

Abbeyfield School Accessibility Audit 25 Jun 21 - Action Plan (to be reviewed & updated monthly)

Last Update 05/12/2022

4.1 - ACTION TABLE

COSTS - N = NONE M = MINIMAL OG = ONGOING MAINTENANCE ST = STRUCTURAL CHANGE EX = MAJOR STRUCTURAL CHANGE				
Item Ref.	Details / Issue	Recommendation	Est Cost	Action Taken
PRIORITY A				
1.5	<p>There is a lack of suitable on-road signage on approach to the school. Many drivers are likely to drive past the sharp turning or implement a sudden slow down causing a hazard.</p> <p>As people with hearing impairments currently make up the largest group of disabled people, they can be helped or hindered by signage. Good signage can mean that a person with a hearing impairment can manage without having to ask questions.</p>	<p>The site management should undertake liaison with the local Highways Dept to increase current level of on-road and street signage.</p> <p>☐</p> <p>People with hearing impairments make up the largest group of disabled people. They can be helped or hindered by signage. Good signage can mean that a person with a hearing disability can manage without having to ask questions. For further information on signage please refer to - JMU Access Partnership and The Sign Design Society. 2000. ISBN 185878 412 3.</p>	N	Additional signage post installed
6.5	<p>There is no induction loop provided to the reception hatch to accommodate hearing aid users who struggle when there is background noise.</p> <p>There is no induction loop provided to the main reception desk.</p> <p>The recent revision of the BS8300 has emphasised the importance of providing auxiliary aids for people with hearing impairments.</p>	<p>Install an induction loop to the reception desk and reception hatch. Install signage indicating the availability of the facility and ensure that staff members are aware in how to use the system.</p> <p>Direct Access has its own bespoke desk induction loop for people with hearing impairments. We are able to supply, install and provide brief training. Please see here and contact us for more information - https://directaccessgp.co.uk/induction-loops-and-hearingenhancement-systems/</p> <p>BS8300 - A hearing enhancement system, using induction loop, infrared or radio transmission, should be installed at service or reception counters where the background noise level is high</p>	M	To be actioned

6.9	At current there is not a procedure to ask visitors if they have any access requirements prior to visiting the school.	<p>There should be a procedure to ask visitors prior to their visit if they may have any access requirements that the site management should be aware of.</p> <p>When asking about access requirements ensure that forms and information is available in accessible formats and electronically by email and phone etc.</p> <p>Consider asking for forms to be completed prior to any visit to the premises. Booking forms will ask "Do you have any access requirements? (Level Access, Induction Loop, BSL etc)."</p> <p>The access limitations of the premises and the alternatives must be communicated via the website</p>	N	To be actioned
6.10	At current visitors are not asked if they may require assistance should the fire alarm be activated. This could be added as a question on the existing sign in screen.	This should be included as part of the procedures outlined in 6.9, 18.6 & 18.7.	N	Actioned
7.3	There is no step free access available to the mezzanine level in the Sixth Form Centre. Looking around this area, further IT equipment is provided. It is recommended that a selection of these machines be made available on the ground floor level to ensure that 'alternative means of access' is provided.	<p>Any services or facilities, such as I.T., offered on the mezzanine lever must be replicated, relocated or offered in alternative accessible locations on an equal basis when it is required by disabled people.</p> <p>Any alternative location used must be subject to review in response to access requirements and user need to ensure that accessible facilities are provided.</p>	N	Actioned
8.6	Closers should be removed from the accessible toilet entrances as this is not recommended in guidance.	A closer fitted to an accessible toilet can cause difficulty for disabled people in an area where specific manoeuvrability and access is required. The closer should be removed to improve access to the facility.	N	Actioned

