

Section 6 – Action Plan

6.1 - ACTION TABLE

COSTS - **N** = NONE **M** = MINIMAL **OG** = ONGOING MAINTENANCE **ST** = STRUCTURAL CHANGE **EX** = MAJOR STRUCTURAL CHANGE

Item Ref.	Details / Issue	Recommendation	Est Cost	Action Taken
PRIORITY A				
1.1	Bus stops are available within the area and there are two rail stations close by. Car parking is available and there are 2 No accessible bays near the main school entrance.	The routes and transport options should be very clearly illustrated on the school's website to aid people when attempting to plan ahead of their journey.	N	Public transport routes to school are set out on website
1.2	The level kerbs at the vehicular entrance to the main reception car park is not clearly defined/level causing potential difficulties for wheelchair users.	Undertake remedial works to the level kerbs. This will provide ease of access for wheelchair users.	OG	Quote obtained October 2016 Consider when next refurbish
2.1	Four accessible bays are provided for Blue Badge holders, these are located near the main entrance and within the right side car park.	It is strongly recommended that the existing tally of accessible parking spaces be increased to accommodate Blue Badge holders. The designated accessible parking should be clearly marked out at least 2.4m wide x 4.8m long plus a 1.2m side transfer zone at the side and end of the bay.	M	Completed May 2017
2.2	The signage in front of the 2 No accessible bays at the main entrance is not suitable and is positioned too low off the ground floor level. Additionally refer to 2.6, The sign in front of the bays is impeding the clearance width available for wheelchair users to gain access onto paving. This sign needs to be removed.	Remove existing and install BS8300 compliant signage.	M	Completed January 2016
	There needs to be a sign within car parking areas indicating where the accessible bays are located.	Install a post mounted sign indicating where the accessible parking bays are located on entry to the car park. According to the BS8300 - A sign or, if appropriate, signs should be provided at the entrance to the car park and at each change in direction to direct disabled motorists to designated parking spaces.	M	
	The two accessible bays provided within the right side car park do not have any signs to the front.	Provide signage to the front of the accessible parking spaces.	M	

2.3A	The two accessible bays near the main entrance are not correctly marked out in accordance to BS8300. There needs to be transfer zones on both sides and the left bay is too narrow in width.	Remark the accessible bays in accordance to BS8300.	M	Completed May 2017
2.3B	Note on day of survey there was a car parked on one of the accessible bays not displaying a Blue Badge.	Implement a management procedure to ensure the use of the designated parking spaces are monitored regularly to limit misuse by non-disabled motorists.	N	Done
2.6	The sign in front of the main entrance accessible bays is impeding the clearance width available for wheelchair users to gain access onto paving. This sign needs to be removed. Additionally on the day of the survey there was a car parked too far to the right denying ease of access for the left bay.	Refer to 2.2.		Completed
3.6	There are 3 No steps up to the sport courts denying access for wheelchair users. These steps also have no contrast to the step nosings or any handrail provision.	Access for wheelchair users should be provided to the sport courts. Installing a BS8300 compliant ramp to provide level access to the sport courts. This will require tactile paving, a gradient that does not exceed 1/15, colour contrast to the surface as well as well contrasted handrails to both sides.	ST	Quote sought July 2016 Approximately £20,000 to include sports courts, ramp by Language descants Included in ongoing works – contrast paint added. Handrail fitted Summer 2017 Repaving Oct 2017
5.2C	The entrance adjacent to the Deputy Head-teachers Office should be replaced with a door and a half system. Additionally the existing vision panels are too high off the ground floor level causing a Potential collision hazard. Particularly important as there are steps near the Headmasters Office and this is an access route.	It would be beneficial for wheelchair users to convert these doors to a door and a half system. This would allow wheelchair users a greater clearance width when using the master leaf. Ensure the new entrance has the appropriate vision panels. Refer to BS8300 -An effective clear width of less than 800 mm may result in people with poor manoeuvring ability or with large wheelchairs not being able to pass through without damage to themselves or the door. Use of the preferred effective clear width more easily accommodates people with assistance dogs and where there is heavy pedestrian traffic.	M	Handrail fitted July 2016 Consider altering when next refurbish.
5.3	The double door entrance near KS3 Boys Toilets has a step up denying access for wheelchair users. Additionally the existing contrast paint to the edge has faded causing a potential tripping hazard. This is particularly important as there is no wheelchair access (internally) via the main school due to 2No steps opposite the Site Team Office.	Create level access for wheelchair users. In the short term colour contrast should be added to the edge.	ST OG	Consider during next refurbishment Completed July 2016

5.5	The entrance into the rear 6th Form Block is likely to be problematic for wheelchair users due to the positioning of the protection barriers and opposite wall.	Difficult to rectify without structural works, recommended bins are removed to maximise existing availability. Implement management procedure to remove existing bins.	N	Bins were removed September 2016
5.8A	The Gristwood Centre entrance is too heavy to open with ease.	Implement maintenance to de-tense and recalibrate the hinges. Ensure doors can be opened with less than 30 Newtons of force.	OG	New doors fitted Easter 2015
5.8B	The entrances into the 6th Form Block are too heavy to open.	Implement maintenance to de-tense and recalibrate the hinges. Ensure doors can be opened with less than 30 Newtons of force.	OG	Completed May 2017
5.9	The intercom keypad at the Main Reception Entrance is positioned too high off the ground floor level. There is no LED display or colour contrast to the buttons. Numerous users may struggle with using the facility around the protective cover for an example someone with dexterity impairments who has to use a pointing action.	Install intercom which has tactile definition to the buttons and an LED display. Ensure all operating parts are within 1200mm off the ground level. It may also be beneficial to install a video link. Site management should undertake a review as to whether the protective covers should remain.	M	Completed September 2016
5.12	It is strongly recommended that the Main Reception Entrance be power assisted operated by a push pad on approach.	Install power assisted devices to the Main Reception entrance. The entrance doors should be easily opened by a well contrasted push pad.	M	Completed September 2016
6.7	There is no induction loop provided. Additionally there is glare present on the reception's glazed screen which could hinder lip- readers. It is important to note that a barrier may be required for security purposes.	Install an induction loop to the reception desk. At the next refurbishment for the site, consider replacing the existing glazing with an alternative that does not produce a glare. BS8300 - A hearing enhancement system, using induction loop, infrared or radio transmission, should be installed at service or reception counters where the background noise level is high.	M M	An induction loop is available at Reception A second portable Induction loop has been purchased
6.10	There is a table and chair provided to the front of the reception desk, this impedes access for wheelchair users.	Implement a management procedure to re-organise layout of this area. There should be a clear and unobstructive approach to the reception desk.	N	Completed January 2015

