

**Schedule 1: Approach to the Building**

	<b>School No:</b>		<b>School Name: Manston St James Primary Academy</b>
--	-------------------	--	--

**External area: approach from public transport to school entrance gates**

Location/CAD Reference	Question	Provision Made?		Comments/Site Notes	Recommendations
		Yes	No		
LS15 8JH	Is the route to the school entrance from the nearest point of public transport and the bus stop adapted for wheelchair users?		No	There is a drop down kerb near the bus stops but to get across Church Lane the drop down would be somebody's driveway where potentially a car could be parked blocking access.	
	Is the route from the bus stop free of obstructions, street furniture and is the route well lit?		No	There is no street furniture blocking the route in to the school. The pavements are quite narrow on Sandbed Lane. Up to the church hall the lighting is adequate BUT the lighting in the school car park area is poor.	Improve lighting in car park to school entrance (MSJ)
	Does clear and logical signage indicate routes to the facility from the public highway/public footpaths?		No	There are no signs from Church Lane to indicate where the school is situated. As there is another primary school located near by this can lead to confusion.	Approach LCC highways to fit signage
	Are there separate entrances for cars and pedestrians?		No	At the entrance to the car park and school gates to reception playground there is a pinch point which causes pedestrians and vehicles to go over common ground. The footpath through the church that comes out near the main reception still causes problems as pupils are expected to go through the reception playground gates and not main reception.	Due to the layout of the school and the car parking area being owned by the church options are limited. Could look at marking a pedestrian walkway??

	Can people access the facility safely and conveniently by: • public transport? • on foot? • wheelchair? • bicycle? • car/taxi? • coach/minibus?		No	Public Transport isn't a problem as there are bus stops close by. On foot isn't a problem until Sandbed Lane where the kerbs are quite narrow and the aforementioned bush also there is congestion at key times due to the pinch point at the school entrance. Wheelchair access is difficult due to the condition of the car park area with potholes and again the bush blocking the drop kerb. By bicycle the problem is again at the entrance. Arriving by car or taxi has its difficulties as Sandbed Lane is quite narrow and parking is only available in 6 bays outside the church hall. Coach or minibuses are better off staying on Church Lane due to turning restrictions.	Repair potholes near church hall & in car park. (Discuss with church)
	Does clear and logical signage indicate routes to: • car parking areas? • accessible car parking areas? • drop-off point? • principal entrance to the facility?		No	No car parking signage is present. There are floor markings present for car parking and accessible parking but this needs re-painting. The drop off point is currently the accessible parking spot. There is uniformed signage to the entrance.	The site would benefit from signage for:- a) Car Parking b) accessible parking + drop off point c) Floor markings re-painting
	Is the route wide enough, and free of kerbs?		No	Sandbed Lane and the footpaths are narrow	NONE -Cost of widening footpath would affect the already narrow road
	Are barriers/controls located en route to the parking/drop-off points? Are they easy to use and operate?		No	N/A	N/A

**Schedule 2: External Routes**

	<b>School No:</b>		<b>School Name: Manston St James Primary Academy</b>		
	<b>External area:</b>				
Location/CAD Reference	Question	Provision Made?		Comments/Site Notes	Recommendations
		Yes	No		
	Are traffic routes clearly distinguishable from pedestrian routes? For example, by correct use of layout, colour and texture?		No	Along Sandbed Lane there is a clear divide between pavement & road until you reach the church hall & school entrance then demarcation isn't clear	Improve pedestrian/vehicle demarcation (MSJ)

	Are traffic routes clearly signposted?		No	No signage exists along Sandbed Lane	Approach highways to fit signage/markings (LCC)
	Is the route clear of obstacles or hazards, such as street furniture or gratings. Are drainage channels located beyond the boundaries of the access route?		No	The school entrance/church hall has concrete bollards which restrict access. There is no street furniture obstructing the route.	Remove/replace?
	Are all surfaces slip-resistant in all weather conditions, level and even?		No		
	Are dropped kerbs provided to all route ways with appropriate tactile warnings to indicate crossing points?		No	Drop kerbing is minimal but no tactile warnings exist. On Sandbed lane there is a need for dropped kerbing	LCC highways to fit tactile warnings at crossing points and dropped kerbing (LCC)
	Does the route provide help for people with a visual impairment, for example: aural and tactile information, visual clues, definition to path edges and adequate illumination?		No	Although there is some distinction between kerbing and footpaths (concrete/tarmac) as soon as you reach the church hall/school it is poor	Area around church hall/school entrance needs addressing (MSJ) see below
	Are footpaths as level as possible, with a maximum crossfall of 1:50 and a maximum gradient of 1:21?	Yes		Most surroundings footpaths are within limits however the church hall/school entrance needs repair work carrying out	Repair potholes near church hall & in car park. (Discuss with church)
	Are the external routes (including steps and ramps) kept clear, unobstructed and free from surface water, ice and snow?		No	Due to repair work required in and around the school entrance, surface water is prevelant	Repair potholes near church hall & in car park. (Discuss with church)

