

**Tranmere Park Primary School
(School No. 3832348)
Accessibility Plan**

Attendance	Site Visit: 20/01/2020 Present: Clare Wright, James Davis, Mark Howorth, Martin Bradley, Kirsten Finley
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Schedule 1: Approach to Building

		Comments from Site Visit: 20/01/2020				
Schedule	Room No identified on CAD Drawing	Question	Provision Made		Comments / Site Notes	Recommendations
			Y/N	Partial (%)		
Schedule 1: Approach to Building		Is the route to the school entrance from the nearest point of public transport well signed, well lit, free from broken slabs, etc.?	Y			
		Are there separate entrances for car and pedestrians?	Y			
		Is the route wide enough, and free from kerbs?	N		further soil erosion - uneven surface	Cut back hedge to right of side gate path

Schedule 2: Car Parking

		Comments from Site Visit: 20/01/2020				
Schedule	Room No identified on CAD Drawing	Question	Provision Made		Comments / Site Notes	Recommendations
			Y/N	Partial (%)		
Schedule 2: Car Parking		Are accessible car parking bays signposted from the car park entrance?	N		Visitors directed to accessible space	
		Are these bays wide enough and long enough to allow transfer onto a wheelchair?	Y			
		Are the bays smooth (free from loose stones), well lit and signposted as being identified for disabled people only?	Y			

Schedule 3: External Ramps and Steps

		Comments from Site Visit: 20/01/2020				
Schedule	Room No identified on CAD Drawing	Question	Provision Made		Comments / Site Notes	Recommendations
			Y/N	Partial (%)		
Schedule 3: External Ramps and Steps		Is the ramp properly graded, wide enough, slip resistant, with suitable handrails both sides?	Y		Handrail one side	
		If no permanent ramp is provided, can a portable ramp be made available?	Y		Portable ramp available in school	
		Are there suitable steps (as an alternative to the ramp) with easy identifiable step nosings, handrails both sides and well lit?	n/a		No steps	

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Schedule 4: Main Entrance, Lobby and Reception Areas

			Comments from Site Visit: 20/01/2020			
Schedule	Room No identified on CAD Drawing	Question	Provision Made		Comments / Site Notes	Recommendations
			Y/N	Partial (%)		
Schedule 4: Main Entrance, lobby and reception Areas		Is the main entrance clearly signposted, well lit and distinguishable from façade?	Y			
		Can people each side of the door, either seated or standing see each other?	Y		Glazed doors / vision panels	
		If fitted, are door control systems fitted at heights suitable for all users?	N		Fixed height controls. Wheelchair users are met by staff	
		Is the door handle easy to use, of the correct type, at the right height and totally contrasted from the door?	N		No power assisted doors	
		Does the door pressure allow ease of access for all users?	N		Step into kitchen, raised thresholds into some classrooms	
		Are the thresholds flush and level, and mat wells firmly fixed?			NB check opening on accessible wc - handrail on the back prevents full 90° opening	
		Is the door wide enough for all users (800mm clear) with adequate space for wheelchair user to open the 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 sign levels (wheelchair users)?	Y			Check fire exit signage and secure in classrooms
		Have front line staff (reception) had access awareness/ equality training?	Y		Part of Induction	

Schedule 5: Corridors, horizontal movement and activity spaces

			Comments from Site Visit: 20/01/2020			
Schedule	Room No identified on CAD Drawing	Question	Provision Made		Comments / Site Notes	Recommendations
			Y/N	Partial (%)		
Schedule 5: Corridors, horizontal movement and activity spaces		Are corridors a minimum width of 1200mm? (better to be 1800mm for wheelchairs to pass each other)	Y	60%	Shared areas	
		Do any windows (natural light) and artificial light provide glare or silhouettes	Y		KS2 classrooms & offices	
		Do "communication/activity spaces" have good acoustics, and the provision of an induction loop?	Y		Induction loop available	
		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			

**Tranmere Park Primary School
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Schedule 6: Doors

Comments from Site Visit: 20/01/2020

Schedule	Room No identified on CAD Drawing	Question	Provision Made		Comments / Site Notes	Recommendations
			Y/N	Partial (%)		
Schedule 6: Doors		Is the door/s necessary. Can they be removed?	Y			
		Can fire doors be held open to magnetic devices (corridors)?	N		No hold open devices in use	
		Are doors well contrasted from their surroundings?	Y	95%		
		Is the door handle easy to use, of the correct type, at the right height, and tonally contrasted from the door?	Y		Higher level push plate to exit Doves / Kingfishers	
		Can people on each side of the door, either seated or standing see each other?	Y	95%	Rear hall door / kitchen doors are solid doors	
		Is the door wide enough for all users (800mm clear) with adequate space for wheelchair user to open the door?	Y	80%	Older doors sets do not provide clear opening, check accessible WC	
		If double doors, does one leaf allow 800mm clear opening width?	Y		Hall doors	

