

St Kentigern's Catholic Primary School Access Checklist.

Location Yes - Is the school accessible by public transport? Yes - Is the school accessible by taxi, right to the door? No, to the bottom of the drive Approach to the building Yes - Is there wheelchair access at the main entrance? If not, is there an alternative entrance nearby? Yes - If there is an alternative accessible entrance, is this clearly signposted from the main entrance? N/A - Are there steps or raised area going up to the building or is the door at pavement level? Pavement level? - If one is needed, is there a platform lift or a ramp suitable for wheelchair users? N/A - If there is a removable ramp, how does a wheelchair user signal that he/she needs assistance? N/A - If there is a removable ramp, how does a wheelchair users and clearly gristing easily found? (Good signage – eg large logo outside) Yes - Is the building easily found? (Good signage – eg large logo outside) Yes - Is the building easily found? (Good signage – eg large logo outside) Yes - Is there are steps, how many are there, and listinguishable and easy to grip handles at an accessible height for wheelchair users and clearly grip davides at an accessible height for wheelchair users and logor, or prome beight for wheelchair users and logor, or prome beight for wheelchair users and pavemed. Automatic single door, or prome beight for wheelchair users. - Is the building <t< th=""><th>Check</th><th>Yes/No</th></t<>	Check	Yes/No
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- Ensure that any staircase have rails on both sides.	Yes
- Signage – ensure that signage is kept simple and short, with good contrast lettering	Yes
(eg black on white, ideally black on yellow background). Use symbols in addition to words.	
- Contrasting wall and floor colours enhance independent way finding.	Yes
Lifts	None
- Size – Part M of the Building Regulations recommends the minimum dimensions of a lift to be a width of 1100mm, depth 1400 door opening 800mm, controls: between 900 and 1200mm above floor level, both within and outside the lift car.	N/A
 Are lift doors wide enough for a wheelchair? 	N/A
- Is the lift big enough for a large wheelchair and at least 1 other person?	N/A
 Are there controls at a height suitable for wheelchair users? 	N/A
 Are there Braille or tactile buttons and visual floor indication? 	N/A
- Is there an audio floor indication?	N/A
Assistance Dogs	
 Are assistance dogs allowed into the school? 	Yes
 Does the school provide water for assistance dogs? 	Yes
 Is there an adequate area for assistance dogs to be exercised? Accessible Toilets 	Yes
- Check location of disabled toilets. Ideally these should be on the same level as the	Children with
main rooms. If not, check that there are lifts etc from the area. Needs to be close to	mobility issues will be located in
the room, so that any users can get to/from the toilet in time during breaks.	classrooms nearest the
- There needs to be a minimum of one genuinely accessible toilet available at all	disabled toilet. Yes
times, within a convenient distance of the rooms being used.	163
- Doors must be capable of opening and be at least 925mm wide. No door closer	Yes
should be fitted.	
- Check the size of the toilet – is there enough space to manoeuvre a wheelchair?	Yes
- Check the height of fittings in the toilet, including support rails. The sink should be accessible for someone sitting on the toilet.	Yes
- Check there is no lid on the toilet.	Yes
 Check the lock – it should be a lever lock, as opposed to a rotating lock. 	Yes
- Check there is an emergency cord (accessible form the toilet and also the floor)	Yes
 Check there is flashing emergency lights/alarms in the toilet in case of an evacuation. 	Yes
 Do not assume people with visual impairments will use the disabled toilet – wheelchair friendly areas are often more problematic. 	Yes
In the Presentation Rooms	
Staging	
 Staging. If there are any speakers with mobility issues, check there are sufficient ramps. 	N/A
- Check the height of the lectern to make sure it isn't too tall for the speakers. Ideally the lectern should be adjustable, or alternatives should be considered (eg mikes on a	Yes
table top).	No would fulf
- Check that there are induction loops available at the school. If there isn't in the	No would fit if needed
rooms that you are using provide an induction loop or mobile loops. - Check the acoustics of the room. Echoes can be confusing for people with hearing	Yes, curtains in hall to absorb
impairments.Check size of the screen is appropriate and make sure it is clearly visible from all	sound Yes
positions in the room.	
 Check that the lights in the presentation room are adjustable. 	Yes



- Check whether the school has a PA system that you can use or if they have a preferred supplier. Using microphones for groups over around 30-40 people is essential and helps people with hearing impairments.	Yes
Lighting	
- Ideally lighting should be adjustable. Transitions from dark to light need to be	No
gradual for people with visual impairments, so lights should be dimmed slowly and	No
lights should never be completely turned off.	
- Check that the lights don't flicker.	Yes
- Lights should never be completely turned off.	Yes
Seating	100
- If the presentation room has fixed seating, check if there's a limit to how many	No
wheelchair users can access the room and if making it wheelchair accessible reduces	
the capacity of the room.	
Air Quality	
- Check if the rooms have air conditioning or that the temperature can be controlled.	Yes
- If relying on opening windows to cool down a room, check the level of noise from	Yes
outside.	
Workshops/breakout spaces and Reception Rooms	
- Check the rotes and distance from the main rooms and ensure that when you are	Yes
timetabling, that you ensure there is plenty of time to move between rooms.	
- Ensure you have enough rooms for all your groups – don't fit two separate groups in	Yes
the same room (difficult for people with Hearing Impairments).	
- Check the max numbers for reception rooms. "Reception" means standing with not	Yes
much room for chairs etc - take into account that your max capacity will be less if you	
are expecting wheelchair users. Also remember that you should provide some chairs	
in the reception area for people with mobility issues, which again will affect the max	
capacity.	
Quiet areas/Prayer rooms	Church,
- It may be appropriate to provide access to rooms for students and teachers to pray.	ramp from
	school
Emergency/Evacuation Procedure School Procedures	
 Is there a school emergency procedure? 	Yes
- Are there procedures in place for evacuating disabled people, including wheelchair	?
users, in an emergency?	
- Where evacuation of wheelchair users relies on Evac Chairs, are there enough seats	N/A
for the expected number of wheelchair users?	
- Will school staff be available to evacuate disabled visitors, and have these staff had	Yes
appropriate training?	
Alarm and Security Systems	
- Are there fire alarms that are audible/visible (ie flashing lights) to all? Is this	Yes ?
available in all areas of the building, including the toilets?	