements

This document will have full review every 3 years but will be checked annually and if needed reviewed and updated more frequently if necessary. It will be reviewed by the Governing Body, the Headteacher, trust inclusion lead and the SENCo.

Where needed support can be provided by the central team at Omega Multi Academy Trust in particular to support the review of the environment.

It will be approved by the Chair of Governors on behalf on the Governing Body, the SENCO and the Headteacher.

## 5. Links with other policies

This accessibility plan is linked to the following policies and documents:

- Risk assessment policy
- Health and safety policy
- Cold Weather Risk Assessment
- Equality information and objectives (public sector equality duty) statement for publication
- Special educational needs (SENS) information report
- SEND policy
- Supporting pupils with medical conditions policy
- Positive Behaviour Policy
- Anti-bullying Policy
- Whistleblowing Policy

# Appendix A – Accessibility Toolkit

## 6. Accessibility Toolkit – Appendix A

This toolkit has been developed to suggest areas of reflection and thought. If used it can be helpful to complete the sections above. It is based on inclusive design principles.

## 7. Inclusive Design Principles

- **Inclusive** – so every child and staff member can access the school environment easily and with dignity.
- **Responsive** – to individual need and what might reasonably be predicted, integrated or offered.
- **Flexible** – so children and staff can work and use facilities and support in different ways that meet their needs.
- **Realistic** – offering more than one solution to help balance everyone's needs and recognising that one solution may not work for all.
- **Sustainable** – having a school-wide accessibility plan (a statutory requirement under the Equality Act 2010) that sets out what the school is doing to promote accessibility and enables ongoing reflection and improvement on physical and digital accessibility.

## 8. What is accessibility?

Accessibility is having the ability to approach, reach, enter, understand, communicate with, or use a service, benefit or the environment (whether the physical or virtual environment) on an equal basis to others.

If this is not possible, adjustments should be made to make something as accessible as possible.

Accessibility questions to consider:

- **Physical access** – how do pupils access and use your buildings, playgrounds, activities, classrooms, lifts and stairs and the physical environment around the school?
- **Digital inclusion** – can pupils learn, play and access information digitally, and in different locations with their class peers in a dignified way?
- **Accessible information** – does the school offer information, reading options and coursework in accessible formats, both digitally and physically?
- **Policy and decision-making processes** – do school and education policies and processes ensure all pupils have the same access to education and opportunities such as extra curriculum activities?

## **9. How to best use the toolkit**

**When reviewing each of the 9 sections you should consider**

Access rating – (1= very bad to 5 = very good)

Priority rating – (1= non-priority to 3 = high priority)

Please note that not every section may be relevant to the setting.

There is also no expectation that the SENDCO is the most appropriate person to complete this, for example, areas around the site may be best reviewed by a member of the site team.

## 10. Section 1 Approach and Car Park

A1-A19	Description	Access rating	Urgency rating	Notes
<b>Parking</b>				
A1	Is the building within convenient distance of a public highway to enable people to use public transport?	4	1	There is no specific distance for this; the question is to enable thinking and have any relevant information put on the school's website under location.
A2	Is there car parking for disabled people or people with reduced mobility?	5	1	Accessible parking should be within a 50-metre distance of entrance.
A3	Is there an appropriate number of accessible parking spaces?	3	1	General guidance is 5-6% of total parking. Adequate parking is usually available but further marking may be required, if availability becomes an issue.
A4	Are accessible parking bays marked out and easily identified?	1	2	As a minimum there should be side chevrons but ideally chevrons on three sides as you enter the parking space so people removing wheelchairs or walkers from the boot can do so safely.
A5	Are there directions and/or signs to easily locate the accessible parking?	1	1	Signs and markings so that someone looking for accessible parking can easily find it.
<b>Routes and pathways</b>				
A6	Is the route from the car park to the building clearly marked/found?	4	1	This is normally wayfinding signage at the car park or on buildings directing people.
A7	Is the route free of kerbs and does it have sloped access at appropriate points?	4	1	Entry to the building is via a small step.
A8	Is there an option for a quiet route for pupils that might struggle in busy and noisy environments?	5	1	This is useful for pupils with autism and/or mental health issues that are perhaps having a low mood day.
A9	Is there tactile paving built into sloped paths and other crossing points?	3	1	Tactile paving is usually paving slabs with a dimpled surface leading to a ramped curb or crossing and is mainly used by people who are blind or have sight loss.
A10	Is the general path's surface smooth and slip resistant, and is the route to the building kept free of snow, ice and fallen leaves?	4	1	People who use sticks, walkers or a wheelchair can have difficulty on slippery surfaces.
A11	Is the route wide enough to allow wheelchair users and others to pass each other?	4	1	1.1m – 1.5m width of path
A12	Is the route free of such hazards as bollards and litter bins, and if these are in position, are they easily visible to someone with a visual impairment?	5	1	Try to ensure good colour contrast or lighting built in or around obstacles.

