





Harrowbarrow School

Access Plan

Reviewed: October 2019

1.0	Accessible Car Park				
	Feature	Conforms	Access Comment	Action	Priority
1.1	Is a minimum of 6% of the total available car parking capacity on the site allocated for disabled motorists?	Currently, one disabled bay (approx. 6%).	<p>You are required to provide 2 accessible parking spaces located as close to the entrance of the premises as possible. When designing the accessible parking you should consider the following:</p> <ol style="list-style-type: none"> 1. Accessible bays should be clearly signposted from the entrance of the car park. You need to provide 2 signs. 2. There is level access from the accessible parking spaces to the surrounding pathways. 4. There are adequate areas of cross hatching to prevent cars from obstructing the accessible bays. 5. There is a firm and even surface with good drainage from the accessible bays to the entrance of the premises. 	<ul style="list-style-type: none"> • More signage required to indicate location of bay. • Cross hatching required. 	
1.2	Is there adequate parking for staff and visitors?	Yes	Further parking can be found at the village hall opposite.	<ul style="list-style-type: none"> • Clear area by green container to create one additional bay. 	



Single disabled parking bay at top of ramp

2.0	Entrance to premises - Best practice dictates that disabled and non-disabled staff and visitors should have the same entrance or access point into the premises.				
	Feature	Conforms	Access Comment	Action	Priority
2.1	Is the entrance clearly signed from the access route?	Yes			
2.2	Is adequate lighting maintained at and leading up to the entrance of the premises?	Yes	One external light at Reception entrance. One lamp post in car park.	<ul style="list-style-type: none"> Lamp post requires timer/sensor. 	●
2.3	Is there a colour contrast between the door to the premises and it's frame surround?	No	Both white.	<ul style="list-style-type: none"> Consider automatic door installation which would remove the need for this. 	●
2.4	Is there a clear view of the interior from the threshold?	Yes			
2.5	When moving from the access route to the building into the building itself, is there a flat and level passage across the threshold with a lip or step of no more than 13mm?	Yes			
2.6	Is the access route free from any trip hazards?	Yes			



Entrance to Reception



Ramp to Reception






Ramp to pedestrian entrance

3.0	Entrance doors				
	Feature	Conforms	Access Comment	Action	Priority
3.1	Are power operated doors in use?	No	Heavy, outward opening, manual doors are extremely difficult for wheelchair users approaching the building.	<ul style="list-style-type: none"> Investigate possibility of installing automatic doors. 	●
3.2	Is the door handle located between 900mm and 1100mm from the floor and 50mm from the edge of the door?	Yes			
3.3	Is the operating device for the security entry system positioned with its uppermost point no higher than 900mm?	n/a			
3.4	Does the door incorporate either a clear visibility panel between 500mm and 1500mm from the floor	Yes			

	or two visibility panels, one from 500mm to 800mm and a second 1150mm to 1500mm from the floor?				
3.5	Does the external door have a minimum width of 800mm?	Yes			
3.6	Is the minimum effective clear width of the entrance wider than 800mm?	Yes			
3.7	Can the entry system be operated without the user requiring good manual dexterity, the use of two hands or the strength to hold down pressure on the keys?	n/a			

4.0	External ramps and steps				
	Feature	Conforms	Access Comment	Action	Priority
4.1	Is the ramp made up of a single slope (referred to as a 'flight')?	Yes (ramp from car park to rear entrance has a slight change in level at the midpoint)			
4.2	Is the width of the ramp more than 1200mm?	Yes, except ramp to Class lobby.		<ul style="list-style-type: none"> Widen ramp to Class 2 lobby. 	●
4.3	Are landings clear of obstructions and door swings?	Yes, except landing outside Class 2 lobby.		<ul style="list-style-type: none"> Change Class 2 lobby doors to inward opening. 	●

4.4	Are the top and bottom landings at least 1200mm long?	Yes			
4.5	Looking from the bottom of the ramp is there a handrail to the left and right hand sides?	Yes, except ramp to Class 2 lobby area and ramp to front playground.	There is inadequate handrail provision in conjunction with the identified ramp. incorporated: 1. handrails positioned at a consistent height between 900 and 1000mm above the tread surface; 2. well secured to provide adequate support; 3. handrails continuous, leaving no gaps at any point and extending at least 300mm beyond the top and bottom of the ramp and returning to the wall or the floor; 5. contrast in tone and colour between the handrail and the wall coloration.	<ul style="list-style-type: none"> Class 2 ramp and main entrance ramp handrails need changing to the correct height and Class 2 ramp and ramp to front playground require a second handrail. 	
4.6	Is the handrail provided between 900mm and 1000mm above the surface of the ramps and steps?	Ramps - see above Steps - No		<ul style="list-style-type: none"> Handrails outside front and rear of Class 3 will need replacing/heightening 	
4.7	Is the height of the handrail consistent throughout the entire length of the handrail?	Yes			
4.8	Is the handrail continuous, leaving no gaps at any point and extending across landings?	Yes, except landing outside Class 2 lobby.		<ul style="list-style-type: none"> If the Class 2 ramp gets widened, the entire layout should be redesigned. 	