16.6	<p>There is an induction loop within the Theatre. There should also be a sign on the entrances to the Theatre to indicate the availability of the facility.</p> <p>An induction loop is required for the conference room.</p> <p>One of the performing Arts studios should feature an induction loop.</p> <p>There should be an induction loop within the sports hall.</p>	<p>Installation of any hearing enhancement system must include prominently displayed universally recognised signage.</p> <p>Install an induction loop within the conference room, one art studio and the sports hall to benefit hearing aid users. These are areas in which visitors can frequent performances, lectures and presentations.</p> <p>It is a legal requirement under the Equality Act 2010 to provide auxiliary aids.</p> <p>Direct Access has a partnership with a world leading induction loop manufacturer to provide auxiliary aids for people with hearing impairments. Please contact the Direct Access Implementation Team for more details at info@directaccess.group or read more at https://directaccessgp.co.uk/induction-loops-and-hearing-enhancement-systems/</p> <p>According to BS8300 - A hearing enhancement system, using induction loop, infrared or radio transmission, should be installed in rooms and spaces used for meetings, lectures, classes, performances, spectator sport or films, and at service or reception counters where the background noise level is high or where glazed screens are used.</p>	M	To be actioned
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13.11	<p>There is a panel behind the reception area which highlights if one of the accessible toilet alarms are triggered. It is understood that a member of staff would go, and assist should an alarm be activated. It is recommended that a test be performed to ensure that the appropriate procedures are implemented.</p> <p>On the day of the survey, the cord alarm within the accessible WC near the reception area was not hanging loose hence should someone stumble on the floor they would not be able to reach it.</p> <p>The accessible WC near Art and Design on the first floor (F38) has a cord which is too long in length.</p> <p>The accessible WC within the English block has a cord alarm which is too long in length and does not feature two handles</p>	<p>Implement a management procedure to ensure that cord alarms are always kept loose and not tied up.</p> <p>The alarm cords should be adjusted to ensure that they have the correctly located bangles and are a maximum length of 100mm off the ground floor level.</p> <p>☐ According to BS8300 - An emergency assistance pull cord should be sited so that it can be operated from the WC and from an adjacent floor area. The emergency assistance pull cord, coloured red, should be provided with two red bangles of 50mm diameter, one set at a height between 800 mm and 1000 mm and the other set at 100 mm above floor level.</p>	M	Actioned
17.5	<p>The evacuation chairs appear to be just over 10 years old. It is understood that EVAC have just released a policy that they will no longer service chairs that are more than 10 years old. There are also gaps identified.</p>	<p>The provision, condition and servicing of evacuation equipment should be subject to specialist review to ensure that adequate and safe provision is in place.</p> <p>Direct Access can provide review, training and equipment. Please see https://directaccessgp.com/evacuation-solutions/</p>	M	Actioned
18.4	<p>Site management need to ensure that the appropriate procedures are implemented.</p>	<p>All lifts must be subject to regular inspection, maintenance and servicing at manufacturer prescribed intervals to ensure that they are continually available for use. Maintenance and servicing schedules should be scheduled to avoid peak times where the lift will be required most by disabled people.</p>	N	Actioned

18.5	<p>Site management need to ensure that the appropriate procedures are in place to frequently check the exit routes to make sure that there are no obstacles.</p> <p>Alarm systems including those within the WCs also need to be checked.</p>	<p>Exit routes should be regularly checked to ensure that level access is provided, where appropriate, and the routes are free of obstructions.</p> <p>Systems must be regularly checked to ensure that the sounders and visual alarms are working and responded to.</p>	N	Actioned
18.6	<p>Site management need to ensure that the appropriate personal egress plans are available for each member of staff needing assistance.</p>	<p>Site management need to ensure that the appropriate personal egress plans are available for each member of staff needing assistance.</p> <p>At current there are no members of staff identified as requiring assistance in the event of evacuation.</p>	N	Actioned
18.7	<p>Site management need to ensure that both the general escape strategy and personal emergency egress plans are regularly checked for efficiency and effectiveness.</p>	<p>Site management need to ensure that both the general escape strategy and personal emergency egress plans are regularly checked for efficiency and effectiveness.</p>	N	Actioned
18.8	<p>The cord alarm within the accessible WCs do not appear to be tested frequently as part of general maintenance. This should be implemented and recorded as appropriate.</p> <p>Should a legal complaint be made as a result of a distress call going unnoticed, the logbook may be requested.</p>	<p>All Accessible WC alarms should be subject to regular inspection to ensure that the alarm is in working order and that the alarm cord remains located in the correct position.</p> <p>This should be implemented and recorded as appropriate.</p> <p>Should a legal complaint be made as a result of a distress call going unnoticed, the log book may be requested.</p>	N	Actioned

