

# **ACCESSIBILITY PLAN**

## **Carlton le Willows Academy**



|                            |            |                       |
|----------------------------|------------|-----------------------|
| <b>Approved by:</b>        | J Mehat    | <b>Date:</b> 12/03/24 |
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## Accessibility Plan Regulatory Requirements

Schools and academies are required under the Equality Act 2010 to have an accessibility plan. The purpose of the plan is to:

- **Increase the extent to which disabled pupils can participate in the curriculum.** This covers teaching and learning and the wider curriculum including participation in after-school clubs, leisure and cultural activities and academy visits.
- **Improve the physical environment of the school** to enable disabled pupils to take better advantage of education, benefits, facilities and services provided
- **Improve the delivery of written information to disabled pupils.** This will include planning to make the written information normally provided to pupils by the academy available to disabled pupils.

## Definitions

Disability is defined in the Equality Act 2010 as: “A person has a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day to day activities.”

Under the [Special Educational Needs and Disability \(SEND\) Code of Practice](#), ‘long-term’ is defined as ‘a year or more’ and ‘substantial’ is defined as ‘more than minor or trivial’. The definition includes dyslexia, autism, speech and language impairments, ADHD, sensory impairments such as those affecting sight or hearing, and long-term health conditions such as asthma, diabetes, epilepsy and cancer.

Schools and academies are required to make ‘reasonable adjustments’ for pupils with disabilities under the Equality Act 2010, to alleviate any substantial disadvantage that a disabled pupil faces in comparison with non-disabled pupils. This can include, for example, the provision of an auxiliary aid or adjustments to premises.

This policy complies with our funding agreement and articles of association.

## Aims

We aim to ensure that all pupils, regardless of disabilities or learning needs, have equal access to the academy. We strive to ensure that every pupil can take part in the whole school curriculum. We are committed to an inclusive curriculum and increasing access to the academy’s facilities for all. To achieve this the following will be put in place:

- Periodic completion of accessibility audits using the template in Appendix 2
- An accessibility plan will be written in response to the audit using the template in Appendix 1
- Sufficient time and resources will be assigned to implement the plan
- The accessibility plan will be subject to ongoing monitoring and review and will be fully reviewed every three years

## Publication

The accessibility plan will be made available online on the academy website, and paper copies are available upon request.

## Links with other policies

This accessibility plan is linked to the following policies and documents:

- Health and safety policy
- Equality, Diversity and Inclusion policy



- SEND policy
- Special educational needs (SEN) information report
- Supporting pupils with medical conditions policy
- Complaints policy



## Appendix 1 – Accessibility Action Plan

This action plan sets out the aims of our accessibility plan in accordance with the Equality Act 2010.

| AIM   | CURRENT GOOD PRACTICE   | ACTIONS TO BE TAKEN   | PERSON RESPONSIBLE | DEADLINE    | OUTCOME  |
|---|---|---|--------------------|-------------|--|
| Increase the extent to which pupils with disabilities can participate in the curriculum | <ul style="list-style-type: none"> <li>• Our school offers a differentiated curriculum for all pupils</li> <li>• We use resources tailored to the needs of pupils who require support to access the curriculum</li> <li>• Curriculum progress is tracked for all pupils, including those with a disability</li> <li>• Targets are set effectively and are appropriate for pupils with additional needs</li> <li>• The curriculum is reviewed to ensure it meets the needs of all pupils</li> <li>• Any external visit is adapted accordingly to ensure that it meets the needs of all pupils</li> </ul> | <ul style="list-style-type: none"> <li>• Subject leaders to complete audit to review teaching of protected characteristics as part of QA process</li> </ul> | VP/AP              | Summer Term | Pupils understand the protected characteristics and the reasons why adaptations should be made to prevent discrimination |

