

# ACCESSIBILITY AUDIT



## BANCROFT'S SCHOOL

High Road,  
Woodford Green  
Essex  
IG8 0RF

(Review) November 2017



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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 reviewed on the 1<sup>st</sup> November 2017 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 – 2016**

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

- A new fully addressable hard wired fire alarm was installed summer 2017 to incorporate latest technologies for audible visual awareness of an alarm condition.
- Detailed investigations into school wide lock down system and audible communications throughout the school.
- Additional disabled car parking signage provided at Whitehall road entrance.
- Further floor level and braille signage installed
- LED light fittings installed as standard where refurbishment undertaken.
- Changes in carpet colours within corridors.
- Wayfinding signage improvements will continue as required.
- Disabled parking bay relocated next 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 2022.

#### **Fire Alarms:**

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

A new fully addressable hard wired fire alarm was installed summer 2017 to incorporate latest technologies for audible visual awareness of an alarm condition.

## Disability Discrimination Act Part III Access Audit Checklist and Control Sheet



<b>Name of Premises:</b>	Bancroft's School		
<b>Address:</b>	High Road	<b>Duty Holder Name:</b>	Bursars Office
	Woodford Green IG8 0RF	<b>Prepared by:</b>	Graham Pearce
<b>Description:</b>	School Premises (SENDA applies)	<b>Date of Review:</b>	01.11.17

Reference	Description	Audit Date	Actions Required	Date Completed	Initials
1	Approach to premises	01.11.17	Yes		
2	Car parking and setting down points	01.11.17	Yes		
3	External ramps and steps	01.11.17	Yes		
4	Entrances	01.11.17	Yes		
5	Reception areas and lobbies	01.11.17	Yes		
6	Corridors	01.11.17	Yes		
7	Internal doors	01.11.17	Yes		
8	Internal stairs and ramps	01.11.17	Yes		
9	Lifts and lift platforms	01.11.17	Yes		
10	WC's general provision	01.11.17	Yes		
11	WC's wheelchair users	01.11.17	Yes		
12	Internal surfaces	01.11.17	Yes		
13	Facilities	01.11.17	Yes		
14	Wayfinding and lighting	01.11.17	Yes		
15	Acoustics	01.11.17	Yes		

16	Evacuation arrangements	01.11.17	Yes		
17	Building management	01.11.17	Yes		



**ACTION ITEMS HIGHLIGHTED IN RED ON AUDIT SHEETS**



**ACTION ITEMS IN PROGRESS HIGHLIGHTED IN AMBER ON AUDIT SHEETS**



**ACTION ITEMS COMPLETED (SINCE 2013 AUDIT / 2017 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



<b>Name of Premises:</b>	Bancroft's School		
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<b>Description:</b>	School Premises (SENDA applies)	<b>Date of Review:</b>	01.11.17

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"> <li>• A public highway</li> <li>• Public transport</li> <li>• Car parking</li> </ul>	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



<b>Name of Premises:</b>	Bancroft's School		
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DDAA Ref.	Issue	Technical Tips	Comments and Observations	Action Required	Action Completed	Completion Date
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"> <li>• 1:12 for a 155mm rise</li> <li>• 1:15 for a 333mm rise</li> <li>• 1:20 for a 500mm rise and above</li> </ul>	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. <b>Maintenance Department hold a portable ramp for managed access.</b>			
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



<b>Name of Premises:</b>	Bancroft's School		
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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. <b>Consider providing.</b>			Christmas 2017
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"> <li>• One space for each known disabled employee plus one space or 2 % of the total capacity</li> <li>• Or 5% of the total capacity</li> </ul>	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



<b>Name of Premises:</b>	Bancroft's School		
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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			

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, and Great Hall from Courtyard (but level access via Drama Corridor), and Adams Building (but ramped access from Dining Hall) <b>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.</b>			
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



<b>Name of Premises:</b>	Bancroft's School		
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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"> <li>• Does the inner door to meet the same criteria as the outside door</li> <li>• Can the lobby allow use by wheel chair users</li> </ul>	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		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. Intercom installed between Tower Entrance and Reception for managed access.			



## DDA Access Audit (DDAA)

### Corridors



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DDAA Ref.	Issue	Technical Tips	Comments and Observations	Action Required	Action Completed	Completion Date
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 <sup>nd</sup> 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 <sup>nd</sup> Floor corridor of original main building. Ground and 1 <sup>st</sup> 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: 1 <sup>st</sup> 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: <b>remedies are required to improve accessibility to these areas within the constraints of the existing building features.</b>		SCIENCE IN PROGRESS	

## DDA Access Audit (DDAA)

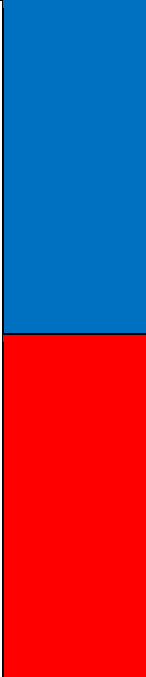

### Internal Doors

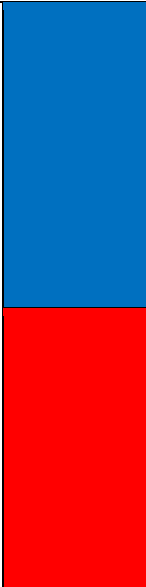
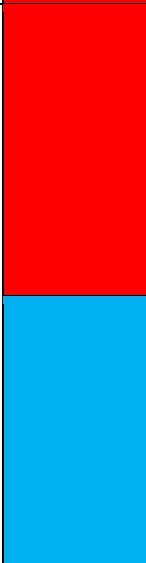
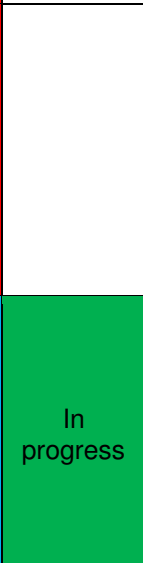


