



Walton Hall Academy

Accessibility Plan & Audit



Document Owner:	Chris Bagnall
Approved By:	Academy Council
Queries to:	Chris Bagnall
Review period:	3 yearly

GENERAL APPROACH TO THE PROPERTY

NO.	CONTROL MEASURE	SHAW GUIDELINES	YES/ NO N/A	COMMENTS / ACTIONS
1.	Are external access routes, including Shaw Education Trust owned and / or maintained car parks (where applicable), steps and ramps kept clean, unobstructed and free from trip / slip hazards, surface water, snow and ice?	Adequate colours and signage in place	Yes	Gritting policy (including snow clearance procedures) in place by site team. Routine debris clearing e.g. leaves, mud, silt etc... ongoing as per premises external risk assessment
2.	Are kerbs dropped where required with tactile paving in appropriate locations?	Comment if Local authority ownership	Yes	Dropped kerbs in place on main car park, KS5 path leading to KS3 and drop off point at the back of KS3
3.	Are access routes adequately lit?	Comment if Local authority ownership	Yes	All access paths and routes covered by LED lighting

EXTERNAL RAMPS

NO.	CONTROL MEASURE	SHAW GUIDELINES	YES/NO N/A	COMMENTS / ACTIONS
4.	Is there a ramp at the entrance to the property?	Comment if Local authority ownership may prevent permanent ramp.	Yes	Access ramps in place leading to reception and other access doors of KS3, ramped access to classes in KS4, parts of KS5 and residence block.

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5.	If no to item 4 can one be provided and how?	Recommendation is 1:12 but comment if ramp of any gradient can be provided (or consider portable)	N/A	
6.	If yes, Is the ramp accompanied by a step?	Max step 40mm and may be accessible with assistance provided?	No	Ramps are situated in place of steps
7.	Is it wide enough, suitably graded with suitable handrails and mid-rails?	Min of door width ie, 800 mm. Handrail height at 900mm with mid rail.	No	No handrails by ramps at KS5.
8.	Are the surfaces suitable i.e, slip-resistant	Comment on surfaces finish.	Yes	Rubber ridged surface on 1 ramp, painted metal square profile on the other

EXTERNAL STEPS

NO.	CONTROL MEASURE	SHAW GUIDELINES	YES/NO N/A	COMMENTS / ACTIONS
9	Are tactile warnings provided at the top and bottom of any steps?		Yes	Tactile paving is in place on some access routes. More tactile paving to be installed as

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				paths are upgraded through routine maintenance.
10	Is a handrail installed?	Consider if grab rail or handrail to be installed at height of 900mm	Yes	Handrails are in place on all external steps.
11	Are treads and risers all long / high enough and all uniform?		Yes	All external steps are uniform in size.
12	Do all steps have colour contrasting nosings?	Consider if necessary or if can be reasonably identified.	No	All external steps across site have colour contrasting nosings fitted where possible. Some suitable nosings to be sourced for some steps around KS5, where the fitting of normal nosing designs is restricted due to the design of Victorian sandstone steps which are in place.

PROPERTY ENTRANCE

NO.	CONTROL MEASURE	SHAW GUIDELINES	YES/NO N/A	COMMENTS / ACTIONS
13.	Is the main entrance easy to identify and clearly distinguishable from its immediate surroundings?	Adequate colours and signage in place	Yes	Adequate colour changes and signs in place to make entrances distinguishable.
14.	Does at least 1 no main door entrance provide a 800mm wide clearance and have a flush threshold?	Min width 800mm. Max threshold/step 40mm otherwise	Yes	Entrances to all key stages and residence have flush thresholds and provide adequate clearance

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		consider portable ramp, bell etc.		
15.	Can people each side of the door, either standing or sitting, see each other?	Ensure adequate glazing for vision.	Yes	Doors are fitted with 60/40 glazing in KS3, KS4 and residence to enable good sight lines for staff and visitors. KS5 listed building status limits the door style we can use.
16.	Are door controls 1000mm above finished floor level, colour contrasting and easy to grip and open the door?	Awareness of requirement for any powered system but generally not provided as assistance should be offered.	Yes	All doors have colour contrasting furniture and are easily accessible. Automatic door system not needed as assistance is readily available.
17	Is the door closer adjusted to close at a sufficient enough rate for a wheelchair user to clear the door and does it provide a low enough resistance to open the door easily enough?		Yes	All doors fitted with door closers close at a slow enough rate to allow access.
18	If the entrance cannot be accessed or changes cannot be readily made, then ensure that an external bell is provided at pavement position with a suitable sign indicating (wheelchair motto) that 'ring for assistance'. Staff		N/A	

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	must be aware of actions to be taken when called.			
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NO.	CONTROL MEASURE	SHAW GUIDELINE	YES/NO N/A	COMMENTS / ACTIONS
19	Is there sufficient glazing manifestation to the shopfront and entrance doors?	Has any manifestation been provided to the glazing?	N/A	No glazing in need of manifestation dots/stripes.
20	Are weather mats of firm texture and flush with the surrounding floor?	Ensure entrance mats are level, not worn and firmly fixed.	Yes	All main entrances have flush or ramped access mats.

