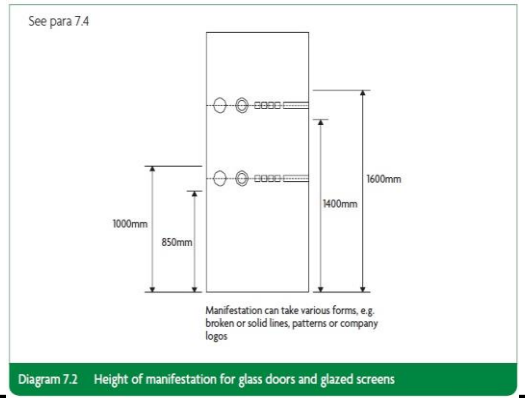
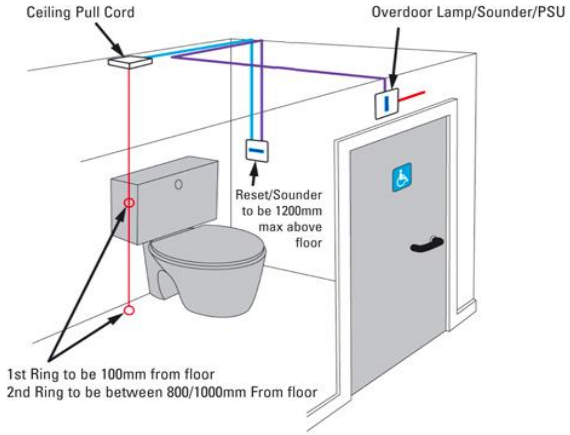
Phoenix Accessibility Action Plan April 2023

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				
5.9	Manifestations are not provided and are required for the main entrance.	Well contrasted manifestations should be provided at two heights to the entrance. 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. 	M	

6.5	An induction loop is provided but there is no signage to indicate its availability.	Install signage indicating the availability of the facility and ensure that staff members are aware of how to use the system. ADM vol-2 requires that any reception point is provided with a hearing enhancement system, e.g. an induction loop and the presence of an induction loop or infrared hearing enhancement system is indicated by the standard symbol:  	**M**	
13.9	The flush is of a spatula style and it is located on the correct side of the toilet pan for most of the accessible WCs. Most WCs are peninsular style and the flush appeared to be on the narrower side for WC 39 (peninsular style, flush maybe on wrong side). For the accessible WCs in the accessible changing rooms, the flushes are not of a spatula style with a push button on the top of the cistern.	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**	

13.11	On the day of the survey, the cord alarm within most of the accessible WC was not hanging loose hence should someone stumble on the floor they would not be able to reach it. WC 6 WC 39 WC 77 WC 96 WC 121 WC 43 Cords in wet rooms and within changing areas for hydrotherapy pools.  	Cord alarms should be provided, and monitored to ensure that they function correctly and are located at full length in their correct position so that they can be accessed in the event of an emergency. Emergency alarm cords should always feature bangles at two heights and stand at 100mm off the ground floor level. 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 50 mm diameter, one set at a height between 800 mm and 1000 mm and the other set at 100 mm above floor level. BS8300 recommends that the reset control for the emergency assistance alarm should be clearly marked as such and should be reachable from a wheelchair and, where relevant, from the WC. The reset control should be easy to operate and located with its bottom edge between 800 mm and 1 000 mm above finished floor level. The marking of the reset control should be both visual and tactile.	**N**	

16.6	No induction loops are provided within the educational areas. Pupils tend to have radio aids if require specific support.	Install a fitted induction loop to benefit hearing aid users. An induction loop or similar should be present at the premises where visitors are likely to experience presentations, meetings, training etc. It is a legal requirement under the Equality Act 2010 to provide auxiliary aids. 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/ 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.	**M**	
16.7	No induction loops are provided within the educational areas. Pupils tend to have radio aids if require specific support.	Refer to recommendation for 16.6.	**M**	

17.1	Some visual alarms were seen and some appear to have strips that provide visual alerts. It would be recommended to check the coverage to check there are visual alarms in areas where people may be on their own to inform people with hearing impairments in the event of the fire alarm being activated.	A suitable method of warning should be provided where one or more persons with impaired hearing are anticipated. This method is ideally by providing visual alarm warnings or it can be managed by allocated personnel and management systems. BS8300 - A fire alarm should be visible as well as audible to all users; however, audible alarm sounders should not be located in such a way as to compromise the communication systems provided in refuges. This is particularly important for people who are blind or partially sighted and people who are Deaf and hard of hearing. In areas where people are likely to be in relative isolation (e.g. toilets, bathrooms, changing rooms and isolated offices) or in noisy environments, alarm/alerting systems for people who are Deaf and hard of hearing, such as flashing beacons and vibrating devices, should be installed in conjunction with proprietary or conventional fire alarm systems.	**M**	
18.5	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. Alarm systems including those within the WCs also need to be checked.	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. Alarm systems including those within the WCs also need to be checked.	**N**	

