

## 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	Next Steps
<b>PRIORITY A</b>					
2.6B	There needs to be a marked out route between the two accessible parking spaces and the opposite gate. The gate opposite should be colour contrasted to ensure that it is immediately identifiable.	<p>Mark out a route between the two accessible parking spaces and the opposite gate.</p> <p>Incorporate with recommendation 2.6A, 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.</p> <p>Add colour contrast to the gate so that it can be easily located on approach.</p>	<b>OG</b>	<p>Gate has been painted yellow and a walkway from accessible spaces to the gate has been added.</p> <p>The school car park is no longer used by parents and speed limits are therefore unnecessary</p>	Ensure that two accessible parking spaces are always available for blue badge holders.
5.7	The main entrance has a heavy opening pressure that many people may find difficult to negotiate. The Office Manager commented that this has caused issues.	<p>Implement maintenance to de-tense and recalibrate the hinges. Ensure doors can be opened with less than 30 Newtons of force.</p> <p>If the force required for opening doors is greater than wheelchair users and people with limited strength can manage, they will be unable to continue their journeys independently. If the force of the closing device is too great or its speed too fast, disabled people risk being pushed off balance.</p>	<b>OG</b>	Door fitted by the Local Authority, therefore adhering to their specification regarding opening pressure.	
6.5	There should be a portable induction loop provided for visitors with hearing impairments, this is also mentioned elsewhere within the report, refer to 16.7.	Refer to 16.7, Purchase a portable induction loop which can be transported around the site as when required.	<b>M</b>	A former pupil with hearing impairment used an app on her smartphone with an additional microphone for the speaker to use.	Modern technology can now be employed to address the requirements of a pupil with hearing impairment.

6.9	This was discussed with the Office Manager who appeared to be very much 'on the ball' with access issues however the current procedure to ask visitors if they have any access requirements prior to visiting the school seems to be too 'generalised'	Site management need to ensure that this is suitably in place. There should be a procedure to ask visitors prior to their visit if they may have any access requirements that the school should be aware of.	<b>N</b>	Visitors book clearly states to notify office of any needs. Unknown visitors asked about their requirements	Complete
6.10	At current not all visitors are not asked if they may require assistance should the fire alarm be activated. For an example the surveyor had a hearing impairment and was not asked if he would require notification should the fire alarm be activated.	Site management need to ensure that this is suitably in place. Visitors should be asked if they would need any assistance in the event of the fire alarm being activated, potentially provide a question on the check in screen.	<b>N</b>	This is within the visitors book	Complete
13.10 A	Within the transfer side of the Recital Hall accessible WC there is a shelf which should be removed as a wheelchair user could hit their head on it.	Remove the existing shelf to maximise the existing transfer area for wheelchair users also to remove the potential head hazard.	<b>OG</b>	Site manager asked to remove	Complete
13.10 B	On the day of the survey, items were stored within the transfer area of the school accessible WC denying wheelchair users the appropriate transferring techniques in which an accessible WC is designed to provide.	Implement a management procedure to ensure that accessible WC facilities are always kept clear.  This will enable wheelchair users to adopt the many transfer techniques available to them in which an accessible WC is designed to provide.	<b>N</b>	Site manager aware to keep clear at all times	Complete
13.11	The school accessible WC alarm cord has a single bangle and it is slightly too high off the ground floor level.	Install a new red alarm cord which has two triangular bangles.  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.	<b>M</b>	There are now two bangles in place, one of which is low to the ground	Complete