Schedule 3: Car Parking					
	<b>School No:</b>		<b>School Name: Manston St James Primary Academy</b>		
	<b>External area:</b>				
Location/CAD Reference	Question	Provision Made?		Comments/Site Notes	Recommendations
		Y/N	No		
	Are there sufficient dedicated accessible car parking spaces appropriate for the scale and type of facility?		No	Car parking is a big issue on the site but where the car park is situated the land is owned by the church. The one car parking space that is marked for disabled use only is in desperate need of re-marking, as are the majority of the spaces.	Re-mark the parking bays (MSJ)
	Is the drop-off point: Immediately adjacent to the main entrance? Sheltered? Long enough to allow tail loading?	Yes		Although the drop off point is opposite the main entrance from Sandbed Lane it would be difficult to know this. The area is not sheltered in terms of a roof but the scout hall acts as a barrier for the weather. There is enough space to allow tail loading if you do manage to find the parking space.	Better line marking required (MSJ)
	Are the dedicated bays logically grouped together and clearly signposted from the site entrance. Is the area well lit?		No	Due to space restrictions the spaces are set out to fully utilise the space provided. There is no indication that the area is a car park and the lighting is poor.	New lighting required as current set up is very poor (MSJ)
	Are the dedicated bays correctly laid out and clearly marked with access symbols on the parking surface? Are there vertical signs?		No	Although the bays are marked, the lines are faded. There is a disabled parking sign on the scout hall external door but at low level.	Raise the height of the sign and better marking (MSJ)
	Are the accessible bays located as close as possible to the main entrance of the facility?	Yes		It is located on the flattest piece of ground closest to the main entrance	
	Are there dropped kerbs to all route ways, with appropriate tactile warnings to indicate crossing points?		No	The car park is on one level without kerbs but the footpath is in need of repair	Repair/fill potholes in footpath and car park

	If parking is not adjacent to the main building; What is the distance to the facility? Is the route covered? Are there seats en route?		No	The parking bay is around 10-15m away from the entrance	
	Are these bays wide enough and long enough to allow transfer onto a wheelchair?		No	The one bay is incorrectly marked	Correctly mark bay
	Is the car park surface smooth, even and free of loose stones?		No	The car park is reasonably level without loose gravel but there are potholes	Repair/fill potholes in footpath and car park
	Are accessible car parking spaces only used by disabled drivers and are kept clear of obstructions?	Yes		Generally as a rule	

**Schedule 4: External Ramps and Steps**

**School No:**      **School Name: Manston St James Primary Academy**

**External area: school grounds**

Location/CAD Reference	Question	Provision Made?		Comments/Site Notes	Recommendations
		Yes	No		
	Is there clear directional signage to indicate the location to ramps?		No	There are no purpose built ramps at the school apart from the annexe building	
	Is the gradient as level as possible? Maximum gradients are: ramp not exceeding 10m 1:20 ramp not exceeding 5m 1:15 ramp not exceeding 2m 1:12	Yes			
	Is the ramp internal width a minimum of 1500mm (1800mm preferred) between the handrails?	Yes			
	Does the ramp provide the necessary clear unobstructed width along its whole length?	Yes			
	Are there handrails (non cold to the touch) to both sides of the ramp that extend by 300mm at the top and bottom?	Yes		Handrails are of a metal tubular section, 3 rails	
	Are the handrails easily distinguishable from the background?	Yes			

	Does the colour of the ramp's surface contrast with the landings so that people can anticipate it?		No	Concrete with no colour distinction	Try distinguish ramp from landing (MSJ)
	Is the ramp illuminated to at least 100 lux?	Yes			
	Does the ramp have a slip-resistant surface that is firmly fixed and easy to maintain?		No	Ridged concrete providing grip	
	Are the landings level, unobstructed and at least 1500mm deep at the doorway?	Yes			
	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 (non cold to the touch), tactile warning at both top and bottom of flight and are well lit?		No		
	Are the external routes (including steps and ramps) kept clear, unobstructed and free from surface water, ice and snow?	Yes			

Schedule 5: Main Entrance, lobby and Reception Areas					
	<b>School No:</b>	<b>School Name: Manston St James Primary Academy</b>			
	<b>Location:</b>				
		<b>Provision Made?</b>			
<b>Location/CAD Reference</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Site Notes</b>	<b>Recommendations</b>
	Is the main entrance clearly signposted, well lit, and distinguishable from facade?		No	From the car park the main reception is well signposted but the lighting is poor	Improve/fit new external lighting (MSJ)
	Are the entrance doors sited logically in relation to approach routes and accessible parking?	Yes		Due to the cramped nature of the car park and the fact that the school is made up of three sections from varying eras the main reception entrance is located as close as possible to the accessible parking bay.	
	Is the route clear of obstacles or hazards, such as street furniture or gratings?	Yes		Apart from a manhole cover on the entrance up to main reception	
	Is the route to the entrance clear of doors and windows that open out causing hazards?	Yes		The only door opening out is the main reception door to the lobby	
	Are glazed doors and screens highlighted with appropriate manifestations?	Yes		There is a clear definition due to the make up of the frame	
	Can people on each side of the door, either seated or standing, see each other?	Yes		As above	
	If fitted, are door control systems fitted at heights suitable for all users?	Yes		Although the door controls are at a reasonable height there is a lack of signage	Signage required (MSJ)