Schedule 7: Vertical Movement, internal level change (Ramps & Steps)

Comments from Site Visit: 20/01/2020

Schedule	Room No identified on CAD Drawing	Question	Provision Made		Comments / Site Notes	Recommendations
			Y/N	Partial (%)		
Schedule 7: Vertical Movement, internal level change (Ramps & Steps)		If provided, is the ramp properly graded, wide enough, with suitable handrails both sides?	Y		One side	
		Are surfaces slip resistant, with kerbs at the edges?	Y			
		If no permanent ramp is provided, can a portable ramp be made available?	Y			
		Are there steps as an alternative to the ramp, with suitable treads and rises with easily identifiable stop nosings?	Y	98%	Step into kitchen	
		Are the steps maintained, well lit, suitable handrails both sides and tactile warnings at the top and bottom?	N		Steps between KS1 & KS2 playground	Regular cleaning, obtain clarity on fire route

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Schedule 8: Vertical movement - stairs

Comments from Site Visit: 20/01/2020

Schedule	Room No identified on CAD Drawing	Question	Provision Made		Comments / Site Notes	Recommendations
			Y/N	Partial (%)		
Schedule 8: Vertical movement - stairs		Are the stair risers and steps the same height and length (open risers not recommended) and are the step nosings easily identifiable?	n/a		No stairs in school	
		Are there suitable continuous handrails to both sides, with tonal contrast from background?	n/a		No stairs in school	
		Are there suitable landings provided at intermediate levels on stairs?	n/a		No stairs in school	
		Is suitable visual and tactile information fitted at each floor level?	n/a		No stairs in school	
		Is there suitable lighting?	n/a		No stairs in school	

Schedule 9: Vertical movement, Passenger lifts, platform lifts and platform stair lifts

Comments from Site Visit: 20/01/2020

Schedule	Room No identified on CAD Drawing	Question	Provision Made		Comments / Site Notes	Recommendations
			Y/N	Partial (%)		
Schedule 9: Vertical movement, Passenger lifts, platform lifts and platform stair lifts		Is a passenger lift provided within the school?	n/a		No passenger lift required in school	
		Is there unobstructed space (1500mm x 1500mm) in front of the doors and do the doors have a clear opening width of 800mm	n/a		No passenger lift required in school	
		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?	n/a		No passenger lift required in school	
		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)?	n/a		No passenger lift required in school	
		Are these controls clearly visible in contrasting colours and with raised (tactile) characters/numbers?	n/a		No passenger lift required in school	
		Does the lift have audible announcements and visual displays?	n/a		No passenger lift required in school	
		Is a platform stair lift provided within the school? Note - platform stair lifts are not advisable.	n/a		No passenger lift required in school	
		Are controls clearly identifiable and within reach of all users?	n/a		No passenger lift required in school	
	Does the stair lift platform when not in use automatically revert to folded position?	n/a		No passenger lift required in school		

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Schedule 10: WC provision generally

Comments from Site Visit: 20/01/2020						
Schedule	Room No identified on CAD Drawing	Question	Provision Made		Comments / Site Notes	Recommendations
			Y/N	Partial (%)		
Schedule 10: WC provision generally		IS there WC provision for ambulant people with disabilities? (e.g. grab rail fitted to one WC cubicle) and is travel distance no greater than for an able bodied person?	Y		Care suite	
		Is the lobby large enough to allow easy access, and is the WC door easy to operate?	Y			
		Are the floors slip resistant?	Y		vinyl	
		Are fittings easily distinguished from their background?	Y			
		Are compartment door controls easily gripped and operated?	Y			
		Can ambulant disabled people manoeuvre and rise and lower themselves in a standard cubicle?	Y	10%	Restricted in all other WCs	

