



BANCROFT'S SCHOOL

SENDA Policy

1. INTRODUCTION

The Special Education Needs and Disability Act became law on 11th May 2001. The new act amended the existing Disability Discriminations Act 1995. The SENDA came into effect on January 2nd 2002. The Equality 2010 provides for the equal treatment of all employees and pupils regardless of sex, sexual orientation, age, religion or race. The School takes its responsibilities under the Equality Act very seriously. The School applies the entrance criteria to all potential pupils regardless of any disability, race, gender, ethnicity or sexual orientation of which we are made aware and will make reasonable adjustments where necessary in order not to put a disabled student at a substantial disadvantage compared to their peers.

The act defines a disability if a person 'has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities'.

Special Educational Needs and/or Disabilities (SEND) refer to any circumstances resulting in an individual pupil requiring additional or different help in order to take full advantage of the educational opportunities offered to pupils of the same age. These difficulties include physical, emotional, behavioural and specific learning difficulties.

The act requires schools to examine all aspects of their provision of educational and associated services and to ensure that appropriate responses are made to meet the needs of those with disabilities or special needs. Bancroft's School is wholly guided by these principles in planning and designing its educational provision and is committed to ensuring that all pupils have equal access to learning and to the curriculum.

Documents in support of this policy include:

- Learning Support Policy
- Pastoral Handbook
- Accessibility Audit

This Policy has been produced in consultation with Governors, the SMT and staff of Bancroft's School. It covers the period 2015-18.

2. DEFINITION

Pupils have a special educational need and or disability if they require special educational provision to be made for them. Pupils have a SEND if they:

- Have a significantly greater difficulty in learning than the majority of pupils of the same age:

or

- Have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for the pupils of the same age. Such disabilities could be of an academic, emotional, behavioural or physical nature

Whilst Bancroft's is a selective school, every pupil has their own individual needs. On occasions individuals require learning support.

3. ADMISSIONS POLICY

Bancroft's School is committed to providing an environment which values and includes all pupils, staff, parents and visitors regardless of their educational, physical, sensory, social, spiritual, emotional and cultural needs. We value the diversity of our school community and appreciate the contribution that pupils with Learning Support Needs/ Special Educational Needs (SEN) and/or disabilities can bring to school life. We are further committed to challenging attitudes about disability and accessibility and to developing a culture of awareness and inclusion. We have admissions policies and criteria (available to view on our website) which seek to remove barriers to entry to our school for pupils with Special Educational Needs and/or disabilities.

The School's Admissions Policy makes provision for the disclosure of disability and special needs and the commitment of the school to deal appropriately and supportively in the admissions assessment process. The school therefore fulfils an *anticipatory duty* as defined by the Act. A failure of a parent to divulge SEN/disability at this time constitutes a *justification* under the act for discrimination. Where a parent requests confidentiality regarding SEN/disability this request would limit what the school could provide in making *reasonable adjustments*. Under these circumstances the school has the right to decide the balance of confidentiality and possible reasonable adjustments for inclusion. No child should be discriminated against on entry into the School, because of their individual needs. However, Bancroft's is an academically selective school and reserves the right to continue this process. Provision for this is made in the code section 5:23 where independent schools may select on grounds of both 'ability and aptitude'. All pupils must therefore satisfy the academic criteria.

4. CURRICULAR AND CO-CURRICULAR ACTIVITIES

In the delivery of the curriculum allowances are made for disabled pupils (e.g. by allowing extra time); access to computer technology appropriate to pupils with disabilities is available and all pupils are encouraged to take part in music, drama and physical activities. In general there are high expectations of all pupils and staff seek to remove all barriers to learning and participation.

The range of sporting activities offered by the School ensures that there are a number of activities particularly suited to disabled pupils (e.g. swimming) while others (e.g. Rugby) are inherently inappropriate. The specialist courses in individual sports available to coaching staff now invariably include training in meeting the needs of the disabled. Staff are encouraged to attend such courses as and when possible. The School will endeavour to ensure that all disabled pupils are able to participate in some sporting activity.

The range of co-curricular activities is sufficiently extensive and varied to ensure that disabled pupils are able to participate fully in the School's extra-curricular programme. School visits, including overseas visits, are made accessible to all pupils irrespective of attainment or impairment.

The School will wherever possible make reasonable adjustment to allow SEN/disabled pupils to access the full educational and learning experiences that the school provides. However, under the reasonable adjustments duty the school also has to consider:

1. the need to maintain academic, musical, sporting and other standards
2. the financial resources available to the school
3. the health and safety requirements – SENDA does not override the School's duties under Health and Safety legislation.
4. the interests of the other pupils and persons who may be admitted to the school as pupils

In the event that a pupil's co-curricular or recreational activities are limited by their SEN profile, alternative opportunities will be made available wherever possible.

Criteria for the monitoring and evaluating of the Learning Support Policy

- Pupil's attainment in tests and exams is higher than previously
- Staff are sufficiently supported and advised by the Head of Learning Support to feel confident to help the individual pupil make progress in the classroom
- The system for screening/identifying pupils with SEND is working effectively
- Records are accurate, useful and up-to-date
- Parents are well informed about their child's learning difference and are involved in the process of the improvement (by way of a partnership) as appropriate

5. THE OBJECTIVES OF THE SCHOOL'S LEARNING SUPPORT POLICY

- Early identification: to identify any pupils who require learning support as early as possible
- To use the school's assessment procedures for regular monitoring and appraisal of pupils' performance to identify pupils who are actually or potentially under-performing
- To provide intervention and support specifically tailored to the needs of the individual pupil
- To ensure that ALL school staff are aware of such pupil's needs so that such needs can be met in all school settings
- To provide pastoral care and support for a pupil so that they can develop in all areas and build a strong sense of self-esteem
- To ensure that pupil's records are kept up-to-date regarding their individual needs, interventions and outcomes through their IEP and Profile
- To conduct a review once a term
- To work in close partnership with parents or guardians at all stages
- Where realistic, to include the pupils themselves in the process of making decisions and setting targets

Identification and Assessment

Concerns about a pupil:

- To screen all first years on entering the school and to use the first year examinations and MidYIS to identify those with a possible need
- Teachers/Parents to raise any other pupil with a suspected SEND who is then screened
- Head of Learning Support and Housemasters liaise regularly to discuss pupils who may present with a SEND
- Those pupils whose screening results indicate a SEND are then encouraged to be assessed by an Educational Psychologist

Action taken:

- Parents and Head of Learning Support discuss the Education Psychologist's report
- A pupil with a SEND will be given an Individual Learning Support Profile
- All staff will have access to the pupil's Profile via the school Intranet
- When appropriate, pupils will be invited to attend weekly support lessons with the Head of Learning Support, or Learning Support Assistant
- Each pupil will have a work plan for these extra lessons based on their Profile
- The pupil's Profile will be reviewed once a term. If significant progress is made, the targeted areas will be amended accordingly
- All parents will receive a report once a term to inform them of progress

(For a more detailed break-down of the action provided see ROLE of the Head of Learning Support in the Handbook).

ACCESSIBILITY PLAN

School demography

We currently have a number of students with long-term physical disabilities, including visual impairment, gross motor difficulties affecting mobility and hearing impairment. Reasonable adjustment has been made to ensure the needs of the individual are met appropriately. When a student or member of staff has a physical disability, the school will implement systems to manage their needs appropriately.

Enlarged print introduced- 2011: To meet the needs of a student with visual impairment, PDF versions of GCSE texts books were acquired which the student was able to download onto his Laptop, in order to enlarge the print. All written text readily available to students, such as class hand-outs are routinely provided in enlarged print format. Enlarged print examination papers are also provided.

Radio Aids- 2013: An FM Radio Aid was introduced to meet the needs of a student with hearing impairment. The aid, initially on loan proved very useful in enabling the student to fully access the curriculum, including PE. The decision has been made to contribute to the funding of a new radio aid for the student to keep.

Adjustments for disabled pupils-2013: A management plan has been produced to meet the needs of a physically disabled pupil attending the school. A member of the care team meets the student on a weekly basis to discuss his needs and reasonable adjustments the school can make, which are then discussed at the team meeting. Adjustments made so far, include the relocation of a locker to make it more accessible, timetabling of lessons on the ground floor, a buddy system to help carry books, the use of a lift to gain access to rooms above the ground floor and the provision of taxis to enable the student to attend a school trip to Berlin and Prague. The care team regularly walk the routes the student will take to highlight potential difficulties with a view to making reasonable adjustments, such as handrails on corridors and stairs, which the school is currently fitting.

Accessibility issues were reviewed in 2002 and subsequently annually: this review is dated December 2014 and coincides with the latest Accessibility Audit (see Appendix One)

Site characteristics

Bancroft's School is an independent, co-educational day School with approximately 1,100 pupils aged between 7 and 18 and 200 staff. The School is located north of the junction between the Woodford Green High Road and Whitehall Road in Woodford Green. Essex. Entry to the school is by selective Entrance Examination procedures.

The buildings date from 1885, with the detached Preparatory School, built in 1990. The School is Grade II Listed, which affects all development within the campus. The original main building is three storeys high facing east, and has a long and narrow plan. Later additions form the North and South wings and together with the main building form the quadrangle. The Science Block, Technology and Sports Pavilion are situated to the South, while to the North are the Dining Hall, Great Hall, Music Block, Performing Arts, Art and Indoor Sports Facilities.

The Preparatory School is detached from the upper school and located in the far North West corner of the site.

To the rear of the cluster of School buildings is a sports field. Visitor and staff car parking is situated along the east and south boundaries of the site with additional facilities adjacent to the Preparatory School.

The School for the most part was constructed at a time when there was no obligation to consider the access requirements of disabled people. Building layouts were designed assuming that the end user would be the archetypal Vitruvian Man. As a consequence split-levels are common throughout the original building as are threshold steps and narrow passages.

