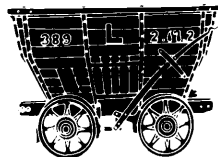


Beamish Primary School

BEAMISH



Accessibility Plan 2016-2019

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Section 1 Starting Points

a) **Objectives**

Our School has high ambitions for pupils with disabilities and will aim to provide the correct environment for them to participate and achieve in every aspect of school life.

Our school also intends to increase accessibility for staff and members of the public with disabilities.

b) **Pupil Data**

As part of our anticipatory duty we will attempt to identify potential pupils with disabilities who will attend the school.

We will do this by contacting our nursery unit, health visitor, parents and/or other private nursery school(s) and Head of SEN, County Hall.

c) **Accessibility Working Group**

In order to ensure that we take into consideration a wide range of views regarding accessibility issues in the school we intend to form a planning group that will consist:

- Headteacher
- Deputy Headteacher
- Chair of Governors
- If possible a member of the local community group with a long-term disability.

If our circumstances change we will appoint other relevant members (i.e. parent of a disabled child).

Section 2 The Main priorities of the School's Accessibility Plan

In compiling its Accessibility Plan the school will utilise the "support package" provided via the schools extranet. These resources will be used in conjunction with the database software that highlights issues relating to all three areas from the planning duties:

(a) Improving the physical environment

Following the school's audit we will take the issues of non-compliance detailed in our database and address each item individually and put forward our action plan, timescale and funding methods.

(b) Increasing access to the curriculum

Using the curriculum section within the database we will answer all questions and again propose our action plan, timeframe and funding to address any areas of shortfall.

(c) Providing information in different formats

Again using the information section within the database we will answer all questions and again propose our action plan, timeframe and funding to address any areas of shortfall.

(d) We will also use the additional information section within the database in order to cover any issues that are not detailed within the audit, curriculum and information sections.

(e) We will develop and implement an **Evacuation of Disabled People Plan** and **Personal Emergency Evacuation Plan (PEEP)** using the guidance and instructions from British Standards (BS 5588-12:2004).

ACCESS AUDIT

Priority 1

Priority 2

Priority 3

Priority 4

Priority 5

Priority 6

Priority 7

Priority 1 Immediate/Urgent Work

K.1.2 Are ground floor exit routes as accessible as entrance routes?
Priority
1 - Immediate/Urgent work
Location
Block 0 - Generally
Comments
Provide all stepped emergency exits with ramps
Compliant: No Timescale: 3 Years Funding: Devolved Capital
Action / Future Plan
Cost through Service Direct, plan when work can be completed

Priority 2 - As soon as possible

A.2.2 Are the gates / barriers to the site easily operated?
Priority
2 - As soon as possible
Location
Block 0 - Off Gladstone Street
Comments
Replace inadequate gate handles with ones more easily operated
Compliant: No Timescale: 3 Years Funding: Devolved Capital
Action / Future Plan
To be part of maintenance to surrounding fences

A.3.2 Are there designated car parking spaces for people with disabilities?
Priority
2 - As soon as possible
Location
Block 0 - Car park
Comments
Mark out 1 disabled bay and provide adequate post mounted route and location signage
Compliant: No Timescale: 3 Years Funding: Devolved Capital
Action / Future Plan
Identify a disabled parking bay and provide signage.

A.3.9 Are the routes from the car parking area to the buildings unobstructed and accessible?
Priority
2 - As soon as possible
Location
Block 0 - Car park
Comments
Fit dropped kerb to allow access to the pathway leading to the building
Compliant: No Timescale: 3 Years Funding: Devolved Capital
Action / Future Plan
To proceed when disabled bay is marked in car park

B.1.7 Is the route free of hazards such as building features, litter bins?
Priority
2 - As soon as possible
Location
Block 0 - Site paths and paved areas
Comments
Make junctions with service duct covers flush with surrounding pavings to remove trip hazards
Compliant: No Timescale: 3 Years Funding: Devolved Capital
Action / Future Plan
Consider installing drain covers to make surface level

B.1.8 Is the route adequately lit?
Priority
2 - As soon as possible
Location
Block 0 - Site paths and paved areas
Comments
Improve the general level of lighting to all path and playground areas
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
Assess which areas need additional lighting and cost.

B.1.10 Are the drainage channels/gratings adequate?
Priority
2 - As soon as possible
Location
Block 0 - Site paths and paved areas
Comments
Cover all open storm water gulleys and drainage channels
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
Investigate possibility of drain covers to walkway area

C.1.1 Is there a ramp?
Priority
2 - As soon as possible
Location
Block 2 - 0/010 - Nursery main entrance
Comments
Form ramp & step set to negotiate 480mm stepped approach to the landing
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
To be considered as part of pathway to nursery maintenance

C.1.1 Is there a ramp?
Priority
2 - As soon as possible
Location
Block 1 - 0/03 - Main entrance
Comments
Form ramp to negotiate 100mm threshold step to entrance doors
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
Step is now 60mm after tarmac has been replaced. Investigate ways of making level

C.1.15 Are visual and tactile signs provided at the top and bottom of steps?
Priority
2 - As soon as possible
Location
Block 2 - 0/02 - Pupils entrance
Comments
Fit tactile markings to the top and bottom of the steps to warn of the level change
Compliant: No Timescale: 3-6 Years Funding: Other Funding
Action / Future Plan
To be considered during ongoing maintenance

C.3.1 Is the opening of the main entrance door of an adequate width?
Priority
2 - As soon as possible
Location
Block 1 - 0/03 - Main entrance
Comments
Replace 640mm door set with a door and a half set at least 800mm wide and preferably 900mm wide
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
To be considered when door replacement is necessary

