

Schedule 1: Approach to Building



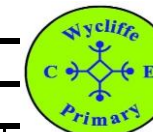
School No: []

School Name: Wycliffe Primary School

External area: approach from public transport to school entrance gates

Room No Identified on CAD Drawing	Question	Provision Made?		Comments/Site Notes	Recommendations	Quantity	Priority A,B,C,D	Cost	Responsibility	
		Y/N	Partial (%)						LEA	School
	Is the route to the school entrance from the nearest point of public transport, well signed, well lit, free of broken slabs, etc.?	Y		There is a bus stop on the same side of the road as school and only a few feet from the school entrance. The area is well lit and pavement in good condition						
	Are there separate entrances for cars and pedestrians?	N/A		Cars are not permitted on to the school grounds and there is no car park. Vehicles can access the rear playground but only with prior agreement and when no pedestrians are in the area						
	Is the route wide enough, and free of kerbs?	Y	P	The road from the bus stop is wide enough and can lead directly to a ramp to access the school						

Schedule 2: Car Parking



School No:

School Name: Wycliffe Primary School

External area:

Room No Identified on CAD Drawing	Question	Provision Made?		Comments/Site Notes	Recommendations	Quantity	Priority A,B,C,D	Cost	Responsibility	
		Y/N	Partial (%)						LEA	School
	Are accessible car parking bays signposted from the car park entrance?	N/A		No Car parking on site						
	Are these bays wide enough and long enough to allow transfer onto a wheelchair?	N/A								
	Are the bays smooth, (free from loose stones), well lit, and signposted as being identified for disabled people only?	N/A								

Schedule 3: External Ramps and Steps

School No: []

School Name: Wycliffe Primary School

External area: school grounds

Room No Identified on CAD Drawing	Question	Provision Made?		Comments/Site Notes	Recommendations	Quantity	Priority A,B,C,D	Cost	Responsibility	
		Y/N	Partial (%)						LEA	School
	Is the ramp properly graded, wide enough, slip resistant, with suitable handrails both sides?	Y		The ramp has a flag stone construction with handrails on both sides						
	If no permanent ramp is provided, can a portable ramp be made available?	N/A								
	Are there suitable steps (as an alternative to the ramp), with easily identifiable step nosings, handrails both sides, and are well lit?	Y		The steps up to school have hand rails and are well lit.	Steps should have yellow stair nosings		B			X

Schedule 4: Main Entrance, lobby and Reception Areas

School No:

School Name: Wycliffe Primary School

Location:

Room No Identified on CAD Drawing	Question	Provision Made?		Comments/Site Notes	Recommendations	Quantity	Priority A,B,C,D	Cost	Responsibility	
		Y/N	Partial (%)						LEA	School
	Is the main entrance clearly signposted, well lit, and distinguishable from facade?	Y	P	The school is signposted with a bright sign above the main door						
	Can people on each side of the door, either seated or standing, see each other?	Y		Door has panels the full length of the door providing visibility for all						
	If fitted, are door control systems fitted at heights suitable for all users?	N		The access controls are set high for the safety of the children. Anyone trying to access school would have to communicate with the office and so would be assisted on a personal basis if required						
	Is the door handle easy to use, of the correct type, at the right height, and tonally contrasted from the door?	Y	P	The access controls are set high for the safety of the children. Anyone trying to access /Exit school would have to communicate with the office and so would be assisted on a personal basis if required						
	Does the door pressure allow ease of access for all users?	Y	P	The door would not be easy to open from a chair. Anyone trying to access /Exit school would have to communicate with the office and so would be assisted on a personal basis if required						
	Are thresholds flush and level, and mat wells firmly fixed?	Y								
	Is the door wide enough for all users (800mm clear), with adequate space for wheelchair user to open door?	Y								

	If fitted , does the lobby allow wheelchair users to move clear of the outer door before opening the inner door?	Y		School lobby is spacious allowing several people to clear the fronn t door before reaching the inner door						
	Is appropriate information signage provided at the Reception, for people with visual impairments or others with lower sight levels (wheelchair users)?	Y	P	Admin staff are always on hand to assist						
	Have front line staff (reception) had access awareness/ equality training?	Y	P	Staff understand that if required help would be sought from other members of staff for children or adults with a disabaility.	Document best practice for admin staff		B	£0.00		X

Schedule 5: Corridors, horizontal movement and activity spaces

School No:

School Name: Wycliffe Primary School

Location:

Room No Identified on CAD Drawing	Question	Provision Made?		Comments/Site Notes	Recommendations	Quantity	Priority A,B,C,D	Cost	Responsibility	
		Y/N	Partial (%)						LEA	School
	Are corridors a minimum width of 1200mm? (Better to be 1800mm for wheelchairs to pass each other)	Y								
	Do any windows (natural light), or artificial light provide glare or silhouettes?	N		Classroom and visitor areas have blinds that reduce any glare						
	Do "communication/activity spaces" have good acoustics, and the provision of an induction loop?	Y	P	The school does not provide an induction loop	Investigate the cost/use of loop		B			
	Are suitable signs provided, from both standing and seated positions, where necessary?	Y								
	Are fire extinguishers (or hose reels) positioned to ensure they do not create hazards for visually impaired people?	Y		Fixed to the wall and not placed in hazardous areas						

Schedule 6 - Doors

School No:

School Name: Wycliffe Primary School

Location:

Room No Identified on CAD Drawing	Question	Provision Made?		Comments/Site Notes	Recommendations	Quantity	Priority A,B,C,D	Cost	Responsibility	
		Y/N	Partial (%)						LEA	School
	Is the door/s necessary, can it/they be removed?	n/a	n/a							
	Can fire doors be held open on magnetic devices (corridors)?	N		Any child or visitor would be assisted through the school if required						
	Are doors well contrasted from their surroundings?	Y	P	In most areas doors are brightly coloured						
	Is the door handle easy to use, of the correct type, at the right height, and tonally contrasted from the door?	Y		Chrome handles to most doors and easy to use						
	Can people on each side of the door, either seated or standing, see each other?	Y	P	Most doors fitted with glass panels the length of the door allowing visibility						
	Is the door wide enough for all users (800mm clear), with adequate space for wheelchair user to open door?	Y								
	If double doors, does one leaf allow 800mm clear opening width?	Y								

Schedule 7 - Vertical movement, internal level change (ramps,steps)

School No:

School Name: Wycliffe Primary School

Location:

Room No Identified on CAD Drawing	Question	Provision Made?		Comments/Site Notes	Recommendations	Quantity	Priority A,B,C,D	Cost	Responsibility	
		Y/N	Partial (%)						LEA	School
	If provided, Is the ramp properly graded, wide enough, with suitable handrails both sides?	Y								
	Are surfaces slip resistant, with kerbs at the edges?	Y								
	If no permanent ramp is provided, can a portable ramp be made available?	N/A								
	Are there steps as an alternative to the ramp, with suitable treads and rises, with easily identifiable step nosing?	Y								
	Are the steps maintained, well lit, with suitable handrails both sides, and tactile warnings at the top and bottom?	Y								

Schedule 8 - Vertical movement, stairs

		School No:		School Name: Wycliffe Primary School						
		Location:								
Room No Identified on CAD Drawing	Question	Provision Made?		Comments/Site Notes	Recommendations	Quantity	Priority A,B,C,D	Cost	Responsibility	
		Y/N	Partial (%)						LEA	School
	Are the stair risers and steps the same height and length (open risers not recommended) and are the step nosings easily identifiable?	Y	P	Most stairs have yellow nosings but not all	Conduct an audit of which steps require nosings, and arrange for fitting.		B			
	Are there suitable continuous handrails to both sides, with tonal contrast from background?	Y	P	Some levels of school are not accessible for wheelchairs. There is access from the main door to the halls and an alternative exit to the rear playground via a ramp which does not have hand rails	Consider hand rails in this area but as a wheelchair user would be escorted it is not a high priority.					
	Are there suitable landings provided at intermediate levels on stairs?	y								
	Is suitable visual and tactile information fitted at each floor level?	y	P	The floor coverings do not always provide clear demarkation	Consider this issue when purchasing floor materials in the future.					
	Is there suitable lighting?	y								

Schedule 9 - Vertical movement, Passenger Lifts, platform lifts and platform stairlifts