A13	Are routes adequately lit?	3	2	These could be lighting on the side of buildings, or bollard lighting on the side of the paths.
A14	Is wayfinding signage easy to see and navigate?	3	1	Good wayfinding signs are located to be easily seen, have good contrast between background and font/images, and have text in sentence case, not all capitals.  Known or easy to interpret images and arrows work well e.g. a toilet or knife and fork symbol and an arrow.
A15	Is the route level or gently sloping?	4	1	Gradient should ideally be no steeper than 1:20.
A16	Are there steps as part of the route to the premises? If so, is there an alternative level access to the building that is not too long distance?	5	1	Ideally keep to 50 metres from the accessible car parking to the entrance.
A17	If steps are part of the route to the building, do they have contrasting nosing on the steps and a handrail?	n/a	n/a	There should be a light or dark colour contrast on the front part of the step so that people with visual impairments can see it.
A18	Are there contrasting surfaces at the top and bottom of steps?	n/a	n/a	This is so people with visual impairments or blind can approach steps with a cane and feel the approach to the first step and know that they have reached the bottom or top of the step.
A19	Do steps have lighting available?	n/a	n/a	Lighting to show up steps at night.

## 11. Section 2 Entrance and doors

B1-B16	Description	Access rating	Priority rating	Notes
B1	Do disabled staff/visitors need to let someone within your school know they are there to gain entrance? (This might be because of security to the building, limited access to the venue or specific opening times)	4	1	What is the mechanism for this and is it accessible? For example, a disabled staff member needing to enter a building that is locked or having an intercom device available, so people can communicate with a staff member from the entrance. Consider the accessibility for a range of impairments such as deaf and blind people, people using wheelchairs and people with a neurodiverse impairment. Entry and communication devices could be door bells, ID swipe, an intercom system, buzzers or a video camera system.
B2	Is the main entrance door of sufficiently light weight to be opened by any user (whether a wheelchair user, someone with limited strength or someone using a walking aid)?	3	1	This could be manual doors, power doors via sensor or push pad, or a security swipe entrance. Manual doors should have a resistance of around 30N.
B3	If the push pad or security swipe entrance is fitted, is it clearly marked and easy to access for all people?	n/a	n/a	Think about the location: does it hinder or support the person's access in/out of the building? Does the colour contrast of the pad/swipe to the background surface and lighting make it easy to see?
B4	If the door is glass, is it visible when shut?	3	1	Glass doors and surrounding panels should have coloured markings to distinguish them as a surface, so people don't walk into them.

B5	Does the entrance door clearance when opening permit passage of a wheelchair user?	5	1	External door requirements: new build 1000mm, existing/older build 775mm. If they are manual wide double doors, consider not having both open as this can hinder the entrance of wheelchair users and people pushing buggies.
B6	Does it have a level or flush threshold, and a recessed matwell?	3	2	Check that the nap of the matwell is in line with the entrance direction, not angled as this can cause wheels on pushchairs and wheelchairs to veer off to one side and possibly into the path of others.
<b>Internal doors</b>				
B8	On the opening side of the door is there sufficient space (300mm) to allow the door handle to be grasped and the door swung past a wheelchair footplate/Walker?	5	1	This is to enable a wheelchair user or someone using a walking aid to easily open the door without banging their wheelchair or walker.
B9	Are door handles of a type easily used by all people?	5	1	Lever handles are better than round handles and should be at a height that is easy to access.
B10	Are door handrails at a height for standing/sitting use, and are door handles clearly distinguished?	3	2	This can be the colour of the handles or a backing plate that gives good contrast.
B11	Can it be easily grasped and operated?	3	2	The front door pulls outwards making it difficult to access for wheelchair-bound users.
B12	If the door has an open/close mechanism does it have:			
	(a) delayed action?	3	2	
	(b) slow-action?	3	2	
	(c) low resistance weight?	3	2	Doors are quite heavy for those with a disability.
B13	If the door is power-operated does it have visual and tactile information explaining this?	n/a	n/a	
B14	If there is a lobby between two sets of doors, do the inner and outer doors meet the same criteria?	3	2	Are both doors manual or electric operated? Are they on sensors? If push pads are used, is it clear which pad is for which door? If manual, are they both the same resistance weight?
B15	Does the clear opening width of doors permit wheelchair access?	5	1	Internal door requirements: new build 800-825mm, existing 750-775mm
B16	Are door mechanism functions checked regularly?	5	1	Door mechanisms can become stiffer over time, especially if not often used – they should be checked routinely.

