

Compliance Health and Safety Access Audit

Last Reviewed: July 2017

Next Review: July 2020

Audit carried out in July 2016

Location/Site/Area	St Benedict's Primary	Completed By:	Lee Barritt
Survey Number:	010	Date of Survey:	26/04/2016
Reason For Survey:	Initial	<u>Routine</u>	Significant Change

The definition of disability in the Disability Discrimination (Equality Act 2010) is a physical or mental impairment which has a substantial and long-term adverse effect upon a person's ability to carry out normal day-to-day activities. This includes for example:

- Sensory impairments (such as those affecting sight & hearing)
- Physical impairments (e.g. wheelchair users or someone with severe back pain)
- Specific Learning Difficulty such as dyslexia or dyspraxia
- Conditions relating to mental health, such as depression, Schizophrenia, Obsessive Compulsive Disorder
- Severe facial disfigurements
- Medical conditions such as epilepsy or diabetes
- Progressive medical conditions (e.g. Cancer, HIV infection and Multiple Sclerosis)
- Forms of Autism (e.g. Asperger Syndrome)
- Conditions which are characterised by a number of cumulative effects such as pain or fatigue (e.g. ME)
- Muscular Skeletal conditions, such as RSI, Carpal Tunnel Syndrome
- A past history of disability

This is not a comprehensive list and there are many more conditions which could be classed as a disability.

Number of people currently employed in school.	
Number of people currently employed in other areas.	N/A
Number of people with a disability who are currently employed in school.	1
Number of people with a disability who are currently employed in other areas.	Nil
Number of people with a disability who are regular visitors.	1

Approach Routes & Street Furniture			
Is the school within convenient walking distance of:-			
Public Highway and Pathways?	Yes	No	NA
Public Transport e.g. Bus Stops	Yes	No	NA
Car parking?	Yes	No	NA

Route (including obstacles and hazards)			
Route free of kerbs?	Yes	No	NA
Is the route wide enough?	Yes	No	NA
Is paving flush with no cracks or gaps that could trap the wheels of a wheelchair?	Yes	No	NA
If a route or pathway is narrow, is there a suitable passing place for wheelchair users?	Yes	No	NA
Is plantation trimmed back and are low branches avoided?	Yes	No	NA
Are surfaces even and slip resistant?	Yes	No	NA
Is route free from hazards such as bollards, litter bins?	Yes	No	NA
Are planting features kept to a minimum and are they colour contrasted?	Yes	No	NA
Is the route free from hazardous building features such as outward-opening doors, windows or overhangs?	Yes	No	NA
Do columns or structural posts have markings at two heights?	Yes	No	NA
Adequate seating provided along routes?	Yes	No	NA
Is there seating where parents wait to pick up / drop off their children?	Yes	No	NA
Pedestrian crossings			
Do crossings on approach have tactile paving?	Yes	No	NA
Do these have turn cones to aid people who are Deaf/Blind?	Yes	No	NA
Are they at a suitable height?	Yes	No	NA
School entrance			
Is the location of the school clearly identified from the street?	Yes	No	NA
Visual clues and sufficient landmarks to aid orientation?	Yes	No	NA

Car Parking			
Are there accessible bays provided for badge holders?	Yes	No	NA
Accessible bays clearly sign-posted from the school's car park entrance?	Yes	No	NA
Is there signage to the front of the bays?	Yes	No	NA
Are bays marked out appropriately and easily identified?	Yes	No	NA
Can car doors be fully opened to allow disabled drivers and passengers to transfer to a wheel chair parked alongside?	Yes	No	NA
Close enough to facilities the car park serves?	Yes	No	NA
Routes from parking area to school entrance accessible, with dropped kerbs and appropriate tactile warnings?	Yes	No	NA
Car park surface smooth, even and free from loose stones?	Yes	No	NA
For larger car parks, are safety marked out walking routes provided to guard slow moving persons or people with hearing impairments?	Yes	No	NA