C.3.1 Is the opening of the main entrance door of an adequate width?
Priority
2 - As soon as possible
Location
Block 2 - 0/010 - Nursery main entrance
Comments
Replace 710mm door set with a door and a half set at least 800mm wide and preferably 900mm wide
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
To be considered when door replacement is necessary

C.5.2 Does the lobby door meet disabled access criteria?
Priority
2 - As soon as possible
Location
Block 1 - 0/03 - Main entrance
Comments
Replace 620mm door set to corridor 0/05 with a door and a half set & fit lever type handles
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
Doors remain open for access. Consider wider door when doors are replaced

C.5.6 Is the transitional lighting adequate?
Priority
2 - As soon as possible
Location
Block 1 - 0/03 - Main entrance
Comments
Improve lighting level to remove areas of shade and darkness
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
As part of work to windows and doors identify areas and cost

D.1.9 Are tactile signs available for use by people with impaired vision?
Priority
2 - As soon as possible
Location
Block 1 - 0/05 - Corridor
Comments
Provision of tactile signage elements included in general signage costed above
Compliant: No Timescale: Within 3 years Funding: Other Funding
Action / Future Plan
When auditing and resourcing signage necessary ensure that tactile signage is included.

D.1.10 Is adequate seating provided along routes?
Priority
2 - As soon as possible
Location
Block 1 - 0/05 - Corridor
Comments
Share accessible seating costed later in this audit
Compliant: No Timescale: Not Specified Funding: Not Specified
Action / Future Plan

D.3.10 Is the area free from obstructions and hazards for wheelchair users and people with impaired vision?
Priority
2 - As soon as possible
Location
Block 1 - Classrooms
Comments
Replace door knobs with lever handles on 830mm doors to these rooms
Compliant: No Timescale: 3-6 Years Funding: Other Funding
Action / Future Plan
When doors need replacement, new handles and door knobs will be fitted

D.3.10 Is the area free from obstructions and hazards for wheelchair users and people with impaired vision?
Priority
2 - As soon as possible
Location
Block 2 - Staff offices
Comments
Replace 710mm door to head teachers office 0/01 with a wider leaf
Compliant: No Timescale: 3-6 Years Funding: Not Specified
Action / Future Plan
When door replacement necessary width will be altered

D.3.10 Is the area free from obstructions and hazards for wheelchair users and people with impaired vision?
Priority
2 - As soon as possible
Location
Block 1 - 0/04 - Administration office
Comments
Fit vision panel in door to office & replace pull handle with a lever handle
Compliant: No Timescale: 3-6 Years Funding: Not Specified
Action / Future Plan
When door replacement is necessary vision panel and pull handle will be incorporated

D.3.11 Are seating arrangements/spaces suitable for use by people with disabilities?
Priority
2 - As soon as possible
Location
Block 1 - 0/04 - Administration office
Comments
Share accessible seating costed later in this audit
Compliant: No Timescale: 3-6 Years Funding: Not Specified
Action / Future Plan

D.3.11 Are seating arrangements/spaces suitable for use by people with disabilities?
Priority
2 - As soon as possible
Location
Block 2 - Staff offices
Comments
Share accessible seating costed later in this audit
Compliant: No Timescale: 3-6 Years Funding: Not Specified
Action / Future Plan

D.3.11 Are seating arrangements/spaces suitable for use by people with disabilities?
Priority
2 - As soon as possible
Location
Block 2 - Nursery activity rooms
Comments
Share accessible seating costed later in this audit
Compliant: No Timescale: 3-6 Years Funding: Other Funding
Action / Future Plan

D.3.11 Are seating arrangements/spaces suitable for use by people with disabilities?
Priority
2 - As soon as possible
Location
Block 1 - 0/012 - Assembly Hall
Comments
Share accessible seating costed later in this audit
Compliant: No Timescale: 3-6 Years Funding: Not Specified
Action / Future Plan

D.3.11 Are seating arrangements/spaces suitable for use by people with disabilities?
Priority
2 - As soon as possible
Location
Block 1 - Classrooms
Comments
Share accessible seating costed later in this audit
Compliant: No Timescale: 3-6 Years Funding: Not Specified
Action / Future Plan

D.3.12 Are all areas for assembly equipped with an induction loop and signage?
Priority
2 - As soon as possible
Location
Block 2 - Staff offices
Comments
Share portable induction loop costed later in this audit
Compliant: No Timescale: 3-6 Years Funding: Not Specified
Action / Future Plan

D.3.12 Are all areas for assembly equipped with an induction loop and signage?
Priority
2 - As soon as possible
Location
Block 1 - 0/012 - Assembly Hall
Comments
Fit loop & display signage advertising its provision
Compliant: No Timescale: 3-6 Years Funding: Not Specified
Action / Future Plan

D.3.12 Are all areas for assembly equipped with an induction loop and signage?
Priority
2 - As soon as possible
Location
Block 2 - Nursery activity rooms
Comments
Share portable induction loop costed later in this audit
Compliant: No Timescale: 3-6 Years Funding: Not Specified
Action / Future Plan

D.3.12 Are all areas for assembly equipped with an induction loop and signage?
Priority
2 - As soon as possible
Location
Block 1 - 0/04 - Administration office
Comments
Share portable induction loop costed later in this audit
Compliant: No Timescale: 3-6 Years Funding: Not Specified
Action / Future Plan

D.3.12 Are all areas for assembly equipped with an induction loop and signage?
Priority
2 - As soon as possible
Location
Block 1 - Classrooms
Comments
Share portable induction loop costed later in this audit
Compliant: No Timescale: 3-6 Years Funding: Not Specified
Action / Future Plan