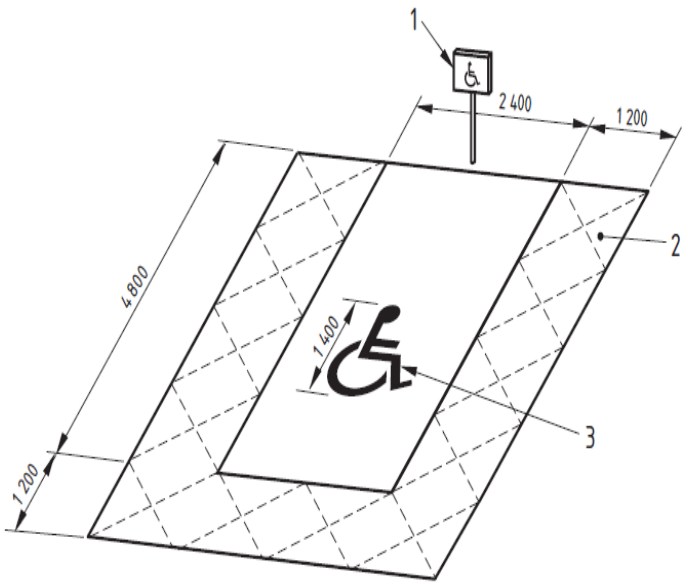
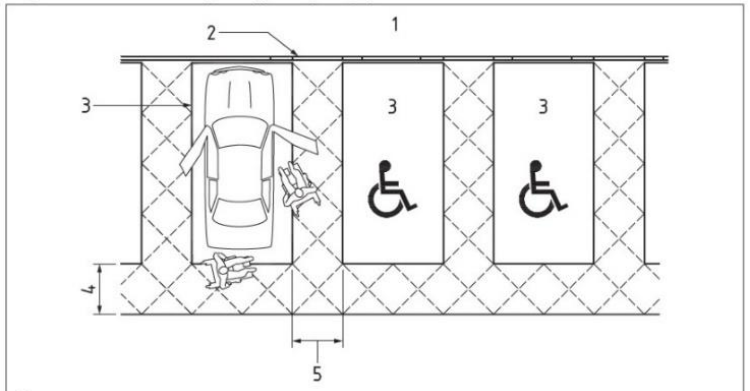
18.6	Site management need to ensure that the appropriate personal egress plans are available for each member of staff needing assistance.	As a disability access consultancy Direct Access strongly recommend that PEEPs are in place to a practical degree and that they are kept up to date. PEEPS (Personal Emergency Evacuation Plans) must be planned in consultation with individual disabled people that are expected to regularly access the building. Additional generic PEEPs should be provided to cater for the possibility of wheelchair users, Deaf and partially hearing people and Blind and partially sighted people using the building. PEEPS (Personal Emergency Evacuation Plans) are recommended to be provided, practiced and implemented by building management to ensure that correctly trained personnel and the correct equipment is in place to facilitate the efficient evacuation of disabled people, as recommended in BS9999/46.2 & Part B/B1.xvi. Guidance on providing PEEPS can be found here https://www.gov.uk/government/publications/fire-safety-risk-assessment-means-of-escape-for-disabled-people	**N**	

18.7	Site management need to ensure that both the general escape strategy and personal emergency egress plans are regularly checked for efficiency and effectiveness.	Site management need to ensure that both the general escape strategy and personal emergency egress plans are regularly checked for efficiency and effectiveness. It is the responsibility of building operators to have Fire Risk Assessment and evacuation plans in place. Government guidance states, "Such an evacuation plan should not rely upon the intervention of the Fire & Rescue Service to make it work". Refer to: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886446/9446_Means_of_Escape_v2_.pdf	**N**	
18.8	Site management need to ensure that the induction loop in reception and cord alarms within the accessible WCs are tested frequently as part of general maintenance and regularly checked for efficiency and effectiveness.	Refer to the recommendations regarding provision of induction loops. BS8300 recommends that induction loops should be tested on a weekly basis. The responsible person needs to ensure the satisfactory operation of the induction loop by use of a test signal and either a fixed loop monitor receiver or a portable field strength meter. Supplement this with a listening test using real speech into the microphone(s), to ensure that the microphone(s) are working correctly and that amplifier control settings have not been inappropriately changed. It is essential that the system is subject to periodic inspection and servicing. Periodic inspection and servicing at intervals not exceeding 12 months needs to be carried out by a competent person with specialist knowledge of induction loop systems.	**M/OG**	

PRIORITY B				
1.8	There is a some seating near the entrance on approach but with no armrests. There are accessible benches within the play areas but no seating with armrest seen.	Contact the relevant authorities and ask them to provide some seating within the access route to the entrance from bus stops, car parks etc. which has armrests to aid ambulant disabled people. BS8300 recommends that access routes on level ground should have resting places not more than 50 m apart for people with limited mobility. Ensure all seating is well contrasted against the background upon which they are seen and a choice of seating options should be provided suitable for a variety of users. Appropriate accessible space should be allowed for wheelchair users to be integrated within the general seating provision. Also refer to recommendations for 14.1 and 14.2.	**N/M**	

1.9	Entrance gates throughout the school grounds for accessing external areas do not suitably colour contrast and there is no contrast to the controls to aid people with impaired vision. The car park entrance gate has some accessible features such as LED lights but there is no contrast or tactile features to the controls.	Any side-hung gate on an accessible route should be capable of opening in both directions and of being opened easily with either hand, and should be self-closing. Fencing and guardrails should contrast visually with the background against which they will be seen, under a variety of lighting conditions. ADM vol-2 requires that controls or switches requiring precise hand movements are located between 750-1200mm above the floor. BS8300 recommends that all switches and controls that require precise hand movement/dexterity are in a zone 750 mm to 1000 mm from the floor so that wheelchair users and people standing can operate them. Entryphone systems should be sited for approach and use by all users, including wheelchair users, and should contain a light emitting diode (LED) display to enable people who are Deaf and hard of hearing to use them. The means of indicating that the call is acknowledged and that the lock has been released (if permitted) should be both audible and visible. The entryphone system should contrast visually with the background against which it is seen. The information associated with the controls should be	**M**	

2.2	There are no signs on entry to the car park to indicate where the accessible bays are located, but signs are provided in front of the bays. The extra bays do not have the expected international symbol for access. First 5 accessible bays are provided directly to the left as you enter through the car park entrance barrier.	BS8300 recommends 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.	**M**	
2.3	The first 5 designated accessible parking should be clearly marked out at least 2.4m wide x 4.8m long plus a 1.2m side transfer zone at the side and end of the bay.	The accessible bay markings should provide clearly defined 1200mm transfer zones to both sides and rear and with the required access symbol. BS8300 recommends 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. Also, install a sign to the front of each space as shown:	**M**	