## 12. Section 3 – Horizontal Movement Fixtures and Fittings

C1-C33	Description	Access rating	Priority rating	Notes
C1	Is each corridor/passageway/aisle wide enough for a wheelchair user to manoeuvre and for other people to pass?	5	1	1.5 meters is the recommended minimum width, although some historic and older buildings may be narrower than this.
C2	Is each corridor free from obstruction to wheelchair users and from hazards to people with impaired vision?	5	1	This could be furniture or apparatus such as fire extinguishers sticking out but not obvious, due to colour contrast or other objects obscuring them. This could also be 'dog legs' in the corridor or where rooms go out onto corridors that pose a risk of people walking into others; viewing mirrors on the ceiling can help with this.
C3	Are there good colour contrasts between walls, doors and flooring to enable people with a visual impairment to navigate and detect hazards?	5	1	There should be at least a 30-point LRV difference in colour. (LRV value is on all colour cards found in paint shops – 1 is white, 100 is black)
C4	Are corridors noisy and echoey when walking or talking?	4	1	This can have a negative impact on some people that are hard of hearing, some people with Nero-diversity and people with visual impairments and can be partially avoided by having some furniture that sound bounces off, or soft art on the walls/ceilings that absorbs noise.
C5	Do lobbies allow all users to clear one door before approaching the next with minimal manoeuvre?	5	1	Lobbies can be any area where there is an entrance door and exit door to the destination area, usually quite small. Example: some toilets have a small lobby between the corridor and toilet or corridor to a lift.
C6	Is turning space in lobbies adequate?	4	1	Normally marked as a 1.5 metre area, but some powered chairs might need a larger area.
C7	Are doors within corridors and entering rooms accessible? (See section 2 – doors)	3	2	Reminder that section 2 may be needed along with this section.  Some classroom doors have a step. Others have clear entry.
C8	Does natural and artificial lighting avoid glare and silhouetting for people with visual impairments?	4	1	This could be the way the sun casts shadows in a corridor or room that makes it difficult for people with a visual impairment to see the route or layout of a room clearly. This could also be objects put on windows that cast shadows.
C9	Are there visual clues for people to navigate?	4	1	These are usually floor numbers, names of rooms, specific colours or directional markings that helps people understand where they are and indicate where people need to go to reach a specific area.
C10	Do floor surfaces:			
	(a) allow ease of movement for wheelchair users?	5	1	Consider things like different flooring e.g. lots of changes from carpet to hard floor to rubber and if there are raised lips between. How thick the pile is in the carpet? This can make wheeling difficult.
	(b) avoid light reflection and sound reverberation?	5	1	Lots of different flooring e.g. shiny floors with glare to matt flooring and back can make navigation difficult for some people. Empty corridors with hard surfaces can make sound reverberate and make it difficult to understand conversations or announcements. Well-positioned furniture or soft art on the walls can make a lot of difference.
C11	Are direction and/or information signs visible from both sitting and standing eye levels? Are they in sentence case, and large enough type to be read by those with impaired vision?	n/a	n/a	As with external signage (section 1, A14) consideration should be given to location, contrast, fonts and imagery used.