14.9 A	The Recital Hall has a raised stage which those requiring step free access would not be able to negotiate. Discussions with the Office Manager highlighted that there would be a procedure to implement alternative means of access such as moving things down to the ground floor level and pushing the seats back.	Current procedure for alternative means of access deemed reasonable and no works are recommended in the short term, review at next access audit due in 2018.	N/A	Current process is deemed to be suitable.	
14.10	The staff kitchenette area should be redesigned as it is not currently accessible for wheelchair users due to the tight dimensions. The sink does not have lever taps to aid people with dexterity impairments.	Ensure lever taps are available within the staff kitchenettes to aid people with dexterity impairments.  It is strongly recommended that a new kitchenette area be installed which has full frontal access.	M	Refurbishment has been carried out so that the kitchen facilities are now accessible for wheelchair users.	Completed in 2020.
16.6 A	It is understood that there is no induction loop installed within the Recital Hall. This needs to be installed as the area is frequently let out to the local community.	Install an induction loop within the Recital Hall to benefit hearing aid users. This is an area in which visitors can frequent such as for performances.  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.	M		See above comment for 6.5
16.6 B	There is no induction loop installed within the junior school hall to aid people with hearing impairments.	Install an induction loop within the junior school hall to benefit hearing aid users.	M		See above comment for 6.5
16.7	It is understood that there is currently a portable induction loop which is used by a pupil who has a hearing impairment. However there is no portable unit which can be used for visitors who may attend the school for meetings.	Purchase a portable induction loop which can be transported around the site as when required.  Install signage indicating the availability of the facility on request.	M		See above comment for 6.5

17.1	There are no visual alarms to inform people with hearing impairments in the event of the fire alarm being activated.	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.  BS8300 - A fire alarm should emit a visual and audible signal to warn occupants with hearing or visual impairments	<b>M</b>	Visual clues from other people exiting the building and signals from those who can hear the alarm.	
17.2 A	Many of the fire exits for the junior school are not level denying wheelchair users ease of egress in the event of the fire alarm being activated.	A rolling programme needs to be implemented to provide level egress out of key areas and eventually all areas for wheelchair users. Priority should be given to areas in which staff, visitors, parents frequent. This is because a management procedure can be implemented to ensure students are taught in the appropriate classrooms.  Pupils with a mobility disability should be subject to a PEEP to ensure that they study in areas in which level egress is possible.	<b>OG</b>	Following investigations into different options, we have concluded that the current process of using mobile ramps is fit for purpose. We will continue to monitor and consider implementing a more permanent option if it is deemed necessary.	Continue to monitor and consider a more permanent solution if necessary.
17.2 B	Four exits to the rear playground have a graded approach however there is an aluminium threshold which is not flush causing a potential tripping hazard as well as potential difficulties for wheelchair users.	Undertake remedial works to the thresholds to ensure flush entrances/exits are provided.	<b>OG</b>	Check this when other works are underway	Continue to monitor and consider a more permanent solution if necessary.
18.3	It was noticed on the day of the survey that many coats and bags were scattered around the cloak areas, this can cause a potential tripping hazard. Some were also to the front of a fire exit.	Site management should review and take the appropriate action.	<b>N</b>	Tidy cloakrooms have been communicated to teachers. Oak classroom have purchased baskets to help with this.	Modern technology can now be employed to address the requirements of a pupil with hearing impairment.

18.5	Means of Escape; Exit routes checked regularly for freedom from obstacles (including locked doors) and combustible materials? Alarm systems, including those in WCs, regularly checked?	Site management need to ensure that the appropriate procedures are in place to frequently check the exit routes to make sure that there are no obstacles. Alarm systems including those within the WCs also need to be checked.	N	In place for the Site Manager to check these as part of regular tasks	PE kits no longer brought into school, creating fewer obstacles
18.6	Means of Escape; Personal egress plan available for each member of staff needing assistance? Overall escape strategy for visitors who may need assistance?	Site management need to ensure that the appropriate personal egress plans are available for each member of staff needing assistance.	N	No current staff require this	
18.7	Means of Escape; Both general escape strategy and personal emergency egress plans regularly checked for efficiency and effectiveness?	Site management need to ensure that both the general escape strategy and personal emergency egress plans are regularly checked for efficiency and effectiveness.	N		
18.8	The cord alarms are not tested regularly to ensure that they are working and that the sound can still be heard.	Implement a management procedure to ensure that the cord alarms are tested frequently as part of routine maintenance.	N	Site Manager to perform this. Its part of schedule of works	Complete - now part of ongoing maintenance