7.3	<p>At current there is no wheelchair access onto the stage within the Main Hall. This could potentially be discriminatory under the Equality Act.</p> <p>For an example should a wheelchair user be unable to perform due to being unable to gain access to the stage or potentially collect an award on the floor level when peers are able to go onto the stage.</p> <p>Additionally the side steps onto the stage do not have any colour contrast provided to the edge of the step nosings as well as any handrail provision.</p>	<p>Site management should review and implement procedures in the short term. Additionally the existing steps should be contrasted and there should be a handrail provided.</p> <p>Should a wheelchair user be collecting an award then everyone within that award category should collect their award from the same location as the wheelchair user.</p> <p>In the long term a more suitable solution needs to be sought such as a platform lift which gains wheelchair access onto the stage.</p>	<p>N</p> <p>OG</p> <p>ST</p>	<p>As a temporary alternative a handrail is available at the back of the stage.</p> <p>Consideration will be given to handrails at the front of the stage when next refurbish.</p> <p>In the meantime if one is needed it can be hired from Terrylifts.co.uk.</p>
8.10	<p>There are numerous doors throughout the school that require an opening pressure that exceeds 30 Newtons to open. This is likely to cause difficulties for many users.</p>	<p>Implement maintenance to de-tense and recalibrate the hinges. Ensure doors can be opened with less than 30 Newtons of force.</p>	<p>OG</p>	<p>New doors fitted Easter 2015</p>
9.1	<p>At current there is no wheelchair access to the library for wheelchair users (only via the staff room or via the fire exit) this could be considered discriminatory as the Library is a key feature within the school.</p>	<p>An architectural feasibility study should be implemented to see whether it may be possible to install an internal ramp or possibly a platform lift.</p>	<p>N/ST</p>	<p>Consider moving entrance in next refurbishments Quoted £8.5K Summer 2017</p>
11.1A	<p>Lift is installed opposite the reception area. On the day of the survey the lift near the Sports Hall was used for storage.</p>	<p>Implement a management procedure to ensure that the lift facilities are kept clear.</p>	<p>N</p>	<p>Half termly walk through by Disability Monitoring Group commenced June 2016</p>
11.1B	<p>The stairlift on the first floor providing access to S9 did not appear to be working on the day of the survey.</p>	<p>Site management should undertake an investigation.</p>	<p>N</p>	<p>Lift removed from service December 2015</p>
12.2	<p>Numerous WC doors are too heavy to open such as the entrance to the KS3 Boys Toilets.</p>	<p>Implement maintenance to de-tense and recalibrate the hinges. Ensure doors can be opened with less than 30 Newtons of force.</p>	<p>OG</p>	<p>New doors fitted Easter 2015</p>
12.8A	<p>Students and staff using the Port-cabins have a considerable distance (and route is external) to go in order to reach toilet facilities. This will be extremely problematic for disabled people.</p>	<p>Should a wheelchair user or people with mobility disabilities teach or receive lessons in any of the Port-cabins then suitable toilet facilities must be provided within near vicinity.</p> <p>If suitable toilet facilities are not provided, then alternative means of access will need to be implemented i.e teaching at an alternative location.</p> <p>One easy solution to provide accessible toilet facilities may be to install a pre-made accessible WC external cubicle which is operated via a RADAR key.</p>	<p>N/ST</p>	<p>Part of long term structural planning. Unable to provide toilets in this area at present. Timetabling tries to ensure teaching would be at an alternative location. Unable to provide due to planning implications. Keys for 6th form toilet to be used by staff and students as required.</p>

12.8B	<p>There is no suitable unisex accessible WC facility within The Gristwood Centre.</p>	<p>Install an accessible WC facility to this area, refer to BS8300 for guidance on suggested fittings/fixtures.</p> <p>Install alarm cord in accordance to BS8300. An emergency assistance pull cord should be sited so that it can be operated from the WC and from an adjacent floor area.</p> <p>BS8300 - Lavatory accessories, such as dispensers for soap, toilet paper and paper towels, should be suitable for single-handed use and for use by people with weak arm movements. They should be readily accessible to a person in a wheelchair or seated on the WC, and to a person when standing</p>	ST	<p>Updated Summer 2016</p> <p>Alarm cords fitted.</p>
12.11	<p>There is no suitable accessible changing room facility for disabled people who use the school's sporting facilities.</p> <p>Sport England states - All changing areas must be designed so that disabled people can use them. This does not necessitate expensive design features but it does require attention to detail and layout. In addition, all sports facilities, except those serving only grass pitches, must always provide an individual unisex accessible changing room complete with shower and toilet. This enables assistance to be given by someone of the opposite sex.</p>	<p>An architectural feasibility study should be undertaken to assess the possibility of creating an individual unisex accessible changing room with a separate entrance. Alternatively an accessible changing unit within both the male and female changing rooms.</p>	ST	<p>Medical room refurbished to include changing facilities 2014</p>
13.4	<p>On the day of the survey, the accessible WC near the Main Office was being used to store items making it unusable by wheelchair users who require the maximum maneuverability.</p>	<p>Implement a management procedure to ensure that the disabled WC facilities are kept clear.</p>	N	<p>Cleared 2014</p>
13.5	<p>There is a lack of signage throughout the site indicating where the accessible WCs are located.</p>	<p>This should be incorporated as part of the way finding review for the site.</p>		<p>Ongoing programme of updating signage continued October 2017</p>
13.7	<p>Cord alarms were not hanging loose such as within the accessible WC near the Main Office and the one within the 6th Form Block was tied up.</p>	<p>Implement a management procedure to ensure that cord alarms are always kept loose and not tied up.</p> <p>According to BS8300 - An emergency assistance pull cord should be sited so that it can be operated from the WC and from an adjacent floor area. The emergency assistance pull cord, coloured red, should be provided with two red bangles of 50 mm diameter, one set at a height between 800 mm and 1000 mm and the other set at 100 mm above floor level.</p>	N	<p>Cord alarms are kept loose and regularly checked.</p>