RECEPTION AREAS & LOBBIES

NO.	CONTROL MEASURE	SHAW GUIDELINE	YES/NO N/A	COMMENTS / ACTIONS
21	Is there an entrance lobby?	Can this be negotiated by wheelchair or require assistance? (800+300mm min for circulation)	Yes	Main entrance lobby to reception at KS3, KS4 and residence has enough clearance for circulation and can be easily negotiated. KS5 has limitations for access to the lobby due to the age of the building and restrictions that come with listed building status

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22	If yes, does the internal door meet same criteria as the external door?	Min 800mm clear width.	Yes	Where applicable/fitted – Currently only in residence ground floor.
23	Is there a clear view in from outside?	Check manifestation and position of any posters/window displays	Yes	60/40 Glazing fitted to all entrance lobby doors. To look at the suitability of introducing glazing panels to the bottom of entrance lobby doors where necessary.
24	Is the lobby large enough to allow wheelchair users to clear the first door before negotiating the second?	Can this be negotiated by wheelchair or require assistance? (800+300mm min for circulation)	Yes	
25	Are reception desks / counters suitable for approach and use from both sides by people either standing or seated?	Ensure at least one counter is accessible immediately and has clear access around. Check height for clear access.	Yes	Reception desk has a dropped counter which is accessible from both sides.

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26	Is an induction loop fitted and available?	Portable induction loop to be provided and have notice to advise. Install fixed loop in first desk position upon any reception upgrade	Yes	Portable induction loop available from KS3 main reception.
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INTERNAL RAMPS

NO.	CONTROL MEASURE	SHAW GUIDELINE	YES/NO N/A	COMMENTS / ACTIONS
27	Is there a ramp at any internal level change?	Is there a need for visitors to access to this point? Will this cause any issues to customers or staff that need to be considered?	No	Lift installed within KS3 for access to lower/upper level. Building restrictions and suitability control what we can install within KS5.
28	Is it wide enough, adequately graded with suitable handrails?		N/A	
29	Are surfaces slip-resistant?		N/A	

INTERNAL STEPS

NO.	CONTROL MEASURE	SHAW GUIDELINE	YES/NO N/A	COMMENTS / ACTIONS
30	Are treads and risers all long / high enough and all uniform?	Do internal steps need to be accessed by visitors?	Yes	All internal steps are all uniform in height and long enough should visitors, staff or pupils need access.
31	Do all steps have colour contrasting nosings?		Yes	Colour contrasted anti-slip nosing's ae fitted to all internal steps across the site.

DISABLED WC

NO.	CONTROL MEASURE	SHAW GUIDELINE	YES/NO N/A	COMMENTS / ACTIONS
32	Is there a compliant W/C located within the property?	A compliant W.C. only needs to be provided if there is a staff requirement or there is a visitors W.C.	Yes	Multiple in KS3, KS4, and 1 in KS5 although no access for wheelchairs to this area

INTERNAL SURFACES

NO.	CONTROL MEASURE	SHAW GUIDELINE	YES/NO N/A	COMMENTS / ACTIONS
33	Are junctions between floor surfaces flush and free from trip hazards?	Ensure no trip hazards throughout the site.	Yes	All floor junction surfaces are flush and free from trip hazards. Checked by site staff and through classroom checks.
34	Are colours, tones and textures contrasting between surfaces, fixtures and fittings etc?		Yes	All floor surfaces between are compliant to provide adequate colour and texture change.
35	Are all floor surfaces slip resistant?	Comment on finish	Yes	All floor surfaces across site provide at least the maximum requirement of slip resistance. This can be checked through accident or near miss reporting. All vinyl flooring has a matt or satin finish.
36	Are bright, boldly patterned floor coverings avoided?	Comment on finish	Yes	No vinyl floor coverings have a gloss finish or bold patterns. All wooden floors are finished to provide the maximum amount of slip resistance.

LIGHTING

NO.	CONTROL MEASURE	SHAW GUIDELINE	YES/NO N/A	COMMENTS / ACTIONS
37	Are all lighting levels suitable for their location and intended use?	Comment on general lighting throughout area.	Yes	All light fittings across the site are suitable for the size and area of its intended use. This was established through a survey when we converted light fittings to LED.

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38	Are light fittings positioned so not to cause glare, reflection, or pools of light and dark?		Yes	As above
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MEANS OF ESCAPE

NO.	CONTROL MEASURE	SHAW GUIDELINE	YES/NO N/A	COMMENTS / ACTIONS
39	Are secondary ground floor exit routes accessible to all, including wheelchair users, as entrance routes?	Wheelchair areas to be restricted where possible to front area of branch so long as all admin services accessible	Yes	

FURTHER ACTION / COMMENTS

For Wheelchair users specifically, the premises can be determined as,

1 Fully accessible including all facilities, car parking, toilets, all ground floor areas and services.

2 Part Accessible – Front door entrance, lobby and at least one desk position.

3 Not accessible – Cannot be accessed but bell to call for assistance and signage and staff aware of procedure to provide advice.

SUMMARY OF ACTION REQUIRED

Audit reference number	Remedial Action to be Taken / Job Description	Action by whom	Date completed
7	No handrails by ramp at KS5 – English Heritage to be contacted to request if this is possible due to the listed status of the building.	Site team	
9	Tactile slabs to be installed upon any improvements or through routine maintenance.	Site team	Ongoing
12	Suitable step nosing's to be sourced and purchased for use around KS5 sandstone steps – English Heritage to be asked about which nosing we can use, taking into account the listed status of the building.	Site team	
23	To obtain quote for replacing UPVC panels to double glazed glass unit for KS3 reception front doors.	Site team	

Policy Review Information

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