PRIORITY B					
1.1	The school has a car park which is shared with the adjacent infants school. There are accessible parking spaces provided.	Options on how to arrive at the site should be clearly illustrated on literature and on the website.  The information regarding the site on the internet should be fully accessible for persons with reading disabilities through enlargement capability and screen readers, combined with synthetic speech or Braille displays. A clear and logical design that includes written explanations for visual or audio content. Text and graphics should be easily understood without use of colour.	N	Gates have clear signage.	
2.2	There needs to be post mounted signs provided to the front of the accessible parking spaces.	Install a sign to the front of each space.	M	Clearly labelled disabled parking bays	
3.2	Whilst the ramp has handrails which are of the correct profile in accordance to BS8300, they are extremely cold to touch especially where the existing paint has flaked off.	The handrails should be coated with nylon or a suitable alternative to ensure that they are not cold to touch.	OG	Handrails are extremely rarely used by our community.	
5.8	The intercom at the main entrance does not have any accessible features such as an LED display to accommodate people with hearing impairments.	Install an intercom which has tactile definition to the buttons and an LED display. Ensure all operating parts are within 1050mm off the landing level and ensure no obstruction below. Ensure that it is well contrasted against the background upon which it is seen.  BS8300 States - Entryphone systems should be sited for approach and use from a wheelchair and should contain a light emitting diode (LEd) display to enable people who are deaf and hard of hearing to use them. the means of indicating that the call is acknowledged and that the lock has been released (if permitted) should be both audible and visible. the entryphone system should contrast visually with the background.	M	New entry system was installed in 2017	

5.11	<p>Automated door openers would be beneficial for the main entrance when budget permits. Potentially coincide with recommended works for the main entrance. This would increase accessibility for a range of users.</p>	<p>To be reviewed, providing automatic closers would improve accessibility for a range of users and should be considered.</p> <p>Power-operated pedestrian doors for installation in existing and new construction should be one of the following two types:</p> <p>a) a manually activated door controlled by a push pad, coded entry system, card swipe or remote control device; or</p> <p>b) an automatically activated door controlled, for example, by a motion sensor or a hands-free proximity reader.</p> <p>the provision and installation of power-operated doors should be in accordance with BS 7036-1.</p> <p>Manual activation controls for power-operated pedestrian doors should be located at a height of between 750 mm and 1 000 mm from the finished floor level in order to be clearly visible, they should contrast visually with the surrounding background.</p>	M		Investigate cost.
8.4	<p>The fully glazed doors into the Recital Hall stage area should be replaced with a door and a half as a single leaf opened is too narrow for wheelchair users. This area is frequently let out hence a heightened importance.</p> <p>When double doors within the junior school are replaced these should be replaced with a door and a half system to allow a greater clearance through the master leaf.</p>	<p>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.</p> <p>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.</p>	M	These doors can be held back with hooks and eyes, allowing a wheelchair user to access the hall	

12.1 A	The two playground toilets (soon to be refurbished) have a tight turning into lobby area that not everyone will find easy to negotiate.	Understood that the current partition wall is to be removed, removing the existing wall will increase the current lobby area.	<b>N/A</b>	Refurbishment of toilets has been completed	Complete
12.1 B	Toilets within the classrooms have tight dimensions that disabled people are likely to find difficult to negotiate.	It is recommended that the toilets within the classrooms be changed into one unisex facility, this will provide greater manoeuvrability.	<b>OG</b>	LA guidelines state that there should be separate toilets for boys and girls. There is a disabled toilet in Oak classroom plus the staff/ visitors one	
12.3	The fittings within the junior school and Recital Hall WCs are not colour contrasted against their background. It is understood that the junior toilets are soon to be refurbished and this should be taken into account.	Colour contrast should be added to the fixtures and fittings within the WCs.  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.	<b>OG</b>		Complete
12.4	The cubicle doors within the juniors school are not colour contrasted to aid people with impaired vision. The doors within the Recital Hall are suitable. It is understood that the junior toilets are soon to be refurbished and this should be taken into account.	Add colour contrast to the cubical doors to aid people with impaired vision. Also refer to 12.3.	<b>OG</b>	Complete	Complete
12.5	Within some toilets pull flushes are installed, not everyone can find these easy to use.	Replace the existing pull flushes with the hand flushes at a lower level.	<b>M</b>	Complete	Complete