	Does the system and all its components offer contrast to the background surface? ?	Yes		The main reception door to the lobby opens outwards	
	Are the main doors automated?		No	The internal reception doors are maglock controlled	
	Do the doors open on approach or are they button operated. Are they inward, outward or slide opening doors?		No		
	Is the door handle easy to use, of the correct type, at the right height, and tonally contrasted from the door?		No	The door handle is contrasted to the door but isn't easy to open	Replace door ironmongery (MSJ)
	Does the door pressure allow ease of access for all users either seated or standing?	Yes			
	Are thresholds flush ( must not exceed 15mm) and level, and mat wells firmly fixed?	Yes		External Matting is not fixed but of solid construction as not to move or fold on itself	
	Is the door wide enough for all users (900mm clear), with adequate space for wheelchair user to open door?	Yes			
	Is there sufficient space with defined, unobstructed route ways so that everyone has easy access to the stairs, lift, reception desk, WCs and other facilities?	Yes		The mixture of build periods of the school has dictated the layout/access	

	If fitted , does the lobby allow wheelchair users to move clear of the outer door before opening the inner door?	Yes		There is space for wheelchair users in the reception lobby as not to obstruct other visitors/users	
	Does the lobby lighting help people adjust to changes between indoor and outdoor levels of light?	Yes			
	Is appropriate information signage provided at the Reception, for people with visual impairments or others with lower sight levels (wheelchair users)?		No	Possibly look at change in counter level for wheelchair users	Reception layout needs addressing (MSJ)
	Is the area well lit and acoustically quiet to allow people to talk at the reception desk, in seating areas, and when using the public telephone?	Yes			
	Is the reception counter designed and located to permit use by members of staff and customers who are wheelchair users. Is there a raised area of the counter to enable use in a standing position?	Yes		Although the lower level counter is a little high	Modify counter height (MSJ)
	Is the reception counter positioned so that the receptionist's face is visible to lip readers?	Yes			
	Is an easy to locate seating area provided. Is there sufficient space for wheelchair users and assistance dogs?		No	The reception lobby is rather cramped if there was a wheelchair user and several other users	

	Have front line staff (reception) had access awareness/equality training?	Yes			
--	---	-----	--	--	--

Schedule 6: Corridors and horizontal movement					
	<b>School No:</b>	<b>School Name: Manston St James Primary Academy</b>			
	<b>Location:</b>				
Location/CAD Reference	Question	Provision Made?		Comments/Site Notes	Recommendations
		Yes	No		
	Are corridors a minimum width of 1800mm? (Better to be 3000mm for wheelchairs to pass each other)	Yes	No	Corridors on both floors vary from 1.4m to 2.2m wide.	
	Are convenient wheelchair turning and passing spaces provided?	Yes		Although in some areas the corridors are quite narrow, you are never too far from a passing point.	
	Are corridors simple and safe to negotiate? Are they clear of obstructions that could be hazardous to visually impaired people and people using wheelchairs?	Yes	No	Mostly, apart from a corridor from the hall, where there are some steps. A rack of folders outside the main reception office overhangs into the corridor.	Relocate the rack of folders or change style of the holder.(MSJ)
	Is the circulation area free of unnecessary doors that hinder free movement around the facility?	Yes			
	Are any doors that open onto the circulation area potential hazards?		No	Ample vision panels fitted to doors, to minimize hazards.	
	Are windows and light fittings located to avoid creation of glare and silhouetting?		No	They are not exposed to natural light and the corridor by reception has poor lighting.	Light fittings were replaced in April for LED fittings
	Is the circulation area free of unnecessary lobbies that hinder free movement around the facility?	Yes			

	Are all signs visible by people standing and by people using wheelchairs. Are there visual clues to aid circulation?	Yes		Fire signage was to an acceptable standard, but there is lack of directions to particular classrooms.	
	Are circulation areas well lit?	Yes		Overall apart from the reception corridor, as previously mentioned.	Replace light fittings with strip lights (ceiling mounted)
	Does the colour scheme help differentiate between critical elements, for example the wall from the floor, doors from adjacent walls?	Yes			
	Do wall and floor materials minimize confusing light reflections and provide a suitable acoustic environment?	Yes		Minimal light reflection, ceiling tiles aid acoustics but vinyl flooring negates the ceiling tiles.	Add carpet tiles.
	Are fire extinguishers (or hose reels) positioned to ensure they do not create hazards for visually impaired people?	Yes			
	Do new signs integrate effectively with current signage?	Yes		Externally, signage is uniformed, internal signage is limited	Possibly look at standardising signage internally (MSJ)
	Are appropriate cleaning materials used to ensure that the cleaning and polishing of slip resistant floors does not make them shiny / slippery?	Yes			