PRIORITY B				
2.2	<p>There are no signs on entry to the car park to indicate where the accessible bays are located. Some visitors are likely to turn into the staff car park looking for an accessible parking space.</p> <p>Signage is provided to the front of the accessible parking spaces.</p>	<p>There should be a sign at the entrance to the car park to indicate where the accessible parking spaces are located.</p> <p>Refer to BS8300, A sign or, if appropriate, signs should be provided at the entrance to each car park and at each change in direction to direct disabled motorists to designated parking spaces.</p>	M	To be actioned
4.2	<p>The flight of 5No steps near the English Block do not have any handrails installed.</p>	<p>BS8300 compliant handrails should be installed to both sides. The handrails should be coated with nylon or a suitable alternative to ensure that they are not cold to touch.</p>	M	To be actioned
4.5	<p>The flight of 5No steps near the English Block has yellow painted nosings which are starting to fade.</p>	<p>Bright colour contrast needs to be painted to the edge of the step nosings to clearly highlight their presence.</p> <p>☐ BS8300 - Each step nosing should incorporate a durable, permanently contrasting continuous material for the full width of the stair on both the tread and the riser to help people who are blind or partially sighted appreciate the extent of the stair and identify individual treads. The contrasting material should extend 50 mm to 65 mm in width from the front edge of the tread and 30 mm to 55 mm from the top of the riser, and should contrast visually with the remainder of the tread and riser.</p>	M	Actioned
5.9	<p>It is recommended that all of the fully glazed entrances (and exits) have the existing frosted manifestations replaced with a bold colour such as purple.</p>	<p>Well contrasted manifestations should be provided at two heights to the entrance.</p> <p>☐ Glazed doors need to have permanent strips on the glass within two zones, from 850mm to 1000mm from the floor and from 1400mm to 1600mm from the floor. These strips need to be contrast in colour (not treated glass) and luminance with the background seen through the glass in all light conditions.</p>	M	Actioned

8.1	Throughout the whole school, the majority of the doors have excellent colour contrast throughout by mainly using blue painted frames. However, within the AO block, the consistent painting of edges, columns, window frames all in blue is likely to cause potential confusion as it subdues the highlighting of the doors.	According to BS8300 - Colour and luminance contrast should be used to distinguish the boundaries of floors, walls, doors and ceilings, e.g. if the architrave is the same colour as the door but a different colour from the surrounding wall, it may outline the opening for some visually impaired users when the door is open. A colour contrast difference of 30 points LRV (Light Reflectance Value) is considered good contrast.	M	Actioned
8.2	Within the school, the fully glazed doors feature frosted manifestations. These do not substantially colour contrast against the background upon which they are seen. It is recommended that they be changed to an alternative, perhaps potentially purple (which is the school's corporate colour)	The glazed doors must be clearly highlighted with manifestation that contrasts visually with the surface behind it. This manifestation should be located within two zones, from 850mm to 1000mm from the floor and from 1400mm to 1600mm from the floor.	M	Actioned
10.2	The external fire exit stairwells which are sheltered feature black nosing strips seen against grey treads. For some, this will not provide sufficient colour contrast to suitably highlight the treads and risers. The steps for the mezzanine level in the Sixth Form Centre have black nosing strips seen against dark blue treads. This does not provide suitable colour contrast.	New nosing strips should be installed to the edge of the steps. All nosing strips should be uniform in colour. BS8300 states - All steps need to have clear colour contrast edgings applied to nosings permanently contrasting material 55mm wide on both the tread and the riser.	M	To be actioned
10.3	The steps for the mezzanine level in the Sixth Form Centre have the first two steps without any handrail provision.	The handrails should be replaced or improved to provide the required full length handrails and 300mm horizontal landing extensions with the entire handrail located at a height of 900mm from the slope and landing surface. As required by BS8300.	M	To be actioned
12.5	Urinals do not feature grab rails to aid ambulant disabled persons.	A well contrasted grab rail should be provided to both sides of one urinal in every WC where applicable.	M	N/A - Urinals removed/alternative toilets no longer in use
12.6	WCs do not have lever style or sensor operated taps to aid people with dexterity impairments.	Taps should be replaced with either mixer taps with a single lever action to control water flow, or individual, clearly marked, hot and cold lever-operated taps with not more than a quarter turn from off to full flow.	M	Actioned