| AIM   | CURRENT GOOD PRACTICE   | ACTIONS TO BE TAKEN  | PERSON RESPONSIBLE     | DEADLINE           | OUTCOME  |
|---|---|--|------------------------|--------------------|--|
| <p>Improve access to the physical environment to increase the extent to which pupils with disabilities can take advantage of education and the wider curriculum offer</p> | <p>The environment is adapted to the needs of pupils as required. This includes:</p> <ul style="list-style-type: none"> <li>• Ramps</li> <li>• Lifts: These are accessible in South and West buildings and Sixth Form.</li> <li>• Corridor width 1200mm min</li> <li>• Disabled parking bays</li> <li>• Disabled toilets and changing facilities</li> <li>• Library shelves at wheelchair-accessible height</li> <li>• PEEP System in place for visitors (Signage in reception)</li> </ul> <p>The paper copy Risk Assessments and Peeps folder are kept in the Oasis and electronic copies are kept under Healthcare on Bromcom.</p> <ul style="list-style-type: none"> <li>• Accessible toilets</li> </ul> | <p>Write a PEEP for each relevant pupil</p> <p>PEEP information to be stored in reception. All staff to be made aware of where information is stored and how to access.</p> <p>Each firebox keeps a copy of a map and a timetable of each pupil who requires a PEEP for that current term. This information is then shared with the pupil's teachers. The paper copy Risk Assessments and Peeps folder are kept in the Oasis and electronic copies are kept under Healthcare on Bromcom.</p> | <p>Healthcare Lead</p> | <p>Summer Term</p> | <p>Staff and pupils can evacuate the building safely and promptly in event of fire</p> |

Train a team of staff to use the Evac chairs based on geographical proximity to the evac chairs (English/Humanities /Art)

Arrange termly evacuation rehearsal and record this on Every, within each rehearsal, pupils with a PEEP will be required to follow the personalised plan. (This can be done at an alternate time if required)

The personal PEEP plan is kept in the Oasis and electronic copies are kept under Healthcare on Bromcom.

Visitors to the academy to be made aware of PEEP system if

|  |  |   |                 |             |   |
|--|--|---|-----------------|-------------|---|
|  |  | <p>required. PEEP sign to be easily visible to all visitors.</p> <p>This can be accessed if required.</p>   |                 |             |   |
| <p>Improve the availability of information to pupils with disabilities</p> | <p>Our school uses a range of communication methods to ensure information is accessible. This includes:</p> <ul style="list-style-type: none"> <li>• Internal signage</li> <li>• Large print resources</li> <li>• Pictorial or symbolic representations</li> </ul> <p>Child-friendly policies</p> <p>Link to the local offer is on academy website</p> | <p>Review website and ensure key information for pupils is easily found</p> <p>Ensure that curriculum and SEND sections of website are jargon-free and that any technical language is clearly explained</p> | Principal/SENCO | Easter Term | All pupils can access information about the curriculum and support for learners with SEND |





## Appendix 2: Accessibility Audit

|                   |                            |
|-------------------|----------------------------|
| <b>School</b>     | Carlton le Willows Academy |
| <b>Date</b>       | 2023-2024                  |
| <b>Audit Team</b> |                            |

| Question   | Provision Made? |             | Comments/Site Notes                               | Recommendations | Priority A,B,C,D | Responsibility |
|--|-----------------|-------------|---|-----------------|------------------|----------------|
|  | Y/N             | Partial (%) |   |                 |                  |                |
| <b>Schedule 1: Approach to Building</b>  |                 |             |   |                 |                  |                |
| Is the route to the school entrance from the nearest point of public transport, well signed, well lit, free of broken slabs, etc.? | Y               |             |   |                 |                  |                |
| Are there separate entrances for cars and pedestrians?   | Y               |             |   |                 |                  |                |
| Is the route wide enough, and free of kerbs?   | Y               |             |   |                 |                  |                |
| <b>Schedule 2: Car Parking</b>   |                 |             |   |                 |                  |                |
| Are accessible car parking bays signposted from the car park entrance?   | Y               |             | West / South buildings have maarked disabled bays |                 |                  |                |
| Are these bays wide enough and long enough to allow transfer onto a wheelchair?  | Y               |             |   |                 |                  |                |