13.8	The accessible WC within the English Block is designated as for Staff Only and can only be opened using a key. The internal locking system is confusing with a Yale, handle lock and padlock.	Consideration to providing RADAR lock, this will ensure facility is not abused. A spare key and signage will be required at reception for registered users of the scheme who may forget to bring the key.	M	Padlock removed 2016
13.12	On the day of the survey sanitary bins were being positioned adjacent to the toilet pans denying wheelchair users all of the potential transferring opportunities that an accessible WC is designed to provide.	Implement a management procedure to ensure that the facilities and the transfer areas adjacent to the toilet pan are kept clear. This will enable wheelchair users to adopt the many transfer techniques available to them in which a BS8300 compliant accessible WC is designed to provide.	N	Moved September 2014
14.5	There is no induction loop provided to the library reception desk.	Install an induction loop to the library reception desk. Ensure there is signage indicating the availability of the facility and that staff are trained in its use.	M	Ordered September 2016 and now in place.
15.2	Current wayfinding signage strategy is poor. Lack of tactile or Braille signage provided within the school to aid people with impaired vision. BS8300 - Signs and universally accepted symbols or pictograms, indicating lifts, stairs, circulation routes and other parts of the building should be provided. Visual signs should be self-evident and, in particular, legible to visually impaired people. Plain English and pictograms together should be used to assist people with learning difficulties.	A review of the existing way finding signage should be undertaken. Symbols should also be used to compliment signage where possible. Refer to - JMU Access Partnership and The Sign Design Society. 2000. ISBN 185878 412 3. Seek specialist advice for tactile signage. For further information on signage please refer to - JMU Access Partnership and The Sign Design Society. 2000. ISBN 185878 412 3. DAC is able to undertake detailed signage surveys and implement the installation of suitable signage strategies.	M	Signage review ongoing and updated as structural changes made. To be put in place October 2017
16.5	It is worth reviewing the current lighting within the classrooms, at current standard blinds are used within some of the classrooms which may not allow sufficient control of the lighting to aid lip-readers. The correct lighting levels are crucial for pupils with hearing impairments who may lip-read. The use of curtains as per SE2 Classroom is not suitable.	Site management should undertake a review of the current level of the lighting within the classrooms to ensure that lip-readers are getting the maximum benefit from lessons.	N	LED bulbs are being fitted throughout the buildings this is an ongoing project.
17.6A	There needs to be an induction loop provided within one of the Drama and Music Rooms within The Gristwood Centre.	Provide an induction loop to one of the Drama and Music Rooms within The Gristwood Centre.	M	Ordered September 2016

17.6B	There is no induction loop facility provided within the Main Hall to benefit hearing aid users.	<p>Install an induction loop to the hall to benefit hearing aid users. Identified as a high priority as a range of users use the hall.</p> <p>According to BS8300 - A hearing enhancement system, using induction loop, infrared or radio transmission, should be installed in rooms and spaces used for meetings, lectures, classes, performances, spectator sport or films, and at service or reception counters where the background noise level is high or where glazed screens are used.</p>	M	Induction loop in Reception is portable and can be used in the hall.
18.1	There are no visual alarm systems provided throughout the school (only music areas)	<p>Specialist advice should be undertaken to install further alarm/alerting systems for people with impaired hearing, such as flashing beacons and vibrating devices. If flashing beacons are used, supplement with signage to indicate purpose.</p> <p>BS8300 - A fire alarm should emit a visual and audible signal to warn occupants with hearing or visual impairments</p>	M	Investigated – cost prohibitive
18.2A	None of the Port-cabins have suitable level egress for wheelchair users and steps descend onto grass.	Should a wheelchair user teach or receive lessons in any of the Port-cabins then that unit should provide level egress for wheelchair users. If level egress is not provided, then alternative means of access will need to be implemented i.e teaching at an alternative location.	ST/N	<p>Timetable as a measure to avoid risk</p> <p>Quote is £6.5k. consider in next refurbishments. In meantime H&S providers have confirmed</p>
18.2B	The rear fire exit to the English Block should have the steps removed and a ramp installed to allow suitable egress for wheelchair users.	Install a BS8300 compliant ramp to the rear exit of the English Block. This will allow suitable egress for wheelchair users.	ST	<p>can use other ramp</p> <p>Ramp to be updated Easter 2018 with non-slip material</p>
18.2C	The double door exit near Year 10-11 toilets is slightly raised which should be leveled out.	Undertake remedial works. This threshold should be leveled out to allow ease of egress for wheelchair users.	OG	Changed Easter 2015
18.5	There is a lack of EVAC chairs provided.	<p>An EVAC chair should be provided to every site and stored near the top landing of the key stairwell within that building. Signage should be provided indicating the location of the chairs.</p> <p>Highest priority goes to the sites which provide wheelchair access to the upper floors.</p>	M	There is one EVAC chair in the main building. Further chair added Autumn 2017