13.5	The sanitary ware fittings within the accessible WCs are all white seen against a white background. This does not provide suitable colour contrast for people with impaired vision.	Colour contrast should be added to the fixtures and fittings within the accessible WC. A colour contrast difference of 30 points LRV (Light Reflectance Value) is considered good contrast.	M	To be actioned
13.7	BS8300 compliant grab rails are provided throughout the English block accessible WC however they are not well contrasted against their surround to aid people with impaired vision.	Colour contrast should be added to the grab rails to ensure that they are easily seen against their background to aid people with impaired vision.	M	To be actioned
13.8	All of the accessible WCs do not have a backrest installed to the rear of the toilet pans.	A backrest should be considered and be installed to the rear of the toilet pans. A fixed horizontal rail, with a padded backrest, should be located behind, and centred on, the WC pan when the cistern is not present.	M	To be actioned
13.9	Not all of the accessible WCs feature a spatula style flush.	Install a spatula style flush on the transfer side of the toilet pans. Refer to BS8300 - Where practicable, the flush should be operated manually by a spatula type lever and, for a corner arrangement, positioned on the open or transfer side of the pan for ease of access.	M	To be actioned
14.3	The dining hall counters do not feature an induction loop to accommodate those who have a hearing impairment.	One of the serving counters should feature an induction loop to accommodate people with hearing impairments.	M	To be actioned

14.6	The sixth form centre counter does not feature an induction loop to accommodate those who have a hearing impairment.	<p>Install an induction loop to the counter. Install signage indicating the availability of the facility and ensure that staff members are aware in how to use the system.</p> <p>Direct Access has its own bespoke desk induction loop for people with hearing impairments. We are able to supply, install and provide brief training. Please see here and contact us for more information - https://directaccessgp.co.uk/induction-loops-and-hearingenhancement-systems/</p> <p>BS8300 - A hearing enhancement system, using induction loop, infrared or radio transmission, should be installed at service or reception counters where the background noise level is high</p>	M	To be actioned
15.7	There is no signage within the reception area to indicate the information provided by the school can be issued in accessible formats on request.	<p>It is recommended that signage be installed to indicate that all information issued by the school can be provided in accessible formats on request.</p> <p>☐</p> <p>Direct Access is able to provide materials in accessible formats such as Braille, BSL (British Sign Language), tactile maps and audio descriptions. Please contact the Direct Access Implementation Team for more details at info@directaccess.group</p>	N	To be actioned
16.7	No portable induction loops are provided that could be transported around the school as when required. This would be beneficial for one-to-one meetings such as between parents and teachers.	Purchase a portable induction loop which can be transported around the school as when required. Signage should be provided indicating that the availability of a portable induction loop is available on request.	M	To be actioned