| Question   | Provision Made? |             | Comments/Site Notes   | Recommendations | Priority A,B,C,D | Responsibility |
|--|-----------------|-------------|---|-----------------|------------------|----------------|
|  | Y/N             | Partial (%) |   |                 |                  |                |
| Are the bays smooth, (free from loose stones), well lit, and signposted as being identified for disabled people only?                    | Y               |             |   |                 |                  |                |
| <b>Schedule 3: External Ramps &amp; Steps</b>  |                 |             |   |                 |                  |                |
| Is the ramp properly graded, wide enough, slip resistant, with suitable handrails both sides?  | N/A             |             |   |                 |                  |                |
| If no permanent ramp is provided, can a portable ramp be made available?   | Y               |             |   |                 |                  |                |
| Are there suitable steps (as an alternative to the ramp), with easily identifiable step nosings, handrails both sides, and are well lit? | Y               |             | East steps leading to Art need to have new coloured nosings installed |                 |                  | Site Team      |
| <b>Schedule 4: Main Entrance, Lobby &amp; Reception Areas</b>  |                 |             |   |                 |                  |                |
| Is the main entrance clearly signposted, well lit, and distinguishable from facade?  | Y               |             |   |                 |                  |                |
| Can people on each side of the door, either seated or standing, see each other?  | Y               |             |   |                 |                  |                |
| If fitted, are door control systems fitted at heights suitable for all users?  | Y               |             |   |                 |                  |                |

| Question   | Provision Made? |             | Comments/Site Notes   | Recommendations | Priority A,B,C,D | Responsibility |
|--|-----------------|-------------|---|-----------------|------------------|----------------|
|  | Y/N             | Partial (%) |   |                 |                  |                |
| Is the door handle easy to use, of the correct type, at the right height, and tonally contrasted from the door?  | Y               |             |   |                 |                  |                |
| Does the door pressure allow ease of access for all users?   | Y               |             |   |                 |                  |                |
| Are thresholds flush and level, and mat wells firmly fixed?  | Y               |             |   |                 |                  |                |
| Is the door wide enough for all users (800mm clear), with adequate space for wheelchair user to open door?   | Y               |             |   |                 |                  |                |
| If fitted , does the lobby allow wheelchair users to move clear of the outer door before opening the inner door?                                       | Y               |             |   |                 |                  |                |
| Is appropriate information signage provided at the Reception, for people with visual impairments or others with lower sight levels (wheelchair users)? | Y               |             | Rooms signs are visible and low level<br><br>Sign-in screen alos low level and adjustable for wheel chair users |                 |                  |                |
| Have front line staff (reception) had access awareness/ equality training?   | N               |             | Reception staff to complete online training   |                 |                  | HR Manager     |

| Question   | Provision Made? |             | Comments/Site Notes  | Recommendations | Priority A,B,C,D | Responsibility |
|--|-----------------|-------------|--|-----------------|------------------|----------------|
|  | Y/N             | Partial (%) |  |                 |                  |                |
| <b>Schedule 5: Corridors, horizontal movement and activity spaces</b>  |                 |             |  |                 |                  |                |
| Are corridors a minimum width of 1200mm? (Better to be 1800mm for wheelchairs to pass each other)                    | Y               |             |  |                 |                  |                |
| Do any windows (natural light), or artificial light provide glare or silhouettes?                                    | N               |             | None aware, Possible from the sun light during certain hours of the day. Blinds fitted to classrooms and offices |                 |                  |                |
| Do "communication/activity spaces" have good acoustics, and the provision of an induction loop?                      | Y               |             | Main hall, reception, meeting room   |                 |                  |                |
| Are suitable signs provided, from both standing and seated positions, where necessary?                               | Y               |             |  |                 |                  |                |
| Are fire extinguishers (or hose reels) positioned to ensure they do not create hazards for visually impaired people? | Y               |             |  |                 |                  |                |
| <b>Schedule 6: Doors</b>   |                 |             |  |                 |                  |                |
| Is the door/s necessary, can it/they be removed?   | N               |             | Doors are fitted to building (fire protection) design.   |                 |                  |                |