C12	Is lighting designed to meet a wide range of needs?	5	1	The type of lighting can make a difference for people with visual impairments and some people with neurodiverse conditions; the general rule is corridors and general areas should be around 300 lux and reception/where ICT is being used around 500 lux.
C13	Are rooms maintained to reduce hazards for people with visual disabilities?	3	2	Will need to be reviewed if required, as some of the smaller rooms are difficult to navigate.
C14	Are there quiet spaces for people to go when needed?	5	1	Some people may have low moods or sensory overload; having a quiet area will help them manage this.
C15	Can you adjust lighting and noise to be softer to reduce stress and sensory overload in specific areas?	3	1	Bright lighting can have a negative impact on some people that struggle with sensory overload or have some forms of visual impairment, being able to dim the lights within an area/room can help people self-manage Within the sensory room.
C16	Are seating arrangements/spaces suitable for use by people with visual impairments?	3	2	Consider the layout of the room, and the colour contrast of chairs/tables to background colours. Good contrast can help people navigate and be independent. As above.
C17	Are seating arrangements/spaces suitable for wheelchair users/people with limited balance?	3	2	Consider how wheelchair users access seating areas and tables: can they be part of their group/class or do they have to sit separately from their classmates? Do chairs have solid or locking wheels to stop them from moving if a person is transferring, and do some chairs have arm rests to help people stand? A mixed environment is best. Can wheelchair users access and get their legs under tables?
C18	Are furniture, whiteboards, books, resources etc. at a height and location that allows them to be accessed by all?	5	1	Consider height so that all can reach and interact and consider location regarding obstacles preventing people to access.
C19	Are serveries/counters accessible to all users, including those with hearing impairments?	3	1	Food serveries in shops and restaurants can enable people to be independent if at the right height (approx. 700mm) and designed correctly. Where this isn't possible, is there someone available to assist? Is there a hearing loop at the till serving area? Are menus and other information easy to read or is there assistance available for people that may need it?
C20	If the building has fixed seating are there also associated spaces for wheelchair users and at regular intervals on long routes?	n/a	n/a	This might be in assembly, in the dining area or in a sports hall where fixed seating or benches are used.
C21	Is it possible for wheelchair users and people with other disabilities to approach and use all vending machines/drinking water dispensers etc.?	n/a	n/a	Consider height of coin slot, information displayed and how items are dispensed.
C22	Are all fittings readily distinguishable from their background?	5	1	This could be switches, power door pads, coat hooks or other fixtures. Good contrast between walls and fixtures will help independence. This doesn't mean redecorating; having a contrasting colour plate behind the fixture will help.
C24	Where there are display stands, bookstalls etc., are they visible/reachable/accessible by people with disabilities?	3	1	Displays are of varying heights.
C26	Is any staff accommodation suitable for use by people with disabilities including wheelchair users, with slip-resistant floor, reduced-level kitchen units and sink and lever action taps?	3	1	Flooring is suitable but the sink would be too high for a wheelchair-bound user. This would need addressing, if required.
C28	Is the main reception area equipped with induction loops for people with hearing aids?	1	2	Not currently available. This is something to be considered. Not currently required or has been requested.
C29	Are all areas for assemblies/meetings equipped with an induction loop system?	1	2	Some areas may not be suitable and there are different solutions depending on building, location and need – consider getting advice.

C30	If induction loops are not fitted in all areas, do you have portable induction loops available for deaf and hard of hearing people?	1	2	As above
C31	Are relevant induction loops within teaching areas linked to A/V equipment?	1	2	This will enable some people to better hear video and audio content or be part of a video/audio call.
C32	Is the functioning and operation of induction loops checked regularly?	1	2	Should be checked at least monthly, ideally more.
C33	Are telephones fitted with inductive loop couplers?	1	2	This will be in the specification of the telephones; it better enables people with hearing aids to use a telephone.