12.6	Both the junior school and Recital Hall WCs do not have lever or sensor operated taps to aid people with dexterity impairments. It is understood that the junior toilets are soon to be refurbished and this should be taken into account. Taps within the classrooms are not of lever style.	Ensure that within every W.C 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.	M		As taps need replacing, lever operated ones will be installed.
13.4	The fittings within the Recital Hall accessible WC are not colour contrasted against their background to aid people with impaired vision.  The fittings within the school accessible WC are not colour contrasted against the background upon which they are seen	Colour contrast should be added to the fixtures and fittings within the accessible WCs.	OG		This will be planned into WC refurbishment when it happens.
13.5	The Recital Hall accessible WC does not have a grab rail provided to the inner face of the entrance.  The school accessible WC does not have a grab rail provided to the inner face.	Install a well contrasted grab rail to the inner face of the accessible WC entrances.	M		This will be planned into WC refurbishment when it happens.
13.7	The school accessible WC has a dated drop down rail which should be upgraded. The remaining grab rails are colour contrasted and suitable.	Install a new modern drop down rail, refer to BS8300 for guidance. Ensure that the new rail is colour contrasted against the background upon which it is seen.	M	New grab rails were installed when the toilets were refurbished in May 2023.	Complete
13.9	Both of the accessible WCs have a flush which is not of spatula style however they are located on the correct side of the toilet pan.	Install a spatula style flush on the transfer side of the toilet pan.  Refer to BS8300 - Where practicable, the flush should be operated manually by a spatula type lever and, for a corner arrangement, positioned on the open or transfer side of the pan for ease of access.	M	Both accessible toilets had spatula style flushes installed when the toilets were refurbished.	Complete
14.4	There is no induction loop provided to the dining counter and it is understood that a current pupil has a hearing impairment.	Deemed reasonable to retain until a student with a hearing impairment requests this facility.	N/A		No current students require this.

14.9 B	<p>The steps up to the stage are not colour contrasted and there are no handrails provided.</p> <p>The edge of the stage should be colour contrasted to minimise a potential stumbling hazard.</p>	<p>Install handrails to both sides of the steps up to the stage. Provide colour contrast to the edge of the steps.</p> <p>Add colour contrast along the edge of the stage to minimise a potential hazard.</p>	OG / M	<p>Alternative ways of staging a play will be found if a pupil/member of staff has accessibility issues</p>	
15.1	<p>There is no tactile or Braille signage provided throughout the junior school or the Recital Hall.</p>	<p>Review of way finding signage required.</p> <p>Tactile and Braille signage should be provided throughout the site. There should be new directory boards and tactile/Braille signage on the actual doors.</p> <p>Words entirely in upper case type (capital) should also be avoided. A sans serif type face with a relatively large "capital" height to "x" height should be used.</p> <p>Symbols should also be used to compliment signage where possible.</p> <p>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.</p>	M	<p>Bespoke signage is used by the school when required. The school previously had a child with VI and the school was considered a suitable setting for this child by the VI team.</p>	
15.3	<p>There is no tactile or Braille signage provided on the toilet doors.</p>	<p>The appropriate toilet signage should be provided as part of the recommended way finding review, refer to 15.1</p>	M		