PRIORITY C				
1.1	<p>Options on how to arrive at the school should be clearly illustrated on literature and on the website. The school has plenty of car parking and a generous allowance of accessible parking spaces.</p> <p>There is a GOALS centre on site which the school has arrangements with to use however this is not identified as the responsibility of the school.</p>	<p>Options on how to arrive at the site should be clearly illustrated on literature and on the website.</p> <p>The information regarding the site on the internet should be fully accessible for persons with reading disabilities through enlargement capability and screen readers, combined with synthetic speech or Braille displays. A clear and logical design that includes written explanations for visual or audio content. Text and graphics should be easily understood without use of colour.</p> <p>The new revision of the BS8300 highlights the importance of communication prior to a site visit. BS8300 states that clear and accurate pre-visit information via websites, literature, social media, telecommunications that is easy to access and understand and available in alternative formats, including details of modes of transport, parking, drop-off and what level of accessibility to expect on arrival should be provided.</p>	N	To be actioned
2.6	<p>There are no marked out walking routes within the car parking areas.</p> <p>This is important to ensure that people with hearing impairments who may not hear an engine are not put at risk. It will also highlight to motorists where pedestrians are most likely to be.</p>	<p>Mark out 1200mm wide hatched pedestrian routes within the car parks complete with signage warning of pedestrians. Also recommend providing a maximum speed limit of 5 mph within the car parks.</p>	M	To be actioned
5.1	<p>The external signage from the car park indicating where the main entrance is located requires improvement. The existing is faded.</p>	<p>Signage should be refreshed to provide clear and easily identifiable navigation of the routes leading to the main entrance.</p>	M	To be actioned
5.11	<p>Push pad for the main entrance has markings which have now faded. This makes the unit difficult to spot.</p>	<p>Manual activation controls for power-operated pedestrian doors should be located at a height of between 750mm and 1000mm from finished floor level. In order to be clearly visible, they should contrast visually with the surrounding background.</p>	M	To be actioned

5.8	The doorbell to the right of the main entrance is positioned too high off the ground floor level and is not colour contrasted.	The button should be relocated at a height of between 900mm and 1100mm from finished floor level.	M	Actioned
6.6	The reception hatch has a glazed screen which is reflective which is likely to cause potential difficulties for people who lip-read. Deemed reasonable to retain in the short term as the glass is typically pulled to one side when in use.	The reception should not feature glazed or reflective surfaces that cause lighting glare. If possible lighting should be adjusted to provide even illumination of 150 lux with increased task lighting where signing-in or readings is required.	M	N/A - Glass remains open when greeting visitors
7.2	Within the dining hall there is a series of white columns which are not colour contrasted. It is recommended that these be painted a bold colour or have markings provided at two heights to minimise a potential collision hazard.	All columns should feature improved contrast to make them apparent Blind/partially sighted people. The column/support should incorporate a band, 150mm high, whose bottom edge is 1500mm above ground level, and which contrasts visually with the remainder of the column/support.	M	To be actioned