Bancroft's School is actively seeking through a series of progressive developments to make reasonable adjustments to redress the physical barriers to access within the school buildings, subject to the historic constraints presented by the existing infrastructure.

Accessibility Targets Achieved since 2002

North End Development — 2005: the new development provided new Catering and Dining Facilities, together with additional classrooms and Sixth Form accommodation over 3 floors. The development enabled the introduction of an accessible lift and ambulant staircase, facilitating access to the First and Second Floors of the original school building (up to but not including the Library and beyond to the west). The development also incorporated Accessible WC Facilities.

Sports Hall Development — 2006: the new sports hall development is fully accessible to all floors and facilities, with appropriate Changing Facilities. The development enabled the introduction of a ramped access across the sloping campus site, removing physical barriers to access and circulation around the north end of the campus and providing a fully accessible link to the Preparatory School.

Preparatory School Extension — 2009: The Preparatory School was previously fully accessible to the Ground Floor only. The new wing and associated extensions enabled the introduction of an accessible lift to the First Floor, together with ambulant standard staircases: the Preparatory School is now

wholly accessible to all floors and facilities. The development also enabled an additional accessible WC, providing facilities to both North and South ends of the school building. Disabled Parking provision was also made.

IT Classroom - 2009: IT Classrooms are situated at First Floor level and were inaccessible due to stepped and stair accesses. These were relocated and one classroom fitted out to provide access from the main level corridor, providing one accessible classroom out of 2, which facilitates a manageable curricular solution for access should the need arise. A new IT classroom was created in August 2011, ensuring that two of the now three facilities are accessible by mobility impaired students.

Art's and 6th Form Development - New Wing - 2011: The new development provided Art's studio's over two floors, together with additional Sixth Form accommodation at 2nd Floor. The development facilitated the relocation of inaccessible arts studios from the south of the school buildings and provision of fully accessible facilities within a new wing to the north of the site.

Science Block - 2011 -2012 (ongoing): There are inherent access issues to the Science facilities due to the historic nature of the school buildings. There is a phased proposal within the schools 5 year plan to improve access to Sciences: the relocation of the Art's studio's has released space on the Ground Floor for the formation of two additional science laboratories and enhancement of Electronics. The above projects represent an investment value of £2.75 million to date.

West Grove Sports Pavilion: A mobility impaired compliant WC was fitted in August 2013.

Evacuation Chairs: Refuge Points have been clearly identified, and Evacuation chairs provided (both to Preparatory School and Senior School). Staff have been trained in the use of evacuation chairs.

Fire Alarms: Fire Alarm Systems have been renewed and upgraded within the last 2 years, and now provide both audible and visual alarm systems.

Mini-buses: The school has renewed its entire fleet of mini-buses (x4) in January 2014. All the minibuses are fitted with removable seats and ramps for disabled access.

Other Items: Second Floor Corridor carpets replaced, Corridor lighting to North End Ground and First Floor improved, WC to south-eastern stair lobby - Ground Floor - improved for accessible use within space available.

Accessibility Audit and Physical Barriers, Three Year Plan — November 2016

The Action Plans for Bancroft's School can be found below. The results of the audit and continuous monitoring of the above has informed the action plan below which relates to the following ISI Regulatory Standards on special educational needs and disability:

ISI Regulatory Standard	Description
Schedule 10 3. (2)(a)	Increasing the extent to which disabled pupils can participate in the school's curriculum;
3. (2)(b)	Improving the physical environment of the school for the purposes of increasing the extent to which disabled pupils are able to take advantage of education and benefits, facilities or services provided or offered by the school.
3. (2)(c)	Improving the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled.

Bancroft's School has actively sought to implement an ongoing plan to improve curriculum participation, remedy physical barriers and improve information deliver but acknowledges that more can be done. These are identified as:

Increasing the extent to which disabled pupils can participate in the school's curriculum

Target	Standard to be met	Action required	Lead	Resources required	Evidence of impact on stakeholder	Target completion date (short/medium/long term)
Improve quality of data for EAL pupils in 3 rd Form-6 th Form	10.3.2 (a)	Design a questionnaire for new EAL entrants to complete in Autumn Term. NB some pupils sensitive to be singled out and in this case, tutor feedback is to be relied upon rather than questionnaire completed by student.	SENCO	Screening software (Lucid EXACT software) contains reading speed & reading comprehension which helps flag up potential problems which can be further explored if necessary.		Short-term – This has been successfully achieved and implemented.
Upload learning support register on iSAMS and link to Learning support register/medical information	10.3.2 (a)	Liaison between Data Manager (JO'D) and AHA to set up links and format. Co-ordination achieved on information sharing with Prep School. 'Live' information on exam access arrangements created for staff to access	SENCO/Data Manager/AHA			Short-term – the process has started and most data is now available for staff to access. Overarching SENCO means that data is more easily/regularly shared. Access arrangements information available for staff to access and implement.
Develop materials to support and monitor pupils with difficulties in Social Skills/ASD	10.3.2 (a)	SENCO to liaise with specialist psychologists to source materials and visit schools	SENCO			
Extend use of intranet to facilitate pupils with organization	10.3.2 (a)	HoDs/subject teachers to disseminate information and prep via departmental intranet sites (VLE) and email where appropriate	AHA & Head of E-Learning			Ongoing

or memory problems						
Train tutors to give study skills advice to pupils	10.3.2 (a)	Training of tutors to start with HSMS in Winter 2016 on how better to use tutor time. Discussion of possibility of freeing up more time for tutor discussions.	DH, AHP, AHA & SENCO			

Improving the physical environment of the school for the purposes of increasing the extent to which disabled pupils are able to take advantage of education and benefits, facilities or services provided or offered by the school

Target	Standard to be met	Action required	Lead	Resources required	Evidence of impact on stakeholder	Target completion date (short/medium/long term)
Improve Physical access to site	10.3.2 (b)	Refer to Appendix A – Accessibility Audit	Bursar/ Deputy Bursar			Medium Term
Monitor provision for pupils with disabilities on all residential visits including day, week or overseas trips	10.3.2 (b)	EVC to keep up to date with current regulations and to check website ‘learning outside the classroom.’ http://www.lotc.org.uk/ ; Matron to provide all trip leaders with an up-to-date list of pupils with specific medical needs; all staff receive regular Epipen training and diabetes awareness training	EVC/ DH Matron			Short-term & ongoing
Monitor provision for pupils with disabilities for some areas of PE and Games	10.3.2 (b)	Director of Sport/Head of PE to provide alternative forms of Games or PE provision for disabled pupils where appropriate, but to ensure inclusion wherever possible; sugar packs and inhalers to be taken to sport/activity in case of emergencies.	Director of Sport			Short-term & ongoing
Increase number of accessible toilets	10.3.2 (b)	<i>Consider installing wall mounted grab rails in selected existing WCs</i>	Deputy Bursar			Short-term (Easter 2017)

Improving the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled.

Target	Standard to be met	Action required	Lead	Resources required	Evidence of impact on stakeholder	Target completion date (short/medium/longterm)
Expansion of laptop provision/lending scheme	10.3.2 (c)	A number are lent out on a trial basis by the SEND department. The addition of further laptops would be desirable.	SENCO & IT Manager			Ongoing
Develop staff training to ensure all staff are able to identify and teach pupils with learning difficulties in the manner most appropriate for them to fully access curriculum	10.3.2 (c)	Staff induction sessions and departmental INSET sessions, provided on a rotational basis, provide teachers with ideas on how to offer High Quality Teaching within the classroom. Explicit inclusion in the New staff Induction Professional Development Programme. SENCO to deliver departmental INSET on adapting teaching styles to learning styles delivered on on-going basis, to cover all departments.	SENCO & AHA SENCO & DH SENCO			Process started – discussions in HoDs meeting September 2016 about different learning styles. Further discussions to be held in future staff meetings. Medium-term Plan to start in October 2016
Develop individual departmental policies on how underperforming pupils on the SEN register	10.3.2 (c)	SENCO to assist staff and HoDs with ILPs for pupils and strategies to employ to assist pupils.	SENCO, AHA & HoDs			Ongoing with added reflection pre and post mocks/internal and external exams.

ACCESSIBILITY AUDIT



BANCROFT'S SCHOOL

**High Road,
Woodford Green
Essex
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June 2016



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INTRODUCTION

In order to meet the requirements of the Disability Discrimination Act 1995 (DDA) and the Special Educational Needs and Disability Act 2001, Bancroft's School have instructed **tbp** architects to undertake an updated Accessibility Audit Review and Appraisal of their school premises.

Bancroft's School undertake annual reviews of employees and pupil's needs as necessary to suit individual circumstances, and as part of their Accessibility Action Plan, full DDA Audits and reviews on a 3 yearly basis to monitor progress of implementation. The last DDA Audit was in November 2013, and this audit represents the 3 year review.

The Audit was undertaken on the 2nd June 2016 by Graham Pearce of **tbp** architects in conjunction with the Bursars Office.

The format of this report follows the guidelines given by the *Centre for Accessible Environments* for accessibility audits. This report summarises the findings.

This Audit and Appraisal includes observations noted from the survey, together with recommendations for the school to consider in their Access Action Plan for the premises.

A THE PREMISES

A.1 Client

Bancroft's School

A.2 Site Location:

High Road
Woodford Green
Essex
IG8 0RF

A.3 The School & Premises

Bancroft's School is an independent, co-educational day School with approximately 900 pupils aged between 7 and 19 and 200 staff. The School is located north of the junction between the Woodford Green High Road and Whitehall Road in Woodford Green, Essex. Entry to the school is by selective Entrance Examination procedures.

The buildings originate from 1885, with the detached Preparatory School, built in 1990. The School is Grade II Listed, which affects all development within the campus. The original main building is three storey's high, facing east, and has a long and narrow plan. Later additions form the

North and South wings and together with the main building form the quadrangle. The Science Block, Art Block and Sports Pavilion are situated to the South; while to the North are the Dining Hall, Great Hall, Music Block, Performing Arts and Indoor Sports Facilities.