2.3 (cont)	 Key 1 Sign, with its lower edge 1 000 mm above the ground, to identify parking space when road markings obscured e.g. by snow or fallen leaves, with the words "Blue badge holders only" 2 1 200 mm wide access zone between designated parking spaces 3 International Symbol for Access	**Figure 4** — *Access around designated off-street parking spaces*  **Key** 1 Preferred access route avoiding travel behind parked cars 2 Dropped kerb or level access 3 Standard 2 400 mm × 4 800 mm designated accessible parking space 4 1 200 mm wide safety zone for boot access and cars with rear hoists, outside the traffic zone 5 1 200 mm wide marked access zone between and at either end of designated accessible parking spaces		
2.6	There are no safety marked out walking routes within the car park potentially putting people at risk, particularly those with hearing impairments who may not hear a car reversing out of its space.	Consider marking 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	**M**	

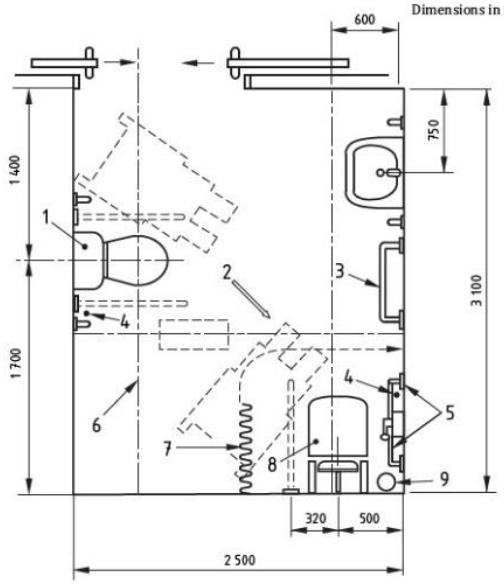
2.7	Site management should check the lighting levels within the car park during darker hours to ensure they are sufficient.	BS8300 recommends good external environment lighting at designated accessible parking spaces, and on access routes to and from the car parking space. This is crucial in enabling people who are partially sighted, and people who have sensory/neurological processing difficulties, to be able to use the external environment conveniently, safely and securely. Outdoor car parks with light traffic should provide an average illuminance of 5 lux.	**N/OG**	

6.8	There are no chairs with armrests to aid people with ambulant disabilities within the reception waiting area.	BS8300 recommends that seating should be provided in reception areas and be available for people who might be less able to stand while queuing or waiting. A mixture of seating options should be provided. Seating should provide the following accessible features: 1) a variety of seat heights should be provided: 380 mm, 480 mm and 580 mm from finished floor level. Where only one seat is provided the seat height should be between 450 mm and 480 mm from finished floor level. 2) For some seats, back support and arm rests should be provided as some people requiring support need both. 3) Arm rests should be provided to help people lower themselves onto the seat and stand up and be provided at a height of 200 mm from the surface of the seat, and should extend from the back support forwards to cover at least 80% of the depth of the seat. Arm rests should contrast visually with the remainder of the seat and there should be a space between arm rests of at least 500 mm. 4) Back support should be provided at a height of at least 300 mm from seat level. 5) With bench seats, a level transfer space 1 200 mm wide should be located at one end, with an arm rest set in 500 mm to 750 mm from the transfer space. If there is more than one bench seat, a choice of left and right transfer should be provided.	**M**	

12.8	Various accessible changing rooms were provided and with all having ceiling mounted hoists and some with changing beds. All had peninsular style WCs. Most had tip up shower seats with drop down rails to either side but none had vertical wall mounted rails. None of the sinks had wall mounted grab-rails. Two showers with stepped access and no grab rails were seen but as there is range of accessible facilities this would be deemed suitable to retain - but for future development consider showers with level access and grab-rails for the shower. Grab rails and WC seats contrasted but the sinks and WC pan did not contrast. A mixture of flushes were seen. All had lever taps for showers and sinks. Alarm cords for most were tied up or cut off. Changing areas for hydro pool - 38, 39 mirror of each other, cords tied up. Showers by hydro pool - 31, 32, same Shower and WC 56, 57, same Wet room/ shower 76 no sign on door cord cut Wet room/ shower with hoist 94 not used as shower. Wet room/ shower with hoist 122 (123 mirror image) Wet room/ shower & WC with hoist 132	Colour contrast should be added to the fixtures and fittings within the showers, or the walls should contrast from the fittings. 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. Refer to BS8300 recommendations regarding the locations of grab rails and other fittings, as appropriate, for peninsular style WC and bathroom facilities. Refer to recommendation for 13.11 regarding cord alarms.	**M/OG**	

12.8 (cont)

Figure 31 — *En-suite shower room for use with a ceiling-mounted full room cover tracked hoist system for assisted use*



Key

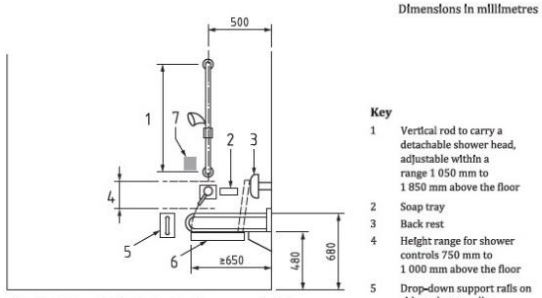
1 Peninsular WC with close coupled cistern
2 Fall to floor drain not steeper than 1:50
3 Towel rail
4 Alarm pull cord
5 Vertical and horizontal grab rails
6 Full room cover tracked hoist system (or similar system), ensuring that access to sanitary fittings, alarms and other facilities is not compromised
7 Shower curtain
8 Tip up shower seat
9 Floor drain

NOTE 1 Example shown is for right-hand transfer to shower seat.