7.5	<p>The colour scheme throughout the site could be improved. The majority of the doors and walls are very similar throughout the site.</p> <p>This is particularly prevalent throughout the AO Block where there are white walls and blue highlights everywhere. With the exception of the Maths area (which works well) this makes the building more complicated than it needs to be.</p> <p>The three pods of the main building look almost identical in terms of appearance with limited colour clues to differentiate between the three. Investigate colour coding the areas and using different coloured handrails/nosing strips in conjunction with coloured signage and new maps (which show the buildings in their appropriate colours) This will provide people with further visual clues as to where they are located within the site. At the next planned renovation/re-decoration liaison should be undertaken with the RNIB to ensure a well-designed colour scheme adding contrast to floors, skirting and walls is provided which would substantially aid people with impaired vision to navigate around the building.</p>	<p>There should be a visual contrast between the wall and the ceiling and between the wall and the floor. The LRV of a wall should be 30 points different from that of the ceiling and of the floor. To avoid giving the wrong impression of a room, skirtings should have the same LRV as walls so that the junction between the skirting and the floor marks the extent of the room.</p> <p>This colour scheme should be reviewed as it does not provide a suitable colour palette for those who have impaired vision.</p> <p>Liaison should be undertaken with the RNIB or Accessibility Consultant to ensure a well-designed colour scheme adding contrast to floors, skirting and walls is provided which would substantially aid people with impaired vision to navigate around the building.</p> <p>Investigate colour coding the areas and using different coloured handrails/nosing strips in conjunction with coloured signage and new maps (which show the buildings in their appropriate colours)</p> <p>This will provide people with further visual clues as to where they are located within the site.</p>	M	In progress - three pods in main building now include coloured cubicles to aid navigation around the building
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8.4	<p>Throughout the school, there are various double doors. For some users, just a single leaf of a double door may be too narrow. It is recommended as double doors get replaced that these be changed to a door and a half system.</p>	<p>It would be beneficial for wheelchair users to convert these doors to a door and a half system. This would allow wheelchair users a greater clearance width when using the master leaf.</p> <p>Ideally it is recommended to fit an unequal double-leaf door-set with a single right-handed inward opening leaf clear opening width of 750mm - 800mm.</p> <p>☐</p> <p>Refer to BS8300 -An effective clear width of less than 800 mm may result in people with poor manoeuvring ability or with large wheelchairs not being able to pass through without damage to themselves or the door. Use of the preferred effective clear width more easily accommodates people with assistance dogs and where there is heavy pedestrian traffic</p>	<p>OG</p> <p>M</p>	<p>To be actioned</p>
12.3	<p>Within the WCs, the fittings are generally white seen against a white surround. This does not provide sufficient colour contrast to aid people with impaired vision.</p>	<p>Greater contrast should be considered for the fixtures and fittings within the WCs. This can be achieved by having light sanitary ware seen against a dark background or vice versa.</p> <p>The surface finish of sanitary fittings and grab bars should contrast with background wall and floor finishes. Wall and floor finishes should also contrast. An LRV difference of 30 points is considered good contrast.</p> <p>☐</p> <p>According to BS8300 - to help blind and partially sighted people identify key objects within sanitary accommodation, support rails and grab rails should contrast visually with the wall, the WC seat and cover should contrast visually with the WC pan and cistern, and sanitary fittings and accessories should contrast visually with the background against which they are seen.</p>	<p>M</p>	<p>Actioned in student toilets</p>

12.8	<p>Within the changing rooms there should be a drop-down rail to one side of the benches and a lowered section of pegs.</p> <p>Level access showers are provided within the sports hall building including within the general changing rooms. Facilities were deemed to be excellent.</p>	<p>Changing rooms should feature a horizontal 600mm drop-down rail at a height of 680mm to one side of communal changing benches.</p> <p>Clothes hooks should be located at a height of 1400mm and 1050mm to allow use by people with ambulant mobility impairments and wheelchair users respectively.</p>	M	To be actioned
14.2	<p>Classrooms do not have chairs with armrests to aid ambulant disabled persons.</p>	<p>Where possible a variety of seat heights at 380mm, 480mm and 580mm should be provided with some seating available with back and arm-rests. For single height only the seat height should be between 450mm – 480mm. Some seating should be freely moveable.</p> <p>Seating should contrast visually with the surrounding surfaces. A contrast of 30 points LRV difference offers sufficient contrast.</p>	M	To be actioned
14.4	<p>No chairs with armrests were identified within the dining area to aid ambulant disabled persons.</p>	<p>Where possible a variety of seat heights at 380mm, 480mm and 580mm should be provided with some seating available with back and arm-rests. For single height only the seat height should be between 450mm – 480mm. Some seating should be freely moveable.</p> <p>Seating should contrast visually with the surrounding surfaces. A contrast of 30 points LRV difference offers sufficient contrast.</p>	M	To be actioned