|  |   |    |   |  |  |  |
|--|---|----|---|--|--|--|
| Can fire doors be held open on magnetic devices (corridors)? | Y | 50 | All main corridor fire exit doors are on hold opens |  |  |  |
|--|---|----|---|--|--|--|

| Question  | Provision Made? |             | Comments/Site Notes               | Recommendations | Priority A,B,C,D | Responsibility |
|---|-----------------|-------------|-----------------------------------|-----------------|------------------|----------------|
|   | Y/N             | Partial (%) |                                   |                 |                  |                |
| Are doors well contrasted from their surroundings?  | Y               |             | Colour difference                 |                 |                  |                |
| Is the door handle easy to use, of the correct type, at the right height, and tonally contrasted from the door? | Y               |             |                                   |                 |                  |                |
| Can people on each side of the door, either seated or standing, see each other?                                 | Y               |             | Via vision panels where necessary |                 |                  |                |
| Is the door wide enough for all users (800mm clear), with adequate space for wheelchair user to open door?      | Y               |             |                                   |                 |                  |                |
| If double doors, does one leaf allow 800mm clear opening width?   | Y               |             |                                   |                 |                  |                |
| <b>Schedule 7 - Vertical movement, internal level change (ramps, steps)</b>                                     |                 |             |                                   |                 |                  |                |
| If provided, Is the ramp properly graded, wide enough, with suitable handrails both sides?                      | n/a             |             |                                   |                 |                  |                |
| Are surfaces slip resistant, with kerbs at the edges?   | n/a             |             | All surfaces slip resistant       |                 |                  |                |



|  |   |  |  |  |  |  |
|--|---|--|--|--|--|--|
| If no permanent ramp is provided, can a portable ramp be made available? | Y |  |  |  |  |  |
|--|---|--|--|--|--|--|

| Question  | Provision Made? |             | Comments/Site Notes                   | Recommendations | Priority A,B,C,D | Responsibility |
|---|-----------------|-------------|---------------------------------------|-----------------|------------------|----------------|
|   | Y/N             | Partial (%) |                                       |                 |                  |                |
| Are there steps as an alternative to the ramp, with suitable treads and rises, with easily identifiable step nosing?                  |                 |             |                                       |                 |                  |                |
| Are the steps maintained, well lit, with suitable handrails both sides, and tactile warnings at the top and bottom?                   | Y               | 75%         | No tactile warnings                   |                 |                  |                |
| <b>Schedule 8 - Vertical movement, stairs</b>   |                 |             |                                       |                 |                  |                |
| Are the stair risers and steps the same height and length (open risers not recommended) and are the step nosings easily identifiable? | N               | Partial     | East (x4), West (x) have open risers. |                 |                  |                |
| Are there suitable continuous handrails to both sides, with tonal contrast from background?   | Y               |             |                                       |                 |                  |                |
| Are there suitable landings provided at intermediate levels on stairs?  | Y               |             |                                       |                 |                  |                |



|  |   |  |  |  |  |  |
|--|---|--|--|--|--|--|
| Is suitable visual and tactile information fitted at each floor level? | N |  |  |  |  |  |
| Is there suitable lighting?  | Y |  |  |  |  |  |

| Question | Provision Made? |             | Comments/Site Notes | Recommendations | Priority A,B,C,D | Responsibility |
|----------|-----------------|-------------|---------------------|-----------------|------------------|----------------|
|          | Y/N             | Partial (%) |                     |                 |                  |                |