PRIORITY C					
1.5	There is no on street signage on approach to the school.	<p>The site management should undertake liaison with the local Highways Dept to increase current level of on-road and street signage.</p> <p>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.</p>	N	The school has purchased additional signage to warn motorists that they are passing a school	
1.7	The posts for the canopies within the playground should have markings at two heights in accordance to BS8300.	Well contrasted markings should be provided at two heights to the posts/columns.	OG	Canopies removed October 2021	
2.6A	There are no safety marked out walking routes within the car park potentially putting 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.	OG	No perceived need. Any visitors to the school are usually collected from the car park by a member of staff	
5.2	The main entrance should be replaced with a door and a half system to allow a greater clearance through the master leaf for wheelchair users.	<p>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.</p> <p>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.</p>	M	Refer to 5.7	

6.8	The sofa style seating opposite the school office may not be suitable for all users. It would be preferable to provide two seats with armrests	Remove the sofa and provide two chairs with armrests within the waiting area.	M		Investigate cost for 2025-26 financial year.
7.2	In some parts of the school such as within the entrance area, the Holly classroom and within the dining room there are columns which need to be colour contrasted to prevent a potential collision hazard.	Well contrasted markings should be provided at two heights to the posts/columns. Alternatively paint them a bright colour which makes them easily distinguishable against their background.	OG	These posts have now been painted grey to distinguish them from the background.	Complete
8.2	The fully glazed doors into the Recital Hall stage area should have contrast markings provided at two heights to prevent a potential hazard by someone not detecting the glass.	Well contrasted manifestations should be provided at two heights to the doors.  Glazed doors need to have permanent strips on the glass within a zone of 1.4mm to 1.600mm from the floor. These strips need to be contrast in colour (not treated glass) and luminance with the background seen through the glass in all light conditions.	M		Warning stickers to be applied to the doors
8.3	Not all doors have vision panels installed causing a potential collision hazard such as the meeting room. Majority have appropriate vision panels.	Vision panels need to be included in frequently used doors where privacy (toilets etc.) is not required with a minimum visibility zone between 500mm and 1500mm from floor level and located at the side of the leading edge.  Glass should comply with BS6206.  Implement management procedure to ensure that the temporary notices are not on the vision panels.	M	Vision panels have been added to all appropriate doors	Complete

14.3	Classrooms do not have chairs with armrests to aid people with ambulant disabilities.	<p>Ensure that there is a chair with armrests available within each of the classrooms. This is a recommendation that may need to be phased.</p> <p>Also ensure that any new furniture purchased will suitably colour contrast against the background upon which it will be seen.</p> <p>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.</p>	M	We have recently replaced chairs in all classrooms in a bright blue colour.	Chairs with armrests will be provided if a need arises. All staff members offered the choice of a chair with or without armrests
14.8	There are no height adjustable tables provided to accommodate wheelchair users and people of short stature.	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		Height adjustable tables will be offered as appropriate
15.7	There is no signage to state that leaflets can be provided in accessible formats on request.	<p>Signage should be provided to indicate that all leaflets and information can be provided in accessible formats on request.</p> <p>Site management should undertake a review and ensure all leaflets are available within 1200mm of the ground floor level. This can sometimes be achieved by repeating the leaflets vertically rather than horizontally.</p>	N	All our communication is done electronically and we do not issue leaflets.	Complete - not required

PRIORITY D					
1.6	On approach to the school, the light posts and traffic posts do not feature contrast markings at two heights in accordance to BS8300.	<p>The site management should undertake liaison with the responsible body to rectify.</p> <p>Refer to BS8300 - Each free-standing post, e.g. a lighting column, within an access route should contrast visually with the background against which it is seen (it is desirable also to incorporate a band, 150 mm high, whose bottom edge is 1 500 mm above ground level, and which contrasts visually with the remainder of the column or post</p>	N		Not within our control
1.8	There is a lack of seating with armrests within areas that parents pick up and drop off their children.	<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>	M		Parents do not enter the school building to drop off or pick up their children