The Preparatory School is detached from the upper school and located in the far North West corner of the site.

To the rear of the main School buildings is a sports field. Visitor and staff car parking is situated along the east and south boundaries of the site with additional facilities adjacent to the Preparatory School.

The School, for the most part, was constructed at a time when there was no obligation to consider the access requirements of disabled people. Building layouts were designed assuming that the end user would be the archetypal Vitruvian Man. As a consequence, split-levels are common throughout the original building, as are threshold steps and narrow passages. Historically, the school buildings present a number of inherent and structural physical barriers.

A.4 Issues addressed since previous Audit – 2013

This audit review has identified the following works undertaken since the last review as follows:

- Portable ramp held by Maintenance Department for stepped accesses such as the Chapel
- Disabled car parking signage will be provided Summer 2016
- Entry intercom system installed to Reception access

- Induction Loop system installed to Reception
- Floor level and braille signage installed
- LED light fittings installed as standard where refurbishment undertaken.
- Bench seating provided to main driveway.
- 2nd Floor lighting to be improved Summer 2016
- Wayfinding signage improvements will continue during Summer 2016.
- Disabled parking bay relocated adjacent to main Tower entrance.
- Fire stay checks interfaced with Fire Alarm installed to narrow double doors on corridors to improve circulation.

Science Block - ongoing:

There are inherent access issues to the Science facilities due to the historic nature of the school buildings. There is a phased proposal within the schools 5 year plan to improve access to Sciences: the relocation of the Art's studio's has released space on the Ground Floor for the formation of two additional science laboratories and enhancement of Electronics.

The remaining barrier to access arises in the approach corridors. The above projects represent an investment value of £2.75 million to date: remaining remedies to accessibility issues as identified above are considered within the next 5 year development plan, by 2021.

Fire Alarms:

Fire Alarm Systems upgrades have been in progress to provide both audible and visual alarm systems.

There are currently considerations to replace and renew the existing wireless FA System with a new hard wired system, and incorporating all current standards including visual and audible alarms.

Disability Discrimination Act Part III Access Audit Checklist and Control Sheet



Name of Premises:	Bancroft's School		
Address:	High Road	Duty Holder Name:	Bursars Office
	Woodford Green IG8 0RF	Prepared by:	Graham Pearce
Description:	School Premises (SENDA applies)	Date of Audit:	02.06.16

Reference	Description	Audit Date	Actions Required	Date Completed	Initials
1	Approach to premises	02.06.16	Yes		
2	Car parking and setting down points	02.06.16	Yes		
3	External ramps and steps	02.06.16	Yes		
4	Entrances	02.06.16	Yes		
5	Reception areas and lobbies	02.06.16	Yes		
6	Corridors	02.06.16	Yes		
7	Internal doors	02.06.16	Yes		
8	Internal stairs and ramps	02.06.16	Yes		
9	Lifts and lift platforms	02.06.16	Yes		
10	WC's general provision	02.06.16	Yes		
11	WC's wheelchair users	02.06.16	Yes		
12	Internal surfaces	02.06.16	Yes		
13	Facilities	02.06.16	Yes		
14	Wayfinding and lighting	02.06.16	Yes		

15	Acoustics	02.06.16	Yes		
16	Evacuation arrangements	02.06.16	Yes		
17	Building management	02.06.16	Yes		



ACTION ITEMS HIGHLIGHTED IN RED ON AUDIT SHEETS



ACTION ITEMS IN PROGRESS HIGHLIGHTED IN AMBER ON AUDIT SHEETS



ACTION ITEMS COMPLETED (SINCE 2013 REVIEW) HIGHLIGHTED IN GREEN ON AUDIT SHEETS



INHERENT BARRIER TO ACCESS DUE TO HISTORIC NATURE OF BUILDING: MANAGED SOLUTIONS HIGHLIGHTED IN BLUE ON AUDIT SHEETS

DDA Access Audit (DDAA)

Approach to Premises



Name of Premises:	Bancroft's School		
Address:	High Road	Duty Holder Name:	Bursars Office
	Woodford Green IG8 0RF	Audited by:	Graham Pearce
Description:	School Premises (SENDA applies)	Date of Audit:	02.06.16

DDAA Ref.	Issue	Technical Tips	Comments and Observations	Action Required	Action Completed	Completion Date
1.1	Is your premises convenient to <ul style="list-style-type: none"> • A public highway • Public transport • Car parking 	Think of any advice you may give disabled visitors on the most appropriate way to commute to your premises	Public highway and bus stops close by. Generally good access			
1.2	Is the approach route free from kerbs	Plan a kerb free route for wheel chair bound visitors or consider creating drop kerbs	Dropped kerbs on approach. None required within campus. Vehicle calming hump adjacent Memorial Paving's could form trip hazard and a barrier to wheelchair approach.			
1.3	Are the approach routes wide enough	A width of 1800 mm is recommended as a wheel chair passing place. A passing place should be considered every 50M	Adequate approach widths.			

1.4	Are surfaces even and slip-resistant	Consider extreme weather conditions, avoid steep slopes max 1:20 for a long rise. 5mm max difference between paving slabs	Surfaces generally level and slip resistant.			
1.5	What tactile and visual clues are there	Steps and road crossing to be signed and with different surface material i.e. blister tactile surface at a road crossing	None required within campus.			
1.6	Are there sufficient landmarks to aid orientation	Consider trees to define a route, avoid obstructions on the approach route	Access route clear			
1.7	Is the route clearly defined	Signs to be clear, non reflective and logically placed	Directions to Reception could be improved: long travel distance from Whitehall Road entrance.			
1.8	Consider the external lighting	Think about dark evenings and extreme weather conditions. Have you sufficient lighting and is it positioned so as not be a barrier	Adequate lighting to approach.			
1.9	Is the approach free from hazards such as bollards and litter bins and other users of the route	Are they essential, can they be repositioned off the main access route? Ensure cyclists are kept separate from pedestrians	Free from obstructions.			
1.10	Is the approach free from hazardous building features such as outward-opening doors, windows or overhangs	Consider guarding or low level rails to define routes (min 100mm high) that are clearly visible	Approach free from hazards.			

1.11	Is adequate seating provided along the route	Consider providing a seat every 50M on inclined routes	Bench seating provided on main drive approach.			
1.12						
1.13						
1.14						

DDA Access Audit (DDAA)

External Ramps and Steps



Name of Premises:	Bancroft's School		
Address:	High Road	Duty Holder Name:	Bursars Office
	Woodford Green IG8 0RF	Audited by:	Graham Pearce
Description:	School Premises (SENDA applies)	Date of Audit:	02.06.16

DDAA Ref.	Issue	Technical Tips	Comments and Observations	Action Required	Action Completed	Completion Date
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2.1	Are ramps accompanied by steps for the walking disabled	If the ramps rise more than 300mm or more an alternative stepped access is required	A ramp is in place for cross campus circulation to the north of the site. Shallow gradient: steps not required. There are currently no other external ramps at the Upper School.			
2.2	Is the ramp wide enough and suitably graded	The ramp should not be narrower than 1500mm Max gradients <ul style="list-style-type: none"> • 1:12 for a 155mm rise • 1:15 for a 333mm rise • 1:20 for a 500mm rise and above 	The existing cross campus ramp is adequate.			
2.3	Are there suitable handrails on each side? Is kerb edging at correct height	Hand rails to be 900mm to 1000mm above ground rail, kerb edging to outer edge to be 100mm high	Yes			
2.4	If a permanent ramp cannot be constructed is a portable ramp or platform lift available	What arrangements do you need to advise customers and employees of a portable ramp arrangement	The school has a number of points of level access: some areas (i.e.; Chapel) would benefit from a portable ramp should the need arise. Maintenance Department hold a portable ramp for managed access.			
2.5	Is it a long ramp and consider the cross fall	If a wheel chair user cannot see from one end of the ramp to the other a passing place and landing should be provided which is 1800mm wide. The cross fall should not exceed 1:40	The ramp is of adequate width to facilitate passing.			

2.6	Are there visual and tactile warnings at the top of steps	Consider a corduroy hazard warning surface 800mm deep and 400mm wider than the stairs	No: the existing ramp is of shallow gradient – tactile surface not required.			
2.7	Are there suitable hand rails on both sides of the steps	Hand rails to be 900mm to 1000mm high with a closed end loop to avoid clothing catching. Must be easy to grip and provide good forearm support.	External steps vary: level access points are available as alternative to most areas. The Chapel incorporates step access and no alternative: managed by a portable ramp or managed assistance.			
2.8	Are risers shallow enough, all of the same height, and unlikely to trip users	Steps must have clearly distinguishable nosings. Rises to be 150-170mm and goings 280-425mm. Avoid uneven or spiral stairs	External stairs vary and are generally non compliant. These are historical and not easily remedied: these are regularly reviewed and remedied or improved when works programmes enable. Steps onto the school field would benefit from improved handrails: north stairway onto field is fully compliant...			

DDA Access Audit (DDAA)

Car Parking and Setting Down Points



Name of Premises:	Bancroft's School		
Address:	High Road Woodford Green	Duty Holder Name:	Bursars Office
	IG8 0RF	Audited by:	Graham Pearce
Description:	School Premises (SENDA applies)	Date of Audit:	02.06.16

DDAA Ref.	Issue	Technical Tips	Comments and Observations	Action Required	Action Completed	Completion Date
3.1	Are the bays clearly signposted from the entrance	Are the signs suitable for the visually impaired	No signposting to Disabled parking bay. Consider providing.			Summer 2016
3.2	Are the disabled users only spaces identified	Is this enforced and are the signs obscured	Disabled parking bay road marked.			
3.3	How many disabled spaces have you got	Guidelines suggest <ul style="list-style-type: none"> • One space for each known disabled employee plus one space or 2 % of the total capacity • Or 5% of the total capacity 	2 disabled parking spaces provided. Use by staff, but priority given to those requiring a disabled parking space. Currently no employees with accessibility requirements.			