**Schedule 7-9- Vertical movement, lifts and stairlifts**

|   |   |      |                                   |  |  |  |
|---|---|------|-----------------------------------|--|--|--|
| Is a passenger lift provided within the school?   | Y |      | Lifts to Sixth Form / West/ South |  |  |  |
| Is there unobstructed space (1500mm x 1500mm) in front of the doors, and do the doors have a clear opening width of 800mm?  | Y | 90 % | West lift lobby                   | The building structure does not permit changes to the lobby area |  |  |
| Are the internal dimensions of the lift cabin 1100 x 1400mm (preferred 1100 x 2000mm)min, and is the lift fitted with suitable support rails on three sides??                       | Y |      |                                   |  |  |  |
| Are the controls on the landing and in the lift cabin, including emergency phone, within easy reach and clearly visible for all users (within zone of 900mm and 1200mm from floor)? | Y |      |                                   |  |  |  |



|  |   |     |                                       |  |  |           |
|--|---|-----|---------------------------------------|--|--|-----------|
| Are these controls clearly visible in contrasting colours and with raise (tactile) characters/numbers? | Y |     |                                       |  |  |           |
| Does the lift have audible announcements and visual displays?  | Y | 90% | West does not have any audible sounds | When lift becomes unoperationable then an upgraded lift will be considered |  | Site Team |

| Question  | Provision Made? |             | Comments/Site Notes                     | Recommendations                                   | Priority A,B,C,D | Responsibility      |
|---|-----------------|-------------|---|---|------------------|---------------------|
|   | Y/N             | Partial (%) |   |   |                  |                     |
| Is a platform lift or platform stairlift provided within the school? Note - platform stairlifts are not advisable.  | Y               |             | South main hall stage building          | West to South platform stairlift to be installed. | A                | Site Team / Finance |
| Are controls clearly identifiable and within reach of all users?  | Y               |             |   |   |                  |                     |
| Does the stairlift platform when not in use automatically revert to folded position?  | Y               |             |   |   |                  |                     |
| <b>Schedule 10 - WC Provision Generally</b>   |                 |             |   |   |                  |                     |
| Is there WC provision for ambulant people with disabilities? (eg. Grab rail fitted to one WC cubicle) and is travel distance no greater than for an able bodied person? | Y               |             | All buildings have ambulant facilities. |   |                  |                     |





|   |   |  |  |  |  |  |
|---|---|--|--|--|--|--|
| Is the lobby large enough to allow easy access, and is the WC door easy to operate? | Y |  |  |  |  |  |
| Are the floors slip resistant?  | Y |  |  |  |  |  |
| Are fittings easily distinguished from their background?                            | Y |  |  |  |  |  |
| Are compartment doors controls easily gripped and operated?                         | Y |  |  |  |  |  |

| Question   | Provision Made? |             | Comments/Site Notes   | Recommendations   | Priority A,B,C,D | Responsibility |
|--|-----------------|-------------|---|---|------------------|----------------|
|  | Y/N             | Partial (%) |   |   |                  |                |
| Can ambulant disabled people manoeuvre and rise and lower themselves in a standard cubicle?  | Y               |             |   |   |                  |                |
| <b>Schedule 11 - Accessible WC Provision</b>   |                 |             |   |   |                  |                |
| Is there an accessible WC, with its location clearly signed, and is the travel distance no greater than for an able bodied person? | Y               |             | Accessible WCs are located<br>Longer distance on West 1 <sup>st</sup> floor | Additional two accessible toilets to be installed in West Building. Consider toilet E7 converted. |                  |                |
| Are there suitable fittings, which are easily distinguished from their background, and are they fitted in suitable positions?      | Y               |             |   |   |                  |                |



|  |   |  |                             |  |  |  |
|--|---|--|-----------------------------|--|--|--|
| Does the door have a clear opening of 900mm, and are doors controls, light switch and locks easily reached and operated? | Y |  |                             |  |  |  |
| Are floor finishes slip resistant?   | Y |  |                             |  |  |  |
| Are management procedures in position to maintain viability of facility?   | Y |  | Area kept clear of storage. |  |  |  |