PRIORITY B

1.4	The paving surrounding the Port-cabins on approach to the sport courts are in early stages of deterioration with various slabs starting to raise at the edges causing a tripping hazard.	Undertake remedial works to the paving. Uneven surfaces, surfaces of loose materials (e.g. gravel) and large gaps between paving materials cause problems for wheelchair users, people with impaired vision and people who are, generally, unsteady on their feet.	OG	Some stones relaid 2015 Repaved October 2017
1.6	Further signage should be provided indicating location of the main entrance.	This should be incorporated as part of the way finding review for the site.		Updating as necessary
1.8A	On approach to the site there are some low hanging branches, these could cause a hazard for people with impaired vision who do not detect them with their assistance cane.	Implement a management procedure to ensure that plantation is appropriately trimmed back. Where the hazard is outside of the school's responsibility, liaison should be undertaken with the local Council.	N	These are cut back on a rolling programme by contractors
1.8B	The use of low external features, for an example planting pots near the Main Reception Entrance need to be carefully monitored to ensure that they do not constitute a collision hazard. Items which are low of the ground can often be not seen by people with impaired vision like those who may have tunnel vision.	Implement a management procedure to review the existing use of low level external features and remove if necessary.	N	Plant pots removed Summer 2017
1.9D	Outside the Hall fire exits (between Hall and Science Block) there is a long unprotected edge that needs to be protected as it could cause a stumbling hazard. In the short term, the edge needs to be urgently repainted.	In the short term the edge should be highlighted/contrasted. In the long term this edge needs to be protected to avoid a potential hazard.	OG M	Completed Summer 2016 Benches added Summer 2016
2.7A	There are no safety marked out routes within any of the car parking areas, this puts many people at risk particularly those with hearing impairments who may not hear a car reversing out of its space.	Mark out 1200mm wide hatched pedestrian routes within the car parks complete with signage warning of pedestrians. Also recommend providing a maximum speed limit of 5 mph within the car parks.	M	Marked out as required Summer 2016
2.7B	Various spots within the car parks require remedial works for an example opposite Bay No8. There is a manhole cover which is not flush adjacent to Bay No32.	Undertake remedial works to the surface.	OG	Summer 2015
3.3A	The long ramp to the right of the main entrance has handrails which are of exposed metal, this could be cold to touch in colder weather.	The handrails should be coated with well contrasted nylon to ensure that they are not cold to touch.	OG	Consider when next refurbished. Summer 2017
3.3C	The ramp up to the English Block has handrails which do not conform to BS8300 and they are non-continuous.	Install BS8300 compliant handrails to the ramp.	M	Consider when next refurbished Fitted nylon to handrail Summer 2017

3.4	The ramps up to the entrances of the Port-cabins have poor surfaces which are not defined in certain spots such as up to L6 and L3-4. None of the ramp surfaces have colour contrast to indicate the presence of a gradient.	The surfaces of these ramps should be reviewed and potentially replaced with an appropriate alternative. There should be colour contrast provided to the surface of the ramps, this will indicate the presence of a gradient to people with impaired vision.	N OG	Consider when next refurbished Painted Summer 2016
4.2B	The steps near the 6th Form Entrance have BS8300 compliant handrails however the central rail to the short flight is missing/damaged.	Install a new BS8300 compliant central rail to the step flight.	M	Consider when next refurbished
5.2A	It would be beneficial to replace The Gristwood Centre entrance with a door and a half system to allow a greater clearance width through the master leaf.	Install a door and a half system to The Gristwood Centre entrance.	M	Two doors installed Easter 2015
5.2B	The first front 6th Form Block entrance is too narrow when just a single leaf is opened. It is recommended that these doors be changed to a door and a half system.	Install a door and a half system to the first front 6th Form Block entrance.	M	Consider when next refurbished
5.6A	The Gristwood Centre has pull bars to the main entrance, these are not suitably colour contrasted.	To aid people with impaired vision, the pull bars should be colour contrasted.	OG	Doors changed Easter 2015
5.6B	The front and rear 6th Form Block Entrances have silver pull bars seen against a grey frame resulting in a lack of colour contrast.	To aid people with impaired vision, the pull bars should be colour contrasted.	OG	Health & Safety advisors have confirmed not necessary
5.7A	The handrails on approach to the Main Reception Entrance are of exposed metal which could be cold to touch in colder weather.	The handrails should be coated with well contrasted nylon to ensure that they are not cold to touch.	OG	Consider when next refurbished. Fitted nylon to handrail Summer 2017
5.9B	The long ramp to the right of the main entrance has an intercom at the top. This does not have colour contrast to the button and there is no LED display.	Install intercom which has tactile definition to the buttons and an LED display. Ensure all operating parts are within 1200mm off the ground level. It may also be beneficial to install a video link.	M	Completed Easter 2015
5.11	There are various long mats used inside the entrances, on the day of the survey one of the mats had the corner turned up causing a potential tripping hazard.	Site management should review current usage of mats and take appropriate action.	N	Mats changed to non-slip style. Mats need to be in place to avoid slip hazard caused by rainwater
6.6	The reception counter is positioned too high off the ground floor level to accommodate wheelchair users and people of small stature.	The reception desk should have a lower section plus sufficient knee space both sides for people sitting or standing. Ideally this should be at two heights: between 950mm and 1100mm to accommodate people standing and at 760mm for wheelchair users.	M	Consider removal of window in due course. Obtain quote for reception desk outside office and blocking up wall for use as display

7.12	The accessible WC within the 6th Form Block has patterning either side which could cause confusion for people with impaired vision.	To aid people with impaired vision the walls should be consistently one colour without any patterning that could be considered confusing.	OG	Retiled 2016
8.2	Various doors are not suitably colour contrasted against their surroundings, for an example A2 and A3 on the first floor near the Gymnasium.	Ensure all doors have contrast against the surroundings upon which they are seen. According to BS8300 - Colour and luminance contrast should be used to distinguish the boundaries of floors, walls, doors and ceilings, e.g. if the architrave is the same colour as the door but a different colour from the surrounding wall, it may outline the opening for some visually impaired users when the door is open.	OG	Health & Safety providers have confirmed not necessary.
8.5	There are a considerable number of double doors throughout the school (mainly Main Block) which have an opening clearance width of less than 800mm when a single door is opened.	A rolling programme should be implemented to convert any double corridor doors into a door and a half system which would allow a greater clearance width for wheelchair users.	OG	Doors changed Easter 2015
8.6	The intercom provided at the Library entrance is positioned too high off the ground floor level. There is no contrast to the button and there is no LED display to accommodate hearing impaired people.	Install intercom which has tactile definition to the buttons and an LED display. Ensure all operating parts are within 1200mm off the ground level. It may also be beneficial to install a video link.	M	Entrance moved October 2016
8.7	Within the older part of the school, door knobs are used, these can be difficult to operate by people who may have dexterity impairments.	A rolling refurbishment programme should be implemented to install new BS8300 compliant door furniture. New furniture handles should be well contrasted and tubular style operated via lever. Door knobs are generally difficult for use by people with ambulant disabilities. People who may have dexterity impairments or arthritis due to the wrist action required to open them.	OG	All removed Easter 2016
8.8	Various door handles throughout are not suitably colour contrasted against the door panel.	This should be incorporated as part of recommendation 8.7		All removed Easter 2016
10.3A	Steps within the English Block have black nosing strips seen against blue treads, this does not provide sufficient colour contrast.	A rolling programme should be implemented to install new brightly contrasted strips to the step nosings which provide better contrast. This will enable people to easily distinguish the tread and risers. BS8300 states - All steps need to have clear colour contrast edgings applied to nosings permanently contrasting material 55mm wide on both the tread and the riser.	OG	Painted Summer 2016