D.3.15 Is a minicom available?
Priority
2 - As soon as possible
Location
Block 1 - 0/04 - Administration office
Comments
Consider provision of a text phone to communicate with persons with hearing impairments
Compliant: No Timescale: 3-6 Years Funding: Other Funding
Action / Future Plan
Will be considered if need arises

F.1.2 Does the door and door furniture comply with BS8300?
Priority
2 - As soon as possible
Location
Block 1 - All doors
Comments
See details below or recorded elsewhere in this audit
Compliant: Yes Timescale: Not Specified Funding: Devolved Capital
Action / Future Plan
Doors to be fitted when windows are replaced to double glazed standard for energy efficient school

F.1.2 Does the door and door furniture comply with BS8300?
Priority
2 - As soon as possible
Location
Block 2 - All doors
Comments
See details below or recorded elsewhere in this audit
Compliant: No Timescale: 3 Years Funding: Devolved Capital
Action / Future Plan
Doors refitted to match windows on rolling programme of replacement

F.1.6 Is the opening of the door a sufficient width for wheelchair use?
Priority
2 - As soon as possible
Location
Block 2 - All doors
Comments
Provision of wider doors costed elsewhere in this audit
Compliant: No Timescale: 3 Years Funding: Devolved Capital
Action / Future Plan
View F1. 2

F.1.6 Is the opening of the door a sufficient width for wheelchair use?
Priority
2 - As soon as possible
Location
Block 1 - All doors
Comments
Provision of wider doors costed elsewhere in this audit
Compliant: No Timescale: 3 Years Funding: Devolved Capital
Action / Future Plan
View F1. 2

F.1.10 Are the controls easily gripped and operated?
Priority
2 - As soon as possible
Location
Block 1 - All doors
Comments
Replacement of pull handles & door knobs with lever handles costed elsewhere in this audit
Compliant: No Timescale: 3 Years Funding: Devolved Capital
Action / Future Plan
View F1.2

G.1.3 Is the WC door easily negotiated?
Priority
2 - As soon as possible
Location
Block 1 - 0/014 - Female staff toilet
Comments
Fit lever handle to 700mm door to lobby from corridor 0/05 to supplement pull handle
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
When doors need replacement consider different handles

G.1.5 Is there sufficient space to manoeuvre and open doors?
Priority
2 - As soon as possible
Location
Block 1 - 0/01 - Boys toilet
Comments
Rehang door to 1x 1437mm x 740mm cubicle to open outwards in to the washroom
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
When toilets refurbished 1 cubicle to have door opening outwards

G.1.5 Is there sufficient space to manoeuvre and open doors?
Priority
2 - As soon as possible
Location
Block 1 - 0/018 - Girls toilet
Comments
Rehang door to 1x 1437mm x 740mm cubicle to open outwards in to the washroom
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
When toilets refurbished, install door to open outwards

G.1.7 Are the compartment door controls easily gripped and operated?
Priority
2 - As soon as possible
Location
Block 1 - 0/016 - Male staff toilet
Comments
Fit light action privacy bolt with emergency opening mechanism & easily gripped handle to door
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
When toilet refurbished ensure appropriate privacy bolt fitted

G.1.7 Are the compartment door controls easily gripped and operated?
Priority
2 - As soon as possible
Location
Block 1 - 0/015 - Female staff toilet
Comments
Fit light action privacy bolt with emergency opening mechanism to cubicle door
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
Refurb of staff toilets - unisex with disabled facilities

G.1.7 Are the compartment door controls easily gripped and operated?
Priority
2 - As soon as possible
Location
Block 1 - 0/01 - Boys toilet
Comments
Fit light action privacy bolt with emergency opening mechanism & easily gripped handle to door
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
Use of staff refurbished toilet

G.1.7 Are the compartment door controls easily gripped and operated?
Priority
2 - As soon as possible
Location
Block 1 - 0/018 - Girls toilet
Comments
Fit light action privacy bolt with emergency opening mechanism & easily gripped handle to door
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
Children who are disabled will have access to staff refurbished disabled toilet

G.1.8 Can ambulant disabled people manoeuvre and rise and lower themselves in a standard cubicle?
Priority
2 - As soon as possible
Location
Block 1 - 0/015 - Female staff toilet
Comments
Fit grab rails to assist a user to lower and/or raise themselves within cubicle
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
Refurbish staff toilet to create unisex disabled facility

G.1.8 Can ambulant disabled people manoeuvre and rise and lower themselves in a standard cubicle?
Priority
2 - As soon as possible
Location
Block 1 - 0/018 - Girls toilet
Comments
Fit grab rail to cubicle with re-hung door & identify provision of rail in it
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
Children who are disabled will have access to staff toilet when refurb complete

G.1.8 Can ambulant disabled people manoeuvre and rise and lower themselves in a standard cubicle?
Priority
2 - As soon as possible
Location
Block 1 - 0/01 - Boys toilet
Comments
Fit grab rails to assist a user to lower and/or raise themselves within cubicle & fit rail to urinal
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
Children who are disabled will have access to staff disabled toilet when refurb complete

G.1.8 Can ambulant disabled people manoeuvre and rise and lower themselves in a standard cubicle?
Priority
2 - As soon as possible
Location
Block 1 - 0/016 - Male staff toilet
Comments
Fit grab rails to assist a user to lower and/or raise themselves within cubicle
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan

G.2.1 Is provision made for wheelchair users?
Priority
2 - As soon as possible
Location
Block 1 - To be determined
Comments
Form unisex disabled toilet cubicle close to main entrance area
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
Unisex disabled toilet to be created when staff toilets are reburbed