Schedule 7: Doors					
	<b>School No:</b>		<b>School Name: Manston St James Primary Academy</b>		
	<b>Location:</b>				
Location/CAD Reference	Question	Provision Made?		Comments/Site Notes	Recommendations
		Yes	No		
	Is the door/s necessary, can it/they be removed?	Yes			
	Can fire doors be held open on magnetic devices (corridors)?		No	Corridor doors are signed " Fire Door Keep Shut"	Some fire door signs need replacing as they are worn (MSJ)
	Is ironmongery positioned to facilitate use by people using wheelchairs and by ambulant people?	Yes			
	Can people on each side of the door, either seated or standing, see each other?	Yes		Every door has a vision panel fitted.	
	Is the door wide enough for all users (900mm clear), with adequate space for wheelchair user to open door?	Yes		Corridors are fine some classrooms are under 900mm	Due to construction of building it would be difficult and very expensive to modify doorways
	Is the door located to allow 300mm (500mm preferred) on the leading edge to allow approach and use by wheelchair and aid users ?	Yes			
	Where required, is the door closer specified to ensure minimal operating force, never exceeding 20 Newton's?	Yes		Due to age of children if it exceeded 20 Newtons children in reception would not be able to open the doors	Superintendent to carry out monthly door checks (MSJ)
	Can people with a visual impairment distinguish the door from the surrounding wall/screen?	Yes		Recent decorating makes the door stand out and exceed minimum 30% contrast	
	Is ironmongery of suitable design and colour?	Yes		All ironmongery is silver to blue doors	

	If double doors, does one leaf allow 900mm clear opening width?	Yes		All double doors on corridors are okay apart from reception end	
	Is door ironmongery regularly maintained?	Yes		Repaired when required, maintained frequently; but no log book	Start a maintenance log book.(MSJ)

**Schedule 8: Vertical movement, internal level change (ramps)**

School No:		School Name: Manston St James Primary Academy			
Location:					
Location/CAD Reference	Question	Provision Made?		Comments/Site Notes	Recommendations
		Yes	No		
	Is the gradient as level as possible? Maximum gradients are: ramp not exceeding 10m 1:20 ramp not exceeding 5m 1:15 ramp not exceeding 2m 1:12	Yes		Only ramp is to annex building	
	Is the ramp internal width a minimum of 1500mm between the handrails?	Yes		Over 2000mm	
	Does the ramp provide the necessary clear unobstructed width along its whole length?	Yes		No obstructions	
	Are there handrails to both sides of the ramp that extend by 300mm at the top and bottom?	Yes		Hand rails fitted to both sides	
	Are the handrails easily distinguishable from the background?	Yes			
	Does the ramp have a slip-resistant surface that is firmly fixed and easy to maintain?	Yes		grit type flooring	



	Are the landings level, unobstructed and at least 1500mm deep at the doorway?	Yes		The landing has over 2 metre turning circle	
	If no permanent ramp is provided, can a portable ramp be made available?		No	If a wheelchair user needs to get from reception to top end of building they would have to go outside	
	Are there steps as an alternative to the ramp, with suitable treads and rises, with easily identifiable step nosing?	Yes			
	Are the steps maintained, well lit, with suitable handrails both sides?	Yes		All step nosing is clearly defined with colour contrasted hand rails	

Schedule 9: Vertical movement, stairs					
	<b>School No:</b>	<b>School Name: Manston St James Primary Academy</b>			
	<b>Location:</b>				
	<b>Question</b>	<b>Provision Made?</b>		<b>Comments/Site Notes</b>	<b>Recommendations</b>
		<b>Yes</b>	<b>No</b>		
	Is the staircase easy to locate and suitably signed?	Yes		There is no signage to indicate a staircase but they are clearly defined by the colour contrast and nosings	
	Is the stairway at least 1500mm wide?	Yes		This varies between different sections of the building	
	Are all surfaces level and even, slip-resistant in all weather conditions?	Yes			
	Is the maximum rise of the stair less than 180mm, with risers no more than 170mm, and treads no less than 250mm?	Yes		Tread = 280mm & Riser = 160mm	
	Are all stair nosings clearly visible by people going up and down the staircase and correctly detailed?	Yes		stair nosings are clearly defined	
	Are there suitable continuous handrails to both sides, with tonal contrast from background?	Yes		handrails are fully contrasted	
	Do wall and floor materials minimise confusing light reflections and provide a suitable acoustic environment?	Yes		Since the re-decorating of the corridors the acoustics have improved massively and the colour contrast works very well	
	Is suitable visual and tactile information fitted at each floor level?		No	Further guidance required	GHT to speak to Paul Gorman
	Is there suitable adjustable lighting?		No	Lighting is sufficient, cost of adjustable lighting is too much	

**Schedule 10: Vertical movement, Passenger Lifts, platform lifts and platform stairlifts**

School No:		School Name: Manston St James Primary Academy			
Location:					
Location/CAD Reference	Question	Provision Made?		Comments/Site Notes	Recommendations
		Yes	No		
	Is a passenger lift provided within the school?	Yes		Maintained regularly with service contract	
	Is the lift a designated evacuation lift?		No	Lifts defaults to ground and doors open in event of an alarm. Evacuation Chair to be used.	
	Does the lift comply with all the necessary requirements of an evacuation lift?	Yes			
	Is the lift designed for independent wheelchair users?	Yes		But not in the event of a fire alarm activation	
	Is there unobstructed space (1500mm x 1500mm) in front of the doors, and do the doors have a clear opening width of 900mm?		No	Although there is a 1500mm square space in front of the lift, the door opening is only 800mm	
	What are the internal dimensions of the lift cabin (preferred 1100 x 2000mm)min, and is the lift fitted with suitable support rails on three sides?		No	1400mm x 1010mm and there is only a hand rail on the rear wall	
	Is there a suitable mirror on the rear wall to aid wheelchair users navigate when reversing?	Yes		Only on passenger lift	
	Are the controls on the landing and in the lift cabin, including emergency phone, within easy reach and tonally contrasting for all users (within zone of 900mm and 1200mm from floor)?	Yes			

