

Beckfoot Phoenix School - Accessibility Action Plan

Updated: 07/11/2025

Costs key: N=None, M=Minimal, OG=Ongoing, ST=Structural change, EX=Major structural change

	Work completed
	In progress
	Not yet progressed

Priority A

Item ref	Details / issue	Recommendation	Est cost	Action Taken
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	

Priority B

Item ref	Details / issue	Recommendation	Est cost	Action Taken
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	<p>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.</p> <p>The car park entrance gate has some accessible features such as LED lights but there is no contrast or tactile features to the controls.</p>	<p>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.</p> <p>ADM vol-2 requires that controls or switches requiring precise hand movements are located between 750-1200mm above the floor.</p> <p>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.</p> <p>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.</p> <p>The information associated with the controls should be embossed to aid tactile reading.</p>	M	
2.6	<p>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.</p>	<p>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</p>	M	
6.8	<p>There are no chairs with armrests to aid people with ambulant disabilities within the reception waiting area.</p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>4) Back support should be provided at a height of at least 300 mm from seat level.</p> <p>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.</p>	M	

Priority C


Item ref	Details / issue	Recommendation	Est cost	Action Taken
1.3	Pathways approaching the school appear to be narrow at less than 1800mm wide.	<p>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.</p> <p>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.</p> <p>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.</p>	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.	<p>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.</p> <p>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.</p> <p>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:</p> <p>graphic communication, for example:</p> <ul style="list-style-type: none"> • 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.	<p>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.</p> <p>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.</p>	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	<p>Auditor was not asked prior to arrival but the site is very accessible.</p> <p>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.</p>	<p>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.</p> <p>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</p> <p>Site management need to ensure that the appropriate procedures are implemented.</p>	N	
6.10	<p>Auditor was not asked on arrival but the site is very accessible.</p> <p>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.</p>	<p>Refer to recommendation for 6.9.</p>	N	
8.7	<p>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.</p> <p>Keycard pads were set at suitable heights at lower than 1200mm from floor level.</p> <p>Keypad 1390mm FFL</p> <p>Keycard pads 1140mm FFL</p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	M/OG	
12.5	<p>Urinals in the boys WCs contrast but do not feature grab rails to aid ambulant disabled persons.</p>	<p>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.</p> <p>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.</p> <p>See below for suggested layout.</p>	M	
12.6	<p>WCs do not have lever style or sensor operated taps to aid people with dexterity impairments.</p> <p>Boys WC 75, 91, girls 74, 97</p>	<p>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.</p> <p>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.</p>	M/OG	

13.4	<p>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.</p> <p>All had automatic lights and locks/ handles that are easily operated and compliant to BS8300.</p>	<p>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.</p>	M	
14.2	<p>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.</p> <p>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</p>		M	
14.3	<p>Dining area does not have a lowered counter but staff will provide support for pupils during lunch. No indication of induction loop seen.</p> <p>Seating and tables are movable but no seating with armrest were seen.</p> <p>Counter 880mm high</p>	<p>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.</p> <p>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.</p>	M	
14.7	<p>No height adjustable IT desks/ tables were seen.</p>	<p>Height adjustable table should ideally be purchased and installed for wheelchair users or people of small stature who may require use of one.</p> <p>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.</p>	M	
15.1	<p>Signage throughout is good with directional and colour coded signage to most areas of the school.</p> <p>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.</p> <p>There is was some pictorial signage seen to aid people with learning disabilities, but less than would be expected for a special school.</p> <p>Most signage used upper-case text only.</p>	<p>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.</p> <p>Pictorial signage should be considered for throughout the site. There should be new directory boards and tactile/Braille signage on the actual doors.</p> <p>Words entirely in upper case type (capital) should also be avoided. A sans serif type face with a relatively large "capital" height to "x" height should be used.</p> <p>BS8300 - Signs and universally accepted symbols or pictograms, indicating lifts, stairs, circulation routes and other parts of the building should be provided. Visual signs should be self- evident and, in particular, legible to visually impaired people. Plain English and pictograms together should be used to assist people with learning difficulties.</p>	M	

15.2	Upon entering the reception area there is a lack of suitable directory signage.	<p>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.</p> <p>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.</p> <p>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.</p>	M/OG	
15.3	<p>WC doors had signage provided on most but the accessible shower/ changing facilities did not have signage.</p> <p>Lobby doors did not always have signage on them - and most lobbies led to 4 or 5 WCs/ WC areas.</p> <p>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.</p>	<p>The appropriate toilet signage should be provided as part of the recommended way finding review, refer to 15.1. As well as signage on the toilet doors, there should also be signs indicating where the accessible WC is located.</p> <p>BS8300 states - Information and direction signs should be provided at each point where they are required, e.g. at junctions of circulation routes, at key locations such as doorways and reception points, at facilities such as telephones and toilets, and in rooms, spaces and counters. The colour, design and typeface of signs should be consistent throughout a building.</p>	M	
15.7	<p>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.</p> <p>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.</p>	<p>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</p> <p>Ensure that any statement is accompanied by the required contacts and processes to meet any request.</p> <p>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).</p>	M	

16.2	<p>The majority of the light switch plates seen are not suitably colour contrasted against their background.</p> <p>Lighting in most areas appeared to be automatic with a few manual switches seen.</p>	<p>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.</p> <p>Alternatively, light switch plates with a contrasting surround could be used.</p> <p>This will ensure that they are easily located by people with impaired vision.</p>	M	
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Priority D

Item ref	Details / issue	Recommendation	Est cost	Action Taken
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.	<p>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.</p> <p>☒ Glass should comply with BS6206.</p> <p>☒ 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.</p>	M	
8.5	<p>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 than 1000mm. Lever handles were within range.</p> <p>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.</p> <p>Pull handles height from floor level: 1080mm</p> <p>Lever handles height from floor level: 950mm</p> <p>Lever handles for security, height from floor level: 1750mm</p>	<p>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.</p> <p>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.</p> <p>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.</p>	M/OG	
14.8	<p>A range of taps were seen and some were lever style taps. Others were turn taps.</p> <p>Classrooms had sinks with taps but not lowered counters.</p> <p>Room 86 teaching kitchen, 131 nursery kitchen have height adjustable hobs.</p> <p>Nursery has height adjustable sink in main area.</p> <p>Parents meeting room had a lower counter but not a specific style intended for use by a wheelchair user.</p>	<p>A kitchen area should have an unobstructed floor space of at least 1 500 mm x 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.</p> <p>Taps should be changed to lever style or automatic sensor taps to aid people with limited dexterity.</p> <p>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.</p> <p>Refer to images.</p>	M/ST	

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.	<p>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.</p> <p>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.</p> <p>Direct Access provides tactile maps, please contact us for further details.</p>	M	
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