H.2.3 Are the seats stable, with arm rests, and are they provided in a range of heights?
Priority
2 - As soon as possible
Location
Block 0 - Generally
Comments
Provide a range of adjustable height seats with and without arms for use throughout the building
Compliant: No Timescale: 3 Years Funding: Other Funding
Action / Future Plan
To be considered as part of furniture renewal

H.5.6 Are induction loops fitted wherever information is given or meetings are being held?
Priority
2 - As soon as possible
Location
Block 0 - Generally
Comments
Provide portable induction loop for use throughout the school where and when required
Compliant: No Timescale: 3-6 Years Funding: Other Funding
Action / Future Plan
Will be considered as part of future refurbishment work

K.1.1 Is the audible alarm supplemented by a visual system?
Priority
2 - As soon as possible
Location
Block 0 - Generally
Comments
Install LED visual beacons to supplement the audible alarm system
Compliant: No Timescale: 3-6 Years Funding: Other Funding
Action / Future Plan
Will be considered when alarms are due for renewal

Priority 3 – Part of Maintenance work

D.1.15 Are textured surfaces used to convey information?
Priority
3 - Part of Maintenance work
Location
Block 1 - 0/05 - Corridor
Comments
Consider use of textured surfaces to identify key routes & areas such as toilets
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
This will be considered as part of our maintenance work.

D.3.13 If use of an induction loop is precluded is an infra red system available?
Priority
3 - Part of Maintenance work
Location
Block 2 - Staff offices
Comments
Share portable infrared loop costed later in this audit
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
As part of our maintenance work we will look at the costings for a shared portable infrared loop - no current need in school.

D.3.13 If use of an induction loop is precluded is an infra red system available?
Priority
3 - Part of Maintenance work
Location
Block 1 - 0/04 - Administration office
Comments
Share portable infrared loop costed later in this audit
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
As part of our maintenance work we will look at the costings for a shared portable infrared loop - no current need in school.

D.3.16 Are fixtures and fittings within easy reach?
Priority
3 - Part of Maintenance work
Location
Block 1 - Classrooms
Comments
Provide mobile adjustable height PC workstation for use throughout these rooms
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
As part of our maintenance work we will investigate the cost of providing mobile adjustable height PC workstations for use throughout school or when a particular need arises.

D.3.17 Are outlets, switches and controls easily reached?
Priority
3 - Part of Maintenance work
Location
Block 1 - Classrooms
Comments
Lower light switches currently at 1380mm to a level at or below 1200mm
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
Light switches in classrooms to be lowered as part of our maintenance work.

D.3.17 Are outlets, switches and controls easily reached?
Priority
3 - Part of Maintenance work
Location
Block 1 - 0/04 - Administration office
Comments
Lower light switches currently at 1380mm to a level at or below 1200mm
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
Light switches in Administration Office to be lowered as part of our maintenance work.

D.3.17 Are outlets, switches and controls easily reached?
Priority
3 - Part of Maintenance work
Location
Block 1 - 0/012 - Assembly Hall
Comments
Lower light switches currently at 1400mm to a level at or below 1200mm
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
Light switches in Assembly Hall to be lowered as part of our maintenance work.

D.3.17 Are outlets, switches and controls easily reached?
Priority
3 - Part of Maintenance work
Location
Block 2 - Staff offices
Comments
Lower light switches currently at 1380mm to a level at or below 1200mm
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
Light switches in staff offices to be lowered as part of our maintenance work.

G.2.1 Is provision made for wheelchair users?
Priority
3 - Part of Maintenance work
Location
Block 2 - To be determined
Comments
Form unisex disabled toilet cubicle for the use of all visitors close to main entrance area
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
Staff toilet will be refurbished, become unisex, and will have disabled facilities as part of our maintenance work.

H.5.7 If the use of an induction loop is precluded is an infra red system available?
Priority
3 - Part of Maintenance work
Location
Block 0 - Generally
Comments
Provide portable infrared loop for use throughout the school where and when required
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
Portable loop to be provided when a specific need arises or as part of our maintenance work.

I.1.5 Can all fixtures, fittings and appliances including switches and controls be easily reached and operated?
Priority
3 - Part of Maintenance work
Location
Block 1 - 0/07 - Kitchen
Comments
Replace 650mm door set to corridor 0/05 with a door & a half set
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
Kitchen refurbishment to be discussed with Taylor Shaw and form part of our maintenance work.

Priority 5 – When a specific Need Arises

C.1.18 Is a portable ramp, stair lift or platform lift available?
Priority
5 - When a specific need is identified
Location
Block 1 - 0/03 - Main entrance
Comments
Not appropriate to provide mechanical means of lift in this location
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
We will look to providing a portable ramp, stair lift or platform lift when a specific need arises.

C.1.18 Is a portable ramp, stair lift or platform lift available?
Priority
5 - When a specific need is identified
Location
Block 2 - 0/010 - Nursery main entrance
Comments
Not appropriate to provide mechanical means of lift in this location
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
We will look to providing a portable ramp, stair lift or platform lift when a specific need arises.

C.1.18 Is a portable ramp, stair lift or platform lift available?
Priority
5 - When a specific need is identified
Location
Block 2 - 0/02 - Pupils entrance
Comments
Not appropriate to provide mechanical means of lift in this location
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
We will look to providing a portable ramp, stair lift or platform lift when a specific need arises.