| Question   | Provision Made? |             | Comments/Site Notes  | Recommendations  | Priority A,B,C,D | Responsibility |
|--|-----------------|-------------|--|--|------------------|----------------|
|  | Y/N             | Partial (%) |  |  |                  |                |
| Does the door have the capacity to open outward to ensure that entry can be gained in the event of someone falling and blocking the doorway? | Y               | 50%         | In new build only  | Install outward opening door in 2x accessible toilets. | C                | Site Team      |
| <b>Schedule 12: Changing &amp; Shower Facilities</b>   |                 |             |  |  |                  |                |
| Are there changing facilities?   | Y               |             | Sports areas   |  |                  |                |
| Is a shower compartment provided which is suitable for use by people with disabilities?  | Y               |             | Pupils tend not to use the shower facilities through choice. |  |                  |                |
| Is the height of the shower head variable?   | N               |             |  |  |                  |                |
| Have a tip-up seat and suitable handrails been provided?   | N               |             |  |  |                  |                |
| Is there a dressing cubicle and does it comply with required size and layout?  | N               |             |  |  |                  |                |
| Are lockers easily reached and operated?   | n/a             |             |  |  |                  |                |
| Are all fittings readily distinguishable from their background?  |                 |             |  |  |                  |                |
| Does the floor have a slip resistant finish?   | Y               |             |  |  |                  |                |

| Question  | Provision Made? |             | Comments/Site Notes | Recommendations | Priority A,B,C,D | Responsibility |
|---|-----------------|-------------|---------------------|-----------------|------------------|----------------|
|   | Y/N             | Partial (%) |                     |                 |                  |                |
| <b>Schedule 13 – Bathrooms</b>  |                 |             |                     |                 |                  |                |
| Is there a bathroom?  | N/A             |             |                     |                 |                  |                |
| Is the bathroom provided with fittings suitable for use by people with disabilities inc assisted use? | N/A             |             |                     |                 |                  |                |
| Are all fittings easily reached and operated?   | N/A             |             |                     |                 |                  |                |
| Are all fittings readily distinguishable from their background?                                       | N/A             |             |                     |                 |                  |                |
| Does the floor have a slip resistant finish?  | N/A             |             |                     |                 |                  |                |
| Is a hoist provided?  | N/A             |             |                     |                 |                  |                |
| Are there reception counters, services desks or serveries?  | N/A             |             |                     |                 |                  |                |
| Is provision made for wheelchair users (both sides) and are induction loops fitted?                   | N/A             |             |                     |                 |                  |                |
| Is glare or silhouetting avoided at these counters (design and positioning)?                          | N/A             |             |                     |                 |                  |                |

| Question   | Provision Made? |             | Comments/Site Notes | Recommendations | Priority A,B,C,D | Responsibility |
|--|-----------------|-------------|---------------------|-----------------|------------------|----------------|
|  | Y/N             | Partial (%) |                     |                 |                  |                |
| Is seating provided, that are stable, with arm rests, and is there sufficient space for a wheelchair user?   | N/A             |             |                     |                 |                  |                |
| Do tables allow for wheelchair access?   | N/A             |             |                     |                 |                  |                |
| If provided, are telephones fixed at a height that allows easy access by wheelchair users?   | N/A             |             |                     |                 |                  |                |
| Are telephones equipped with induction couplers for hearing aid users?   | N/A             |             |                     |                 |                  |                |
| Is a text phone available?   | N/A             |             |                     |                 |                  |                |
| Is the lighting in the school controllable and adjustable to meet the needs of individual pupils and the task they are working on?                                       | N/A             |             |                     |                 |                  |                |
| If the school is fitted with fluorescent lighting only is it likely to cause inconvenience to people with hearing impairments (background noise and electronic signals)? | N/A             |             |                     |                 |                  |                |
| Is the environment free of unnecessary noise e.g. heating units?   | N/A             |             |                     |                 |                  |                |