	Are these controls clearly visible in contrasting colours and with raised (tactile/Braille) characters/numbers?		No	Although the buttons are raised there is no braille	
	Does the lift have audible announcements and visual displays?	Yes			
	Is a platform lift or platform stairlift provided within the school? Note - platform stairlifts are not advisable to sports areas!	Yes		Reception end	
	Are controls clearly identifiable and within reach of all users?	Yes			
	Is the lift designed for independent wheelchair users?	Yes			
	Does the stairlift platform when not in use automatically revert to folded position?			N/A	
	Are lifts, platforms and stairlifts regularly serviced ?	Yes		Maintenance service level agreement with Otis and Stannah	

Schedule 11: WC Provision Generally					
	<b>School No:</b>	<b>School Name: Manston St James Primary Academy</b>			
	<b>Location:</b>				
Location/CAD Reference	Question	Provision Made?		Comments/Site Notes	Recommendations
		Yes	No		
	Is there WC provision for ambulant people with disabilities within the general toileting areas? (eg. An enlarged cubicle with grab rails fitted ).		No	The WC provision is in the main reception area	
	Is the travel distance no greater than for an able bodied person?		No	See above	
	Is the lobby large enough to allow easy access, and is the WC door easy to operate and outward opening?	Yes			
	Are the floors slip resistant?	Yes			
	Are all fixtures and fittings easily distinguished from their background?	Yes			
	Are compartment doors contrasting from the surrounding surfaces?	Yes			
	Are compartment doors controls easily gripped and operated?	Yes			
	Can Ambulant toilet cubicle doors be released from the outside?	Yes			
	Is there an emergency pull cord system?	Yes		Where is this linked to?	Where is this linked to?(MSJ)
	Can ambulant disabled people manoeuvre and rise and lower themselves in a standard cubicle?		No	Due to the age of various parts of the building.	

**Schedule 12: Accessible WC Provision**

School No:		School Name: Manston St James Primary Academy			
Location:					
Location/CAD Reference	Question	Provision Made?		Comments/Site Notes	Recommendations
		Yes	No		
	Is there an accessible WC, with its location clearly signed and .Does the facility comply with Approved Doc M?	Yes		Main Reception	
	Is the toilet provision located conveniently close to the entrance, changing areas and sporting facilities?	Yes			
	Is the travel distance no greater than for an able bodied person?	Yes			
	Are there suitable fittings as outlined in Approved Doc M, which are easily distinguished from their background, and are they fitted in suitable positions?	Yes		Fully kitted out	
	Does the door have a clear opening of 900mm, and are doors controls, light switch and locks, contrasting, easily reached and operated?	Yes			
	Are floor finishes slip resistant?	Yes			
	Are management procedures in position to maintain viability of facility?	Yes			
	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?	Yes			
	Are accessible WC's kept clear and not used for storage?	Yes		Although the main reception WC doubles up as a first aid changing/care area	

Schedule 13: Care Suites and Personal Care areas					
	<b>School No:</b>		<b>School Name: Manston St James Primary Academy</b>		
	<b>Location:</b>				
Location/CAD Reference	Question	Provision Made?		Comments/Site Notes	Recommendations
		Yes	No		
	Are there changing/care facilities?	Yes			
	Where is it located and what are the room dimensions?			It is located close to the main reception lobby area. The room measures 1.770 metres x 3 metres	
	Is the room fitted with overhead H frame tracking or a portable hoist?	Yes		Although the hoist was missing during the audit.	Locate & fit hoist then maintain (MSJ)
	If available, is the changing facility a ; Height adjustable trolley, Height adjustable wall mounted bench, non adjustable wall mounted bench?	Yes		Height adjustable trolley	
	Is there a shower facility within the room. Is it a wet floor shower, tray or raised cubicle?	Yes		Wet Floor Shower	
	Does the shower hose extend to a minimum of 1.5m?	Yes			
	Does the toilet have a space of 600mm to each side to allow assistive transfers?	Yes			
	Is the room provided with fittings suitable for use by people with disabilities inc assisted use?	Yes			
	Does the floor have a slip resistant finish?	Yes			
	Is there a medical interventions facility?	Yes		Same area as care suite	
Schedule 14: Sports Changing areas					
	<b>School No:</b>		<b>School Name: Manston St James Primary Academy</b>		
	<b>Question</b>	<b>Provision Made?</b>			

Location/CAD Reference		Yes	No	Comments/Site Notes	Recommendations
	Does the layout of the changing area allow sufficient space for a wheelchair user to move freely without obstructing other users?		No	There are no changing rooms in the building, the children change for PE in the classrooms	Consider finding a space that can be used as a changing area, segregating boys from girls (MSJ)
	Do the changing facilities meet the requirements set out in Sport England Access designs?		No	See above	
	Can the changing area accommodate a team of athletes in wheelchairs?		No	See above	
	Are the changing benches a minimum width of 450mm, with a smooth surface, and set at a height of 480mm?		No	See above	
	Is there suitable toilet provision in close proximity. Is there direct access from the changing area to the shower area??		No	See above	
	Are individual accessible changing cubicles provided for those who prefer more privacy or require support and assistance with changing?		No	See above	
	Are there sufficient lockers. Are at least 10% of the lockers 1200mm high. Do locks and lockers incorporate tactile numbers. Are the locks no higher than 1150mm and easy to use?		No	See above	