D.3.10 Is the area free from obstructions and hazards for wheelchair users and people with impaired vision?
Priority
5 - When a specific need is identified
Location
Block 2 - Nursery activity rooms
Comments
Not practical to widen 700mm door to lobby area 0/02 because of structural constraints
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
Identify when a specific need arises - occupational therapy issues where necessary

F.1.8 Is the door control at a height suitable for both standing and seated users?
Priority
5 - When a specific need is identified
Location
Block 2 - All doors
Comments
Lever handles on nursery area doors high level for security
Compliant: Yes Timescale: Not Specified Funding: Not Specified
Action / Future Plan
View F1.2

Priority 6 No Action Reasonably Practical

C.1.1 Is there a ramp?
Priority
6 - No action reasonably practical
Location
Block 2 - 0/02 - Pupils entrance
Comments
Form ramp to negotiate 600mm stepped level change to landing at doors
Compliant: No Timescale: 3-6 Years Funding: Other Funding
Action / Future Plan
Use alternative entrances - class one entrance for access to playground and exterior of the building

C.3.1 Is the opening of the main entrance door of an adequate width?
Priority
6 - No action reasonably practical
Location
Block 2 - 0/02 - Pupils entrance
Comments
Replace 715mm door set with a door and a half set at least 800mm wide and preferably 900mm wide
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
New doors have been recently fitted. We do not have a current need in school and doors will be replaced on a rolling programme.

C.3.1 Is the opening of the main entrance door of an adequate width?
Priority
6 - No action reasonably practical
Location
Block 1 - 0/07 - Kitchen entrance
Comments
Replace 650mm door set with a door and a half set at least 800mm wide and preferably 900mm wide
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
New doors have been recently fitted. We do not have a current need in school and doors will be replaced on a rolling programme.

D.3.3 Is there sufficient circulation space for wheelchair users?
Priority
6 - No action reasonably practical
Location
Block 1 - Classrooms
Comments
Rearrange loose furniture to improve circulation space
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
Furniture rearranged when necessary - child in wheelchair recently managed very well around class and school

D.3.3 Is there sufficient circulation space for wheelchair users?
Priority
6 - No action reasonably practical
Location
Block 2 - Nursery activity rooms
Comments
Rearrange loose furniture to improve circulation space
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
Adapt when necessity arises

D.3.3 Is there sufficient circulation space for wheelchair users?
Priority
6 - No action reasonably practical
Location
Block 2 - Staff offices
Comments
Rearrange loose furniture to improve circulation space
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
Loose furniture rearranged and circulation space improved

D.3.14 Are there telephones fitted with inductive loop couplers?
Priority
6 - No action reasonably practical
Location
Block 1 - 0/04 - Administration office
Comments
Provide inductive couplers to office handsets as required
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
Should these be required provision will be made

D.3.14 Are there telephones fitted with inductive loop couplers?
Priority
6 - No action reasonably practical
Location
Block 2 - Staff offices
Comments
Provide inductive couplers to office handsets as required
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
Should the need arise this will be addressed immediately - assess regularly for need

D.3.16 Are fixtures and fittings within easy reach?
Priority
6 - No action reasonably practical
Location
Block 2 - Staff offices
Comments
Fit lever operated mixer tap to staffroom kitchenette sink unit
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
Identify needs alongside addressing all sink and bathroom furniture

E.2.7 Is a portable ramp, stair lift or platform lift available?
Priority
6 - No action reasonably practical
Location
Block 1 - 0/05 - Steps to Block 2
Comments
Consider provision of a stair lift to negotiate this 450mm level change
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
Gather quotes for ramps or stair lift, or identify alternative routes of access

I.1.2 Is the kitchen provided with fittings suitable for use by people with disabilities?
Priority
6 - No action reasonably practical
Location
Block 1 - 0/07 - Kitchen
Comments
Provide accessible worktops and equipment
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
Discuss with Taylor Shaw

I.1.4 Are work surfaces adequate?
Priority
6 - No action reasonably practical
Location
Block 1 - 0/07 - Kitchen
Comments
Provision of accessible worktops and equipment costed above
Compliant: No Timescale: 3 Years Funding: Other Funding
Action / Future Plan
Discuss with appropriate authorities – Taylor Shaw

K.1.6 Is there a personal egress plan in place for any member of staff who may require assistance?
Priority
6 - No action reasonably practical
Location
Block 0 - Generally
Comments
Provide plan for any staff member requiring assistance in an emergency, when the need arises
Compliant: Yes Timescale: Not Specified Funding: Other Funding
Action / Future Plan
We have a draft personal egress plan in place should anyone need assistance

Priority 7 – Outside curtilage of site

A.1.1 Within convenient walking distance of public highway?
Priority
7 - Outside curtilage of site
Location
Block 0 - Gladstone Street
Comments
School is located off Gladstone Street, a residential lane but is some 250m from nearest main road
Compliant: No Timescale: 3-6 Years Funding: Other Funding
Action / Future Plan
The school is situated at the end of a long residential street as indicated above 250m from the nearest main road therefore access is greatly impeded to the school.

A.1.2 Within convenient distance of public transport?
Priority
7 - Outside curtilage of site
Location
Block 0 - Gladstone Street
Comments
Nearest bus stops are some 300m away on main roadway through village
Compliant: No Timescale: 3-6 Years Funding: Devolved Capital
Action / Future Plan
Not practical to have a bus stop in a back street - no further action required

A.1.4 Is the route clearly marked and found?
Priority
7 - Outside curtilage of site
Location
Block 0 - Gladstone Street
Comments
Provide signage from village centre identifying route to school
Compliant: Yes Timescale: Not Specified Funding: Not Specified
Action / Future Plan

A.1.6 Is the route level?
Priority
7 - Outside curtilage of site
Location
Block 0 - Gladstone Street
Comments
Gradients on approach to the school follow the contours of the land - not practical to alter
Compliant: No Timescale: 3-6 Years Funding: Other Funding
Action / Future Plan
Not practical