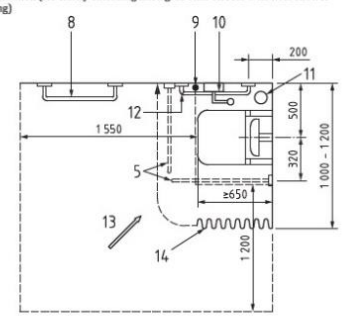
NOTE 2 For details of fittings associated with the shower, see Figure 38, and with the peninsular WC, see Figure 45.

NOTE 3 The overall dimensions shown exclude such items as heat emitters and boxing in of pipework, and adjustments in room size will be needed to accommodate these items.

Figure 38 — *Self-contained unisex shower room for independent use*



a) Elevation (for clarity excluding fixed grab rails on rear wall with shower fitting)

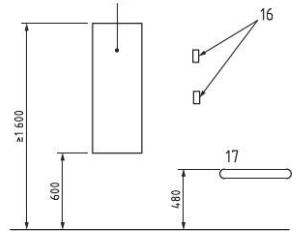


b) Plan

Key

1 Vertical rod to carry a detachable shower head, adjustable within a range 1 050 mm to 1 850 mm above the floor
2 Soap tray
3 Back rest
4 Height range for shower controls 750 mm to 1 000 mm above the floor
5 Drop-down support rails on side and rear walls
6 Tip-up shower seat
7 Alarm reset button
8 Towel rail
9 Alarm pull cord
10 Horizontal grab rail
11 Floor drain
12 Vertical grab rail
13 Fall to floor drain not steeper than 1:50
14 Shower curtain
15 Tall mirror
16 Two clothes hooks, one at 1 400 mm and the other at 1 050 mm above the floor
17 Additional optional tip-up seat for users when drying (mainly for ambulant users) (see e.g. Figure 30)

NOTE 1 Figure 38 continues on the following page.



c) Elevation to indicate other fittings and heights

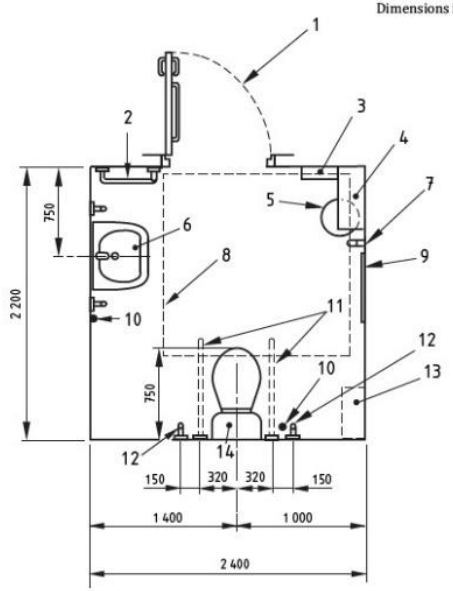
NOTE 2 Example shown is for right-hand transfer to shower seat.

NOTE 3 The overall dimensions shown exclude such items as heat emitters and boxing in of pipework, and adjustments in room size will be needed to accommodate these items.

12.8 (cont)

Figure 45 — *Unisex accessible toilet with peninsular WC for assisted use*

Dimensions in millimetres



Key

1 This door may be in any position along the wall but the leading edge should be not less than 300 mm from a return wall
2 Towel rail
3 Sanitary dispenser
4 Shelf
5 Disposal bin
6 Large washbasin with vertical grab rails either side and mirror over (see Figure 43)
7 Two clothes hooks, one at 1 050 mm and the other at 1 400 mm above the floor
8 Wheelchair turning space (1 500 × 1 500) mm
9 Independent tall mirror
10 Alarm pull cord
11 Drop-down support rails, one with a toilet paper dispenser
12 Vertical grab rail
13 Sanitary disposal unit
14 Flat-topped close-coupled cistern providing a back rest and a colostomy bag changing surface for standing users [A)]

NOTE The overall dimensions shown exclude such items as heat emitters and boxing in of pipework, and adjustments in room size will be needed to accommodate these items.

A) Where high or low level or reduced flush cisterns are used, a rail with a padded back rest and a separate colostomy bag changing shelf at 950 mm above finished floor level should be provided.

13.10	On the day of the survey, the transfer areas were clear allowing wheelchair users the appropriate transferring techniques in which an accessible WC is designed to provide. Some of the accessible changing or shower rooms had transfer sides obstructed but most facilities are intended to be used by pupils with staff support.	Accessible WCs must be regularly inspected in order to maintain the transfer zone alongside the WC free of obstructions. Bins and other items can prevent wheelchair users from approaching and transferring. It is vitally important and is strongly recommended that a management procedure be implemented to ensure that accessible WC facilities are always kept clear. This will enable wheelchair users to adopt the many transfer techniques available to them in which an accessible WC is designed to provide. Without a free transfer area, a wheelchair user is highly unlikely to be able to use a facility.	**N**	

PRIORITY C				
1.3	Pathways approaching the school appear to be narrow at less than 1800mm wide.	The minimum surface width of an access route should be at least 1800 mm for general routes but a width of 2000 mm is preferable to accommodate larger electric mobility scooters. If it is necessary to allow narrowing of the access route, the restricted width should be at least 1200 mm and should extend for not more than 2m in length. Measures should be taken to prevent narrowing being a hazard. Any feature which could constitute a hazard should wherever possible not project into or be located within an access route. Site management should contact the Highways Department of the relevant authority (i.e. Bradford Council) to ensure suitable access routes to the centre are provided during any future works in the area.	**N/ST**	