1.10	<p>There is a lack of suitable seating with armrests within the playground areas to aid people with ambulant disabilities. One of the seats around a tree is damaged which could cause injury.</p>	<p>Provide benches with armrests. Ensure that the armrests are well contrasted and that there is a space either side of the seat so that a wheelchair user can park alongside a seated companion</p> <p>Seating in resting places should meet the following recommendations.</p> <ol style="list-style-type: none"> <li>1) There should be a variety of seat heights, ranging from 380 mm to 580 mm, within which a height of 480 mm is suitable for wheelchair users.</li> <li>2) Armrests should be provided to help people lower themselves onto the seat and stand up.</li> <li>3) Where the seat is set at a height suitable for wheelchair users, armrests should not be at the extreme end of the seat but set in so as not to restrict the lateral transfer from a wheelchair to the seating. they should also not restrict front or oblique transfer.</li> <li>4) A supportive back-rest should be incorporated for at least 50% of the length of the seat.</li> </ol>	<b>M</b>		<p>Benches with armrests will be procured as the old ones are replaced.</p>
5.1	<p>The Recital Hall entrance is not colour contrasted against the side panels. Not identified as a high priority as the handles are blue providing visual clues.</p>	<p>Colour contrast should be added to the entrance to ensure that it is clearly visible on approach to aid people with impaired vision.</p> <p>AD M - The presence of the door should be apparent not only when it is shut but also when it is open. Where it can be held open, steps should be taken to avoid people being harmed by walking into the door</p>	<b>OG</b>		

5.6A	The silver handles for the main entrance are not easily seen against the white frames.	<p>Add colour contrast to the door furniture to ensure that it is easily seen by people with impaired vision on approach.</p> <p>In the case of door opening furniture, the ease with which blind and partially sighted people are able to distinguish furniture against its background is influenced by its 3-d form (giving light and shade) and the shiny nature of the finish, whether metallic or non-metallic. For such products, it is considered that a difference in LrV between the product and its background of at least 15 points is acceptable.</p>	OG		
5.6B	The internal release button for the main entrance is not well contrasted and it is positioned too high off the ground floor level.	Add colour contrast to the existing release button to ensure that it is easily seen on approach. Deemed reasonable to retain the height due to security concerns.	OG	This is for the children's safety, so that they cannot reach it and leave the building	
6.7	The school does not have a minicom provided to accommodate hearing impaired people who are unable to use the telephone.	<p>Provide a minicom facility and ensure staff are trained in how to use the facility.</p> <p>Ensure that the direct line is advertised in relevant literature and on the internet.</p> <p>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.</p>	M		
7.6	The surface of the flooring within the junior school hall has a glossy finish which could make people with impaired vision apprehensive as it could appear to be a wet surface.	<p>Management to review cleaning substances currently used in order to achieve a matt finish to floors rather than apposed to a 'shine'</p> <p>BS8300 states - Blind and partially sighted people will be confused by reflections and glare from shiny surfaces if those surfaces are large in area. Glare and reflections also make it more difficult for people to lip read.</p>	N		

8.7	Keypads are used, these are positioned too high off the ground floor level for wheelchair users. Many people with dexterity impairments can find these difficult to use.	<p>A review should be undertaken to assess whether it would be possible to remove these keypads and switch over a swipe card system.</p> <p>According to BS8300 - Disabled people with a weak hand grip or poor co-ordination, find that using a card to open a door lock is easier.</p>	<b>M</b>		When the keypads need replacing, we will review an alternative swipe card system.
16.2	The majority of the light switch plates are not suitably colour contrasted against their background.	<p>At the next planned electrical rewire for the site, light switches need to be lowered to within a range of 750mm and 1200mm.</p> <p>All switches and controls should be operational without the use of both hands and have front plates that contrast visually to surround.</p>	<b>OG</b>		Investigate purchasing coloured light switches.

Updated By: Charlotte Drury

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Reviewed By: Christina Singh

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