A.1.7 Is the route free of kerbs?
Priority
7 - Outside curtilage of site
Location
Block 0 - Gladstone Street
Comments
Provide dropped kerbs to cross Gladstone Street
Compliant: No Timescale: Within 3 years Funding: Other Funding
Action / Future Plan
Contact HAL

A.1.8 Is the surface smooth and slip resistant?
Priority
7 - Outside curtilage of site
Location
Block 0 - Gladstone Street
Comments
Resurface pavement found to one side of street to remove trip hazards
Compliant: No Timescale: Within 3 years Funding: Other Funding
Action / Future Plan
Contact HAL

A.1.10 Is the route free of hazards such as building features, litter bins?
Priority
7 - Outside curtilage of site
Location
Block 0 - Gladstone Street
Comments
Highlight lamp & telegraph posts within the width of the pavement to identify them clearly
Compliant: No Timescale: Within 3 years Funding: Other Funding
Action / Future Plan
Contact HAL

Access to the Curriculum

Access to Information

Information ID: 1
Question
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 - Timescale: Ongoing Funding: Other Funding
Details / Future Plan
All information supplied to parents and children are done in an easily understood format. No current need in school to provide information in Braille or large print or symbols but we do have the facility to provide this if requested.

Information ID: 2
Question
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 - Timescale: Ongoing Funding: Other Funding
Details / Future Plan
We have no current need but we use interactive whiteboards to provide information at meetings etc.

Information ID: 3
Question
Do you have the facilities such as ICT to produce written information in different formats?
Yes - Timescale: Ongoing Funding: Other Funding
Details / Future Plan
We have various ICT packages which would meet various needs. All staff are trained in delivering these packages.

Section 3 Making it Happen

a)

Management

- (i) The Headteacher/Deputy Headteacher will coordinate the gathering and input of information into the database. This is an on-going process. The planning group will meet prior to the Governing Body Autumn term meeting in order to provide updates on the progress and implementation of the plan.
- (ii) As an agenda item of their Autumn term Governing Body meeting, Governors will begin to understand that it is their key responsibility to have a current school's Access Plan in place and identify priorities within their responsibilities. Governors will be kept up-to-date and will monitor and evaluate any changes against the plan on a yearly basis.
- (iii) As an agenda item of an appropriate staff meeting we will be able to offer/provide staff development and training to ensure that all staff are aware of the DDA duties as they apply to the school and also to secure the commitment of staff to removing barriers and increasing access and identify any specific training needs. The Accessibility Plan will be embedded in the School's Improvement Plan (SIP), SEN Plan, Staff Development Programme, Disability Equality Scheme (DES) and Curriculum Planning Programme. Minutes relating to this item will be circulated to Governors to enable them to carry out their evaluation and monitoring role.
- (iv) Aspects of DDA will be highlighted to the pupils, during SEAL and PHSCE and **once a year pupils will be asked to complete a survey** on their views on whether they think that the school has become more accessible to all. The results of this survey will be feedback to the Governors to enable them to carry out their evaluation and monitoring role.
- (v) Once estimates of costs are received regarding any relevant works these will be considered by the Finance Committee and reported to the full Governing Body meeting. Governors will then determine the priority and source of appropriate finance.

b)

Circulation

- (i) The Access Plan will be available in an easy to read paper copy format and can be viewed by appointment with the Headteacher.
- (ii) The Access Plan will be available on the School Website.
- (ii) The Headteacher will inform parents/visitors that there is an Access Plan in place via
 - the school brochure/newsletter
 - the school profile (which is circulated annually to parents/available on-line for parents to view, and/or any interested parties who should request a copy)

Any feedback or comments about the School's Accessibility Plan will be fed back to Governors to enable them to carry out their evaluation and monitoring role.

The indication and expected outcomes/performance criteria and timescales are all highlighted (on the database reports) within this plan.

ANNEXES

Annex 1

**Minutes of the Meeting of the Finance, Premises and Personnel Committee
held on
21st November 2017 at 3pm**

Present:

Mrs W Edwards (Headteacher), Mrs K.Telfer, Mrs W Guile (Chair of Committee) Mrs H Openshaw and Mrs J Carleton

Apologies:

Apologies for absence were received and accepted from Miss D Foster

Action		
<p>WE</p> <p>WE</p> <p>WE</p>	<p>The Headteacher informed the group that the main constituent parts of the plan are derived from the three planning duties i.e.</p> <ul style="list-style-type: none"> ➤ Improving the physical environment; ➤ Increasing access to the curriculum; ➤ Providing information in different formats. <p>The Accessibility Plan was discussed. Progress against the plan was noted and priorities for the year ahead agreed.</p> <p>RESOLVED:</p> <p>THAT WE would arrange for quotes to be obtained for the Priority One areas of the Plan;</p> <p>THAT WE would arrange for quotes to be obtained for the following Priority 2 areas:</p> <ul style="list-style-type: none"> • A ramp for the nursery entrance • Adjustment of the height of the tarmac at the main door to make it accessible <p>THAT WE would ensure that accessibility was considered carefully when any refurbishment was planned;</p> <p>THAT the school would take advice from County Hall as soon as any accessibility issue arises.</p>	<p>Overview of Access Plan and Constituent Parts</p>
	<p>Governors discussed the school's objectives, and it was</p> <p>RESOLVED:</p> <p>THAT the objectives be agreed.</p>	<p>Objectives for Action Plan</p>
<p>HT/DHT</p>	<p>Governor discussed a 'Way Forward', and it was</p> <p>RESOLVED:</p> <p>THAT the HT/DHT populated the Access Plan in November 2016/17;</p>	<p>Way Forward</p>

Govs	THAT the Access Plan for 2016/19 be approved;	
HT	THAT the school advertise on the school website and prospectus that the plan is available at school by prior appointment with the HT.	