### 13. Section 4 – Vertical Movement

D1 – D33	Description	Access rating	Priority rating	Notes
D1	Is the location of any steps/stairs/ramps clearly indicated by use of signs/colour/contrast/texture lighting?	n/a	n/a	Floor numbers can be on the wall as would be expected; there is also a benefit in putting a Braille sign with the floor number above the handrail as you reach the bottom of a flight. This makes it much easier for visually impaired and blind people to find the floor number and evacuate independently.
D2	Do any steps/stairs/ramps have a handrail to one/both side(s), and do they extend 300mm beyond the top and bottom of any flight?	n/a	n/a	
D3	Do stairwells have markers to identify when a person is at the bottom of a run of stairs?	n/a	n/a	These can come in different formats and are usually indicators on the handrails to indicate someone with a visual impairment/blind has reached the top or bottom of a flight of stairs. These can be as simple as little peel off/glued blips that are stuck to the bottom of the handrail.
D4	Are any level areas between flights or at the top/bottom of stairwells clearly lit?	n/a	n/a	
D5	Are the risers and treads of step/stairs consistent, and are step nosings clearly identifiable through colour change?	n/a	n/a	See section 1 - A17. Additionally, consider checking the type and depth of step to ensure evac chairs can be used where relevant
D6	If there are landings are they large enough to permit passing and turning manoeuvres, and are they provided in any long flight?	n/a	n/a	Consider a range of users and potentially supporting people/dogs, plus people needing to evacuate using an evac chair.
D7	Is any short rise within a single storey ramped; if so, is the ramped surface indicated, and is it slip-resistant?	n/a	n/a	Range length 3m max = 1 in 12 gradient. Ramps should look at having the least gradient possible, aim for 1 in 20 and work backwards from this gradient.
D8	Are all ramp gradients easily negotiated?	5	1	As above
D9	If a permanent ramp cannot be provided (perhaps in a listed building) can a moveable ramp be made available?	n/a	n/a	As above

D10	Are steps available as an alternative to any ramp or ramped surface?	n/a	n/a	Some people may find using steps easier than a ramp.
D11	Where level change is less than a full storey in height is a power-operated lift appropriate?	n/a	n/a	

## 14. Section 5 – Toilets and Changing Areas

E1 – E31	Location	Access rating	Priority rating	Notes
<b>General toilets</b>				
E1	Do all lavatory areas have slip-resistant floors?	4	1	
E2	If used by all users, is the approach to the facilities free of steps/narrow doors/obstructions?	3	1	Consider people with limited sight, those using walking aids and wheelchair users. <b>There is a level, accessible toilet. Others have steps.</b>
E3	Are fixtures and fittings easy to distinguish by colour contrast from walls?	5	1	Consider a 30-point LRV (Light Reflective Value) in shades between colours; this might include toilet seats, handrails, toilet roll holders, soap dispensers etc.
E4	Are washing and drying facilities at a height and have the access for a wheelchair user to use?	3	2	<b>Facilities would need to be adjusted, if required.</b>
E5	Are all door fittings/locks easily gripped and operated?	4	1	
E6	Are mirrors positioned at a height and location suitable for all users?	3	2	Consider having larger mirrors that support all users.
E7	Is the location of the different toilets clearly signed?	1	2	This might include male, female, unisex, accessible, Changing Places, staff, pupils, visitors or baby changing.
E8	Do you have a wider cubicle within the general toilets that could be used by someone with limited mobility?	5	1	
E9	Are handrails fitted to the larger cubicle?	5	1	
E10	Are toilet paper holders, soap dispensers of a type and location that is easily used by people with limited dexterity or movement	5	1	
<b>Accessible toilets</b>				
E11	Is the accessible toilet large enough to permit manoeuvre for frontal lateral/angled/backward transfer, with or without assistance?	5	1	<p>Accessible toilet should be 2200mm x 1500mm minimum to allow manoeuvring.</p> <p>Consider if toilets are all left or right transfer and if there is a mix. In smaller toilets people might turn their chair at an angle and transfer from the front; if this is the case a folding handrail is needed. Larger toilets might allow both left and right transfer and hoist access.</p>