| Question   | Provision Made? |             | Comments/Site Notes  | Recommendations | Priority A,B,C,D | Responsibility |
|--|-----------------|-------------|--|-----------------|------------------|----------------|
|  | Y/N             | Partial (%) |  |                 |                  |                |
| Are induction loops fitted wherever information is given or meetings are being held? | N/A             |             |  |                 |                  |                |
| Are tea/coffee facilities and vending machines accessible by all?                    | N/A             |             |  |                 |                  |                |
| <b>Schedule15: Kitchens / Catering</b>   |                 |             |  |                 |                  |                |
| If provided, does the kitchen have fittings suitable for use by disabled people?     | Y               |             | Kitchen at regular height only. W27 (food technology) has adjustable height workbench. |                 |                  |                |
| Is the kitchen of adequate size and layout for disabled people ?                     | Y               |             | Canteen:<br>Staff room:<br>Kitchenette:<br>Food tech                                   |                 |                  |                |
| Are all fittings readily distinguishable from the background?                        | Y               |             |  |                 |                  |                |
| Is lighting adequate?  | Y               |             | Checked by Site and reported by staff  |                 |                  |                |
| Does the floor have a slip resistant finish?   | Y               |             |  |                 |                  |                |
| <b>Schedule 17: Means of Escape</b>  |                 |             |  |                 |                  |                |
| Is there an audible alarm system?  | Y               |             | To all buildings   |                 |                  |                |

|  |   |  |                  |  |  |           |
|--|---|--|------------------|--|--|-----------|
| Is the audible fire alarm supplemented by a flashing light system? | Y |  | To all buildings |  |  | Site Team |
|--|---|--|------------------|--|--|-----------|

| Question   | Provision Made? |             | Comments/Site Notes  | Recommendations | Priority A,B,C,D | Responsibility |
|--|-----------------|-------------|--|-----------------|------------------|----------------|
|  | Y/N             | Partial (%) |  |                 |                  |                |
| Are ground floor exit routes as accessible as the main entrance routes?  | Y               | 90          | South 100 %<br>Sixth Form 1000 %<br>East 50%   |                 |                  |                |
| Are Means of Escape strategies in position to ensure disabled people are evacuated safely?   | Y               |             | PEEPS Plans in place for all buildings where needed<br>Evac-Chairs are provided on upper floors where they are accessible via a lift |                 |                  |                |
| If people with disabilities cannot completely evacuate the building can they reach places of safety or refuge, which are clearly signed and of the right size? | Y               |             |  |                 |                  |                |
| Are there Personal Emergency Egress Plans in place members of staff who may require assistance?  | Y               |             | Carried out by HR when needed  |                 |                  |                |

**Schedule18: Building Management**



|   |   |  |               |  |     |  |
|---|---|--|---------------|--|-----|--|
| Are the external routes (including steps and ramps) kept clear, unobstructed and free from surface water, ice and snow? | Y |  | Checked daily |  | N/A |  |
| Are accessible car parking spaces only used by disabled drivers and are kept clear of obstructions?                     | Y |  | Checked daily |  | N/A |  |

| Question  | Provision Made? |             | Comments/Site Notes                        | Recommendations | Priority A,B,C,D | Responsibility |
|---|-----------------|-------------|--|-----------------|------------------|----------------|
|   | Y/N             | Partial (%) |  |                 |                  |                |
| Is door ironmongery regularly maintained?   | Y               |             | Checked and reported by staff              |                 | N/A              |                |
| Are lifts, platforms and stairlifts regularly serviced ?  | Y               |             | In line with Manufacturers recommendations |                 | N/A              |                |
| Are accessible WC's kept clear and not used for storage?  | Y               |             | Checked and cleaned daily                  |                 | N/A              |                |
| Are appropriate cleaning materials used to ensure that the cleaning and polishing of slip resistant floors does not make them shiny / slippery? | Y               |             | Contracted cleaning service provided       |                 | N/A              |                |
| Do you consider tonal and colour contrast before a redecoration scheme?   | Y               |             |  |                 |                  |                |





|  |   |  |  |  |  |  |
|--|---|--|--|--|--|--|
| Do new signs integrate effectively with current signage?   | Y |  |  |  |  |  |
| Are windows, blinds and lamps checked to ensure they are kept clean and in working order?              | Y |  | Checked by site team and report by staff |  |  |  |
| Are induction loops and infra red systems clearly signed and checked regularly?                        | Y |  | Used required                            |  |  |  |
| Are fire alarm systems regularly maintained, and are fire exit routes regularly checked for obstacles? | Y |  | Checked daily                            |  |  |  |