Steps to leading to covered playground



Main pedestrian access to Classes 2 & 4



Steps to Class 3 cloakroom



Ramp to Class 1 outdoor area



Ramp to disabled parking bay

5.0	Reception/office area				
	Feature	Conforms	Access Comment	Action	Priority
5.1	Is the location of the reception desk identified with Braille and tactile	No		<ul style="list-style-type: none"> Explore options for new signage. 	●

	signage?				
5.2	Does the reception desk incorporate a fixed hearing induction loop?	No	Fixed hearing induction loops need to be made available to provide support for customers using a hearing aid. A fixed hearing loop is required at the reception	<ul style="list-style-type: none"> Incorporate when an opportunity arises or it is required. 	●
5.3	Does the reception desk provide a 760mm high writing counter with 300mm of clear horizontal space underneath for people of short stature and wheelchair users to sign cheques and complete forms?	Yes	In order that people of short stature and wheelchair users receive the same degree of access to the services provided at the reception desk, a 760mm high writing counter with 300mm of clear horizontal space underneath should be provided.		
5.4	If seating is provided in the reception area, is it easy to move or relocate?	Yes			
5.5	If an assistance or call bell/button is in use, is it easy to use and clearly identified?	n/a			
5.6	If there is any information or leaflets available at the reception desk, are they positioned at a height between 900 and 1200mm?	Yes			
5.7	Is there signage from the reception desk to the rest of the building?	No	The provision of clear and accessible way finding signage, which includes both Braille and tactile lettering, is required to direct visitors to the facilities available within the building.	<ul style="list-style-type: none"> Explore option for new signage. 	●



High and low level Reception counters

6.0	Corridor - Corridors should be well illuminated with adequate circulation space to ensure that people can move through them safely and with ease.				
	Feature	Conforms	Access Comment	Action	Priority
6.1	Does the corridor have an unobstructed width of 1200mm? (A reduction in width to 1000mm around a permanent obstruction is permissible for a short distance only)	Newer corridors, e.g. outside the library, comply. Older corridors are all less than 1200mm.		<ul style="list-style-type: none"> Without significant structural change to the fabric of the building this cannot be improved. 	
6.2	Is there a clear space of at least 1800mm in diameter at the corridor junctions to allow wheelchairs to pass or turn?	No			
6.3	Is the corridor kept free from obstructions?	Yes			



Old school house corridor, looking towards library corridor.



Toilet corridor (approx. 1100mm wide)

7.0	Internal steps				
	Feature	Conforms	Access Comment	Action	Priority
	The following locations were identified as having steps: <ul style="list-style-type: none"> Ground floor to staffroom 				
7.1	Is the vertical height of each individual step between 150mm and 170mm?	No – nearer 200mm		<ul style="list-style-type: none"> Without significant structural change to the fabric of the building this cannot be improved. 	
7.2	Is the flat tread of each step between 250mm and 300mm deep?	Yes			
7.3	Do steps have a minimum unobstructed width of 1000mm?	No – nearer 800mm		<ul style="list-style-type: none"> Without significant structural change to the fabric of the building this cannot be improved. 	

7.4	Are the vertical risers of each step solid and not open?	Yes			
7.5	Is the flat tread of each step slip resistant?	Yes			
7.6	Are contrasting step nosings incorporated on the front face as well as the top of each step?	Yes	Ensuring that step nosings incorporate clear colour contrast provides significantly improved access for visually impaired people.		
7.7	Is lighting even, sufficiently bright and oriented?	Yes			
7.8	Is the handrail provided between 900mm and 1000mm above the surface of the steps?	No – between 800 and 900mm		<ul style="list-style-type: none"> Without significant structural change to the fabric of the building this cannot be improved. 	
7.9	Is the handrail sufficiently well secured to provide adequate support?	Yes			
7.10	Is the handrail continuous, leaving no gaps at any point?	Yes			
7.11	Does the handrail extend at least 300mm beyond the top and bottom of the steps?	No – top only, not at bottom.	Some people with a visual impairment use handrails to assist in locating the top and bottom of the steps. Other people require a handrail to steady themselves before negotiating the change in level. Ensuring that handrails extend beyond the top and bottom of the steps and that the end of the handrail can be easily determined enhances these functions.		