	Are hairdryers, mirrors, drinking fountains and so on, located so that everyone can use them?		No	See above	
--	---	--	----	-----------	--

**Schedule 15: Teaching areas**

		<b>School No:</b>		<b>School Name: Manston St James Primary Academy</b>	
		<b>Location:</b>			
<b>Location/CAD Reference</b>	<b>Question</b>	<b>Provision Made?</b>		<b>Comments/Site Notes</b>	<b>Recommendations</b>
		<b>Yes</b>	<b>No</b>		
	Is the door wide enough for all users (900mm clear), with adequate space for wheelchair user to open door?		No	There is a variation on door widths due to differing ages of build	
	Have acoustic enhancements been carried out. Are Induction loops/ Soundfield systems available ?		No	To my knowledge and at the time of the audit none are fitted in the school	
	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)?		No	The building has had several modifications over the last couple of years and several LED panels and strip lights have been fitted. If finances permit any old light fittings will be replaced with new energy efficient LED fittings.	Dependent on budget allowing
	Is the lighting in the teaching area controllable and adjustable to meet the needs of individual pupils and the task they are working on?		No	The lighting in classrooms is basically on or off. Funding does not allow dimmable lighting to be fitted.	
	Are a range of seating options available?	Yes		The children have standard Postura chairs but often sit in groups on the floor	
	Are height adjustable tables/benches or work stations available?		No	All the classroom desks are fixed height	Purchase height adjustable desks when/if need arises (MSJ)
	Are all fittings readily distinguishable from the background?	Yes		There is a clear contrast on the furnishings in classrooms	
	Are alternative teaching aids available ie Whiteboards, Overheads Projectors etc?	Yes		Classrooms have a mixture of whiteboards and monitors	

	Can furniture be manoeuvred easily to alter the room layout ?	Yes			
--	---	-----	--	--	--

Schedule 16: General fixtures and fittings					
	<b>School No:</b>	<b>School Name: Manston St James Primary Academy</b>			
	<b>Location:</b>				
Location/CAD Reference	Question	Provision Made?		Comments/Site Notes	Recommendations
		Yes	No		
	Are there reception counters, services desks or serveries across the site?		No	There is only the main reception lobby	
	Is provision made for wheelchair users (both sides visitors and staff) ?	Yes		Counter rather high for wheelchair user	Consider creating two counter heights (MSJ)
	Is glare or silhouetting avoided at these counters (design and positioning)?	Yes			
	Is seating provided, that is stable, with arm rests, and is there sufficient space for a wheelchair user?		No	Although seating is provided there are no armrests although there is sufficient space to sit in a wheelchair without blocking the entrance/exit.	
	Do tables allow for wheelchair access?	Yes			
	If provided, are telephones fixed at a height that allows easy access by wheelchair users?	Yes			
	Are telephones equipped with induction couplers for hearing aid users?		No	Portable Induction coupler available within trust	
	Is a text phone available?		No		
	Are induction loops/ Soundfield or other PA facilities fitted wherever information is given or meetings are being held?		No	Not to my knowledge	Is there a need for induction loops/soundfields? (MSJ)
	Is Signage uniformed across the whole site. Is it easily identified against backgrounds, easily read and	Yes		External signage is uniformed and all internal door numbers are the same	
	When temporary facilities/displays are installed are disabled pupils/ visitors considered?	Yes		Temporary facilities/ set ups are done with disabled pupils in mind, if visitors having any impediment we would expect them to contact the school prior to visiting so that arrangements could be made.	
	Are induction loops, Soundfield and infra red systems clearly signed and checked regularly?		No	None fitted	

	Are tea, coffee facilities and vending machines accessible and usable by all?	Yes		In the staffroom	
--	---	-----	--	------------------	--

Schedule 17: Kitchens/Food/Design Technology areas					
	<b>School No:</b>	<b>School Name: Manston St James Primary Academy</b>			
	<b>Location:</b>				
Location/CAD Reference	Question	Provision Made?		Comments/Site Notes	Recommendations
		Yes	No		
	Is the door wide enough for all users (900mm clear), with adequate space for wheelchair user to open door?		No	The doors from the main hall into the kitchen are 850mm and the door into the classroom kitchenette is 830mm	
	If provided, does the kitchen have furniture and fittings suitable for use by disabled people?		No	All furnishings are round a standard working kitchen height	If need arises this may need addressing (MSJ)
	Are the work surfaces and facilities (sinks ,hob and cooker) height adjustable?		No	The area is only a basic kitchen style layout aimed at small groups	
	Is the teaching area of adequate size and layout for disabled people?		No	It is possible for use by disabled groups but is quite small	
	Can the teaching area be altered to improve circulation for disabled users?		No	Not really due to size of the area, could possibly reduce the central table size	
	Are all Furniture, fixtures and fittings easily distinguishable from the background surface?	Yes			
	Are rise and fall tables/workstations available. Can equipment been modified to meet the needs of disabled users?		No	Budget does not allow the modification costs	If need arises this may need addressing (MSJ)
	Have acoustic enhancements been carried out. Are Induction loops/ Soundfield systems available ?		No		
	Is lighting adjustable?		No		
	Does the floor have a slip resistant finish?	Yes		Altro flooring	