Annex 2

Fire Safety Policy and Emergency Plan

Beamish Primary School and Nursery Unit

Fire Safety Duties –

The following persons have fire safety responsibility within the school –

- | | |
|-----------------|--|
| Head Teacher | – will ensure there is a Fire Safety Risk assessment and that preventive and protective measures are in place. |
| Caretaker | – will during the course of his/her duties ensure that fire safety measures are in place. |
| Teachers | – will take charge of pupils to ensure their class evacuates the building in an emergency.
- will actively ensure that the means of escape in their classroom is never obstructed or blocked. |
| All other staff | – will cooperate in the emergency procedures in event of a fire. |

Employees

Employees will be provided with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures to be taken to prevent fires, and how these measures will protect them if a fire breaks out.

The school will consult employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.

Employment of children

Before the employment of a child the Young Employee risk assessment, as detailed in the School Health & Safety Policy and Procedures Manual, will include the risk from fire and the measures taken to control the risk.

Non-Employees

The school will inform non-employees, such as students and temporary or contract workers, of the relevant risks to them, and provide them with information about the fire safety procedures for the premises. The information will include any part they will be expected to play in the evacuation of pupils from the premises.

Shared Premises

In premises that are shared with another organisations the school will co-operate and co-ordinate with other responsible persons to inform them of any significant risks, and how the school will seek to reduce/control those risks which might affect the safety of their employees.

Other organisations using the premises will be issued with a copy of the schools emergency procedures and will be expected to cooperate with the preventative measures put in place by the school.

Details of the Schools Emergency Plan

How people will be warned if there is a fire

The fire alarm is a continuous sounding bell

What staff should do if they discover a fire

Evacuate children and raise alarm on the way out of the building

What pupils or visitors should do if they discover a fire

Tell nearest member of staff and follow their instructions calmly and quietly

How the evacuation of the premises should be carried out

Leave by the nearest exit, do not stop to collect belongings or pets, move quickly and quietly but do not run, make your way to the designated assembly point. Staff to take with them class numbers and first aid kit from office and to marshal their pupils. Staff to leave building last.

Procedure for checking the premises have been evacuated

Assistant Head/Secretary to check toilets in school. Nursery Teacher to check all Nursery areas.

Where people should assemble after leaving the premises

Assembly point in yard at rear of school.

Identification of key escape routes & how they are accessed to escape to a place of safety

Map available in every teaching and staff area in school.

Arrangements for fighting fire

Do not attempt to fight the fire unless there are exceptional circumstances such as in order to escape, if the fire is already contained, such as a small amount of burning material in a waste bin, use of a fire blanket for a cooking or clothing fire. Instructions for use of fire extinguishers and fire blankets are on equipment.

The duties and identity of staff who have specific responsibilities if there is a fire

Secretary will contact emergency services, Class teachers to marshal children and have responsibilities for assembly points. First aid staff to be available.

Arrangements for evacuation of people especially at risk

Any person with mobility problems will have a written statement attached to this document.

Any appliances or power supplies that have to be isolated if there is a fire

Gas supply to kitchen to be isolated.

Specific arrangements for high risk areas

Boiler House, but is isolated from main school.

Contingency Plans for when safety systems are out of order

Call fire emergency services from mobile phone or neighbours phone in village. If fire is at rear of building assembly point will be at front of school on Gladstone Street.

How rescue services will be called and who is responsible for this

Emergency Services will be called by Secretary or Assistant Head Teacher. Telephone in office or library area.

Procedure for meeting rescue services on their arrival and notifying them of any special risks

Emergency Services will be met in car park by Assistant Head or Secretary.

What training employees need and the arrangements for ensuring that this training is given

Fire procedures discussed with all staff termly at staff meetings or on induction of new staff.

Plans for dealing with people once they have left the premises

Most children live in close proximity to the school so would be escorted home in groups by staff members.

Liaison between building owners, employers, residents and rescue services

Secretary or Caretaker to contact Property Help Desk for advice.

Emergency Plan draw up by - Mrs W Edwards

Date - 10th March 2010

Review Period – Annually

THE PURPOSE OF THE PLAN

The Purpose of this Plan is to ensure that individuals with disabilities will be able to evacuate the premises safely in the event of an emergency.

AWARENESS OF INDIVIDUALS WITH DISABILITIES

We are aware of the pupils and staff with disabilities currently in school who require assistance with evacuation and we have attempted to identify other individuals that might have difficulty evacuating the premises or who might need assistance by placing a sign (above the visitors' signing in book in the reception area) that states:

***If you need assistance in evacuating the premises
in the case of an emergency – please make that
known to a member of staff.***

At that time we will make visitors aware of the **Refuge Areas** and our standard **Emergency Evacuation Procedures** i.e. Fire Drill Procedures.

USE OF REFUGES

There are three refuge areas and these are located at:

- The end of the Key stage 2 corridor
- In the corner of the hall next to the P.E. store
- In the reception waiting room area

ALL REFUGE AREAS ARE CLEARLY SIGNED

In order to control the evacuation the Evacuation Management Team (EMT), that is made up of:

- Headteacher
- Assistant Head Teacher
- Nursery Teacher

In the case of emergency the EMT will visit each refuge and use the information given at sign in to establish:

- How many disabled people there are in the building
- The nature of their disability
- The refuge or refuges in which they are located

At all times individuals with disabilities will be kept informed of the situation and told about the actions that EMT members will be taking in order to effect their safe evacuation.