1.5	There is a lack of on street signage on approach to the site. Signage for Phoenix Primary School is faded and hard to identify on approach.	Signage should be refreshed to provide clear and easily identifiable navigation of the routes leading to the main entrances. Directional signs should specifically identify routes that are accessible and step-free, and should give as much information as possible to assist people in planning and navigating their route, including distances and gradients where appropriate. BS8300 recommends that orientation and way-finding should be planned to ensure that the arrangement of any building and its entrances on a site enable people to navigate and orientate themselves easily. The ease of orientation in and way-finding through an area is determined by its inherent legibility supported by information systems and signage. Way-finding should use spatial, physical and environmental clues to help people plan and navigate moving from one place to another. Appropriate way-finding clues should be incorporated which could include, but are not limited to: graphic communication, for example: • signs, information, maps and directories; tactile communication, for example: • embossed signage, Braille signage, tactile paving, changes in level and kerb upstands, tapping rails;	**M**	

1.6	On approach to the site, the bollards, light posts and traffic posts do not feature contrast markings, or markings at two heights in accordance to BS8300.	Street furniture, such as signposts, litter bins, seats, service outlets and utility cabinets, should wherever possible be located at or beyond the boundaries of an access route. If they are within an access route, they contrast visually with the background against which they will be seen in both wet and dry conditions. 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 recommended that a 150 mm deep contrasting strip is put at the top of low-level posts and bollards.	**M**	
1.7	On approach to the site, the bollards, light posts and traffic posts do not feature contrast markings, or markings at two heights in accordance to BS8300.	Well contrasted markings should be provided at two heights to the posts/columns. □ 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.	**N**	

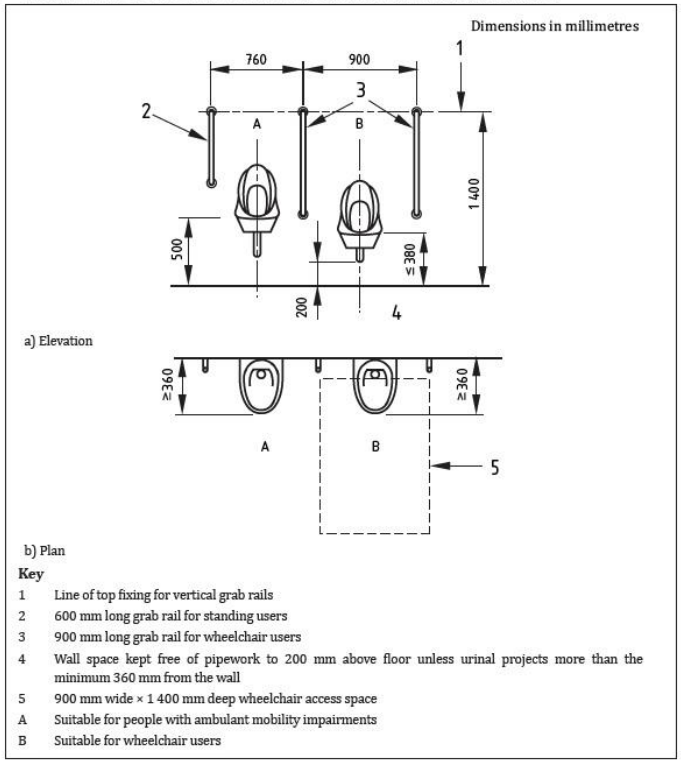
5.1	All of the entrances are grey seen against a grey surround. This does not provide sufficient colour contrast for people with impaired vision. Best practice states that entrances should be visually prominent and easily identifiable. There is limited wayfinding on approach in relation to Phoenix Primary School.	Colour contrast should be added to the entrance to ensure that it is clearly visible on approach to aid people with impaired vision. BS8300 recommends that any entrance door, including entrance doors in fenestration, should contrast visually with its immediate surroundings and should be well lit and clearly signed. It should not have a mirrored finish, and the frames to glazed doors should be distinguished from surrounding fenestration. □ AD M - The presence of the door should be apparent not only when it is shut but also when it is open. Where it can be held open, steps should be taken to avoid people being harmed by walking into the door. Signage should be provided to indicate this is the main entrance.	**M**	
5.10	Main entrance weather mat is recessed and firmly fitted. Other doors to outside areas of school grounds are loose. At the next refurbishment for the site, consider installing recessed mats rather than the current loose ones to minimise the potential tripping hazard. At another site we've surveyed, similar mats to these were provided and someone tripped up on one of the loose corners.	Consider installing recessed mats which are flush with the surrounding flooring. This will ensure that there is no potential tripping hazard. □ Refer to BS8300 - any matting should either have its surface level with the adjacent floor finish or, if surface laid, be of a type that has a rubber backing and chamfered edges. if, in exceptional circumstances other types of surface laid mats are used, they should be securely fixed to the floor at their edges and at any joints, to avoid the risk of tripping or slipping.	**M**	

6.4	The reception does not have colour contrast provided to the front to aid people with impaired vision.	It is recommended that a section of the flooring 1500x1500 in front of the reception desk 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**	
6.7	No signage was seen to indicate the availability of alternative formats.	Have procedures in place to produce documents in accessible formats. These formats are Audio, Braille, Large Print, Easy-Read and electronic formats such as WORD and PDF that are more accessible to screen reading technology. Include the phrase "Alternative Formats Available on Request" on written material. You must have contacts and procedures in place to satisfy a request. See https://www.gov.uk/government/publications/inclusive-communication/accessible-communication-formats It is recommended that signage be installed to indicate that all public information issued can be provided in accessible formats on request. 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.	**M**	