Schedule 11: Accessible WC provision

Comments from Site Visit: 20/01/2020						
Schedule	Room No identified on CAD Drawing	Question	Provision Made		Comments / Site Notes	Recommendations
			Y/N	Partial (%)		
Schedule 11: Accessible WC provision		Is there an accessible WC with its location clearly signed, and is the travel distance no greater than for an able bodied person?	N		Care suite at the rear of the hall, key located at high level	Explore accessible height key safe
		Are there suitable fittings, which are easily distinguished from their background, and are they fitted in suitable positions?	Y			
		Does the door have clear opening of 900mm, and are door controls, light switch and locks easily reached and operated?	Y			Check grab rail at back of door
		Are floor finishes slip resistant?	Y			
		Are management procedures in position to maintain viability of facility?	Y			
		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?	N			Restricted by entrance hallway

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Schedule 12: Changing / Shower Facilities

Comments from Site Visit: 20/01/2020

Schedule	Room No identified on CAD Drawing	Question	Provision Made		Comments / Site Notes	Recommendations
			Y/N	Partial (%)		
Schedule 12: Changing / Shower Facilities		Are there changing facilities?	Y			
		Is a shower compartment provided which is suitable for use by people with disabilities?	Y			
		Is the height of the shower head variable?	Y			
		Have a tip-up seat and suitable handrails been provided?	Y			
		Is there a dressing cubicle and does it comply with required size and layout?	Y		Curtain provided	
		Are lockers easily reached and operated?	n/a		Cabinet provided	explore relocation of surplus KS2 lockers
		Are fittings easily distinguished from their background?	Y			
		Does the floor have a slip resistant finish?	Y		vinyl	

Schedule 13: Bathrooms

Comments from Site Visit: 20/01/2020

Schedule	Room No identified on CAD Drawing	Question	Provision Made		Comments / Site Notes	Recommendations
			Y/N	Partial (%)		
Schedule 13: Bathrooms		Is there a bathroom?	N		Shower room only	
		Is the bathroom provided with fittings suitable for use by people with disabilities Inc. assisted use?	Y			
		Are all fittings easily reached and operated?	Y			
		Are all fittings readily distinguishable from their background?	Y			
		Does the floor have a slip resistant finish?	Y			
		Is a hoist provided?	Y			

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Schedule 14: Fixtures and Fittings

Comments from Site Visit: 20/01/2020

Schedule	Room No identified on CAD Drawing	Question	Provision Made		Comments / Site Notes	Recommendations
			Y/N	Partial (%)		
Schedule 14: Fixtures and Fittings		Are there reception counters, services desks or serveries?	Y		No counter but hatch, pupils served at lunchtime	
		Is provision made for wheelchair users (both sides) and are induction loops fitted?	Y		mobile induction loop	
		Is glare or silhouetting avoided at these counters (design & positioning)	Y			
		Is seating provided, that are stable, with arm rests, and is there sufficient space for a wheelchair user?	Y	90%	seats provided but no arm rests	
		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		no public use phones	
		Are telephones equipped with induction couplers for hearing aid users?	n/a			
		Is a text phone available?	N			
		Is the lighting in the school controllable and adjustable to meet the needs of individual pupils and the task they are working on?	Y			
		If the school is fitted with florescent lighting only is it likely to cause inconvenience to people with hearing impairments (background noise and electronic signals)?	Y	20%	inconsistent fittings around school	
		Is the environment free of unnecessary noise e.g. heating units?	N		older units noisy	
		Are induction loops fitted wherever information is given or meetings are being held?	N		mobile facilities	
	Are tea, coffee facilities and vending machines accessible and useable by all?	Y		in staff area		

Schedule 15: Kitchens

Comments from Site Visit: 20/01/2020

Schedule	Room No identified on CAD Drawing	Question	Provision Made		Comments / Site Notes	Recommendations
			Y/N	Partial (%)		
Schedule 15: Kitchens		If provided, does the kitchen have fittings suitable for use by disabled people?	N			
		Is the kitchen of adequate size and layout for disabled people?	Y			
		Are all fittings readily distinguishable from their background?	Y			
		Is lighting adequate?	Y		inconsistent	
		Does the floor have a slip resistant finish?	N		tilled floor in kitchen	

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Schedule 17: Means of escape

Comments from Site Visit: 20/01/2020

Schedule	Room No identified on CAD Drawing	Question	Provision Made		Comments / Site Notes	Recommendations
			Y/N	Partial (%)		
Schedule 17: Means of escape		Is there an audible alarm system?	Y			
		Is the audible fire alarm supplemented by a flashing light system?	Y			
		Are ground floor exit routes as accessible as the main entrance routes	Y			
		Are Means of Escape strategies in position to ensure disabled people are evacuated safely?	Y			
		If people with disabilities cannot completely evacuate the building can they reach places of safety or refuge which are clearly signed and of right size?	Y			
		Are there Personal Emergency Egress Plans in place for members of staff who may require assistance?	Y			