7.12	Is the handrail easy to grip and not cold to the touch?	Yes			
7.13	Is the handrail contrasting in tone and colour to its surroundings?	Yes			
7.14	Does the overlap or lip on the front edge of any step protrude less than 25mm?	Yes			
7.15	Does each continuous flight of steps between landings contain less than 16 individual steps?	Yes			
7.16	Looking from the bottom of the steps is there a handrail to the left and right hand side?	No		<ul style="list-style-type: none"> Explore option of installing a handrail on the right hand side too. 	●
7.17	Is the height of the handrail consistent for the length of the handrail?	Almost (slight variation between lower and upper flight)			



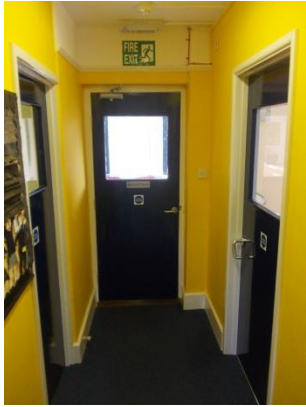
Stairs to staffroom

8.0	Internal ramps				
Locations of Internal Ramps: One outside the school library					
	Feature	Conforms	Access Comment	Action	Priority
8.1	Is the ramp made up of a single slope (referred to as a 'flight')?				
8.2	Are steps provided in conjunction with the ramps? Is the change in height from the bottom of the ramp to the top of the ramp less than 2m?	No steps. Height change is compliant.			
8.3	Is the width of the ramp more than 1200mm?	No (see corridor notes)			
8.4	Are landings clear of obstructions and door swings?	No – corridor storage doors open outwards.		<ul style="list-style-type: none">Without significant structural change to the fabric of the building this cannot be improved.	
8.5	Are the top and bottom landings at least 1200mm long with intermediate landings at least 1500mm long?	Yes			
8.6	Is lighting even, sufficiently bright and oriented so as to avoid people negotiating the ramps in their own shadow?	Yes			
8.7	Looking from the bottom of the ramp is there a handrail to the left and right hand side?	No – minimal change in height from top to bottom (100mm over a 2500mm ramp length), therefore, not necessary.			
8.8	Is the handrail provided between 900mm and 1000mm above the surface of the ramps?	n/a			

8.9	Is the height of the handrail consistent for the length of the handrail?	n/a			
8.10	Is the handrail sufficiently well secured to provide adequate support?	n/a			
8.11	Is the handrail continuous, leaving no gaps at any point and extending across landings?	n/a			
8.12	Does the handrail extend at least 300mm beyond the top and bottom of the ramp and return the end of the handrail to the wall or the floor?	n/a			
8.13	Does the handrail protrude less than 100mm into the ramp?	n/a			

9.0	Internal doors				
	<p>The following internal doors have been identified:</p> <ol style="list-style-type: none"> 1. Office doors 2. HT office door 3. MOO door 4. Office corridor door 5. Staff toilet door 6. Learning support room door 7. Staffroom door 8. Library door 9. Class 2 door 10. Class 4 doors 11. Servery doors 12. Kitchen door 13. Toilet corridor doors 14. Class 3 doors 15. Class 1 door 				
	Feature	Conforms	Access Comment	Action	Priority

9.1	Is the door a minimum width of 750mm?	Yes – except door to MOO		None	
9.2	Are clear visibility panels incorporated in doors which are in constant use?	Yes, except staff toilet doors. Some vision panels are too high for wheel chair users to see through – MOO, Reception, HT's office and inter connecting door between CI3 & CI4.	To enable people to see and be seen through an internal door, either one panel between 500mm and 1500mm from the floor, two panels, one from 500mm to 800mm and a second 1150mm to 1500mm from the floor should be provided. Best practice recommends that a lower visibility panel at a height of between 500-800mm should also be provided to enable wheelchair users, people of short stature and children to see and be seen through the door.	<ul style="list-style-type: none"> Internal doors are being replaced on a rolling programme as part of internal refurbishment work. 	●
9.3	Is the door handle located between 900mm and 1100mm from the floor and 50mm from the leading edge of the door?	Yes – mostly.	Best Practice requires that door handles are located between 900mm and 1100mm from the floor and a minimum of 50mm in from the leading edge of the door.		
9.4	Is the door handle U shaped with a gap in excess of 45mm between the grip area of the handle and the door panel to which it is attached and does it contrast in colour to the door panel?	All new door furniture is compliant. Old door furniture to be replaced as doors are updated.	Visitors/Staff with impaired dexterity will benefit from a door handle which is in a U shape format for ease of grip with sufficient space between the handle and the door, whilst those with a visual impairment will benefit from a door handle which contrasts in colour to the door.	<ul style="list-style-type: none"> Door furniture to be updated with new doors. 	●



MOO, HT office and Reception doors



Staffroom door



Library doors



Kitchen door



Servery door



Class 3 door



Class 4 door



Class 2 door