3.4	Is the parking close enough to the facility	This may not always be adjacent to the facility if there are difficult access situations i.e. kerbs and slopes	Disabled Parking bays located directly next to Senior School and Preparatory School Reception.			
3.5	Can doors be opened fully to enable disabled people to transfer into a wheel chair	The size of a car parking space should be 3600mm wide and 4800mm deep, with a further protected area at the front of 1200 mm for accessing the boot or using a hoist	Driver's door unrestricted access. Passenger door limited access.			
3.6	Is the route from the parking space clear	Make sure that kerbs are dropped and that there are appropriate tactile warnings at hazards i.e. road crossings	Route clear			
3.7	Is the surface smooth, even and free from loose stones	Avoid gravel and loose chippings. Ensure the area is regularly maintained	Smooth surfaces. Surface to rear of car parking bay uneven: would benefit from levelling.			
3.8	Is there a requirement for a setting down point	Setting down point to be clearly signed with a recess from the kerb line of 3600mm. Same access criteria as parking spaces i.e. drop kerbs	Level drop off space available directly outside of the Preparatory School and Senior School Receptions.			
3.9						
3.10						
3.11						

DDA Access Audit (DDAA)

Entrances



Name of Premises:	Bancroft's School		
Address:	High Road	Duty Holder Name:	Bursars Office
	Woodford Green IG8 0RF	Audited by:	Graham Pearce
Description:	School Premises (SENDA applies)	Date of Audit:	02.06.16

DDAA Ref.	Issue	Technical Tips	Comments and Observations	Action Required	Action Completed	Completion Date
4.1	Is the main entrance easy to find and clearly distinguishable from the facade	Consider the door being of a contrasting colour or type to the facade panels	Tower Archway entrances to wings clearly defined. North access door clearly defined.			

4.2	Is the door opening wide enough	1000mm for new doors, minimum of 775mm for existing doors	Double doors: door blades to north wing from Tower narrow (690mm). Would benefit from automatic opening controls. Double door access from Quad adjacent Warner Room; narrow blades/heavy doors/inappropriate door fittings (also has stepped access) – historical door therefore suggest remedy by management			
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4.3	Is there a level threshold	Avoid steps, if unavoidable can a temporary ramp be used	Level access to main corridors from Tower and North access door. Level access to Sports Hall and Drama Suite. Stepped access to - south wing corridors (concrete fillet provided, but broken), Science and Arts complex: all accesses from Quad, Chapel, Great Hall from Courtyard (but level access via Drama Corridor), and Adams Building (but			
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			ramped access from Dining Hall) Access issues to Science complex extensive and require review and remedy. Access issues from Quad and sports field to Science can be addressed with minor level change remedies or managed by temporary ramps. Limited benefits to remedy access to Adams Building as internal vertical circulation restrictive.			
4.4	Can people on each side of the door see each other in a standing or seating position	Vision zone through the door between a height of 500mm to 1500mm	Yes			
4.5	Is there adequate space along the leading edge for wheel chair users to open the door whilst seated	300mm between the leading edge and a barrier i.e. a wall	Yes			
4.6	Are door handles at the right height and easy to use	Door handles should be located at around 1000mm from the ground. Grab bar type with large handle is the best design	Door knobs and T handles: not easy to operate, but doors electronically controlled during term time and accessible.			
4.7	Is the door easy to open	Force required to open at the leading edge should not be greater than 20 Newton's	Doors are old oak doors and heavy: heavy demand usage - automatic opening arm solution not practical			

4.8	Is the entry phone or security system at the right height and detailed to allow use by people with sensory or mobility impairments	The Ideal height for an entry phone/security system is between 750 and 100mm. It should be clearly marked with large button display and call system if the visitor is having difficulty	Entry Intercom system installed for controlled and managed access. See 4.13			
4.9	Are glazed entrance doors clearly marked for safety and visibility	Consider a company logo or using a colour band on each opening door	Framed door panels – not required			
4.12	Is there a weather mat of firm texture and flush with the floor	Avoid raised surrounds and matting which may trap a walking aid	Weather mats recessed or with rubber edged perimeter lips.			
4.13	Reception Entrance		Reception Entrance is located under the Tower Archway. Historic issue: raised floor level over basement, with stair access. Not accessible to wheelchair users. Entry intercom installed connected to Reception			

DDA Access Audit (DDAA)

Reception Areas and Lobbies



Name of Premises:	Bancroft's School		
Address:	High Road	Duty Holder Name:	Bursars Office
	Woodford Green IG8 0RF	Audited by:	Graham Pearce
Description:	School Premises (SENDA applies)	Date of Audit:	02.06.16

DDAA Ref.	Issue	Technical Tips	Comments and Observations	Action Required	Action Completed	Completion Date
5.1	Is there a clear view from the outside	Can arriving people see obstructions and people exiting the building	Clear inward views			
5.2	Consider transitional lighting	A dramatic change in lighting may cause distress and confusion	Lighting adequate.			
5.3	Lobby area <ul style="list-style-type: none"> • Does the inner door to meet the same criteria as the outside door • Can the lobby allow use by wheel chair users 	The clear space between the two doors when open must be at least 1570mm	See 5.11			

5.4	Is the signage appropriate	Can wheel chair users with a lower eye level read it? Is it clear and legible for visitors with sight impairments	See 5.11			
5.5	Has the reception desk got an area to greet wheel chair bound visitors	Consider creating a reception area with a desk height of 700mm	No: Reception not wheelchair accessible			
5.6	Is an induction loop fitted to assist visitors with hearing deficiencies	Lower cost free standing units are now available	Induction loop fitted.			
5.7	Is a telephone provided	Clear instructions on how to use should be provided. Location should be 750-1000mm from the floor. If no seat is available consider a folding bench	See 5.11			
5.8	Waiting area 1. Is seating area firm and supportive 2. Is there space for wheelchairs	No obstructions or barriers, avoid central planters and display screen in access route areas. Seats with arm rest.	See 5.11			
5.9	Is information given about how to use other parts of the building by appropriate signs and by tactile information	Sign to disabled toilet advisable. Use of symbols where ever possible. Clear and easy to locate and distinguish the characters	Limited way finding information. Pupils and staff issued information plans with Induction Pack. Visitors escorted. Braille Signs installed.			In progress
5.10	Are surfaces suitable	Slip resistant, contrast in colours to assist with defining walls and floor, absorbs background noise.	Suitable surfaces			

5.11	Access to Reception		<p>Reception located at a raised floor level. Access to Reception is via a stairway: historical issue. No wheelchair access available: no simple remedy – structural solution required.</p> <p>Intercom installed between Tower Entrance and Reception for managed access.</p>			
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DDA Access Audit (DDAA)

Corridors



Name of Premises:	Bancroft's School		
Address:	High Road	Duty Holder Name:	Bursars Office
	Woodford Green IG8 0RF	Audited by:	Graham Pearce
Description:	School Premises (SENDA applies)	Date of Audit:	02.06.16

DDAA Ref.	Issue	Technical Tips	Comments and Observations	Action Required	Action Completed	Completion Date
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6.1	Are corridors wide enough for wheel chairs users to manoeuvre and for other people to pass	The ideal width of 1800mm will allow two wheel chair users to pass. 1200mm width is a desired minimum. 900mm clear space is required when a corridor side door is open	Minimum widths exceed 1200mm generally, average 1450mm or greater. Varies throughout premises. There is a restricted width corridor opening in the 2 nd Floor corridor at the Tower transition of 750mm: this is a main thick structural wall opening and requires a structural remedy.			
6.2	Are corridors free from obstructions	Can hose reels, fire extinguishers, radiators, pipes and ducts be recessed? If obstructions cannot be removed can they be guarded	Historic building: heating appliances and pipework in various areas. FE's housed in projecting surface mounted cabinets to minimise potential abuse. Guarding would lead to further restrictions in corridor widths.			
6.3	Is there sufficient turning space for wheelchairs	A 1800mm diameter area is required for a wheel chair to turn in a corridor	Historic nature of the building with varying corridor widths: some corridors house pupil lockers, which reduce widths. Particularly restricted through 2 nd Floor corridor of original main building. Ground and 1 st Floor corridors in original building and wings defined largely by structural walls: no reasonable remedy available.			
6.4	Consider internal lobbies	1570mm clear space required for wheel chair users between doors	Corridor lobbies generally of adequate size.			

6.5	Is there sufficient natural and artificial lighting avoiding glare and silhouettes	Consider use of blinds and check the position of the artificial lighting. Avoid glazing at the end of corridors.	Lighting levels generally adequate: 2 nd Floor corridor of the original building somewhat dim. 1 st Floor circulation space of Courtyard North building has perimeter adjustable downlights directed to wall, which creates shadows: directing lights downward would reduce light pooling. Corridor access to Refectory Servery low level of illumination, with shadows cast via vision panels in corridor doors: enhanced corridor illumination levels would remove shadow pooling. Note: LED light fittings to be installed as standard when areas undergo refurbishment.			
6.6	Are there sufficient visual clues to help orientation	Can the colour scheme assist in mapping routes around the building? Are there sufficient signs to assist orientation	Circulation routes/corridors generally clearly self defined. There is a lack of intermediate way finding signage Note: wayfinding managed. Pupils and staff are inducted into the school with Induction pack, which assists in wayfinding: visitors are generally escorted for safety/security purposes. Contractors are inducted.			
6.7	Are floor surfaces suitable	Floor surfaces should be non-slip, with no tripping hazards. Avoid any slopes gradient less than 1:60.	Floor surfaces generally adequate.			