	Are windows, blinds and lamps checked to ensure they are kept clean and in working order?	Yes		Any damage to blinds or lighting should be reported to the superintendent	
--	---	-----	--	---	--

Schedule 18: Means of Escape					
	<b>School No:</b>		<b>School Name: Manston St James Primary Academy</b>		
	<b>Location:</b>				
Location/CAD Reference	Question	Provision Made?		Comments/Site Notes	Recommendations
		Yes	No		
	Is there an audible alarm system?	Yes		A new system was fitted in July 2014 and is tested regularly	
	Is the audible fire alarm supplemented by a flashing light system. Is there a "Deaf Alerter" system installed ?	Yes		The alarm system does have flashing beacons in strategic areas but unsure on the deaf alerter.	Check on Deaf Alerter (MSJ)
	Are there sufficient visible and audible warnings throughout the facility?	Yes		When the new alarm system was fitted the signage was upgraded at the same time	
	Are all ground floor exit routes as accessible as the main entrance routes?	Yes		All fire exits are now clearly defined	
	Does the facility have an escape strategy that reflects the needs of disabled users and staff?	Yes		Contained within the Fire Evacuation Procedure	
	Does the strategy take into account the different uses and users of the building?	Yes		How are out of hours users dealing with fire evacuation?	
	Is the strategy regularly reviewed?	Yes		Annually	
	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?	Yes		An Evac chair is to be used at the top end but another is required for the Y2 end	Purchase an Evac chair for Y2 classes upstairs

	Is escape from upper levels possible using a fire-protected evacuation lift with associated refuge areas?		No	Nothing Fitted	
	Has the Fire Officer been consulted regarding the 'means of escape' proposals with particular reference to use by disabled people?	Yes			
	Is there a fire escape strategy for visitors who may require assistance?	Yes		Contained within the Fire Evacuation Procedure	
	Are fire alarm systems regularly maintained, and are fire exit routes regularly checked for obstacles?	Yes		The fire alarm is tested on a weekly basis. Maintained by SF Fire	
	Are there Personal Emergency Egress Plans in place members of staff who may require assistance?	Yes		Currently not required but the plans are ready should they be required	If need arises this will need addressing (MSJ)

**Schedule 19: SEN**

	<b>School No:</b>		<b>School Name: Manston St James Primary Academy</b>		
	<b>Location:</b>				
		<b>Provision Made?</b>			
<b>Location/CAD Reference</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Site Notes</b>	<b>Recommendations</b>
	Are there Physiotherapy facilities on the site?		No		
	Is there an office and therapy suite available?		No		
	Are there H Frame tracking, physio plinth, shelving, storage and hand washing facilities?		No		



	Is Hydrotherapy and other specialist therapy available on site?		No		
	Is there a nursing facility on site?	Yes			
	Is there an office and nursing suite available?		No		
	Are there H Frame tracking, nursing plinth, shelving, storage, medical storage and hand washing facilities?		No		
	Is there a Medical interventions/ Food preparation area available on site?		No		
	Is there dedicated areas across the site for other Therapist work to be carried out?		No		
	Are there Withdraw areas across the site?		No		
	Is the site "additionally resourced" for a specific pupil group. Which group?		No		
	Does the site have a formal Partnership arrangement with a SILC?		No		

	Are all forms of hoisting equipment services annually?			N/A	
--	--	--	--	-----	--

Schedule 20: Curriculum					
	<b>School No:</b>			<b>School Name: Manston St James Primary Academy</b>	
Location/CAD Reference	Question	Provision Made?		Comments/Site Notes	Recommendations
		Yes	No		
	Do you ensure that teachers and teaching assistants have the necessary training to teach and support disabled pupils?	Yes		All staff have relevant training tailored to the support they need to give, this has included in the last few years macaton training, autism training and speeh and language support training. In addition suport staff are trained to deliver quality interventions	
	Are your classrooms optimally organised for disabled pupils?	Yes		Staff Adjust the classroom set up each year to reflect the make up of the pupils in that classin. This includes pupils with SEN or disabilities	
	Do lessons provide opportunities for all pupils to achieve?	Yes		This was backed up by our recent OFSTED report January 2015	
	Are lessons responsive to pupil diversity?	Yes			
	Do lessons involve work to be done by individuals, pairs, groups and the whole class?	Yes		This is part of our learning culture	
	Are all pupils encouraged to take part in music, drama and physical activities?	Yes		All pupils are offered a full curriculum	
	Do staff recognise and allow for the mental effort expended by some disabled pupils, for example using lip reading?	Yes		Yes this is particulaly evident during SATS test whereby many pupils are given support or we apply for extension of time for those pupils that find doing the test a struggle	
	Do staff recognise and allow for the additional time required by some disabled pupils to use equipment in practical work?	Yes		as above	
	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?	Yes		Often an activity will be adapted for pupils with disabilities and those with 1: 1 support have adults that are particularly skilled in this	