E12	Is the manoeuvring area free of obstruction, e.g. boxed-in pipework/radiators/cleaner's equipment/disposal bins/ occasional storage, etc., and is any difficulty caused by the activity of service contractors?	5	1	
E13	Is the flush on the same side as a person would transfer to make it easier to reach?	5	1	
E14	Is the entry door to the accessible toilet of a type that is easily used by a range of people with limited mobility?	5	1	
E15	Can ambulant disabled people manoeuvre, raise and lower themselves in standard cubicles?	3	1	
E16	Is there a shelf available near the toilet for people to use?	1	1	This is used for people that might have to change a medical appliance or need specific equipment; consider location.
E17	Is the soap dispenser and toilet roll holder of a type that is easily used by a range of people and appropriately positioned for ease of use?	3	1	
E18	Are the door fittings/locks and light switches easily reached and operated?	3	1	Automatic lights are fitted in some bathrooms.
E19	Is there an emergency call system and is someone designated to respond?	1	3	Consider where the alarm call goes to. Does it just ring outside the toilet or go to a designated office so assistance can be alerted quicker?
E20	Can the emergency call system be operated from floor level?	1	3	Often these are tied up or put up high to avoid being accidentally pulled, but they are full length for a reason.
E21	Are suitable grab rails fitted in all the appropriate positions to facilitate use of the toilet?	5	1	This can be a complex area – consider looking at recommended guidance.
E22	Are handwashing and drying facilities within reach of someone seated on the toilet?	5	1	
E23	Are the taps appropriate for use by someone with limited dexterity, grip or strength?	5	1	Lever or automatic taps are the best design for all.
<b>Changing area</b>				
E24	Do you have a Changing Place facility, and is it available purely for pupils/staff and external groups using the building or offered as a community facility?	1	1	See <a href="http://www.changing-places.org/">http://www.changing-places.org/</a> for more information.
E25	Do you offer discrete changing facilities for people that need them?	3	1	Sometimes changing and shower facilities can be accommodated within larger accessible toilets to provide this.
E26	Within the main changing area or accessible toilet, are there accessible showering facilities?	1	1	Consider height of shower, controls, shower seat, small shelf and if the curtain is reachable.
E27	Is there a wide shower seat or possibly two shower seats?	n/a	n/a	This is to enable a person to shower, then transfer to dry seating to get changed before transferring to their wheelchair, rather than having to transfer to wheelchair still wet.
E28	Are clothes hooks/lockers of a suitable size and height to meet all users' needs?	n/a	n/a	
E29	Are locker locks easy to use for people with limited dexterity or strength?	n/a	n/a	
E30	Do you offer gender neutral toilet facilities?	5	1	

## 15. Section 6 – Fire Exits

F1 – F13	Description	Access rating	Priority rating	Notes
F1	Is there a visible as well as audible fire alarm system in all parts of the building, including toilets and stairwells?	3	2	
F2	If there are no visual alarms in place, do you provide a pager system for deaf staff/pupils?	1	3	Not currently required but would be a priority, if necessary.
F3	Are fire exit routes accessible to all, including wheelchair users?	5	1	Consider signage, length of route and potential obstacles. Are there two routes for people to evacuate?
F4	Is evacuation from upper and lower levels possible using:			
	a) an evacuation lift /platform lift with a protected power supply?	n/a	n/a	
	b) Caterpillar platform lifts?	n/a	n/a	This is a motorised platform for power wheelchair users that enables people to stay in their wheelchair while they evacuate down or up stairs.
	c) an evac chair?	n/a	n/a	
F5	Do you provide regular evac training for staff which includes the person/s that will need supporting in this way?	n/a	n/a	Including the disabled person enables better communication between different people and lowers the stress for the person needing support.
F6	Do disabled staff and pupils have individual PEEPs?	2	3	A Personal Emergency Evacuation Procedure is an individual evacuation plan for a pupil or staff member. <b>Needs to be introduced for a EYFS pupil.</b>
F7	Do you have GEEPs in place for external groups, visitors and events?	5	1	The General Emergency Evacuation Procedure is for events or meetings with a group of people that don't usually use the building.
F8	Are PEEPs and GEEPs checked regularly for effectiveness and any changes in situation for the person?	2	3	
F9	If disabled people cannot evacuate from the building independently, are designated and signed refuge areas available?	3	1	These are designated safe areas for people to go to when the fire alarm activates. They are not designed to be a permanent location for disabled people during a fire evacuation, but a single point for people to go to prior to being evacuated.
F10	If refuges are available, are they equipped with intercoms to let people know they are there?	n/a	n/a	An intercom enables someone to inform the fire marshal team where they are and for the fire marshal team to give instructions/reassurances.
F11	Are evacuation routes checked routinely and regularly for freedom from combustible materials/obstacles/locked doors?	5	1	
F12	Are external fire points and routes accessible and monitored?	3	1	Consider the route and how accessible it is to any assembly points, e.g. gradients, surfaces such as gravel or grass, potential obstacles such as within car parks. <b>Signage needs updating.</b>