10.3B	Steps opposite T8 within the The Faculty of Technology only have colour contrast to the first and last of the step nosings and not the rest of the steps.	A rolling programme should be implemented to install new brightly contrasted strips to the step nosings.	OG	Painted Summer 2016
10.3C	Steps opposite T6 within the The Faculty of Technology only have colour contrast to the first and last of the step nosings and not the rest of the steps.	A rolling programme should be implemented to install new brightly contrasted strips to the step nosings.	OG	Painted Summer 2016
10.3D	The stairwell opposite the Pupils Reception has thin black nosing strips, these do not comply with BS8300.	A rolling programme should be implemented to install new brightly contrasted strips to the step nosings.	OG	Painted Summer 2016
10.3E	4No steps near the Headmasters Office have colour contrast provided to the first and last step nosing only.	A rolling programme should be implemented to install new brightly contrasted strips to the step nosings.	OG	Painted Summer 2016
10.3F	No contrast is provided to the stairwell near IT3, only the first and last steps have contrast to the edge of the step nosings.	A rolling programme should be implemented to install new brightly contrasted strips to the step nosings.	OG	Painted Summer 2016
10.3G	5No steps near IT3 require contrast to the edge of the step nosings.	A rolling programme should be implemented to install new brightly contrasted strips to the step nosings.	OG	Painted Summer 2016
10.3H	4No steps opposite the Library entrance have nosing strips which have peeled off/faded.	A rolling programme should be implemented to install new brightly contrasted strips to the step nosings.	OG	Painted Summer 2016
10.3I	No contrast is provided to the edge of the step nosings within the front stairwell near the Faculty of Social and Economic Studies.	A rolling programme should be implemented to install new brightly contrasted strips to the step nosings.	OG	Painted Summer 2016
10.3J	The rear stairwell has yellow nosing strips provided to some of the steps (various have peeled/come off)	A rolling programme should be implemented to install new brightly contrasted strips to the step nosings.	OG	Painted Summer 2016
10.3K	7No steps near IE Room on the first floor do not have suitable colour contrast to the step nosings (only first and last)	A rolling programme should be implemented to install new brightly contrasted strips to the step nosings.	OG	Painted Summer 2016
10.3L	Steps up to S6 on the first floor require new well contrasted nosing strips to each of the 4No steps.	A rolling programme should be implemented to install new brightly contrasted strips to the step nosings.	OG	Painted Summer 2016
10.4D	The main stairwell opposite the Pupils Reception has handrails which do not extend 300mm and they are not of the correct oval profile in accordance to BS8300.	BS8300 compliant handrails should be installed. The handrail needs to be changed to one with a suitable profile (circular: 40 – 45mm, oval 50mm, in diameter) that projects at least 60 -75mm clear of the adjacent wall – 50mm between a cranked support and the underside of the handrail. The handrail needs to be at least 300mm beyond the top and the bottom of the steps and should not project the route of travel.	M	Consider when next refurbished

10.4E	4No steps near the Headmasters Office do not have handrails of the correct profile in accordance to BS8300.	BS8300 compliant handrails should be installed.	M	Installed July 2016
10.4F	The stairwell near IT3 has handrails which are not of the preferred profile.	BS8300 compliant handrails should be installed.	M	Installed July 2016
10.4G	5No steps near IT3 has a handrail which is not of the preferred profile in accordance to BS8300.	BS8300 compliant handrails should be installed.	M	
10.4H	4No steps opposite the library entrance has a grab-rail to one side and a high (loose) handrail to the other. These should be replaced with BS8300 compliant handrails to both sides of the flight.	BS8300 compliant handrails should be installed.	M	Will be removed November 2016
10.4I	Both stairwells near the Faculty of Social and Economic Studies have handrails which are of the incorrect profile and they do not extend 300mm beyond the first and last step pitch line.	BS8300 compliant handrails should be installed.	M	Consider when next refurbished
10.4J	There are no handrails provided to the 3No steps near the first floor hall	BS8300 compliant handrails should be installed.	M	Consider when next refurbished. Handrails are available at back of hall in meantime
10.4K	7No steps near IE Room on the first floor have handrails which are not of the correct profile in accordance to BS8300.	BS8300 compliant handrails should be installed.	M	Consider when next refurbished
10.4L	4No steps up to S6 on the first floor do not have any handrails.	BS8300 compliant handrails should be installed.	M	Handrail fitted Summer 2017
10.7	There are two steps within the corridor opposite the Site Team Office, as these are open they could take someone by surprise and cause a potential tripping hazard due to the lack of tactile paving. Additionally these steps have grab rails to the side which have a profile that is too slim. 4No steps near the Headmasters Office require tactile warnings to the top and bottom.	There should be a hazard warning of tactile surfacing on the top landing of the flight of stairs that should be positioned at least 400mm from the nosing. The highest priority are the steps which are 'open' for an example the steps within the foyer of the Main Hall Building. This should be implemented as part of an ongoing renovation plan for the site.	OG	Painted Summer 2016 Rail installed Summer 2016
11.3A	The support rail is not suitably colour contrasted within the 6th Form Block platform lift.	The support rail should be colour contrasted to aid people with impaired vision.	OG	Consider when next refurbished
11.3B	The silver support rails within the reception lift and sports hall lift do not suitably colour contrast against the white walls.	The support rails should be colour contrasted to aid people with impaired vision.	OG	Consider when next refurbished
11.7	There does not appear to be any audio provided to the lift near the Sports Hall.	Clear and concise audio should be provided.	M	Consider when next refurbished