Access to information			
Signs, Notices & Labels			
Are they short and easy to read?	Yes	No	NA
Is large clear text used?	Yes	No	NA
Are contrasting colours used? (black on a white or yellow background)	Yes	No	NA
Are pictures or symbols used where appropriate?	Yes	No	NA
Are they at a suitable height?	Yes	No	NA
Printed Materials			
Can you provide "easy to read" or different versions of documents for employees? (audio, braille or large print versions)	Yes	No	NA
Can you provide "easy to read" or different versions of documents for customers? (audio, braille or large print versions)	Yes	No	NA
Contact & Communication			
Can people contact the business in different ways, phone, email or fax?	Yes	No	NA
Is the website easily accessible? (does it have re-sizable text and selectable colour scheme, does it have a logical layout and descriptions for images?)	Yes	No	NA
Access to Premises			
From Parking Area to Building			
Is the route safe and not too long?	Yes	No	NA
Is it level and/or ramped? (in addition to any steps)	Yes	No	NA
If ramps are present, are they limited to a gradient of 1 in 20? Do they have a level space at the top and at any door openings for a wheelchair user to wait or rest on? and is they no more than 10m between these level sections and are they wide enough?	Yes	No	NA
Is there colour contrast to the surface of the ramp?	Yes	No	NA
Is the ramp surface slip-resistant, firmly fixed and easy to maintain?	Yes	No	NA
Are the edges protected to prevent accidents?	Yes	No	NA
Does it have drop kerbs where necessary?	Yes	No	NA
If drop kerbs are present, are they between 6mm & 12mm in height? (low enough for a wheelchair and high enough for a visually impaired person to detect)	Yes	No	NA
Steps, Handrails & Balustrades			
Are there visual and tactile warnings at the top and bottom of steps?	Yes	No	NA
Are handrails provided on both sides of any stairs, steps or ramp?	Yes	No	NA
Are they between 900mm and 1000mm above the surface?	Yes	No	NA
Are they easy to grip? (45 to 50mm diameter, circular section)	Yes	No	NA
Does the handrail extend at least 300mm beyond the top and bottom of any ramp or steps?	Yes	No	NA
Is the handrail painted or coated in some way so it is not too cold?	Yes	No	NA

Are handrails suitably colour contrasted to aid people with impaired vision?	Yes	No	NA
Are the ends of the handrails capped off and detailed in such a way so that they do not catch into coat sleeves?	Yes	No	NA
Are balustrades provided where a drop is greater than two steps or 380mm, whichever is the lesser?	Yes	No	NA
Are balustrades a minimum height of 1100mm?	Yes	No	NA
Is lighting adequate and well positioned? Are steps appropriately illuminated during darker hours?	Yes	No	NA
Are step treads long enough and all of the same length?	Yes	No	NA
Are the risers shallow enough, all of the same height, and unlikely to trip users? Are there open risers?	Yes	No	NA
Are nosings readily identifiable? If nosings are painted, is the paint still durable with no wear and tear?	Yes	No	NA
Entrance			
Are main entrances easy to find? Is the entrance clearly distinguishable from facade?	Yes	No	NA
Is there level access to your premises? (thresholds no more than 15mm high and chamfered)	Yes	No	NA
Does the entrance door, or, one leaf of a pair of doors, provide a clear opening of at least 800mm with an unobstructed space of 300mm by the doors leading edge?	Yes	No	NA
Are glazed entrance doors marked for safety and visibility? If manifestations are provided, are these suitably colour contrasted against their background?	Yes	No	NA
Can people each side of the door, either standing or seated, see each other and be seen? If the entrance is solid, is this due to security concerns?	Yes	No	NA
Is the door control at a suitable height for both standing and seated users? Are door handles clearly located, easy to use and grip?	Yes	No	NA
Is the door closer of appropriate type? Can the door be easily opened single handedly?	Yes	No	NA
Are entry phones and intercoms detailed to allow use by people with sensory or mobility impairments? Is there an LED display to accommodate people with hearing impairments?	Yes	No	NA
Is there a bell or buzzer at the entrance door and can you go outside to disabled visitors?	Yes	No	NA
If yes, is it accessible for wheelchair users?	Yes	No	NA
If there are steps at the main entrance, is there signage indicating where the accessible entrance is located?	Yes	No	NA
Doormats			
Are doormats of firm texture and flush with the floor? (avoid using brush matting as it hinders wheelchair use)	Yes	No	NA
Reception Areas and Lobbies			
Is there a clear view in from outside? Can receptionists see visitors and provide assistance if necessary?	Yes	No	NA
Is there transitional lighting? Is the entrance lobby and reception area well illuminated?	Yes	No	NA
Is the reception/desk/counter/ checkout for approach and use from both sides, by people either standing or sitting?	Yes	No	NA
Are surfaces suitable? Is there colour contrast to the flooring in front of the reception desk and are edges highlighted?	Yes	No	NA
Induction loop fitted? Is there signage indicating the availability of the facility? Are front line staff aware of the facility and its purpose?	Yes	No	NA