6.9	Auditor was not asked prior to arrival but the site is very accessible. Site management need to ensure that this is suitably in place. There should be a procedure to ask visitors prior to their visit if they may have any access requirements that the staff should be aware of.	There should be a procedure to ask visitors if they have any access requirements that the site management should be aware of. It is important that building management are aware of access requirements in the event of an emergency. It is the responsibility of building operators to have Fire Risk Assessment and evacuation plans in place. Government guidance states, "Such an evacuation plan should not rely upon the intervention of the Fire & Rescue Service to make it work". Refer to: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886446/9446_Means_of_Escape_v2_.pdf Site management need to ensure that the appropriate procedures are implemented.	**N**	
6.10	Auditor was not asked on arrival but the site is very accessible. At current visitors are not asked if they may require assistance should the fire alarm be activated. This should be added as a question within the visitors sign in book.	Refer to recommendation for 6.9.	**N**	

8.7	There is a mixture of keypads used on site and are positioned too high off the ground floor level for wheelchair users. Many people with dexterity impairments can find these difficult to use. Keycard pads were set at suitable heights at lower than 1200mm from floor level. Keypad 1390mm FFL Keycard pads 1140mm FFL	ADM vol-2 requires that controls or switches requiring precise hand movements are located between 750-1200mm above the floor. BS8300 recommends that all switches and controls that require precise hand movement/dexterity are in a zone 750 mm to 1000 mm from the floor so that wheelchair users and people standing can operate them. Key fob or card activated proximity based systems as seen for some doors that do not require dexterity or memory to use are preferable to manual keypads. Activation points for electronic door entry systems should be located on the latch edge of the door (on the door face or the adjacent wall) with the activation point positioned within 200 mm of the door frame. They should where practicable, be operated by a proximity-type card, with the activation point at a height of between 900 mm and 1100 mm from finished floor level. Swipe-card and insertion-type systems, which require more precise hand control, should be orientated vertically, within a height range of 900 mm to 1 000 mm. They controls should not require the simultaneous use of two hands, and should contrast visually with the background with embossed information to aid tactile reading.	**M/OG**	

12.5	Urinals in the boys WCs contrast but do not feature grab rails to aid ambulant disabled persons.	It is suggested that urinals for wheelchair users and ambulant disabled people are provided as well. The wheelchair space in front of a urinal should be level. Vertical grab rails for the benefit of a disabled person who is standing should be provided on each side of a urinal where stall privacy dividers are not fitted. Fittings, 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. See below for suggested layout.	**M**	

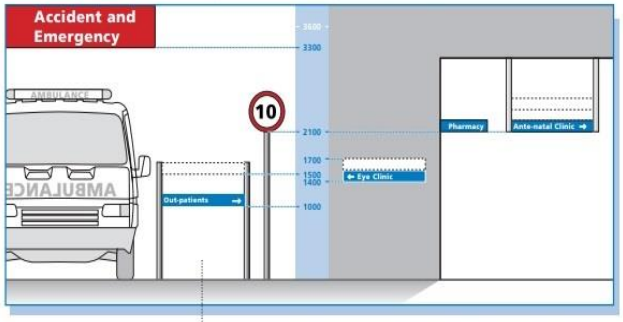
12.5 (cont)	**Figure 47** — *Urinals accessible to wheelchair users and people with ambulant mobility impairments*  **Key** 1 Line of top fixing for vertical grab rails 2 600 mm long grab rail for standing users 3 900 mm long grab rail for wheelchair users 4 Wall space kept free of pipework to 200 mm above floor unless urinal projects more than the minimum 360 mm from the wall 5 900 mm wide × 1 400 mm deep wheelchair access space A Suitable for people with ambulant mobility impairments B Suitable for wheelchair users			
12.6	WCs do not have lever style or sensor operated taps to aid people with dexterity impairments. Boys WC 75, 91, girls 74, 97	It is recommended that push and turn taps should be replaced with lever style or sensor taps, this will aid people with limited dexterity in their wrists. Lever style taps can be left on by kids. According to BS8300 - 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.	**M/OG**	

13.4	All accessible WCs had doors with grab rails fitted to the inner face but the contrast was not always sufficient where the grab rails are dark blue on a dark blue door. All had automatic lights and locks/ handles that are easily operated and compliant to BS8300.	Outward opening accessible WC doors should have a well contrasted horizontal pull/ grab-rail fitted to the interior face where no door closing device is fitted. This should be at a height of 800-1050mm with 900mm being preferred.	**M**	

14.2	Classrooms do not have chairs with armrests to aid ambulant disabled people. Pupils that were wheelchair users with PMLD were usually taught in their wheelchairs. Pupils had home and school chairs and would change chairs on arrival and before going home - storage is provided for this reason. Wheelchair parking area rooms 88, 126	A mixture of seating options should be provided. Seating should provide the following accessible features: 1) a variety of seat heights should be provided: 380 mm, 480 mm and 580 mm from finished floor level. Where only one seat is provided the seat height should be between 450 mm and 480 mm from finished floor level. 2) For some seats, back support and arm rests should be provided as some people requiring support need both. 3) Arm rests should be provided to help people lower themselves onto the seat and stand up and be provided at a height of 200 mm from the surface of the seat, and should extend from the back support forwards to cover at least 80% of the depth of the seat. Arm rests should contrast visually with the remainder of the seat and there should be a space between arm rests of at least 500 mm. 4) Back support should be provided at a height of at least 300 mm from seat level. 5) With bench seats, a level transfer space 1 200 mm wide should be located at one end, with an arm rest set in 500 mm to 750 mm from the transfer space. If there is more than one bench seat, a choice of left and right transfer should be provided.	**M**	