15.1	<p>At current there is no tactile or braille signage provided within the school to aid people with impaired vision. There is very limited pictorial signage.</p> <p>Whilst the latest BS8300 revision has downplayed the requirement for Braille, it has highlighted the importance of pictorial signage.</p>	<p>Review of way finding signage required. Whilst the latest BS8300 revision has downplayed the requirement for Braille, it has highlighted the importance of pictorial signage.</p> <p>Pictorial signage should be considered for throughout the site. There should be new directory boards and tactile/Braille signage on the actual doors.</p> <p>Words entirely in upper case type (capital) should also be avoided. A sans serif type face with a relatively large “capital” height to “x” height should be used.</p> <p>BS8300 - Signs and universally accepted symbols or pictograms, indicating lifts, stairs, circulation routes and other parts of the building should be provided. Visual signs should be self- evident and, in particular, legible to visually impaired people. Plain English and pictograms together should be used to assist people with learning difficulties.</p>	M	To be actioned
15.3	<p>There is no tactile or braille signage provided on the toilet doors.</p> <p>The accessible toilet near the reception area is not identified as an accessible WC.</p>	<p>The appropriate toilet signage should be provided as part of the recommended way finding review, refer to 15.1. As well as signage on the toilet doors, there should also be signs indicating where the accessible WCs are located.</p> <p>BS8300 states - Information and direction signs should be provided at each point where they are required, e.g. at junctions of circulation routes, at key locations such as doorways and reception points, at facilities such as telephones and toilets, and in rooms, spaces and counters. The colour, design and typeface of signs should be consistent throughout a building</p>	M	To be actioned
15.4	<p>Stairwell signage is provided however more could be done to provide a visual identifier such as colour.</p>	<p>A Stair/Level identification sign should be present within the stairwell. This is a tactile and Braille sign next to the door leading out of the stairwell and provides level identification using text, tactile and colour.</p>	M	To be actioned

15.5	Appropriate lift signage needs to be included as part of the way finding review for the site.	The appropriate lift signage should be provided as part of the recommended way finding review, refer to 15.1 A sign indicating the number of the floor should be provided in each lift lobby on the wall opposite all the lift landing doors.	M	To be actioned
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PRIORITY D				
1.6	The bollards to the top of the steps on approach to the English Block are not colour contrasted.	<p>Add colour contrast to the bollards to ensure that they are easily distinguishable against the background upon which they are seen.</p> <p>☐</p> <p>BS8300 - Low-level posts, e.g. bollards, should not be located within an access route. they should be at least 1000 mm high and should contrast visually with the background against which they are seen (it is desirable also to incorporate a 150 mm deep contrasting strip at the top).</p>	M	Actioned
1.7	All of the light posts off the car park do not have markings at two heights. This could cause a potential collision hazard.	<p>Well contrasted markings should be provided at two heights to the posts/columns.</p> <p>☐</p> <p>Refer to BS8300 - Each free-standing post, e.g. a lighting column, within an access route should contrast visually with the background against which it is seen (it is desirable also to incorporate a band, 150 mm high, whose bottom edge is 1 500 mm above ground level, and which contrasts visually with the remainder of the column or post</p>	M	To be actioned
1.8	There is limited external seating with armrests to aid ambulant disabled persons.	<p>Provide benches with armrests and backrests at equal intervals no more than 50m apart.</p> <p>☐</p> <p>Ensure benches are well contrasted against their surroundings and that there is space to the side which will allow a wheelchair user to be alongside a seated companion.</p>	M	To be actioned
2.7	Site management should check the lighting levels within the car park during darker hours to ensure they are sufficient.	Site management to undertake investigation of the lighting levels within the car parking areas during darker hours to ensure that they are sufficient.	N	Actioned