11.9	There is a lack of signage throughout the school indicating the location of the lifts.	This should be incorporated as part of the way finding review for the site.		Further signage added Autumn 2017
11.10A	The platform lift within the 6th Form Block is not suitably colour contrasted against the surround.	Add colour contrast to aid people with impaired vision.	OG	Added colour strips Summer 2017
11.10B	The lift near the reception area is not suitably colour contrasted against the surroundings.	Add colour contrast to aid people with impaired vision.	OG	Added colour strips Summer 2017
12.6	Urinals do not feature grab-rails to aid people with ambulant disabilities. Additionally urinals are not suitably colour contrasted against the surrounding walls.	A well contrasted grab rail should be provided to one urinal in every WC where applicable.	OG	Site team fitted May 2017
12.7	Standard and push taps are provided throughout majority of the WCs, a rolling programme needs to be implemented to ensure that a set of lever taps is available within every WC.	A rolling programme should be implemented to ensure that within every W.C and to the classrooms that there are taps which are operated via a lever action, this will aid people with limited dexterity in their wrists. According to BS8300 - Taps should either be mixer taps with an up and down action to control water flow or individual hot and cold lever operated taps with not more than a quarter turn from off to full flow.	OG	Consider when next refurbished Female staff toilets refurbished July 2017 new specifications were included.
12.10	None of the showers have grab rails installed to aid people with ambulant disabilities. Within changing areas there should be a lowered section of coat pegs to accommodate people of small stature.	Install a well contrasted grab-rail within one shower unit per area. Ensure that there is a lowered section of coat pegs in every location.	M OG	Consider when next refurbished
13.3A	The accessible WC within the English Block has a handryer which is not suitably colour contrasted.	Add colour contrast to aid people with impaired vision.	OG	Updated Summer 2016
13.3B	The toilet roll dispenser and handryer within the accessible WC near the Main Office are not suitably colour contrasted.	Add colour contrast to aid people with impaired vision.	OG	Updated Summer 2016
13.9A	The accessible WC within the English Block has a flush system that many people will find difficult to use. There needs to be a lever style flush positioned on the transfer side of the toilet pan.	Install a lever style flush positioned on the transfer side of the toilet pan.	OG	Consider when next refurbished
13.9B	The accessible WC near the Main Office has a flush which is located on the wrong side of the toilet pan.	Reposition the flush to the transfer side of the toilet pan.	OG	Consider when next refurbished
13.11	There needs to be a backrest provided to the back of the accessible WC toilet pans.	Install backrest to the toilet pans. Refer to BS8300 for guidance on suitable fitting.	M	Consider when next refurbished

14.1	Within the Dining Area, there is a lack of chairs with armrests to aid people with ambulant disabilities.	Provide a mixture of chairs at varying heights, some with and without armrests. Ensure all seating is well contrasted against the background upon which they are seen. According to BS8300 - If a seat is too high or too low, or if there are no armrests or side supports, a person may experience considerable discomfort as a result of poor posture. A person may also have difficulty rising from a seated position if the seat is set too low, or if it has no armrests.	M	Consider when canteen company refurbish. Cost is £60 per chair
14.2A	There needs to be a couple of chairs with armrests provided within each classroom to aid people with ambulant disabilities.	Ensure that there is a chair with armrests available within each of the classrooms. This is a recommendation that may need to be phased.	M	Consider by September 2016 Cost is £60 per chair
14.2B	There are no chairs with armrests provided within the Main Hall.	Provide a mixture of chairs at varying heights, some with and without armrests. Ensure all seating is well contrasted against the background upon which they are seen.	M	Purchased October 2017
15.1	Because the school is so large with various external routes and buildings, it is recommended that tactile way finding map boards be positioned at equal intervals throughout the site.	Site management should review as part of the signage way finding review for the site.	M	Ongoing programme of replacing signage in place
16.2	Within the Main Block the lighting is deemed poor throughout the corridors for an example off Classroom T5. The lighting is uneven and has confusing pools of shadow.	Site management should undertake a review and upgrade the existing lighting within the corridors. Lighting levels should exceed 100 LUX and be even/ consistent with no pools of dark and shadows.	M	Bid for new lighting 2016 ongoing On-going programme to replace with LED lightbulbs
PRIORITY C				
13.	The main crossing to the top junction of Pinner Road does not have stop/walk signals, this junction gets very busy with vehicular traffic and is a main route to the school. There should be a clearly defined crossing with turn cones to aid people who are DeafBlind.	Site management should undertake liaison with the Highways Department to review.	N	Highways Agency to be contacted Autumn 2016 Highways have refused – GN appealing decision
1.9B	Two structural posts supporting the Main Entrance canopy should be colour contrasted or have markings at two heights in accordance to BS8300.	Well contrasted markings should be provided at two heights in accordance to BS8300.	OG	Completed May 2017
1.9C	Four structural posts supporting the English Block Entrance canopy should be colour contrasted or have markings at two heights in accordance to BS8300.	Well contrasted markings should be provided at two heights in accordance to BS8300.	OG	Painted Summer 2017