14.3	Dining area does not have a lowered counter but staff will provide support for pupils during lunch. No indication of induction loop seen. Seating and tables are movable but no seating with armrest were seen. Counter 880mm high	A self-service area should have a continuous counter at a height of 850 mm to allow a disabled person to manoeuvre a tray, and a suitable table should be provided within close proximity of the till. A range of table heights should be available, with the clear space to the underside of the tables between 700 mm and 800 mm. The dining counter does not feature an induction loop. Deemed reasonable to retain unless this is specifically asked for by a pupil who has a hearing impairment. Refer to recommendation 16.5 for more information.	**M**	
14.7	No height adjustable IT desks/ tables were seen.	Height adjustable table should ideally be purchased and installed for wheelchair users or people of small stature who may require use of one. Consideration should be given to providing adjustable height desks on demand for use by disabled pupils or staff in shared workshop and task areas. In workplaces or staff office areas adjustable height desks should be provided subject to individual workplace assessments.	**M**	

15.1	Signage throughout is good with directional and colour coded signage to most areas of the school. There is limited tactile or braille signage provided throughout the site to aid people with impaired vision. Some of the Way Out signs had braille at their base. There is was some pictorial signage seen to aid people with learning disabilities, but less than would be expected for a special school. Most signage used upper-case text only.	Review of way finding signage may be required. Whilst the latest BS8300 revision has downplayed the requirement for Braille, it has highlighted the importance of pictorial signage. Pictorial signage should be considered for throughout the site. There should be new directory boards and tactile/Braille signage on the actual doors. 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. 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.	**M**	

15.2	Upon entering the reception area there is a lack of suitable directory signage. This diagram gives general guidance on the suggested height for positioning different types of sign, determined by the intended use of the sign (all dimensions are given in millimetres)  NOTE: Position external signs that are likely to be obscured by passing or parked vehicles at least 1500 mm from the ground. Signs that are located away from possible obstructions can be positioned lower.	Signs and universally accepted symbols or pictograms, indicating lifting appliances, stairs, toilets, circulation routes and other parts of the building, should be provided in the reception area. The NHS Wayfinding guide and Exhibitions for All (NMS) offers good guidance regarding positioning. Consistency of sign height and position throughout the premises is important. Signs should be placed between 1400mm and 1700mm for blind and partially sighted people when standing. For wheelchair users signs should be placed between 1000mm and 1100mm above floor level. Signs associated with control panels, e.g. lifts or door entry systems should be located between 900mm x 1200mm, to meet the needs of both wheelchair users and people standing. The RNIB and the Joint Mobility Unit recommend positioning all signs at eye level (1500 mm), including tactile (embossed) and Braille signs. If posts are used for fixing signs, or signs are free-standing, they must contrast with the environment so they are visible for people with visual impairment.	**M/OG**	

15.3	WC doors had signage provided on most but the accessible shower/ changing facilities did not have signage. Lobby doors did not always have signage on them - and most lobbies led to 4 or 5 WCs/ WC areas. There is a lack of signage to indicate where the toilets are located, there is no tactile or Braille signage provided on the toilet doors.	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 WC is located. 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. 	**M**	

15.7	Various leaflets are provided in the parents meeting room and are positioned at above 1200mm which is too high for wheelchair users or for people of small stature. Alternative formats are not available - most information from Beckfoot/ Phoenix is provided online and parents will use their devices to translate as required. Requests can be made for alternative formats if needed.	Where printed information such as site maps or leaflets are made available to the public include provision of alternative formats. Provide written material in alternative formats such as Large Print, Easy Read and Braille and include the phrase "Alternative Formats Available on Request" on written material. You must have contacts and procedures in place to satisfy a request. See: https://www.gov.uk/government/publications/inclusive-communication/accessible-communication-formats Ensure that any statement is accompanied by the required contacts and processes to meet any request. For reach heights of information, it is recommended that items on display should be positioned such that they can be reached independently. Comfortable reach range for a wheelchair user would be at a height of 1000-650mm (750mm at the horizontal reference plane) and a depth of 180 - 90mm (180mm at the horizontal reference plane).	**M**	

16.2	The majority of the light switch plates seen are not suitably colour contrasted against their background. Lighting in most areas appeared to be automatic with a few manual switches seen. 	At the next refurbishment for the sites, it would be beneficial to change the existing light switch plates with alternatives that have a grey/silver plate. Alternatively, light switch plates with a contrasting surround could be used. This will ensure that they are easily located by people with impaired vision.	**M**	

PRIORITY D				
8.3	Key doors throughout have the appropriate vision panels. Some doors had vision panels located high which would not cover the recommended minimum zone of visibility of 500-1500mm from the floor as in BS8300.	Vision panels need to be included in frequently used doors where privacy (toilets etc.) is not required with a minimum visibility zone between 500mm and 1500mm from floor level and located at the side of the leading edge. Glass should comply with BS6206. It is recommended that site management implement a procedure to ensure that the temporary notices are not on the vision panels. This will prevent a potential collision hazard.	**M**	