F13	Are all fire warning devices and detectors checked routinely and regularly?	5	1	Weekly checks
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## 16. Section 7 - Information

G1 – G13	Description	Access rating	Priority rating	Notes
G1	Do you publish on your website information on the accessibility of your premises and services?	3	2	all schools must publish an accessibility plan. General comments about accessibility could be included.
G2	Do lighting installations in the building take into account the needs of people with visual impairments being able to access information?	4	1	General areas approx. 300N, reception and ICT areas approx. 500N
G3	Is there a tactile plan or diagram of the building?	1	1	Introduced, if required.
G4	Are there large-print versions of information about the building/services/activities available?	1	1	Introduced, if required.
G5	Is there Braille information about the building/services/activities available for people with visual impairments?	1	2	Introduced, as good practice.
G6	Is there an audio version of information about the building/services/activities available?	1	2	Introduced, as good practice.
G7	Are there BSL/Makaton videos/information about the building/services/activities available?	1	1	Introduced, if required.
G8	Is there Easy Read information about the building/services/activities available?	1	1	Introduced, if required.
G9	Are there alternative-format reading books available in the library?	1	2	Introduced, as good practice.
G10	Are relevant staff trained in supporting communication with people with physical, learning and sensory impairment?	1	2	Introduced, as good practice.
G11	Where a payphone is provided does it have a hearing aid coupler?	n/a	n/a	
G12	Are all locations around the buildings clearly signed to enable easy navigation and is there clear colour contrast between font and background?	5	1	Consider the colour background to colour of font, the size of the signage and that it is in Sentence Case, not all caps as this is harder to read for some people. In some situations, braille might benefit any signage such as room names and numbers on doors
G13	Are mechanisms in place to communicate with disabled parents in an accessible way e.g. email, fax, letter, phone?	5	1	Digital, app-based communication.

## 17. Section 8 – Equality Adjustments

H1 – H7	Description	Access Rating	Priority Rating	Notes
H1	Do you have a prayer room or a designated quiet room?	4	1	Consider location of this e.g. separate from a room where disciplinary action like detention is carried out.
H2	If you have a prayer room, do you have designated washing facilities?	4	1	This is to enable people depending on their religion to wash hands and feet.
H3	Do you have a designated quiet room?	5	1	Used for people that might want to have a quiet place to go to reduce anxiety or maybe when over stimulated.
H4	Do you have access to language interpreters and are staff confident about how to utilise this?	1	1	This could be language, BSL or deaf/blind interpreters.
H5	Do you have books, leaflets and posters that promote yourself as being supportive of diversity?	4	1	This could be your equality statement, having relevant leaflets and posters celebrating diversity, or advertising events such as Pride, Black History Month or other events and opportunities that promote equality.
H6	Do you have/advertise baby changing and baby feeding facilities for parents, staff and where relevant pupils?	3	2	The facilities for changing are available but need further signposting. Public access is usually guided and rarely do those not familiar with the building have open access.
H7	Do you have a system in place to raise awareness and support pupils and staff who have been victims of bullying and hate incidents?	5	1	Our policies, including our Whistleblowing and Anti-bullying policy, clearly outline our approach should such incidents occur.

## 18. Section 9 – Additional Elements

### Section 9 Additional Elements

I1 – I9	Description	Access rating	Priority rating	Notes
I1	Ensuring open access to our Forest School and outside areas.	3	2	It is important to ensure that paths are well maintained and that bushes are cut back to allow access for those with mobility issues or if they are in a wheelchair.

## 19. Useful Websites

- Centre for Accessible Environment offer a range of courses, services and resources around accessibility to the built environment <https://cae.org.uk/>
- Access Association is a national membership organisation that offers access to online resources, e-bulletins and regional meetings that members can access. Cost is around £80 a year. <https://www.accessassociation.co.uk/>
- The Design Council offers a range of online resources and a free e-learning on inclusive design <https://www.designcouncil.org.uk/what-we-do/built-environment/inclusive-environments>
- Making your Digital Environment accessible <https://www.gov.uk/service-manual/helping-people-to-use-your-service/making-your-service-accessible-an-introduction>