Inside			
Is there level access inside your premises? (thresholds no more than 15mm high and chamfered)	Yes	No	NA
Do the internal doors, or, one leaf of a pair of doors, provide a clear opening of at least 750mm with an unobstructed space of 300mm by the doors leading edge?	Yes	No	NA
Are doors easily distinguishable from surroundings and are the handles clearly visible?	Yes	No	NA
Do doors open easily? (door closers should be properly maintained and adjusted so that they can be easily opened with a maximum force of 25 Newtons)	Yes	No	NA
Are door handles positioned 1000mm from the floor and are they of the preferred lever type with a minimum handle diameter of 25mm?	Yes	No	NA
Are doors fitted with glazed panels, completely glazed doors or adjacent glazed screens fitted with safety glass?	Yes	No	NA
Are doors with large panes of glass, completely glazed doors or adjacent glazed screens marked to aid the visually impaired? Are manifestations suitably colour contrasted against the background?	Yes	No	NA
Can people each side of the door, either standing or seated, see each other and be seen? Are vision panels kept clear of temporary notices? (For an example classroom entrances.)	Yes	No	NA
Colour Contrast			
Are walls, floors, ceilings and doors in contrasting colours?	Yes	No	NA
Are pale matt colours used on walls and ceilings to reduce glare?	Yes	No	NA
Are fittings such as light switches and door handles in contrasting colours?	Yes	No	NA
Are steps and hazards highlighted?	Yes	No	NA
Is furniture in a contrasting colour to its surroundings?	Yes	No	NA
Corridors & Aisles			
Are corridors and aisles clear for a wheelchair to manoeuvre and for other people to pass through? (minimum 1200mm)	Yes	No	NA
Are the corridors free from obstruction to wheel chair users and from hazards to people with impaired sight? Are there any internal columns that have a lack of colour contrast?	Yes	No	NA
Are the floor surfaces suitable for passage of wheelchairs? Junctions between floor surfaces correctly detailed?	Yes	No	NA
Are colours, tones and textures varied to help people distinguish between surfaces and fixtures and fittings? Do the floors suitably colour contrast against the walls (this can also be achieved by having well contrasted skirting boards)	Yes	No	NA
Are all floor surfaces slip-resistant and bright, boldly patterned floors avoided?	Yes	No	NA
Are busy or distracting wall coverings avoided?	Yes	No	NA
WC Provision & Changing Areas			
Is the lobby door light enough to open easily? Lobby of sufficient size for easy access?	Yes	No	NA
Are there slip-resistant floors throughout?	Yes	No	NA
Are fittings all easily distinguishable from background? Are hand dryers and sanitary ware easily seen against their surroundings?	Yes	No	NA
Are compartment door controls all easily gripped and operated? Are cubicle doors suitably colour contrasted against the panels?	Yes	No	NA
Are urinals well contrasted and do they have grab rails to assist people with ambulant disabilities?	Yes	No	NA
Are lever style taps provided within the WCs to aid people with dexterity impairments?	Yes	No	NA
When there is no accessible WC available, is there a facility provided for people with ambulant disabilities?	Yes	No	NA
Where there are shower facilities, is a grab rail provided? Is there a level access shower for disabled people?	Yes	No	NA
WC Provision for Wheelchair Users			

