

Accessibility Plan - Maple Primary School

Item	Areas	Recommendation	Priority (A)	Priority (B)	Priority (C)	Keys for Costs	Target Date	Agreed action	Date Achieved
1	Car Parking	Place and mark out an accessible car park bay. Place a sign directly in front of the accessible bay at a height between 1000mm and 1100mm above floor level.	X			M	2015	Investigate the possibility of dedicating a disabled bay on the street outside with easier access to front entrance. This needs to be raised with the council. http://www.stalbans.gov.uk/Images/Residents%20Disabled%20Parking%20Bay_tcm15-25559.pdf provides application form for individual resident. Does not cover institutional application	
2		Put some form of enforcement in place such as a system of fining, clamping or notice system to prevent anyone using the disabled bay who shouldn't be using it.	X			N	2015	Fining and clamping would not be appropriate. Whether school enforces it will depend on whether in car park or on road	
3		Place a directional sign at the entrance to the school car park showing the location of the disabled car parking.	X			M	2015	Depends on action 1 and whether parking is outside school	
4		Mark out a safe walkway path in the car park for pedestrians	X			M	2015	No applicable - there is no safe place where cars are never parked. Care needs to be taken everywhere in the carpark	
5	Website	Add a map to your website linking it to Google Maps	X			N	Feb 2015	To be done by Harriet W and Amanda M. Also add a note to website to ask visitors to the school to contact the office to discuss any special accessibility requirements	
6	External Ramps	Ensure that ramps provided are kept clear of grit and gravel which could present a trip hazard. As the budget allows, install suitable handrails to both sides of ramps where needed.		X		OG	2015	Quotes will be obtained for the main sloping ramps (Dave M). Dave Meek will add ramps to his regular checks	
7		When the budget allows, install handrails to each side of the sloping path which leads down to the school playing field at the back of the school and also the front entrance.			X	OG	2015 for front entrance	Adding handrails on the path to the field would raise other hazards - particularly of children running into them when playing. There are alternative routes down to the field. Quote will be obtained for the path down to front entrance	
8	External Steps and hazards	Paint nosings on the outdoor steps and re-paint at the first sign of wearing. Paint nosings in a contrasting colour.	X			M	Sept 2015	To be done as part of exterior work by Dave Meek	
9	Entrances	Because manual door closers are fitted to some doors make sure these are adjusted to provide the minimum force necessary to open or close the doors. Make sure staff and students are aware of the need to offer assistance by holding open doors or carrying materials for people with disabilities who have difficulties at the entrance.	X			N	2015	Dave M to check door force. Holding open doors is the normal practice in the school among pupils, staff and parents but a reminder can be given.	
10		Change the handle on the main entrance door.	X			M	2015	School will investigate a new door as this needs replacement anyway	
11		Change the sign in the front entrance and place it next to the intercom	X			M	Feb 2015	Will add a second sign here (previously when only sign was here people did not see it so it was moved)	

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12	Lobby and Reception area	Change signage where necessary. Constantly review your signage to ensure the criteria are being met. "signs should form part of an integrated communication scheme that gives clear directions, information and instructions for use of a building" – BS 8300:2001. Tactile signage makes visual information accessible to blind and partially sighted people. Accessible maps and signs ensure blind and partially sighted people can find their way around your school. This is a legal requirement to make sure your signage doesn't exclude people from accessing your school. Any new signs should be designed to meet the requirements of the Sign Design Guide. This is published by the JMU & Sign Design Society		X		OG	2015-2016	Bear this guidance in mind when replacing signs. Offer guidance to staff on using uniform lower case, sans-serif font where possible when putting up signs which they have printed themselves. School also wants to avoid a proliferation of signs which make it hard to read the signs which matter	
13		Be prepared to offer a seat with arms if required in the reception area.	X			N	2015	Staffroom seating is being slightly re-arranged. It may be possible to move one reception area chair to staff room and replace with an arm chair (PC suggested looking at reconditioned furniture from Emmaus)	
14		Ensure that missing bulbs and fluorescent tubes are replaced as soon as possible as part of your ongoing maintenance programme.	X			M	ongoing	This is something Dave does. He is not aware there were any missing bulbs at the time of the audit	
15		Purchase a portable hearing loop system and display the sign showing you have this facility		X		M	2015-2016	To be investigated (Nicola Wells). http://www.actiononhearingloss.org.uk/shop/ezee-loop-product-pl13.aspx have a product which might be suitable	
16	General Classrooms	The long term plan should be that acoustic ceilings are installed to all teaching areas as part of their refurbishment and they should certainly form part of any new classrooms proposed to any further redevelopment of the site			X	OG	ONGOING	Donald Allen did an acoustic test and concluded most classrooms were fine. Nicola W to review report again and see if there are rooms which would benefit.	
17		Ask the caretaker to check every door for noise levels regularly and adjust accordingly when necessary	X			N	ONGOING	Part of Dave's regular maintenance checks	
18		Plan to provide accessible parking in close proximity to the sports pitch on an ad hoc basis. You will need to ensure that parents needs are ascertained prior to such an event and information in relation to visitors special needs should be sought at the time invitations to Sports Days and similar events are made.	X			N	ONGOING	When this is needed it can be arranged. Information on website about contacting school with accessibility requirements will help.	
19	Signage	As new signage is introduced, incorporate tactile signage			X	OG	ONGOING	As and when required (clarify whether this means braille or raised letters)	
20		It is always a good idea to keep signage in schools as uniform as possible						Offer guidance to staff	
21	WC's general provision	When the budget allows, replace turn style taps in wash rooms with either lever taps or push taps where necessary.			X	OG	ONGOING	Only when need replacing	
22	WC's provision for disabled users	Inform the cleaning staff to check that alarm cords are left to hang freely and not tied up.	X			N	ONGOING	Dave to check this and remind cleaners	
23		Install coat hooks in the disabled toilets where needed.		X		M	April 2015	Dave to do this	
24		Put directional signing to indicate the location of the disabled toilets.		X		M	2015	The school is small and staff/children can direct anyone who needs it	
25	Means of Escape	Remove any obstructions on escape routes daily	X			N	ONGOING	This is part of Dave's regular checks	
26		Ensure fire doors are in working order and there are no obstructions on the outside	X			N	ONGOING	This is part of Dave's regular checks	

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27		An individual should be delegated to ensure all escape routes are free from obstructions. This needs to be done daily	X			N	ONGOING	This is part of Dave's regular checks	
28		Continue to train staff to assist in evacuation procedures especially in helping the mobility impaired. Awareness training maybe required	X			N	ONGOING	The school has regular fire alarms drills each term and this can be raised as part of debrief from this.	