4.1	The flight of 5No steps near the English Block do not have any tactile warnings provided.	At the steps install tactile hazard warning paving to the top and bottom of the steps. ☒ BS8300 - To give advance warning of a step, tactile paving with a corduroy hazard warning surface should be provided at the top and bottom of each flight, excluding intermediate landings with continuous handrails. Where the approach to the stair is wider than the flight, the tactile surface should extend beyond the line of each edge of the flight.	M	Actioned
4.3	Site management should check the lighting levels provided to the surface of the external steps during darker hours to ensure they are sufficient and evenly lit. This will minimise a potential stumbling hazard.	Site management should undertake a review of the step lighting levels during darker hours to ensure that the step treads are evenly lit.	N	Actioned
6.4	The reception hatch does not have colour contrast provided to the flooring in front to aid people with impaired vision. The reception desk does not have colour contrast provided to the flooring in front to aid people with impaired vision.	It is recommended that a section of the flooring in front of the reception desk and hatch be replaced with an alternative that is suitably colour contrasted. This will aid people with impaired vision when attempting to locate the reception desk.	M	To be actioned
7.6	Within the AO Block, many of the floor surfaces give off a slight shine. This is likely to cause potential confusion for people with impaired vision who may assume it to be a wet surface.	At this time replacing the floor is unfeasible but in the event of any repair or refurbishment the floor should be made more accessible. Mirrored, high gloss or very shiny surface finishes should be avoided for large areas.	OG M	In progress - majority of vinyl now replaced with none shine style

10.4	Stairs do not have tactile warning surfaces to the top and bottom of the flights to accommodate people with impaired vision.	At the stairs install tactile hazard warning paving to the top and bottom. Care must be taken to ensure that any change in surface is flush in order to avoid introducing a trip-hazard. ☐ BS8300 - To give advance warning of a step, tactile paving with a corduroy hazard warning surface should be provided at the top and bottom of each flight, excluding intermediate landings with continuous handrails. Where the approach to the stair is wider than the flight, the tactile surface should extend beyond the line of each edge of the flight.	M	To be actioned
11.3	The support rails provided within the English Block lift is not colour contrasted.	The lift car should include a contrasted handrail at 900mm height located so that it does not obstruct controls or mirror.	M	To be actioned
11.9	None of the lifts feature colour contrasting surfaces outside to aid people with impaired vision. The English block lift is not well contrasted against the surround.	The lift car floor should contrast visually with the landing and should not be of a dark colour.	M	To be actioned
13.10	The transfer side of some toilets was obstructed by sanitary refuse bins.	Regular inspections should be carried out to ensure that the transfer zone to the open side of the WC pan is maintained clear of any obstructions. This is important to allow wheelchair users sufficient space to use the facility implementing head-on and side-on transfer techniques.	N	Actioned
14.1	Where there are seats in general areas such as outside the Conference Room, a chair with armrests should be provided.	Where possible a variety of seat heights at 380mm, 480mm and 580mm should be provided with some seating available with arm-rests. For single height only the seat height should be between 450mm – 480mm.	M	To be actioned

14.8	<p>None of the staff kitchenettes feature split height work surfaces. To note, there is no main set staff room but rather a series of staff areas depending on departments.</p> <p>Taps within the classrooms should be changed to lever style.</p>	<p>At the next refurbishment or when kitchenettes are changed, consideration should be given to installing split height work surfaces. This will ensure that the facilities can be used by all.</p> <p>The staff kitchens/refreshment areas should feature a worktop at 850mm height that includes an 800mm long section with a clear space beneath the depth of the work surface and at least 700mm in height.</p> <p>Taps should either be mixer taps with a single lever action to control water flow, or individual, clearly marked, hot and cold lever operated taps with not more than a quarter turn from off to full flow.</p>	M	To be actioned
15.6	<p>Temporary signs are generally typed out in capital letters that does not comply with best practice which recommends using a mixture of upper and lower case letters.</p>	<p>Implement a management procedure to ensure that any temporary notices are typed out using a mixture of lower and upper case lettering.</p> <p>According to best practice, words entirely in upper case type (capital) should be avoided. A sans serif type face with a relatively large “capital” height to “x” height should be used.</p>	N	Actioned