Schedule 18: Building Management

Comments from Site Visit: 20/01/2020

Schedule	Room No identified on CAD Drawing	Question	Provision Made		Comments / Site Notes	Recommendations
			Y/N	Partial (%)		
Schedule 18: Building Management		Are there external routes (including steps and ramps) kept clear, unobstructed and free from surface water, ice and snow?	Y	90%	main paths gritted, surface water runoff on playgrounds and surrounding paths	
		Are accessible car parking spaces only used by disabled drivers and are kept clear of obstructions?	Y			
		Is door ironmongery regularly maintained?	Y		integrated	
		Are lifts platforms and stair lifts regularly serviced?	n/a		no platforms / lifts	
		Are accessible WC's kept clear and not used for storage?	Y			
		Are appropriate cleaning materials used to ensure that the cleaning and polishing of slip resistant floors does not make them shiny / slippery?	Y			
		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			
		Are induction loops and infrared systems clearly signed and checked regularly?	N		Mobile unit	
		Are fire alarm systems regularly maintained, and are fire exit routes regularly checked for obstacles?	Y			
		Is there a fire escape strategy for visitors who may require assistance?	Y			
		Is there a personal egress plan prepared for any member of staff who may require assistance?	Y		None at present	
	When temporary facilities / displays are installed are disabled pupils / visitors considered?	Y				

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Schedule 19: Curriculum

Comments from Site Visit: 20/01/2020

Schedule	Room No identified on CAD Drawing	Question	Provision Made		Comments / Site Notes	Recommendations
			Y/N	Partial (%)		
Schedule 19: Curriculum		Do you ensure that teachers and teaching assistants have the necessary training to teach and support disabled pupils?	Y			
		Are your classrooms optimally organised for disabled pupils?	Y			
		Do lessons provide opportunities for all pupils to achieve?	Y			
		Are lessons responsive to pupil diversity?	Y			
		Do lessons involve work to be done by individuals, pairs, groups and the whole class?	Y			
		Are all pupils encouraged to take part in music, drama and physical activities?	Y			
		Do staff recognise and allow for the mental effort expended by some disabled pupils, for example using lip reading?	Y			
		Do staff recognise and allow for the additional time required by some disabled pupils to use equipment in practical work?	Y			
		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		Review as required	
		Do you provide access to computer technology appropriate for students with disabilities?	Y			
		Are school visits, including overseas visits, made accessible to all pupils irrespective of attainment or impairment?	Y			
		Are there high expectations of all pupils	Y			
	Do staff seek to remove all barriers to learning and participation?	Y				

Schedule 20: Materials in other Formats

Comments from Site Visit: 20/01/2020

Schedule	Room No identified on CAD Drawing	Question	Provision Made		Comments / Site Notes	Recommendations
			Y/N	Partial (%)		
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 standard forms of printed information?	Y		Available upon request	
		Do you ensure that information is presented to groups in a way which is user friendly for people with disabilities e.g. by reading aloud overhead projections and describing diagrams?	Y			
		Do you have the facilities such as ICT to produce written information in different formats?	Y		Available upon request	
		Do you ensure that staff are familiar with technology and practices developed to assist people with disabilities?				

**Tranmere Park Primary School
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Schedule 22: Action Plan B - Curriculum

Comments from Site Visit: 20/01/2020

Schedule 22: Action Plan B - Curriculum			
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Schedule 23: Action Plan C - Alternative Formats

Comments from Site Visit: 20/01/2020

Schedule 23: Action Plan C - Alternative Formats			
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Summary of Recommendations

	Reference	Question	Summary of Recommendations (january 2020)
Schedule 21: Action Plan A (Building and Facilities)	1	Approach to School	Trim back hedge by side gate, width of path
	2	Car Parking	
	3	External Ramp and Steps	
	4	Entrance / Reception	Fire exit signage
	5	Corridors	
	6	Doors	
	7	Vertical Movements	regular cleaning of playground steps, clarify fire route
	8	Stairs	
	9	Lifts	
	10	WC's General	
	11	Accessible WC's	explore accessible height keysafe
	12	Changing and shower facilities	relocate surplus lockers from KS2
	13	Bathrooms	
	14	Fixtures and Fittings	Is a text phone required?
	15	Kitchens	
	16	Signs and Information	
	17	Means of Escape	
	18	Building Management	