EVACUATION USING STAIRWAYS

Visually impaired people will be guided on level surfaces by allowing them to take a trained helper's arm and follow the helper. On stairways the helper will descend first and the visually impaired person will be asked to follow with a hand on the helper's shoulder. If a visually impaired person is accompanied by a guide dog, the person will be asked how best the animal can be helped. For example some guide dogs follow on their owner's command but generally, when a helper is leading a visually impaired person, the guide dog will be held by the leash, as apposed to the harness.

Whilst many disabled people are able to descend (or ascend) a stairway, possibly with assistance, others might need to be carried. Where wheelchair users need to be carried, it is generally preferable for them to be carried in their own chair, but evacuation chairs will be made available are an option. The method of evacuation will be discussed with the individuals concerned and incorporated into their Standard or PEEP.

NOTE: Members of staff designated by the EMT to help disabled people evacuate in the event of fire will be fully trained in the techniques of helping them to evacuate in this way i.e. manually handling and any other associated training.

NOTE: Where equipment is provided to assist in the evacuation of disabled people (e.g. evacuation chairs, stair traversing devices etc) we will ensure that its operational capability is maintained.

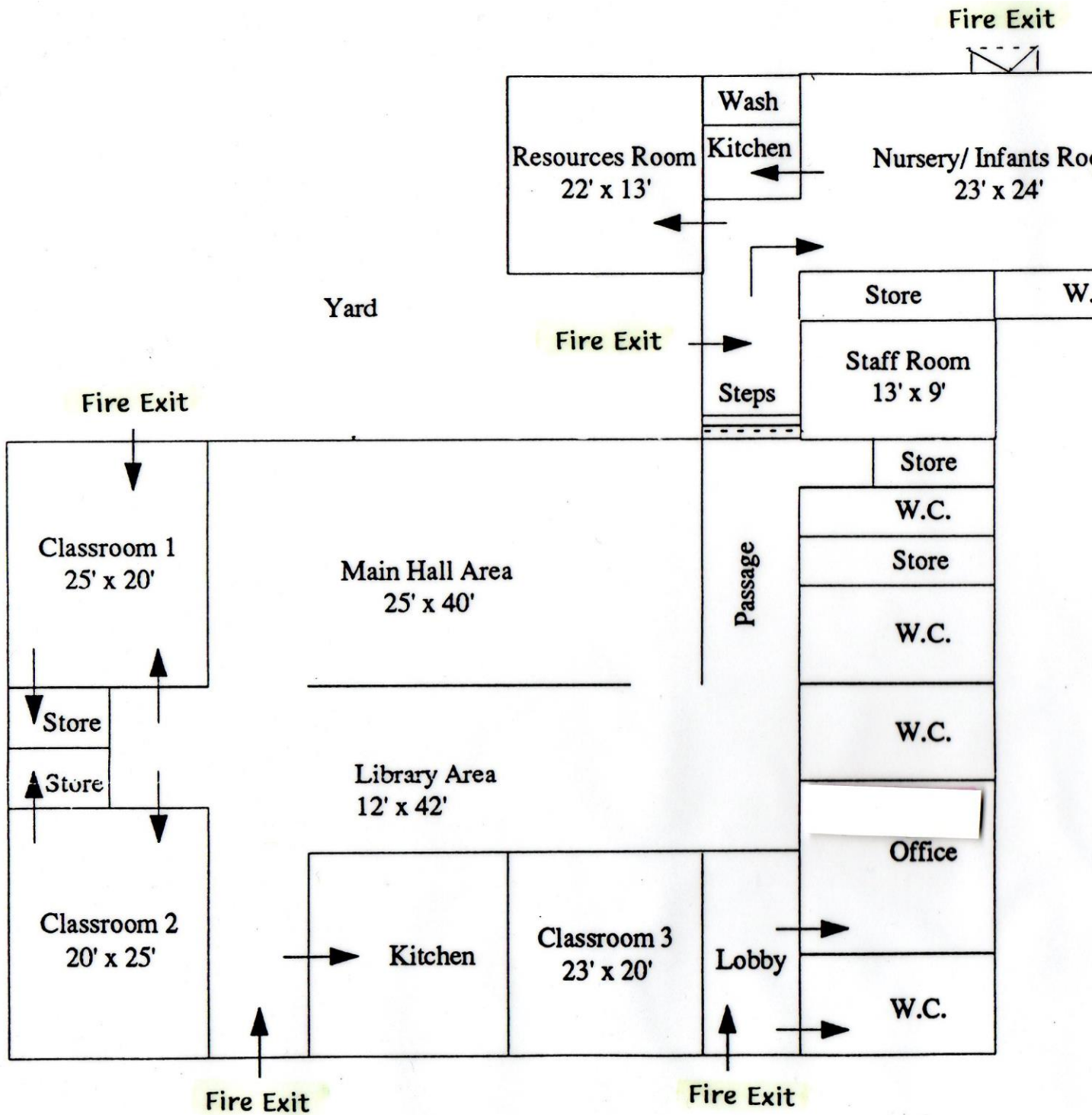
USE OF PERSONAL EMERGENCY EVACUATION PLANS (PEEPs)

We recommended Personal Emergency Evacuation Plans (PEEPs) are for those people with disabilities using the premises on a **regular** basis that require assistance to leave the building. PEEP's will be written by management in conjunction with the individual(s) concerned and are based on knowledge of the structural provisions within the building. PEEP's will explain the method of escape to be used in each area of the building on a case-by-case basis, and when agreed one copy is given to the individual and one copy is retained by the SMT. For those individuals with disabilities that visit the premises we will provide a standard plan when they sign in at reception.

Through the recording of PEEP's, the SMT will be aware of the amount of staff support required for each evacuation.

REVIEW

This plan will be reviewed on an annual basis.



Annex 5 School Floor Plan