1.9E	The entrance to The Gristwood Centre has two columns outside, these need to be colour contrasted.	Well contrasted markings should be provided at two heights in accordance to BS8300.	OG	Completed Spring 2013
1.10	<p>A bench with armrests should be considered for near the Main Reception Entrance to provide people with ambulant disabilities a short rest before entering the school. This could potentially be positioned to the left of the entrance.</p> <p>Benches by the Pupil Entrance do not feature armrests to aid people with ambulant disabilities. Additionally there is no access onto the picnic area for wheelchair users platform due to the kerb.</p> <p>Throughout the grounds there needs to be benches with armrests at equal intervals, the majority of external seating does not have armrests.</p>	<p>Provide benches with armrests at equal intervals.</p> <p>Ensure benches are well contrasted against their surroundings and that there is space to the side which will allow a wheelchair user to be alongside a seated companion.</p> <p>If a seat is too high or too low, or if there are no armrests or side supports, a person may experience considerable discomfort as a result of poor posture. A person may also have difficulty rising from a seated position if the seat is set too low, or if it has no armrests.</p>	M	<p>Cost bench October 2016</p> <p>SLT have concluded benches outside may be security/safeguarding risk</p>
3.2A	The long ramp to the right of the main entrance has no colour contrast to the surface. This would forewarn people with impaired vision that there is a gradient change and hence prevent a potential stumbling hazard.	<p>Colour contrast should be added to the surface of the ramp.</p> <p>According to BS8300 - The colour of the surface of a ramp should contrast in luminance with that of a landing and surrounding area so that its presence is distinguishable by people with impaired vision.</p>	OG	Painted Summer 2016
3.2B	The long ramp near the 6th Form Entrance and to the rear has slight colour contrast but this has faded.	Colour contrast should be added to the surface of the ramp.	OG	Painted Summer 2016
3.2C	The ramp up to the English Block has no colour contrast to the surface.	Colour contrast should be added to the surface of the ramp.	OG	Painted Summer 2016
4.2A	The steps up to the Deliveries Entrance have a handrail which is not of the preferred profile.	BS8300 compliant handrails should be installed to both sides. The handrails should be coated with nylon or a suitable alternative to ensure that they are not cold to touch.	M	Alter when next refurbished Nylon added to handrail summer 2017
4.2C	All of the entrance and exit steps to the Port-cabins have well contrasted yellow handrails but they are of a square profile which is non-compliant to BS8300.	<p>BS8300 compliant handrails should be installed to both sides. The handrails should be coated with nylon or a suitable alternative to ensure that they are not cold to touch.</p> <p>The handrails needs to be changed to one with a suitable profile (circular: 40 – 45mm, oval 50mm, in diameter) that projects at least 60 -75mm clear of the adjacent wall – 50mm between a cranked support and the underside of the handrail.</p>	M	<p>Consider when next refurbished</p> <p>Consider when next refurbished. Consider Autumn 2017</p>
5.1A	There needs to be building identification signage at the English Block Entrance.	This should be incorporated as part of the way finding review for the site.		Consider when next refurbished. Consider Autumn 2017

E 5.1B	The entrance doors into the Science Block are not suitably colour contrasted as they are the same colour as the surrounding walls.	Ensure all doors have contrast against the surroundings upon which they are seen. According to BS8300 - Colour and luminance contrast should be used to distinguish the boundaries of floors, walls, doors and ceilings, e.g. if the architrave is the same colour as the door but a different colour from the surrounding wall, it may outline the opening for some visually impaired users when the door is open.	OG	Completed Easter 2015
5.4	The double door entrance near KS3 Boys Toilets has a high vision panel which could cause a potential collision hazard for wheelchair users or people of small stature.	Appropriate vision panels need to be included in frequently used doors where privacy is not required (toilets, interview rooms etc.) with a minimum visibility zone between 500mm and 1500mm from floor level and located at the side of the leading edge.	M	Completed Easter 2015
5.7B	The door handles to the canteen entrance/exit are not of the preferred profile and they do not suitably colour contrast against their background.	Install BS8300 compliant door furniture to the entrance. Ensure that it is colour contrasted against the background upon which it is seen.	M	Health & Safety providers have confirmed unnecessary
6.8	There is no minicom to aid hearing impaired people when attempting to contact the school via telephone.	Provide a minicom facility and ensure staff are trained in how to use the facility. Ensure that the direct line is advertised in relevant literature and on the internet. Note – whilst it is possible to take an incoming minicom call via BT Typetalk (a BT relay operator recites what is being typed on the minicom) Personal research shows that people would rather not have a third person in the conversation.	M	To be costed Autumn 2016 Additional outlets opened to ease congestion
7.1	During peak times the food counter area under the stairwell within the English Block gets congested.	Site management should review and take appropriate action.	N	Queuing system put in place and floor marked.
7.2A	Within the English Block, where the food counter is, the underside of the stairwell should be highlighted as this could cause a potential hazard particularly during peak times.	Colour contrast should be added to the underside of the stairwell to minimise the current potential hazard.	OG	Repaint in ongoing programme
7.2B	Structural columns outside the Main Hall entrance are not suitably colour contrasted.	Well contrasted markings should be provided at two heights in accordance to BS8300.	OG	Repaint in ongoing programme
7.5	The use of blue vinyl style flooring ie for an example within the main corridor (where the Headmasters Office is located) produces a glare. When a floor is glossy or produces a glare it can make people with impaired vision apprehensive as it can appear to be a wet surface.	At the next planned renovation/re-decoration liaison should be undertaken with the RNIB to ensure a well-designed colour scheme adding contrast to floors, skirting and walls is provided which would substantially aid people with impaired vision to navigate around the school.	N/OG	Ongoing replacement of vinyl – staffroom . IT rooms and maths block replaced 2016 Updated when ordering vinyl for female staff toilets and 6 th form refectory .

7.11	The first floor near Data Management/Gymnasium has a flooring pattern which could be considered confusing for people with impaired vision. The shapes indicate the presence of steps.	At the next planned renovation/re-decoration liaison should be undertaken with the RNIB to ensure a well-designed colour scheme adding contrast to floors, skirting and walls is provided which would substantially aid people with impaired vision to navigate around the school.	N/OG	Consider when next refurbished
8.4	Doors within the older part of the school (Main Block) have vision panels which are marginally too high off the ground floor level causing a potential collision hazard for wheelchair users and people of small stature. For an example Classroom T2 and T3.	Appropriate vision panels need to be included in frequently used doors where privacy is not required (toilets, interview rooms etc.) with a minimum visibility zone between 500mm and 1500mm from floor level and located at the side of the leading edge.	M	New doors fitted Easter 2015
10.4A	The Gristwood Centre has handrails to the steps which are of the correct profile however they do not extend 300mm beyond the first step pitch line.	The handrail needs to be at least 300mm beyond the top and the bottom of the steps and should not project the route of travel.	M	Entrance levelled to avoid need for rails
10.4B	Steps opposite T8 within the The Faculty of Technology has handrails which do not extend 300mm beyond the first step pitch line.	The handrail needs to be at least 300mm beyond the top and the bottom of the steps and should not project the route of travel.	M	Consider when next refurbished
10.4C	Steps opposite T6 within the The Faculty of Technology has handrails which do not extend 300mm beyond the first step pitch line.	The handrail needs to be at least 300mm beyond the top and the bottom of the steps and should not project the route of travel.	M	Consider when next refurbished
10.10	Wall lighting within stairwells eg English Block needs to be carefully monitored as these can often cause potential confusing pools of dark and shadow.	Artificial lighting systems should be re-designed to maintain a level of illumination that is suitable for blind and partially sighted people. New lighting should be consistent and even without any confusing pools of shadows.	OG	Put on sensor timers Easter 2015
11.8	The lifts do not have any external indicators provided.	Liaison should be undertaken with the lift manufacturers to assess the possibility of installing an external level indicator. A level indicator to reassures people with hearing impairments that the lift is on its way	M	Consider when next refurbished