| Question   | Provision Made? |             | Comments/Site Notes            | Recommendations | Priority A,B,C,D | Responsibility |
|--|-----------------|-------------|--------------------------------|-----------------|------------------|----------------|
|  | Y/N             | Partial (%) |                                |                 |                  |                |
| Is there a fire escape strategy for visitors who may require assistance?                     | Y               |             | Risk assessed at first meet    |                 |                  |                |
| Is there a personal egress plan prepared for any member of staff who may require assistance? | Y               |             | Risk assessment prepared by HR |                 |                  |                |
| When temporary facilities/displays are installed are disabled pupils/ visitors considered?   | Y               |             | As and when required           |                 |                  |                |

**Schedule 19: Curriculum**



|   |   |        |   |  |     |                       |
|---|---|--------|---|--|-----|-----------------------|
| Do you ensure that teachers and teaching assistants have the necessary training to teach and support disabled pupils? |   | Y (50) | Staff liaise with external agencies but need a provision pathway fully establishing               | Provision map  |     | SENCo/Assistant SENCo |
| Are your classrooms optimally organised for disabled pupils?  | Y |        | Desks not suitable for wheelchair users<br>New desk legs height extensions installed where needed | Liaise with site re: desks and check other provision for wheelchair users where needed |     | Site/SENCo            |
| Do lessons provide opportunities for all pupils to achieve?   | Y |        |   |  | N/A |                       |
| Are lessons responsive to pupil diversity?  | Y |        |   |  | N/A |                       |
| Do lessons involve work to be done by individuals, pairs, groups and the whole class?                                 | Y |        |   |  | N/A |                       |

| Question  | Provision Made? |             | Comments/Site Notes | Recommendations | Priority A,B,C,D | Responsibility |
|---|-----------------|-------------|---------------------|-----------------|------------------|----------------|
|   | Y/N             | Partial (%) |                     |                 |                  |                |
| Are all pupils encouraged to take part in music, drama and physical activities?                                     | Y               |             |                     |                 | N/A              |                |
| Do staff recognise and allow for the mental effort expended by some disabled pupils, for example using lip reading? | Y               |             |                     |                 | N/A              |                |



|   |   |  |  |               |     |  |
|---|---|--|--|---------------|-----|--|
| Do staff recognise and allow for the additional time required by some disabled pupils to use equipment in practical work?   | Y |  |  |               | N/A |  |
| Do staff provide alternative ways of giving access to experience or understanding for disabled pupils who cannot engage in particular activities, for example some forms of exercise in physical education? | Y |  |  |               | N/A |  |
| Do you provide access to computer technology appropriate for students with disabilities?  | Y |  |  |               | N/A |  |
| Are school visits, including overseas visits, made accessible to all pupils irrespective of attainment or impairment?   | N |  | Not all students have been able to go on trips/abroad. | Check with EP | N/A |  |
| Are there high expectations of all pupils?  | Y |  |  |               | N/A |  |

| Question  | Provision Made? |             | Comments/Site Notes | Recommendations | Priority A,B,C,D | Responsibility |
|---|-----------------|-------------|---------------------|-----------------|------------------|----------------|
|   | Y/N             | Partial (%) |                     |                 |                  |                |
| Do staff seek to remove all barriers to learning and participation? | Y               |             |                     |                 | N/A              |                |

**Schedule 20: Materials in other Formats**



|  |   |  |   |  |  |  |
|--|---|--|---|--|--|--|
| 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 printed information?    | Y |  | As and when required this would be utilised |  |  |  |
| 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? | Y |  | As and when required this would be utilised |  |  |  |
| Do you have the facilities such as ICT to produce written information in different formats?  | Y |  | As and when required this would be utilised |  |  |  |