School No: _____

School Name: Wycliffe Primary School

Location: _____

Room No Identified on CAD Drawing	Question	Provision Made?		Comments/Site Notes	Recommendations	Quantity	Priority A,B,C,D	Cost	Responsibility	
		Y/N	Partial (%)						LEA	School
	Is a passenger lift provided within the school?	y		1 small lift which allows access to the dining hall						
	Is there unobstructed space (1500mm x 1500mm) in front of the doors, and do the doors have a clear opening width of 800mm?	y								
	Are the internal dimensions of the lift cabin 1100 x 1400mm (preferred 1100 x 2000mm)min, and is the lift fitted with suitable support rails on three sides??	y								
	Are the controls on the landing and in the lift cabin, including emergency phone, within easy reach and clearly visible for all users (within zone of 900mm and 1200mm from floor)?	y	P	There is no emergency phone	A user would not be alone and always visible.					
	Are these controls clearly visible in contrasting colours and with raise (tactile) characters/numbers?	y								
	Does the lift have audible announcements and visual displays?	N		Unlikely anyone would use the lift without assistance.						
	Is a platform lift or platform stairlift provided within the school? Note - platform stairlifts are not advisable.	N								
	Are controls clearly identifiable and within reach of all users?	N/A								

	Does the stairlift platform when not in use automatically revert to folded position?	N/A									
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Schedule 10 - WC Provision Generally

		School No: _____		School Name: Wycliffe Primary School						
		Location: _____								
Room No Identified on CAD Drawing	Question	Provision Made?		Comments/Site Notes	Recommendations	Quantity	Priority A,B,C,D	Cost	Responsibility	
		Y/N	Partial (%)						LEA	School
	Is there WC provision for ambulant people with disabilities? (eg. Grab rail fitted to one WC cubicle) and is travel distance no greater than for an able bodied person?	Y		Disabled toilet provided off the main hall						
	Is the lobby large enough to allow easy access, and is the WC door easy to operate?	y								
	Are the floors slip resistant?	y								
	Are fittings easily distinguished from their background?	y								
	Are compartment doors controls easily gripped and operated?	y								
	Can ambulant disabled people manoeuvre and rise and lower themselves in a standard cubicle?	y								

Schedule 11 - Accessible WC Provision

School No:		School Name: Wycliffe Primary School								
Location:										
Room No Identified on CAD Drawing	Question	Provision Made?		Comments/Site Notes	Recommendations	Quantity	Priority A,B,C,D	Cost	Responsibility	
		Y/N	Partial (%)						LEA	School
	Is there an accessible WC, with its location clearly signed, and is the travel distance no greater than for an able bodied person?	y		Disabled toilet provided off the main hall, while other toilet is a similar distance outside of headteachers office						
	Are there suitable fittings, which are easily distinguished from their background, and are they fitted in suitable positions?	y								
	Does the door have a clear opening of 900mm, and are doors controls, light switch and locks easily reached and operated?	y								
	Are floor finishes slip resistant?	y								
	Are management procedures in position to maintain viability of facility?	y								
	Does the door have the capacity to open outward to ensure that entry can be gained in the event of someone falling and blocking the doorway?	y								

Schedule 12 - Changing/Shower Facilities

School No:

School Name: Wycliffe Primary School

Location:

Room No Identified on CAD Drawing	Question	Provision Made?		Comments/Site Notes	Recommendations	Quantity	Priority A,B,C,D	Cost	Responsibility	
		Y/N	Partial (%)						LEA	School
	Are there changing facilities?	N								
	Is a shower compartment provided which is suitable for use by people with disabilities?	N								
	Is the height of the shower head variable?	N/A								
	Have a tip-up seat and suitable handrails been provided?	N/A								
	Is there a dressing cubicle and does it comply with required size and layout?	N/A								
	Are lockers easily reached and operated?	N/A								
	Are all fittings readily distinguishable from their background?	N/A								
	Does the floor have a slip resistant finish?	N/A								

Schedule 13 - Bathrooms

School No:		School Name: Wycliffe Primary School								
Location:										
Room No Identified on CAD Drawing	Question	Provision Made?		Comments/Site Notes	Recommendations	Quantity	Priority A,B,C,D	Cost	Responsibility	
		Y/N	Partial (%)						LEA	School
	Is there a bathroom?	N								
	Is the bathroom provided with fittings suitable for use by people with disabilities inc assisted use?	N/A								
	Are all fittings easily reached and operated?	N/A								
	Are all fittings readily distinguishable from their background?	N/A								
	Does the floor have a slip resistant finish?	N/A								
	Is a hoist provided?	N/A								

Schedule14: Fixtures and Fittings

School No:

School Name: Wycliffe Primary School

Location:

Room No Identified on CAD Drawing	Question	Provision Made?		Comments/Site Notes	Recommendations	Quantity	Priority A,B,C,D	Cost	Responsibility	
		Y/N	Partial (%)						LEA	School
	Are there reception counters, services desks or serveries?	Y								
	Is provision made for wheelchair users (both sides) and are induction loops fitted?	Y	P	No induction loops	Investigate viability of introducing induction loops					
	Is glare or silhouetting avoided at these counters (design and positioning)?	Y		Windows at high level at reception desk and also fitted with blinds						
	Is seating provided, that are stable, with arm rests, and is there sufficient space for a wheelchair user?	y								
	Do tables allow for wheelchair access?	N/A		If required in classrooms these would be provided as required. No need to provide tables elsewhere						
	If provided, are telephones fixed at a height that allows easy access by wheelchair users?	N/A								
	Are telephones equipped with induction couplers for hearing aid users?	N/E								
	Is a text phone available?	N/T								
	Is the lighting in the school controllable and adjustable to meet the needs of individual pupils and the task they are working on?	N/L								
	If the school is fitted with fluorescent lighting only is it likely to cause inconvenience to people with hearing impairments (background noise and electronic signals)?	N/S								
	Is the environment free of unnecessary noise e.g. heating units?	N/E								

	Are induction loops fitted wherever information is given or meetings are being held?	N/L								
	Are tea, coffee facilities and vending machines accessible and usable by all?	N/C								

Schedule15: Kitchens

School No:

School Name: Wycliffe Primary School

Location:

Room No Identified on CAD Drawing	Question	Provision Made?		Comments/Site Notes	Recommendations	Quantity	Priority A,B,C,D	Cost	Responsibility	
		Y/N	Partial (%)						LEA	School
	If provided, does the kitchen have fittings suitable for use by disabled people?	N/A		School kitchen is operated by Bradford Facilities Management for the provision of food. Children or adults do not have access other than authorised staff						
	Is the kitchen of adequate size and layout for disabled people ?	N/A								
	Are all fittings readily distinguishable from the background?	N/A								
	Is lighting adequate?	N/A								
	Does the floor have a slip resistant finish?	N/A								

Schedule17: Means of Escape

School No:

School Name: Wycliffe Primary School

Location:

Room No Identified on CAD Drawing	Question	Provision Made?		Comments/Site Notes	Recommendations		Priority A,B,C,D	Cost	Responsibility	
		Y/N	Partial (%)						LEA	School
	Is there an audible alarm system?	Y								
	Is the audible fire alarm supplemented by a flashing light system?	N		It would be known to staff if anyone requiring additional assistance was in the building						
	Are ground floor exit routes as accessible as the main entrance routes?	y								
	Are Means of Escape strategies in position to ensure disabled people are evacuated safely?	y		Children would have PEEP and a visitor would be assisted by staff in the event of a fire						
	If people with disabilities cannot completely evacuate the building can they reach places of safety or refuge, which are clearly signed and of the right size?	N/A								
	Are there Personal Emergency Egress Plans in place members of staff who may require assistance?	Y								

Schedule18: Building Management

School No:

School Name: Wycliffe Primary School

Location:

Room No Identified on CAD Drawing	Question	Provision Made?		Comments/Site Notes	Recommendations	Quantity	Priority A,B,C,D	Cost	Responsibility	
		Y/N	Partial (%)						LEA	School
	Are the external routes (including steps and ramps) kept clear, unobstructed and free from surface water, ice and snow?	Y								
	Are accessible car parking spaces only used by disabled drivers and are kept clear of obstructions?	N/A		No car parking on site						
	Is door ironmongery regularly maintained?	Y								
	Are lifts, platforms and stairlifts regularly serviced ?	Y		An annual service is carried out.						
	Are accessible WC's kept clear and not used for storage?	Y								
	Are appropriate cleaning materials used to ensure that the cleaning and polishing of slip resistant floors does not make them shiny / slippery?	Y								
	Do you consider tonal and colour contrast before a redecoration scheme?	Y		Issue will be discussed re future refurbishments						
	Do new signs integrate effectively with current signage?	Y								
	Are windows, blinds and lamps checked to ensure they are kept clean and in working order?	Y								
	Are induction loops and infra red systems clearly signed and checked regularly?	N/A								
	Are fire alarm systems regularly maintained, and are fire exit routes regularly checked for obstacles?	Y		Fire alarm systems maintained in line with statutory requirements and housekeeping is part of regular premises checks carried out by site amanger and business manager						
	Is there a fire escape strategy for visitors who may require assistance?	Y		As and when required						

	Is there a personal egress plan prepared for any member of staff who may require assistance?	Y		As and when required						
	When temporary facilities/displays are installed are disabled pupils/ visitors considered?	Y								

Schedule 19: Curriculum

School No: [Redacted]

School Name: Wycliffe Primary School

source: DfES/o462/2002:Identifying Barriers to Access, Section 3- How does your school deliver the curriculum?