12.4A	The use of white sanitary ware seen against white backgrounds does not result in sufficient colour contrast to aid people with impaired vision for an example the Boys WC within the English Block.	Implement a rolling programme to add colour contrast to all of the fixtures and fittings within the Male and Female WCs. This includes urinals, cubicle doors, basins, sanitary-ware, handryers and sanitary machines. According to BS8300 - to help blind and partially sighted people identify key objects within sanitary accommodation, support rails and grab rails should contrast visually with the wall, the WC seat and cover should contrast visually with the WC pan and cistern, and sanitary fittings and accessories should contrast visually with the background against which they are seen.	OG	Borders put in 2016 Consider when next refurbished
12.4B	Numerous cubicle doors are not suitably colour contrasted.	Add colour contrast to the cubicle doors and their controls to aid people with impaired vision.	OG	Stickers added Summer 2017
14.3	None of the classrooms feature height adjustable tables to accommodate wheelchair users or people of small stature.	Site management to review, one height adjustable table should ideally be provided within each of the classrooms. This will need to be gradually implemented.	M	Consider when next refurbished
14.4	Computer facilities are provided throughout the school. It was noticed that there are no height adjustable tables provided to aid wheelchair users or people of small stature. There should be one available wherever there are IT facilities provided.	Site management to review, height adjustable table should ideally be purchased and installed for wheelchair users or people of small stature who may need to use the computing facilities.	M	Consider when next refurbished Ongoing programme of replacement. Must
16.3	Throughout the school there are notices positioned behind Perspex which causes a glare making them difficult to read.	Site management should review and take appropriate action.	N	ensure fire compliant Several boards in science removed.
PRIORITY D				
1.5	There is a lack of on-street signage indicating the location of the school. External signage is in capital letters which does not promote good practice.	The school should undertake liaison with the local Highways Dept to increase current level of on-road and street signage. People with hearing impairments make up the largest group of disabled people. They can be helped or hindered by signage. Good signage can mean that a person with a hearing disability can manage without having to ask questions. For further information on signage please refer to - JMU Access Partnership and The Sign Design Society. 2000. ISBN 185878 412 3.	N	Highways Agency to be contacted November 2016 GN to report back One further sign put up in North Harrow Station

1.9A	Entrance gates should have colour contrasting features to the controls and surround to aid people with impaired vision.	Add colour contrast to the gates and their controls to aid people with impaired vision.	OG	Consider when next refurbished
4.1	A rolling programme needs to be implemented to install tactile paving to the top of the external steps throughout the site, for an example steps up to the English Block and Science Block. This will not be required for fire exit steps.	Implement a rolling programme to install tactile paving to the top of the external steps throughout the site. AD M criteria will be satisfied if a 'corduroy' hazard warning surface is provided at the top and bottom landings of a series of flights to give advance warning of a change in level.	OG	Consider when next refurbished
4.5A	The steps up to the Deliveries Entrance have a slight overhang which can cause a potential tripping hazard.	At the next planned refurbishment for the site, remedial works should be undertaken to the edge of the steps to eliminate the current overhang which can constitute a potential tripping hazard.	OG	Consider when next refurbished
4.5B	All of the entrance and fire exit steps to the Port-cabins have open risers which cause a potential tripping hazard. Note the fire exit steps are not a high priority as people descent rather than ascend.	At the next planned refurbishment for the site, risers should be closed off. According to BS8300 - When ascending a stair, people who wear callipers or who have stiffness in hip or knee joints are particularly at risk of trapping the toes of their shoes beneath projecting nosings, and of tripping as a result. In addition, some partially sighted people can feel a sense of insecurity when looking through open treads, and assistance dogs might refuse to proceed.	OG	Consider when next refurbished
5.9A	The intercom and keypad at the Deliveries Entrance are positioned too high off the ground floor level to accommodate people of small stature. Additionally the intercom does not have any accessible features such as an LED display to aid hearing impaired people.	Install intercom which has tactile definition to the buttons and an LED display. Ensure all operating parts are within 1200mm off the ground level. The intercom should be positioned on a post to the base of the delivery steps.	M	Installed 2016
6.9	Whilst there is chairs with armrests within the reception area, these are all of the same height.	Provide a mixture of seating, some with and without armrests available at varying heights.	M	Consider when next refurbished
6.12	There should be contrast in colour and texture of floor coverings to aid orientation for people with visual impairments. Contrast should be installed to the flooring in front of the reception.	Replace a section of the flooring in front of the reception desk with an alternative that is suitably colour contrasted. This will aid people with impaired vision when attempting to locate the reception desk.	OG	Considering when refurbish – Reception completed Summer 2016
8.9	Throughout the site in various spots keypads are used, people with dexterity impairments can find these difficult to use.	A review should be undertaken to assess whether it would be possible to remove these keypads and switch over to a swipe card system in place with certain access restrictions if applicable.	M	Consider when next refurbished

11.6	The lift near the reception area has tactile but not Braille. Braille is provided within the Sports Hall lift.	At the next refurbishment, Braille features should be added to the lift. Not identified as a high priority.	M	Updated – Summer 2017
16.4	Light switches need to be lowered to within a range of 750mm and 1200mm. All switches and controls should be operational without the use of both hands and have front plates that contrast visually to surround.	At the next planned electrical rewire for the site, light switches need to be lowered to within a range of 750mm and 1200mm. All switches and controls should be operational without the use of both hands and have front plates that contrast visually to surround.	OG	Consider when next refurbished