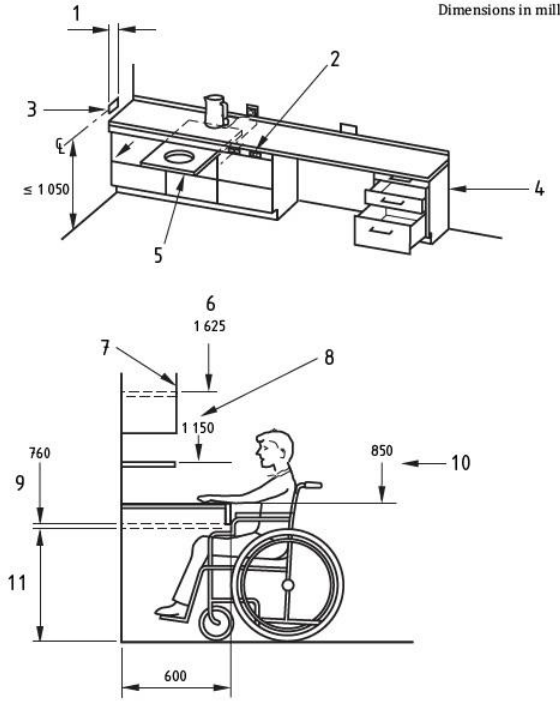
8.5	BS8300 compliant tubular style lever handles are provided throughout the site. Some handles were not set at recommended heights such as pull handles had bases that were higher then 1000mm. Lever handles were within range. Some doors had high lever handles for safety reasons which would mean if staff members were wheelchair users or short of stature they would struggle to use these doors. Pull handles height from floor level: 1080mm Lever handles height from floor level: 950mm Lever handles for security, height from floor level: 1750mm	During any refurbishment or replacement, BS8300 recommends that manual door controls should be between 700/1000mm max to 1300mm above floor level for pull handles, and 800-1050mm (900mm preferred) for lever handles. Preferably there should be a clear level approach of 1500 x 1500mm in front of the doorway and controls at least 350mm away from a corner. For easy identification, all door opening furniture should contrast visually with the surface of the door. New furniture handles should be well contrasted and tubular style operated via lever. Door knobs are generally difficult for use by people with ambulant disabilities. People who may have dexterity impairments or arthritis due to the wrist action required to open them. It is understood that door control systems in nursery may be positioned for safeguarding purposes; however, in the event that this room is to be accessed by a wheelchair user or someone who is short in stature, suitable procedures must be in place to ensure independent access can be gained.	**M/OG**	

14.8	A range of taps were seen and some were lever style taps. Others were turn taps. Classrooms had sinks with taps but not lowered counters. Room 86 teaching kitchen, 131 nursery kitchen have height adjustable hobs. Nursery has height adjustable sink in main area. Parents meeting room had a lower counter but not a specific style intended for use by a wheelchair user.	A kitchen area should have an unobstructed floor space of at least 1 500 mm × 1 500 mm between facing floor units or between floor units and a wall. Where possible, an unobstructed space or knee recess, at least 800 mm wide, should be provided to one side of kitchen appliances such as refrigerators, washing machines, freezers or ovens. Taps should be changed to lever style or automatic sensor taps to aid people with limited dexterity. The kitchenettes should include disability access, i.e., a section of work top lowered to 760mm (or 850 for a shared worksurface) with clear space underneath of minimum 700mm to allow wheelchair access; sink unit to have lever taps fitted, and utensils included. Refer to images.	**M/ST**	

14.8 (cont)

Figure 50 — *Work surfaces and accessories*

Dimensions in millimetres



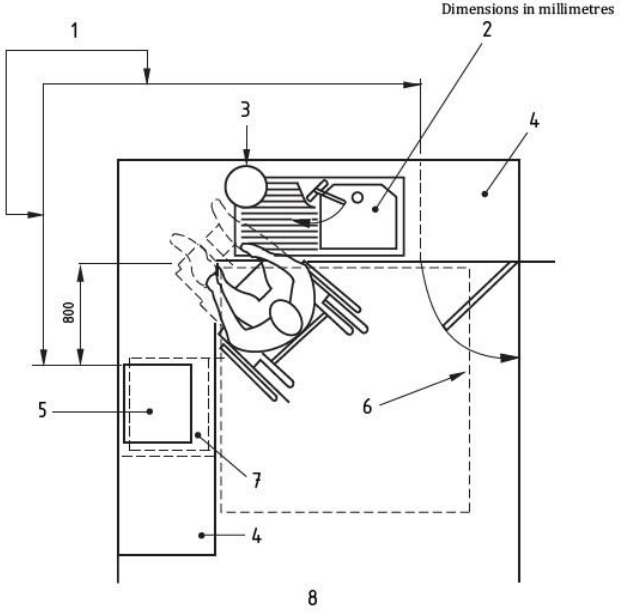
Key

1 Power sockets on side wall 150 mm max. back from the front of worktop
2 Isolating switches controlling sockets on rear wall above knee recess
3 Switched socket outlets 150 mm above work surface on side wall
4 Cabinet with deep pan drawers
5 Pull-out shelf above floor-mounted cupboard unit
6 Max. height reachable by people with ambulant mobility impairments
7 Standard location of wall cupboards
8 Maximum shelf height to allow reach from a wheelchair
9 Height of work surface specifically for wheelchair users (760 mm or adjustable height)
10 Height of work surface for a shared refreshment facility (850 mm or adjustable height)
11 Clear height 700 mm min. for knee recess

NOTE The drawing shows the use of a wheelchair with desk arms.

Figure 51 — *Layout of shared refreshment facility*

Dimensions in millimetres



Key

1 Clear space under worktop (structural support will be required for sink and worktop but should not impede access for wheelchair users)
2 150 mm deep sink bowl (insulated)
3 Water heater (may be freestanding subject to safety requirements)
4 Floor unit
5 Microwave oven
6 Wheelchair turning space (1 500 × 1 500) mm
7 Refrigerator under worktop
8 Work surface 850 mm above finished floor level or adjustable height

15.8	A tactile map would be beneficial for a school of this size and due to it being a special school with pupils with various additional learning support needs.	Suggest providing tactile options such as tactile handouts, or tactile maps internally within the site. BS8300 recommends that all key location information, such as sign directories, orientation signs, maps and plans, should be both visual and in tactile form where low enough to be touched. Where practicable, audible information should also be provided. Orientation ("you are here") information should be provided in accessible places. It should be clearly signposted and located alongside the main accessible route within a building, or clearly visible from the entrance to a building, so that it can be examined without restricting the access route. The orientation of maps and plans should match that of the building. Direct Access provides tactile maps, please contact us for further details.	**M**	