6.8	Are signs tactile for use by people with sight impairments	Signs to be position at the right height for wheelchair users	Rooms – classrooms, offices and staff areas are clearly signed. Tactile signs installed. See note to 6.6 – wayfinding managed.			
6.9	Are circulation corridors level with appropriate ramps at changes in level	Ramps should be 1:12/1:15/1:18 gradient according to height of changes in level	Circulation routes are generally level through all floors of the main school building, Sports Hall, Pool and Drama Block. There are significant accessibility issues due to historic stepped changes in level to the following areas – Ground Floor Ceramics/Technology/Art: Ground and Upper floors – Science: Library and Lecture Theatre. Classrooms off the corridor approach to Ceramics/Art have stepped access. There is a steep ramp in the corridor approach to the Swimming Pool, which is not wheelchair usable (but area accessible via corridor from Sports Hall). Space restrictions/heights of changes in level generally preclude appropriate ramped solutions to corridor routes in the southern building cluster: remedies are required to improve accessibility to these areas within the constraints of the existing building features.		SCIENCE IN PROGRESS	

DDA Access Audit (DDAA)

Internal Doors



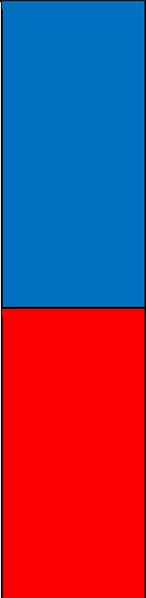
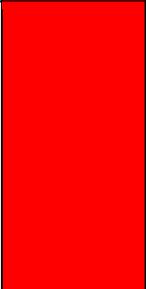
Name of Premises:	Bancroft's School		
Address:	High Road	Duty Holder Name:	Bursars Office
	Woodford Green IG8 0RF	Audited by:	Graham Pearce
Description:	School Premises (SENDA applies)	Date of Audit:	02.06.16

DDAA Ref.	Issue	Technical Tips	Comments and Observations	Action Required	Action Completed	Completion Date
7.1	Is the door necessary for safety or functional use	Check the requirements against the fire certificate	All doors generally essential either for privacy (classrooms/offices) and/or as fire doors/fire lobbies			

7.2	Are internal doors distinguishable from surrounding doors	Avoid glass panel doors	Generally, doors are distinguishable within their openings			
7.3	Can people see either side of the door when seating and standing	Observation panels recommended between 500mm and 1500mm from ground floor level	Door types vary widely throughout the school due to historical origins and subsequent historic growth and alterations. Doors to recent developments (Courtyard/Sports Hall) fully compliant. Majority of classroom doors have high level VP's or in some instances no vision			

			<p>panels – e.g. rooms 5,7,8,9 (office doors excepted where privacy required). Remedies must consider that original historic doors would be fundamentally damaged by alteration to suit new regulations. Not all doors have historical qualities and would benefit from remedy both for DDA and daily use e.g.: doors to rooms 36 and 37.</p> <p>Consider remedy of appropriate improvements to selected doors (those not historical or of historical quality): this could comprise replacement of selective door blades to also remedy to 7.6</p>		
7.4	Is there a clear opening for wheel chair users	Existing doors should be 750-775mm min wide. Newly fitted doors should be 800-825mm wide	A random check of single blade door widths indicates widths meet or exceed 750mm. Some classrooms have double door entry (e.g.: Rooms 5 & 8) which have narrow door blades, some with one fixed leaf giving restricted access.		

			<p>Corridor double lobby doors: doors of narrow blade width require both blades open for clear passage (e.g.: Ground Floor corridor between WCR and SCR) – selected magnetic door checks interfaced with FA system on fire doors, to hold doors permanently open have been fitted.</p> <p>Many of these doors are of historic origin and not appropriate for adaptation: management of access would offer alternative remedy. Where non-historic double doors arise consider replacement with leaf and half doors.</p>		In progress	
7.5	<p>Is there adequate space alongside the leading edge for a wheelchair user or someone with limited mobility to reach door control while remaining clear of its swing?</p>	<p>There should be a Min 300mm clear distance between the wall and the leading edge.</p>	<p>Clearances generally adequate: where tight clearances arise, remedies would be extensive (i.e.: repositioning door opening/reconfiguring internal space) and therefore not deemed a reasonable remedy.</p>			

7.6	Are door fittings at the right height for seated and standing users, of a contrasting colour and easy to grip	Ideal height should be 1000mm above ground level. Pull bars and pull handles are ideal with a 19mm diameter	<p>Door fitting heights vary throughout the buildings, as do door fitting patterns. Many door fittings at lower levels (i.e. 800mm) and comprise mix of door knobs, T-handles, small knob snibs, D-handles and lever type. Most door knobs and T-handles occur on original historic doors and it would be inappropriate to consider remedy and replacement. On a number of doors, levers and D handles have inappropriate clearance and sizes for ease of use by those with manual dexterity restrictions.</p> <p>In conjunction with 7.3: consider reviewing and selective replacement of door fittings with appropriate handle type at appropriate height</p>			
7.7	Are doors light enough to open and close with the minimum operating pressure	Force to open a door should not exceed 10 newtons at the leading edge. Consider use of assisted opening devices for heavy doors	<p>Door types/weights vary throughout the building. Single blade doors generally appropriate. Some double door blades and historical doors have greater weight. Some stay checks (interfaced with FA System where necessary) installed - North</p>			

			(Tower) Corridor, internal doors to SCR Lobby. Assisted opening devices to heavy historical double access doors inappropriate: suggest appropriate management procedures where/ when necessary.		In progress	
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DDA Access Audit (DDAA)

Internal Stairs and Ramps



Name of Premises:	Bancroft's School		
Address:	High Road Woodford Green IG8 0RF	Duty Holder Name:	Bursars Office
		Audited by:	Graham Pearce
Description:	School Premises (SENDA applies)	Date of Audit:	02.06.16

DDAA Ref.	Issue	Technical Tips	Comments and Observations	Action Required	Action Completed	Completion Date
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8.1	Is there a ramp at every change level	Is this practical. Can an alternative wheelchair route be planned? Can a temporary access ramp be made available?	Circulation access generally level. Significant access barrier due to stairs/height of changes in level to Science facilities, Library, Lecture Theatre and adjacent classrooms: no viable alternative wheelchair route. Cross campus ramp provided adjacent Sports Hall for east/west campus circulation. Extensive review and remedy assessment required for access to Science area, Library, Lecture Theatre and adjacent classrooms.		SCIENCE IN PROGRESS	
8.2	Is the ramp wide enough and suitably graded	See checklist 3 for details	Steep ramp barrier to Swimming Pool corridor: alternative wheelchair access via corridor from Sports Hall area.			
8.3	Is the surface slip-resistant	Avoid highly polished or tiled surfaces	Surfaces appropriate			
8.4	Are exposed edges protected to prevent accidents	Minimum 100mm raised upstanding	Ramps provided with protected edges.			

8.5	Are there suitable handrails on each side	See checklist 3 for details	<p>Staircases to Sports Hall and Courtyard North building adequately provided. There are a number of staircases throughout the building: handrails 1 side only. Remedies limited by staircase widths – need to maintain at least 1100mm clear width, and introduction of additional handrails may present H&S risks by reducing escape widths. Examples:</p> <p>South/West Wing Stairs: 1100mm wide – additional handrail cannot be provided.</p> <p>Science Block (1960's building): single handrail, but adequate width to supplement with additional handrail.</p> <p>Science Block (1910 building): 1220mm wide – adequate to supplement with additional handrail.</p> <p>Adam's Building: 1180mm wide – questionable benefit/risk to supplement with additional handrail.</p> <p>South and North Stairs – Main Building: high volume of use and provision of additional handrail would present residual risks.</p> <p>Remedies would present residual H&S and Fire Risks to all users.</p>			
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8.6	<p>Are tread lengths deep enough and of similar height</p> <p>Are risers shallow enough and of the same height</p>	<p>280-425mm</p> <p>150-170mm</p>	<p>Stairs to Sport's Hall and Courtyard Building North Wing adequate for ambulant use. There are a number of staircases throughout the buildings, built from date of origin and subsequent extensions and alterations, all of varying going and rise.</p> <p>Examples: Adams Building – 270mm going/170 rise Science Block – 260mm going/180mm rise Science Block (1910)-285mm going/155mm rise.</p> <p><i>Existing stairs fall just short of existing ambulant stair standards: adjustments to current standards would not be deemed 'reasonable' or viable.</i></p>			
8.7	<p>Are there visual warnings at the top of each flight</p>	<p>Consider contrasting floor material for stairs</p> <p>Are tactile signs required</p>	<p>Staircases all have distinguishable nosings. Transitions between floors and stairs vary.</p> <p>Consider contrasting floor finishes to landing and stairs when next renewing floor finishes. Floor level signage within stairways provided, including tactile.</p>			

8.8	Is the location of the stair case clearly marked on each level	Create a clearly defined route to improve the flow of employees and visitors around the premises	Stair locations identified in Induction packs: visitors are escorted. Contractors are inducted in site procedures. Clear identification signage, including tactile signage for staircases provided at each floor level			
8.9	Is the lighting adequate	Ensure that exit and entry points to stairs are well lit, avoid sudden changes in lighting levels which may cause confusion	Lighting is generally adequate within stairways. Landing to 2nd Floor of South East stairway comparatively dark and would benefit from additional light fitting at landing level.			To be upgraded Summer 2016
8.10	Consider tripping hazards	Avoid planters and other low level objects in the vicinity of stair cases	Stairways are clear of obstructions.			