Compartment large enough to allow manoeuvring into position for frontal, lateral, angled and backward transfer unassisted and with assistance?	Yes	No	NA
Travel distance to a suitable WC no greater than that for able-bodied people?	Yes	No	NA
Sufficient space available outside toilet compartment for manoeuvre? Is the entrance wide enough and does it open outwards?	Yes	No	NA
Hand washing and dry facilities within easy reach of someone seated on WC? Is the hand basin suitably positioned in accordance to BS8300?	Yes	No	NA
Door controls, lock and light switch easily reached and operated? Is there a grab rail to the inner face of the entrance?	Yes	No	NA
Tap appropriate for use by a person with limited dexterity, grip of strength?	Yes	No	NA
Suitably designed grab rails fitted in all positions necessary to assist manoeuvring? Are grab rails suitably colour contrasted to aid people with impaired vision?	Yes	No	NA
Is there a back rest provided to the toilet pan?	Yes	No	NA
Is the flush of a suitable spatula type and is it appropriately located on the transfer side of the toilet pan?	Yes	No	NA
Is the transfer side of the toilet pan kept clear of any obstacles that may deny wheelchair users all of the transferring techniques in which an accessible WC is designed to provide?	Yes	No	NA
Is there a cord alarm? Is this coloured red with two triangular bangles and easy to reach from floor level?	Yes	No	NA
Internal Ramp			
Are ramps available for short rise within single storey?	Yes	No	NA
Are the ramps wide enough and suitably graded? Surface slip resistant?	Yes	No	NA
Have exposed edges been protected to prevent accidents?	Yes	No	NA
Do ramps have suitable handrail each side?	Yes	No	NA
Seating			
Is seating available for visitors or customers who may have to wait?	Yes	No	NA
Facilities			
Are seats provided at intervals along long internal routes or where waiting likely? Seats stable, with armrests and provided in a range of heights? Space for wheelchair user to pull up alongside a seated companion?	Yes	No	NA
Are chairs with armrests provided within the Staff Room and other key locations such as meeting areas?	Yes	No	NA
Are a number of chairs with armrests available within each classroom?	Yes	No	NA
Do dining room counters have provision on both sides for wheelchair users? Do these counters have an induction loop to accommodate hearing aid users?	Yes	No	NA
Do vending machines have all operating parts at less than 1200mm off the floor level and are they suitably colour contrasted?	Yes	No	NA
Is there a dropped counter and an induction loop available for the Library counter?	Yes	No	NA
Where there are IT facilities i.e. within classrooms and the Library (if applicable) are height adjustable computer desks available?	Yes	No	NA
In the Main Hall, is the stage raised? If so what is the current procedure for wheelchair users? For an example when receiving awards on Speech Day?	Yes	No	NA
Floor Levels			
Are all key facilities on the main floor, preferably the ground floor? E.g. Sport Hall, Main Hall, Music Room, Changing Room, Conference Room etc. Where there are facilities not available can these be 'swapped' with a standard room?	Yes	No	NA
Internal Stairs			
Are treads long enough and each of same length?	Yes	No	NA
Are risers shallow enough, all of the same height, and unlikely to trip users?	Yes	No	NA

Are nosings readily identifiable?	Yes	No	NA
Do stairs have suitable handrails on each side? Do handrails extend 300mm beyond the first and last step pitch-line? Are handrails suitably colour contrasted?	Yes	No	NA
Are landings big enough and provided at intermediate levels in a long flight?	Yes	No	NA
Lifts			
Are passenger lift available for vertical circulation within a building of more than one storey?	Yes	No	NA
Are lift car dimensions sufficient to allow space for wheel chair user? Door opens wide enough for wheel chair users?	Yes	No	NA
Have support rails in car been appropriately designed and positioned?	Yes	No	NA
Is there a mirror within the lift car?	Yes	No	NA
Is there delayed-action closer and override (not a door pressure system) to allow slow entry or exit?	Yes	No	NA
Are controls, including emergency call, located easily using visual or tactile information and within easy reach of all users?	Yes	No	NA
Is there voice indication of floor reached? Is audio loud enough to be heard by hearing aid users?	Yes	No	NA
Is there a floor level indicator inside and outside the lift to reassure people with hearing impairments?	Yes	No	NA
Way Finding			
Is the overall layout of school reasonably clear and logical? Is there signage available in Braille and tactile?	Yes	No	NA
On entering the reception area, are signs designed and located to convey information to visitors with sight impairments and wheel chair users with lower eye levels?	Yes	No	NA
Are standard toilet facilities suitably signed? On approach and on the actual entrances? Are the locations of the accessible WC facilities suitably identified and located? Does signage have the International Symbol of Access? (Wheelchair symbol)	Yes	No	NA
Within stairwells are each of the levels clearly identifiable by tactile and visual information?	Yes	No	NA
Are the location of the lifts clearly signed at key locations throughout the school? Is there lift signage near the reception area and on entry to key stairwells?	Yes	No	NA
Lighting			
Has lighting been designed to suit a wide range of users?	Yes	No	NA
Is the lighting level sufficient for intended use?	Yes	No	NA
Are lights positioned correctly so they won't cause glare, reflections, confusing shadows or pools of light and dark?	Yes	No	NA
Are blinds available in classrooms to control the natural day lighting?	Yes	No	NA
Is glare avoided which can hinder attempts by people with hearing impairments to lip-read?	Yes	No	NA
Are light switch plates suitably colour contrasted and appropriately positioned for a wheelchair user?	Yes	No	NA
Is it easy for visually impaired people to see everything they need to?	Yes	No	NA
Can the lighting level be controlled by the occupiers?	Yes	No	NA
Are corridors a minimum of 100 lux?	Yes	No	NA
Are lifts a minimum of 100 lux at the control panel?	Yes	No	NA
Are ramps a minimum of 100 lux from a combination of sources?	Yes	No	NA
Are staircases a minimum of 100 lux at tread level?	Yes	No	NA
Does emergency lighting provide a minimum of 10 lux for all escape routes?	Yes	No	NA