	Do you provide access to computer technology appropriate for students with disabilities?	Yes		modified key boards can be used	
	Are school visits, including overseas visits, made accessible to all pupils irrespective of attainment or impairment?	Yes		We make sure that we work with parents to ensure the needs are met for pupils to attend and access these types of activity	
	Are there high expectations of all pupils?	Yes		This was backed up by our recent OFSTED report January 2015	
	Do staff seek to remove all barriers to learning and participation?	Yes		the school makes every effort to do this through: support through interventions, activities to develop specific skills ie gross motor skills. We work closely with LA Sen services to ensure we provide well for our pupils. We seek and act upon advice given	

**Schedule 21: Materials in other Formats**

	<b>School No:</b>		<b>School Name: Manston St James Primary Academy</b>	
--	-------------------	--	--	--

**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
		Yes	No		
	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?	Yes		Upon request	
	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?	Yes		This is common lesson practice	
	Do you have the facilities such as ICT to produce written information in different formats?	Yes		Abbey trust will support this should it be needed	
	Do you ensure that staff are familiar with technology and practices developed to assist people with disabilities?	Yes		We take part in LA and other provier training to ensure we support our pupils as well as we can	





**Schedule 20: KPI Indicator**

Schedule 20: KPI Indicator						
Ref	Responsibility	School No:			Comments/Site Notes	By when
		Schedule				
1	1. GHT	Approach to School				17th July 2015. (Requires LCC response /action so difficult to assign a deadline - review in 6 months November 2015)
2		External Routes				1
3		Car Parking				2
4		External Ramp and Steps				3
5		Main entrance / Reception				4
6		Corridors				5
7		Doors				6

8		Vertical Moveme nt Ramps		
9		Stairs		
10		Lifts		
11		WCs General		
12		Accessi ble WCs		
13		Care Suites and Persona l Care Areas		
14		Sports Changin g Areas		
15		Teachin g Areas		
16		Fixtures and Fittings		
17		Kitchens /Food and Design Tech areas		
18		Means of Escape		
20		SEN		

7	
8	
9	
10	
11	
12	
13	
14	
15	
16	



IMPORTANT  
FIELDS

























































































Schedule 20: KPI Indicator/Action Plan					
	School No:	School Name: Manston St James Primary Academy			
Ref	Schedule	Recommendations	Responsibility	By when	Review Date by Governing Body
			1		
		Repairs to area at front of Church hall( Pot Holes) and new line marking	Facilities	19th July 2019	01/02/2019
		Fit better signage for disabled parking and re-mark floor lines	Facilities	19th July 2019 (M. Edwards to check with church if this is okay/contribution?)	01/02/2019
2	External Routes	Improve pedestrian routes into school	H Pratten	Discuss at next Governors meeting	15/11/2018
		Approach church with regards to bollards at entrance to car park	H Pratten	19th July 2019	17/05/2019
3	Car Parking	See above recommendations regarding lighting/line marking & potholes	See Above	See Above	
4	Main entrance / Reception	See section 1 part b	Facilities	19th July 2019	01/11/2019
		Look at displays in reception lobby	C Greenaway	21st July 2019	01/11/2018
		Modifications required to the height of the counter at reception to suit wheelchair users	H Pratten/Facilities	21st July 2019	01/03/2019
5	Corridors	Possibly look at standardising signage internally and introduce makaton signage where appropriate	H Pratten	21st July 2019	21/05/2019
6	Doors	Introduce door maintenance/check schedule & Log Book	Superintendent	21st July 2019	01/11/2018
7	Vertical Movement Ramps	Consider for any future developments	H Pratten	21st July 2019	21/05/2016
8	Stairs	Look at possible requirements for fitting tactile information at differing floor levels	Facilities	21st July 2019	21/05/2019
9	Lifts	Okay as of August 2018			
10	WCs General	Put in place plan for replacement of WCs across school	H Pratten/Facilities	21st July 2019	01/11/2018
11	Accessible WCs	Okay as of May 2018			
12	Sports Changing Areas	Consider finding a space that can be used as a changing area, segregating boys from girls (MSJ)	H Pratten	21st July 2019	01/11/2018
13	Teaching Areas	Consider changing classroom lighting to LED fittings in rolling capital programme	H Pratten	1st September 2020	01/09/2019
		Purchase height adjustable desks when/if need arises	H Pratten	1st September 2020	01/09/2020
14	Fixtures and Fittings	If the need arises purchase telephones equipped with induction couplers for hearing aid users	H Pratten	1st September 2020	01/09/2020
		If the need arises purchase induction loops/sound fields for hearing impaired pupils/staff	H Pratten	1st September 2020	01/09/2020
15	Kitchens/Food and Design Tech areas	If the need arises purchase height adjustable desk and modify work height	H Pratten	1st September 2020	01/09/2020
16	Means of Escape	Create out of hours fire procedure	H Pratten/Facilities	1st September 2019	01/05/2019
		Purchase an Evacuation chair for Y2 staircase	H Pratten	1st September 2019	01/01/2019
		If need arises create personal emergency egress plan	H Pratten	1st September 2019	ongoing
19	SEN	No recommendations	H Pratten		
20	Cirriculum	No recommendations	H Pratten		
21	Materials in other formats	No recommendations	H Pratten		