DDA Access Audit (DDAA)

Lifts and Platform Lifts



Name of Premises:	Bancroft's School		
Address:	High Road	Duty Holder Name:	Bursars Office
	Woodford Green IG8 0RF	Audited by:	Graham Pearce
Description:	School Premises (SENDA applies)	Date of Audit:	02.06.16

DDAA Ref.	Issue	Technical Tips	Comments and Observations	Action Required	Action Completed	Completion Date
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9.1	Passenger lift available for vertical circulation within the building of more than one storey	<p>If not</p> <ul style="list-style-type: none"> Consider addition during refurbishment or extension Can a lift platform be fitted to a stair case 	<p>Lifts available to Sport's Hall. Lift available within Courtyard North Wing Building (serves 1st & 2nd Floor to Main Building). Adams Building - No lift access to upper floors (small wing – insufficient space for lift. Stairs too narrow for wheelchair stair lift). Science Block/Science 1910 Building – no lift access to upper floors.</p> <p>Provision of further lifts for vertical circulation under review in future development plans.</p>			
9.2	Are the dimensions sufficient to allow space for a wheelchair user	Door opening 800mm wide, depth of lift 1400mm and a width of 800mm	Existing lifts meet current standards			
9.3	Support rails in car correctly designed and positioned	Rails at 900mm height positioned around the lift	Existing lifts meet current standards.			
9.4	Delayed action closer override	Not to be confused with a door edge pressure system	Existing lifts meet current standards.			
9.5	Controls, including emergency call, located easily using visual or tactile information and within reach of all users	Controls between 900mm and 1200mm	Existing lifts meet current standards.			
9.6	Voice indication of floor reached	Not required for a two storey building	Existing lifts meet current standards.			

9.7	Location of lift clearly marked	Should be well signed from the reception area	Location of lifts is not clearly identified			To be provided Summer 2016
9.8	Sufficient space to manoeuvre outside the lift	Clear area free from obstruction 1500mm X 1500mm	Existing lifts meet current standards.			
9.9	Platform lifts safely approached at the top of stairs	Ensure that safe distance from stair case	N/A			
9.10	Is the lift platform of an adequate size	Depth of 1400mm and a width of 900mm	N/A			
9.11	In the event of a power failure or emergency, does the platform automatically return to the lower level and allow egress	Essential in an emergency evacuation	N/A			
9.12	Can the platform be folded away when not in use	Important if the width of the stair case when platform erected is wider than 1400mm	N/A			

DDA Access Audit (DDAA)

WC's General Provision For Ambulant Users



Name of Premises:	Bancroft's School		
Address:	High Road	Duty Holder Name:	Bursars Office
	Woodford Green IG8 0RF	Audited by:	Graham Pearce
Description:	School Premises (SENDA applies)	Date of Audit:	02.06.16

DDAA Ref.	Issue	Technical Tips	Comments and Observations	Action Required	Action Completed	Completion Date
10.1	Is there WC provision for people with disabilities	If no, can modifications be carried out to an existing toilet	Yes: accessible wc's provided to Courtyard Building/North and East Main Wing, Sport's Hall and Drama/Swimming Pool building.			
10.2	Is the lobby of sufficient size for easy access	Entry width of a minimum of 1400mm is desirable	Yes			
10.3	Consider the door <ul style="list-style-type: none"> Is it easy to open Fitted with an easy use mechanism Can an emergency release mechanism be used from the outside 	Force required to open at the leading edge should not be greater than 20 Newton's. Fittings should be large and easy to operate	Yes			

10.4	Is the floor slip resistant	Avoid polished or tiled surfaces	Yes			
10.5	Is there sufficient space for an ambulant person to manoeuvre	Clear space of at least 450mm should be allowed from the edge of the toilet to the closest opening point of the door	Yes			
10.6	Is the travel distance to a suitable WC no greater than for an able bodied person	Travel distance within a building should not exceed 40M	No: there is a shortfall in provision to the southern/west wing buildings. Consider modifications to provide additional wheelchair accessible wc to south/west wings.			
10.7	In a standard cubicle can an ambulant disabled person lower themselves	Consider use of wall mounted grab rails	No. Consider modifications within selected existing wc's.			
10.8	Are wash basin taps easy to use	To be controlled by lever operated thermostatic mixer that delivers water at no hotter than 41 degrees centigrade	In accessible wc's – yes.			
10.9						
10.10						
10.11						

DDA Access Audit (DDAA)

WC's Wheelchair Users



Name of Premises:	Bancroft's School		
Address:	High Road Woodford Green IG8 0RF	Duty Holder Name:	Bursars Office
		Audited by:	Graham Pearce
Description:	School Premises (SENDA applies)	Date of Audit:	02.06.16

DDAA Ref.	Issue	Technical Tips	Comments and Observations	Action Required	Action Completed	Completion Date
11.1	Do the dimensions of the WC allow for easy wheel chair manoeuvring	Min depth should be 1200mm and min width should be 1500mm	Wheelchair accessible wc's to Sport's Hall and 1 st Floor Courtyard Building exceed minimum standards.			
11.2	If more than one part M toilet is provided do they alternate left handed and right handed layout	To assist disabled with limited use on one side				

11.3	Are the hand washing and drying facilities at the correct height	Basin 720-740mm Hand dryer 1000mm	Wheelchair accessible wc's to Sport's Hall and 1 st Floor Courtyard Building exceed minimum standards.			
11.4	Are locations clearly indicated with visual and tactile signs	Signage from the reception area, located as close as possible to the reception area	Locations are not clearly identified. Locations are included in pupil/staff induction material. Visitors are escorted. Braille way finding signs installed.		In progress	
11.5	Are fittings arranged to allow for easy manoeuvring	Remove unnecessary clutter	Yes			
11.6	Are door controls, locks and light switches easily reached and operated by a wheelchair user	The ideal height should be between 800mm and 1000mm. A horizontal rail bar will greatly assist door closure	Yes			
11.7	Are suitably designed grab rails fitted and positioned appropriately	A horizontal rail to assist sitting on the toilet should be 680mm above floor level. Vertical grab rails should be at 1100mm centres	Yes			
11.8	Is a distress button fitted	Access from the outside must be possible in an emergency	Yes			
11.9	Consider other items	Mirrors 600-1600mm Coat hooks 1200mm	Yes			
11.10	Is the basin free standing	Enables a wheelchair user to access with greater ease	No. Wall mounted. DDA compliant			

11.11	Is there adequate provision of accessible WC's and within a reasonable travel distance		<p>Adequate provision is made to Sport's Hall and Drama/Swimming Pool Building.</p> <p>Adequate provision is made to Courtyard Building and North of the main school building.</p> <p>Opinion: there is no provision to the southern/western wings, leading to excessive travel distances to facilities. Addressed.</p>			
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<p>DDA Access Audit (DDAA)</p> <p>Internal Surfaces</p>	 <p>tbparchitects design • planning • CDM Co-ordinators</p>
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Name of Premises:	Bancroft's School		
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Address:	High Road	Duty Holder Name:	Bursars Office
	Woodford Green IG8 0RF		Audited by: Graham Pearce
Description:	School Premises (SENDA applies)	Date of Audit:	02.06.16

DDAA Ref.	Issue	Technical Tips	Comments and Observations	Action Required	Action Completed	Completion Date
12.1	Are floor surfaces suitable for wheelchair users	There should be no barriers to prevent ease of movement	Floor surfaces generally suitable throughout.			
12.2	Are junctions between floor surfaces correctly detailed	Avoid raised strips which cause a tripping hazard	Yes			
12.3	Are floor and wall surfaces free from glare and reflection	Use Non gloss and avoid open runs of glazed areas	Yes			
12.4	Are colours, tones and finishes varied to help distinguish fittings and fixtures	Hand rails must be easy to identify by the visually impaired	Yes			
12.5	Are floor surfaces anti slip	Avoid polished floors and smooth tiled areas particularly where the floor is susceptible to becoming wet	Yes			
12.6	Have bold floor patterns and busy wall coatings been avoided	These can cause distraction and confuse some disabled people	Yes			
12.7	Are floor/wall junctions suitably defined and distinguished.		Yes, generally throughout.			

DA Access Audit (DDAA)

Facilities



Name of Premises:	Bancroft's School		
Address:	High Road	Duty Holder Name:	Bursars Office
	Woodford Green IG8 0RF		Audited by:
Description:	School Premises (SENDA applies)	Date of Audit:	02.06.16

DDAA Ref.	Issue	Technical Tips	Comments and Observations	Action Required	Action Completed	Completion Date
13.1	Is seating provided at intervals on long routes or where waiting is likely	A rest point should be provided at least every 40M	There is generally reasonable seating within circulation spaces. 2 nd Floor Main Building has restricted width precluding provision.			
13.2	Are seats stable with arm rests offering firm support	Consider a range of seating heights from 420mm to 580mm	Generally bench seating – arm rest one side only when seated.			
13.3	Can wheelchair users pull up in a waiting area	Consider creating a space 750mm wide	Circulation widths generally sufficient for 'parking': 2 nd Floor Main Building circulation has limited width, but Tower transition provides space.			
13.4	Are telephones fixed at a height that can be easily used by a wheelchair person	Height should be 750-1000mm	Limited public telephone provision: not accessible. Offices and Staff Rooms all have telephone access if required.			

13.5	Are audible alarms supplemented by visual alarms	This is particularly important during an emergency evacuation	Fire alarm upgrade in progress		In progress	
13.6	Are controls easy to distinguish	Think of tone, colour and contrast variations for key pads and other similar facilities	Generally, yes. Varied finishes throughout the buildings – some door controls not clearly distinguishable.			