Are general workstations a minimum of 400 lux?	Yes	No	NA
Are workstations where detailed work is carried out a minimum of 600 lux?	Yes	No	NA
Acoustics			
Are quiet and noisy areas separated by a buffer zone?	Yes	No	NA
Is the environment free from unnecessary obtrusive noise (e.g. heating units)?	Yes	No	NA
Good balance of hard and soft surfaces?	Yes	No	NA
Are induction loops fitted within the key areas i.e. – Main Hall, Sports Hall, key study areas e.g. Music Room?	Yes	No	NA
Means of Escape & Alarm			
Do you have a visual as well as audible fire or evacuation alarm?	Yes	No	NA
Can you provide vibrating pagers or pads for those people with hearing impairments?	Yes	No	NA
Ground floor exit routes accessible to all, including wheel chair users, as entrance routes?	Yes	No	NA
Once outside, can a wheelchair user get to a place of safety? Are pathways provided and are these wide enough?	Yes	No	NA
Are vertical escape from upper to lower floors possible using a fire-protected lift with an independent power supply?	Yes	No	NA
If disabled people are unable to leave the building, is there a suitable refuge area? Is there an intercom provided within the refuge area and does this have accessible features such as an LED display?	Yes	No	NA
Building Management			
Are external Routes; Including steps and ramps, kept clean, unobstructed and free from surface water, snow and ice?	Yes	No	NA
Are accessible parking; designated spaces not used by nondisabled drivers and kept free from obstructions?	Yes	No	NA
Is space required for wheel chair manoeuvre not obstructed by furniture, deliveries, storage etc.?	Yes	No	NA
Are lifts, platform lifts and stair lifts checked regularly for proper functioning?	Yes	No	NA
Are exit routes checked regularly for freedom from obstacles (including locked doors) and combustible materials? Alarm systems, including those in WCs, regularly checked?	Yes	No	NA
Employing Disabled People			
Flexibility			
Can you offer flexible working hours?	Yes	No	NA
Would it be possible to take several short breaks instead of one long one?	Yes	No	NA
Application Forms			
Can you offer job applications in different formats, like large print or audio?	Yes	No	NA
Do you hold interviews in accessible buildings?	Yes	No	NA

Please list all highlighted points that may require attention (use reverse of this page if needed)

1	Suggest additional signage for highlighting disabled parking bays.
2	Web site should be adjusted to suit i.e. re-sizable text and selectable colour scheme.
3	A sign directing the public to the reception should be considered for the car park.
4	Glazed entrance doors should be marked for visibility.
5	Suggest the installation of an induction loop in key areas of the building.
6	Disabled toilet should be painted in a contrasting colour from the installed hand rails.
7	The Alarm for the disabled toilet is to be linked to the main office.
8	Any stored items encroaching on the corridors should be removed (storage box on corridor at the rear of the main hall)
9	Light switches are 1400mm High and not suitable for wheelchair users.
10	Permanent ramp to be considered for exits from main hall.
11	
12	