Room No Identified on CAD Drawing	Question	Provision Made?		Comments/Site Notes	Recommendations	Quantity	Priority A,B,C,D	Cost	Responsibility	
		Y/N	Partial (%)						LEA	School
	Do you ensure that teachers and teaching assistants have the necessary training to teach and support disabled pupils?	N/A		School is not suitable for permanently disabled children. For those with short term disabilities a care plan is put in place with suitably informed staff.		N/A	N/A			
	Are your classrooms optimally organised for disabled pupils?	N/A		As best they can be but support is sought from physical and medical advisors and RA/PEEPS are written and modified as required.		N/A	N/A			
	Do lessons provide opportunities for all pupils to achieve?	Y		Yes.		N/A	N/A			
	Are lessons responsive to pupil diversity?	Y		Yes		N/A	N/A			
	Do lessons involve work to be done by individuals, pairs, groups and the whole class?	Y		Yes		N/A	N/A			
	Are all pupils encouraged to take part in music, drama and physical activities?	Y		Yes		N/A	N/A			
	Do staff recognise and allow for the mental effort expended by some disabled pupils, for example using lip reading?	N/A		Yes		N/A	N/A			
	Do staff recognise and allow for the additional time required by some disabled pupils to use equipment in practical work?	N/A		Yes		N/A	N/A			
	Do staff provide alternative ways of giving access to experience or understanding for disabled pupils who cannot engage in particular activities, for example some forms of exercise in physical education?	N/A		Yes - with external advisor reports/occupational health documents to support.		N/A	N/A			
	Do you provide access to computer technology appropriate for students with disabilities?	N/A		Yes		N/A	N/A			

	Are school visits, including overseas visits, made accessible to all pupils irrespective of attainment or impairment?	N/A		Yes		N/A	N/A			
	Are there high expectations of all pupils?	Y		Yes		N/A	N/A			
	Do staff seek to remove all barriers to learning and participation?	Y		Yes		N/A	N/A			

Schedule 20: Materials in other Formats

School No: [Redacted]

School Name: Wycliffe Primary School

source: DfES/o462/2002:Identifying Barriers to Access, Section 3- How does your school deliver materials in other formats?

Room No Identified on CAD Drawing	Question	Provision Made?		Comments/Site Notes	Recommendations	Quantity	Priority A,B,C,D	Cost	Responsibility	
		Y/N	Partial (%)						LEA	School
	Do you provide information in simple language, symbols, large print, on audiotape or in Braille for pupils and prospective pupils who may have difficulty with standard forms of printed information?	N/A		As school not suitable for children with permanent disabilities this is not required						
	Do you ensure that information is presented to groups in a way which is user friendly for people with disabilities e.g. by reading aloud overhead projections and describing diagrams?	N/A		Yes						
	Do you have the facilities such as ICT to produce written information in different formats?	N/A		Yes						
	Do you ensure that staff are familiar with technology and practices developed to assist people with disabilities?	N/A		Yes						

Schedule 21: Action Plan (Building and Facilities)

School No: [Redacted]

School Name: Wycliffe Primary School

Ref	Question	Recommendations	Time scales	Priority	Cost	Responsibility	
						LEA	School
1	Approach to School						
2	Car Parking						
3	External Ramp and Steps	All stairs should have yellow nosings	By Jul 2020	Medium	£200 - £600		X
4	Entrance / Reception	Document best practice for admin staff when dealing with disabled visitors	By May 2020	Medium	£0.00		X
5	Corridors	Consider fitting induction loop to visitor/activity areas	By Apr 2020	Medium	To investigate		X
6	Doors						
7	Vertical Movement6						
8	Stairs	Conduct audit of all stairs and ensure they are in good repair and have yellow nosings	By Jul 2020	Medium			
9	Lifts						
10	WCs General						
11	Accessible WCs						
12	Changing and Shower facilities						
13	Bathrooms						

14	Fixtures and Fittings						
15	Kitchens						
16	Signs and Information						
17	Means of Escape						
18	Building Management						

Schedule 22: Action Plan B - Curriculum

School No: **School Name:** Wycliffe Primary School

Ref	item	Recommendations	Time scales	Priority	Cost	Responsibility	
						LEA	School
	Curriculum						

Schedule 23: Action Plan C - Alternative formats

School No: **School Name:** Wycliffe Primary School

Ref	item	Recommendations	Time scales	Priority	Cost	Responsibility	
						LEA	School
	Alternative formats						