



# Health and Safety Access Audit

<b>Location/Site/Area</b>	<b>Valewood Primary</b>	<b>Completed By:</b>	<b>Ivan Guy</b>
<b>Survey Number:</b>	<b>002</b>	<b>Date of Survey:</b>	<b>19.01.23</b>

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

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

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

Number of people currently employed in school.	46
Number of people currently employed in other areas.	N/A
Number of people with a disability who are currently employed in school.	Nil
Number of people with a disability who are currently employed in other areas.	N/A
Number of people with a disability who are regular visitors.	0

### Approach Routes & Street Furniture

Is the school within convenient walking distance of:

Public Highway and Pathways?

Yes

Public Transport e.g. Bus Stops

Yes

Car parking?

Yes

Route (including obstacles and hazards)

Route free of kerbs?

Yes

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

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

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

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

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

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

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

Does emergency lighting provide a minimum of 10 lux for all escape routes?	Yes		
Are general workstations a minimum of 400 lux?		No	
Are workstations where detailed work is carried out a minimum of 600 lux?			NA
<b>Acoustics</b>			
Are quiet and noisy areas separated by a buffer zone?	Yes		
Is the environment free from unnecessary obtrusive noise (e.g. heating units)?	Yes		
Good balance of hard and soft surfaces?	Yes		
Are induction loops fitted within the key areas i.e. – Main Hall, Sports Hall, key study areas e.g. Music Room?			NA
<b>Means of Escape &amp; Alarm</b>			
Do you have a visual as well as audible fire or evacuation alarm?	Yes		
Can you provide vibrating pagers or pads for those people with hearing impairments?			NA
Ground floor exit routes accessible to all, including wheel chair users, as entrance routes?	Yes		
Once outside, can a wheelchair user get to a place of safety? Are pathways provided and are these wide enough?	Yes		
Are vertical escape from upper to lower floors possible using a fire-protected lift with an independent power supply?			NA
If disabled people are unable to leave the building, is there a suitable refuge area? Is there an intercom provided within the refuge area and does this have accessible features such as an LED display?		No	
<b>Building Management</b>			
Are external Routes; Including steps and ramps, kept clean, unobstructed and free from surface water, snow and ice?	Yes		
Are accessible parking; designated spaces not used by nondisabled drivers and kept free from obstructions?	Yes		
Is space required for wheel chair manoeuvre not obstructed by furniture, deliveries, storage etc.?	Yes		
Are lifts, platform lifts and stair lifts checked regularly for proper functioning?			NA
Are exit routes checked regularly for freedom from obstacles (including locked doors) and combustible materials? Alarm systems, including those in WCs, regularly checked?	Yes		
<b>Employing Disabled People</b>			
<b>Flexibility</b>			
Can you offer flexible working hours?	Yes		
Would it be possible to take several short breaks instead of one long one?			NA
<b>Application Forms</b>			
Can you offer job applications in different formats, like large print or audio?	Yes		
Do you hold interviews in accessible buildings?	Yes		



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

1	Consider to providing seating outside the building near the entrance.
2	No signage on the school entrance to alert people that there is disabled parking inside.
3	No clear view from reception to entrance doorway, however CCTV is available which clearly shows entrance.
4	Disabled toilets should be provided with backrests.
5	Advise to provide better signage to identify where the WC toilet facilities are.
6	Corridors are at 100 Lux with combination of artificial and natural lighting.
7	Measured light level of 310 Lux at office workstations with blinds closed. Recommended minimum is 400 Lux.