13.7	Are controls mounted at appropriate heights?	Varies according to switch/fitting – generally 450mm to 1200mm high.	The buildings have been modified over the years and mounting heights vary throughout. Sport's Hall and Courtyard Building North generally compliant. Elsewhere noted that average mounting heights (switches/FACP) are IRO 1400mm. Modifications would require extensive works and therefore not deemed reasonable. Consider future works when refurbishing/rewiring etc lowering switches and controls.			
13.8						
13.9						

DDA Access Audit (DDAA)

Way Finding and Lighting



Name of Premises:	Bancroft's School		
Address:	High Road	Duty Holder Name:	Bursars Office
	Woodford Green IG8 0RF	Audited by:	Graham Pearce
Description:	School Premises (SENDA applies)	Date of Audit:	02.06.16

DDAA Ref.	Issue	Technical Tips	Comments and Observations	Action Required	Action Completed	Completion Date
14.1	Is the overall layout of the building logical and clear	Are disabled facilities easy to access and use	Generally routes are clearly defined by corridors. Disabled facilities easy to access and use (managed access)			

14.2	Are signs in a logical position and easy to identify	Are they at the correct height with contrasting colour backgrounds	Location information is provided in pupil/staff induction information. Visitors are escorted. Way finding signage is limited. Consider improving circulation way finding signage. Braille signage has been installed		In progress	
14.3	Is information given in tactile form	Such as maps and models	Braille signage installed			
14.4	Is lighting designed to meet a wide range of users needs	Consider lower ambient lighting for rest areas and higher intensity lighting for detailed activity work	Lighting levels appropriate for functions.			
14.5	Consider light positioning	Are lights positioned where they do not cause glare, reflection or confusing pools of light or dark	Lighting generally consistent. Areas of pooling/shadow identified elsewhere.			
14.6	Can building occupiers control lighting	Are light switches at a suitable height for wheelchair bound people 750-1000mm	Switch heights vary throughout the building, generally exceeding current height standards. Referred elsewhere.			
14.7	At workstations, can lighting levels be adjusted to suit the tasks and needs of the individual	Localised lighting arrangements may be required	Lighting generally functional throughout. Task lighting can be provided for individual needs.			
14.8	Fluorescent lighting should not be used where it could cause an inconvenience to people with hearing impairments	Consider spot lighting as an alternative	School functions require use of fluorescent lighting – spot lighting not practical for general illumination levels and can lead to light pooling/shadows.			

DDA Access Audit (DDAA)

Acoustics



Name of Premises:	Bancroft's School		
Address:	High Road	Duty Holder Name:	Bursar's Office
	Woodford Green IG8 0RF	Audited by:	Graham Pearce
Description:	School Premises (SENDA applies)	Date of Audit:	02.06.16

DDAA Ref.	Issue	Technical Tips	Comments and Observations	Action Required	Action Completed	Completion Date
15.1	Are acoustic environments suitable for intended use	Avoid reflective surfaces in low level noise areas	All environments are appropriate to their use.			
15.2	Are quiet and noisy areas separated by a buffer zone	Keep production areas away from office environments	Quiet and noisy areas are appropriately separated.			
15.3	Is background noise minimised	Consider any obtrusive noises such as ventilation units or generators	Background noise emitters are appropriately located to minimise impact.			
15.4	Is there a good mix of hard and soft surfaces	Either extreme could artificially dampen or increase noise levels	Surfaces are varied throughout appropriate to function.			
15.5	Is mains power routed away from public areas	Mains power can cause interference with hearing aids	Routes vary throughout the building. Some circulation areas contain mains power as logical distribution route.			

15.6	Are induction loops fitted where information is exchanged i.e. Reception		Yes.			
15.7	If security precludes the use of an induction loop, is an infrared system available		No. See 15.6			
DDA Access Audit (DDAA) Evacuation Arrangements				 <small>design • planning • CDM Co-ordinators</small>		

Name of Premises:	Bancroft's School		
Address:	High Road	Duty Holder Name:	Bursars Office
	Woodford Green IG8 0RF	Audited by:	Graham Pearce
Description:	School Premises (SENDA applies)	Date of Audit:	02.06.16

DDAA Ref.	Issue	Technical Tips	Comments and Observations	Action Required	Action Completed	Completion Date
16.1	Is an audible alarm supplemented by a visual alarm	Or what alternative arrangements have you in place for disabled employees and visitors	<p>Audible alarm system only: Fire Management Plan in place for warning pupils/staff appropriate to individual needs. Buddy System applied.</p> <p>Review of Fire Alarm System to main school building undertaken: now includes for visual alarm beacons.</p>			

16.2	Are the ground floor exit routes accessible to all, including wheelchair users	Have you walked each exit route to check for steps and restrictions	Fire exit routes to Sport's Hall, Swimming Pool/Drama and Courtyard Building/North Wing all have level exits. Escape via Tower doors level exit. All other exits have step/steps to negotiate. Corridor exits to South West wing can be remedied with minor adjustments: all other exits covered under Fire Management Plan.			
16.3	Is vertical escape from an upper or lower floor possible using a fire protected lift with an independent power supply	Check with your lift supplier or maintenance provider	Lifts not fire protected.			
16.4	If people with disabilities cannot completely evacuate the building, can they reach places of safety or refuge	Have you created an escape plan for all personnel and are your staff trained in its application	Places of refuge clearly identified to each staircase: Fire Management Plan in place for evacuation of pupils/staff appropriate to individual needs			
16.5						
16.6						
16.7						

DDA Access Audit (DDAA)

Building Management



Name of Premises:	Bancroft's School		
Address:	High Road	Duty Holder Name:	Bursar's Office
	Woodford Green IG8 0RF	Audited by:	Graham Pearce
Description:	School Premises (SENDA applies)	Date of Audit:	02.06.16

DDAA Ref.	Issue	Technical Tips	Comments and Observations	Action Required	Action Completed	Completion Date
17.1	Are external routes kept clear and free from obstructions, including surface water, snow and ice	Is a maintenance program in place and are additional resources available in an emergency	Yes: school employs full time maintenance staff.			
17.2	Is the use of disabled car parking places by disabled persons only enforced		Car Parking is monitored and managed by Bursars Office			
17.3	Are doors and ironmongery maintained and inspected on a regular basis		Doors and ironmongery regularly maintained			
17.4	Is horizontal circulation impeded by planters and obstructions		Generally horizontal circulation is clear.			
17.5	Is there a build up of surplus items in WC's for example (unofficial storage areas)		No.			

17.6	Is there a regular maintenance and inspection program	Should cover floor slip and tripping hazards	Yes – Bursars Office and School Maintenance Team carry out rolling maintenance programme and regularly inspect conditions.			
17.7	Consider general way finding signs	<ul style="list-style-type: none"> • Up to date • Complimentary • In place and consistent 	Wayfinding has been improved: braille signs installed.			
17.8	Consider lighting	Is blown lighting swiftly replaced	Yes			
17.9	Consider acoustics	<ol style="list-style-type: none"> 1. Are induction loops regularly checked 2. Are air conditioning and heating units regularly maintained 	Induction loops provided: referred elsewhere. AC and Plant regularly maintained.			
17.10	Consider means of escape	Exit routes should be regularly checked to ensure that there are no restrictions. Alarm systems, including those in WC's, should be regularly checked. Is there an escape strategy for visitors? Regular fire drills should be held and deficiencies acted upon.	MoE Routes regularly checked and FA Systems monitored (FA panel identifies system failures). A Fire Management Plan is in place, including strategy for visitors, site inductions and regular fire drills are held.			

17.11	Is there an access action plan to review and agree an implementation timetable to these recommendations		Yes. Reviews Access Action Plan and has implemented a number of major measures and remedies over the last 5 years. Further development plans in progress, which will include further remedies to shortfalls identified in this Audit.			
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PART C – SUMMARY AND RECOMMENDATIONS

C SUMMARY:

Bancroft's School originates from the late 19C with many later developments. The inherent historic architecture presents a number of physical barriers to accessible building usage.

The school has undertaken extensive developments between 2005 to date which has considerably improved accessibility to wider areas of the School Buildings and Campus. The Duty Holders acknowledge, however, that further works are required to remedy physical barriers within the building, and are, as part of the School's future development plans, seeking to systematically remedy or improve accessibility insofar as is reasonably practical considering the original building structure and fabric.

REMEDIES AND ACTIONS:

Shortfalls in accessibility and existing physical barriers are identified within the individual sections of the Audit Sheets, and highlighted in red. The following summarises the key issues which the School may consider for remedy within the review of the Accessible Action Plan.

C1 Wayfinding:

Wayfinding signage has been improved since the last DDA Audit, and is also in progress.

During summer 2016, further improvements will include:

- Reception directions
- Disabled Parking Bay directions
- Lighting enhancements to 2nd Floor

It is noted that way finding is also managed with an Induction Pack for new pupils and staff. Visitors are escorted around the premises.

There is good provision of bench seating around the grounds and in Ground & 1st Floor corridors. Bench seating has been installed to the front driveway.

C2 External Ramps & Steps:

Good level access was noted to various entrances to the School, however, a number of regular access points incorporate stepped thresholds.

Consider raising paving levels, or improve ramped fillets to main corridor doorways – i.e.: access to south corridors from Quad, Science Block from Sport's Field to improve restrictions to general circulation.

Maintenance Department now holds a portable ramp, and is available should the need arise – particularly to the Chapel Entrance.

C3 Disabled Persons Car Parking:

A new designated Disabled Parking bay has been provided adjacent to the Tower entrance of the upper school.

One disabled parking bay is provided to the Preparatory School Car Park.

C4 Reception:

The existing Reception is situated under the main Tower, and only accessible by a flight of steps. The School acknowledges the difficulties to access.

A Feasibility Study has been undertaken to investigate reducing the floor level of the Reception Office: this will present Listed Building and significant structural issues. Additionally, costs have been assessed in excess of £250,000.00 (including refitting), which is considered to be beyond the scope of 'reasonable adjustments' to physical barriers.

The School has remedied the issue with a management solution - this comprises the provision of an Entry Phone system at the base of the stairs, to contact Receptionists to attend and/or facilitate access via the tower control gates: similarly provision of an Entry Phone at the tower control gates on the secure side for a managed exit. The school has also extended the reception open hours from 7.45am to 7.00pm to aid access.

C5 Corridors & Circulation spaces:

The School acknowledges the inherent physical barriers to accessibility presented by the many stepped changes in level to the southern wing buildings (Technology and Science facilities). The school further acknowledges the restrictions to access at upper floor levels to Science Laboratories, Library, Lecture Theatre and adjacent classrooms due to the various stepped changes in level.

The final phase for accessibility is to consider ways and means to overcome the barriers presented by steps on the approach corridors to the Ground Floor laboratories: an initial appraisal suggests that a compliant 1:20 gradient ramp may be accommodated to the corridor between rooms G11 and S1. There is a flight of steep steps in the approach corridor between Rooms GO3 & GO8: this may be overcome by the provision of a Platform Chair Lift at this point.

The School is further considering access solutions to the upper floors in conjunction with the proposed works to seek to provide improved accessibility to more facilities. This will include a review of accessible levels to the surrounding Ground Floor areas.

A number of classroom entrances within the southern building wings have stepped access or thresholds: this is not remediable without extensive structural works and does not constitute a 'reasonable remedy'. Accessibility to such areas will continue to be assessed by management solutions.

Corridors are of varying widths, and incorporate fire lobby doors within the routes: due to the restricted corridor widths, many of the double doors blades are narrower than 750mm, requiring both door blades to be used to pass. These have been provided with hold open stay checks, interfaced with the Fire Alarm system.

C6 Internal Doors:

There are a wide range of door types throughout the school, ranging from original historic doors through various developments and refurbishments over the years. Single doors generally have adequate minimum clearance, but many have inappropriate vision panel heights and door furniture. It would be unreasonable to significantly adapt original historic doors, as this would spoil the historic nature of the premises: however, many doors are not of a historic nature and would benefit from adapting.

Consider undertaking a review of all doors, with a view to a phased replacement or adaptation of non-historic doors to remedy both vision panel and door furniture deficiencies.

C7 Internal Stairs

With the exception of the Sports Hall and Courtyard Building, which are recent developments, all other staircases are either original to the building, or result from developments in the early 1900's and 1960's. Going and riser dimensions are close to current DDA ambulant access standards. Physical remedies would require extensive works and is therefore deemed unreasonable. Similarly, other remedy options would present risks to the majority of users by reducing clear access and MoE widths (i.e.: by introducing stair lifts). The lift provision ameliorates any ambulant difficulties that may arise, and can be managed accordingly.

Consideration could be given to the following improvements at the appropriate time:

- Contrasting floor finishes or textures at landing and arrival levels
- Improved lighting level to 2nd Floor Landing to the South East staircase will be installed summer 2016.

C8 Lift's and Stair Lifts:

Lifts have been provided to the Sport's Hall and Courtyard Building during recent developments: the lift to the Courtyard Building facilities access to the main building floors, stopping at the approach to the Library and south western buildings on the 1st Floor.

A wheelchair lift is provided to the Preparatory School enabling access to all levels and areas.

As part of the 5 year Development plan for 2016 - 2021, the School has investigated the feasibility of providing an additional lift (or managed solution) to facilitate accessibility to further Science facilities, Library and Lecture Theatre.

Science Block Lift: presents Listed Building and significant structural issues to achieve a wheelchair lift to all levels. Costs have been assessed in the order of £250,000.00 for the works, which is considered to be beyond the scope of 'reasonable adjustments' to physical barriers.

Library: the approach corridor immediately adjacent to the Library entrance includes 3no. Steps, presenting a physical barrier to access. These occur within a structural opening of limited width - at 1280mm. Consideration is to be given to the provision of a Platform Chair Lift, but initial investigations give rise to concern regarding the restrictions on residual clear width between the openings which would be created as a consequence.

Lecture Theatre: there is currently no viable solution to the improvement of vertical accessibility to this area due to existing constraints. A Spatial Assessment for future development beyond the current 5 year Development Plan (should the need arise) has identified the potential for extending at 1st Floor level above Rooms 6/DO and WC's to provide up to three additional classrooms: in the event that such proposals should be developed in the future, there is scope to include for a wheelchair lift which may serve not only the Lecture Theatre, but also Rooms 122,123, 124, 125 and 126.

Adams Building (Music): there is currently no viable solution to the improvement of vertical accessibility to this area due to existing constraints.

C9 Accessible and Ambulant WC's

There is reasonable provision of compliant Accessible WC's.

There is limited provision for ambulant disabled users within existing wc's: consider provision of grab and support rails in selective wc cubicles and adjacent to selective urinals.

C10 Facilities and Building Management.

The School currently manages alarm situations by implementing a 'Buddy System' for occupiers with specific needs.

The mounting heights of light switches, Fire Alarm Call Points and other controls vary considerably throughout the building. The current preferred mounting heights for switches and controls is up to 1200mm high: many of the switches and call points are mounted at 1400mm. To seek a specific remedy would require extensive works and would not be considered a 'reasonable adjustment'. However, for future works and alterations, consider the opportunity to reduce electrical controls to the preferred mounting heights.

C11 Remedial Actions planned:

Many of the remedial actions identified in the previous DDA Audit have been undertaken, including:

- Improvements to wayfinding signage to Reception from Whitehall Road and High Road Entrances

- Provision of bench seat mid-route on approach from Whitehall Road
- Provision of portable ramp to the Chapel - with one spare in store to manage other access issues that may arise elsewhere.
- Creation of new Accessible Parking Bay (to current AD Part M standards) near to Tower entrance, together with provision of parking signage.
- Investigate provision of ramp access to Ground Floor Science area, including provision of Platform Chair Lift on the stepped section of the approach corridor
- Provision of new Entry Phone system at bottom of stairs to Reception Entrance and to exit gate under the Tower for Reception to manage access and egress: investigate practicality of interlinking with electronic lock to exit gate.
- Extension of reception opening hours.
- Provision of portable Induction Loop to Reception desk, with one further held in store for use elsewhere as may be required (i.e.: to Lecture Theatre or Great Hall)
- Provision of floor level signage to stairways (serving 3 floors) - including braille signage.
- Improve lighting level to 2nd Floor landing of south-east stairway - planned for summer 2016.

The following actions have been agreed to the end of the current 5 year Development Plan (ending 2021):

- Investigate provision of ramp access to Ground Floor Science area, including provision of Platform Chair Lift on the stepped section of the approach corridor
- Further investigate and consider installation of Platform Chair Lift on stepped approach to Library.
- Provide ambulant hand rails to selected WC cubicles around the campus, with cubicle doors clearly signed as 'ambulant wc's'.

General Note:

- When undertaking refurbishment, maintenance or alteration works, consider opportunity within the specific area of works to replace non-compliant doors with doors incorporating vision panels and appropriate door furniture.
- When undertaking works to electrical/alarm services, consider opportunity within the specific area of works to replace non-compliant switches/controls/sockets etc with new at compliant height.

Appendix Two: Actions completed since 2014

Curriculum Participation

Action	Target Date	Cost	Outcome
<i>Portable Ramps</i>	<i>Easter 2014</i>	<i>2 x £500 = £1,000</i>	<i>Completed</i>

Physical Barriers

Action	Target Date	Cost	Outcome
<i>Install Entry Phone for Reception as managed solution for wheelchair users</i>	<i>Easter 2014</i>	<i>£1,000</i>	<i>Entry / exit phone System installed to Tower gates.</i>
<i>Improve external signage to Reception</i>	<i>Spring 2015</i>	<i>£300</i>	<i>Completed</i>
<i>Install seating on front drive</i>	<i>Spring 2015</i>	<i>£300</i>	<i>Completed</i>
<i>Provide signage to Disabled parking bay and enlarge bay to improve passenger door access</i>	<i>Spring 2015</i>	<i>£1,000</i>	<i>Completed</i>
<i>Install additional light fitting on landing to 2nd floor of South East stairway</i>	<i>Spring 2015</i>	<i>£200</i>	<i>Completed</i>
<i>Improve signage for existing lifts</i>			<i>Braille signs installed Easter 2014</i>
<i>Improve internal corridor signage</i>	<i>Ongoing</i>		<i>Braille signs installed Easter 2014</i>
<i>Consider clear identification signage for staircases at each level</i>	<i>Summer 2014</i>		<i>Braille signs installed Easter 2014</i>
<i>Consider installation of vision panels in non-historical doors</i>	<i>Summer 2015</i>		<i>Completed</i>
<i>Consider replacement door fittings in non-historical doors</i>	<i>Summer 2015</i>		<i>Completed</i>

<i>Consider replacement of non-historic double doors (corridor and classroom)</i>	<i>Summer 2015</i>		<i>Ongoing and part of planned refurbishments</i>
<i>Consider contrasting floor finishes to landing and stairs when next renewing floor finishes. Consider provision of floor level signage within stairways, including tactile</i>	<i>Summer 2016</i>		<i>Ongoing and part of planned refurbishments. Braille signs installed at floor level within stairways.</i>
<i>Consider moving electrical switches/sockets to appropriate heights when future refurbishment/rewiring works carried out</i>	<i>Summer 2016</i>		<i>Ongoing and part of planned refurbishments.</i>

Information Delivery

Action	Target Date	Cost	Outcome
<i>School to purchase two hearing loops, one for use at Reception and one available in any classroom to assist those with hearing difficulties</i>	<i>Easter 2015</i>		<i>Completed.</i>
<i>School Information and Admission Instructions to be in large print to assist the Visually Impaired</i>	<i>September 2014</i>		<i>Completed – all publications now advertised as being available in large print upon request.</i>
<i>Appropriately coloured paper and print to be used for all printed documents to assist the Visually Impaired</i>	<i>September 2014</i>		<i>Completed – all publications now advertised as being available on coloured paper upon request.</i>
<i>Making necessary modifications in response to particular needs, as with current pupils</i>	<i>Ongoing</i>	<i>varies</i>	