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DDAA Ref.	Issue	Technical Tips	Comments and Observations	Action Required	Action Completed	Completion Date
7.1	Is the door necessary for safety or functional use	Check the requirements against the fire certificate	All doors generally essential either 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	<p>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 panels – e.g. rooms G04,G05,G06,G07 (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><b>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</b></p>			
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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	<p>A random check of single blade door widths indicates widths meet or exceed 750mm. Some classrooms have double door entry (e.g.: Rooms 5 &amp; 8) which have narrow door blades, some with one fixed leaf giving restricted access.</p> <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><b>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.</b></p>			
7.5	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?	There should be a Min 300mm clear distance between the wall and the leading edge.	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.			

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><b>In conjunction with 7.3: consider reviewing and selective replacement of door fittings with appropriate handle type at appropriate height</b></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.</p> <p><b>Some stay checks (interfaced with FA System where necessary) installed - North (Tower) Corridor, internal doors to SCR Lobby. Assisted opening devices to heavy historical double access doors inappropriate: suggest appropriate management procedures where/ when necessary.</b></p>			

## DDA Access Audit (DDAA)

### Internal Stairs and Ramps



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<b>Description:</b>	School Premises (SENDA applies)	<b>Date of Review:</b>	01.11.17

DDAA Ref.	Issue	Technical Tips	Comments and Observations	Action Required	Action Completed	Completion Date
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. <b>Extensive review and remedy assessment required for access to Science area, Library and adjacent classrooms.</b>		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&amp;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><b>Remedies would present residual H&amp;S and Fire Risks to all users.</b></p>			

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><b>Existing stairs fall just short of existing ambulant stair standards: adjustments to current standards would not be deemed 'reasonable' or viable.</b></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><b>Consider contrasting floor finishes to landing and stairs when next renewing floor finishes. Floor level signage within stairways provided, including tactile.</b></p>			
8.8	<p>Is the location of the stair case clearly marked on each level</p>	<p>Create a clearly defined route to improve the flow of employees and visitors around the premises</p>	<p>Stair locations identified in Induction packs: visitors are escorted. Contractors are inducted in site procedures.</p> <p><b>Clear identification signage, including tactile signage for staircases provided at each floor level</b></p>			

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. <b>Landing to 2<sup>nd</sup> Floor of South East stairway comparatively dark and would benefit from additional light fitting at landing level.</b>			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



<b>Name of Premises:</b>	Bancroft's School		
<b>Address:</b>	High Road	<b>Duty Holder Name:</b>	Bursars Office
	Woodford Green IG8 0RF	<b>Audited by:</b>	Graham Pearce
<b>Description:</b>	School Premises (SENDA applies)	<b>Date of Review:</b>	01.11.17

DDAA Ref.	Issue	Technical Tips	Comments and Observations	Action Required	Action Completed	Completion Date
9.1	Passenger lift available for vertical circulation within the building of more than one storey	If not <ul style="list-style-type: none"> <li>Consider addition during refurbishment or extension</li> <li>Can a lift platform be fitted to a stair case</li> </ul>	Lifts available to Sport's Hall. Lift available within Courtyard North Wing Building (serves 1 <sup>st</sup> & 2 <sup>nd</sup> 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. <b>Provision of further lifts for vertical circulation under review in future development plans.</b>			
9.2	Are the dimensions sufficient to allow space for a wheel chair 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 Christmas 2017
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

<b>Name of Premises:</b>	Bancroft's School		
<b>Address:</b>	High Road	<b>Duty Holder Name:</b>	Bursars Office
	Woodford Green IG8 0RF	<b>Audited by:</b>	Graham Pearce
<b>Description:</b>	School Premises (SENDA applies)	<b>Date of Review:</b>	01.11.17

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"> <li>• Is it easy to open</li> <li>• Fitted with an easy use mechanism</li> <li>• Can an emergency release mechanism be used from the outside</li> </ul>	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. <b>Consider modifications within selected existing wc's.</b>			October 2017
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



<b>Name of Premises:</b>	Bancroft's School		
<b>Address:</b>	High Road	<b>Duty Holder Name:</b>	Bursars Office
	Woodford Green IG8 0RF	<b>Audited by:</b>	Graham Pearce
<b>Description:</b>	School Premises (SENDA applies)	<b>Date of Review:</b>	01.11.17

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 <sup>st</sup> 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 <sup>st</sup> 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		Adequate provision is made to Sport's Hall and Drama/Swimming Pool Building. Adequate provision is made to Courtyard Building and North of the main school building. <b>Opinion: there is no provision to the southern/western wings, leading to excessive travel distances to facilities. Addressed.</b>			Accessible toilet adapted ground floor by Heads study. South wing.

## DDA Access Audit (DDAA)

### Internal Surfaces



<b>Name of Premises:</b>	Bancroft's School		
<b>Address:</b>	High Road	<b>Duty Holder Name:</b>	Bursars Office
	Woodford Green IG8 0RF	<b>Audited by:</b>	Graham Pearce
<b>Description:</b>	School Premises (SENDA applies)	<b>Date of Review:</b>	01.11.17

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



<b>Name of Premises:</b>	Bancroft's School		
<b>Address:</b>	High Road	<b>Duty Holder Name:</b>	Bursars Office
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<b>Description:</b>	School Premises (SENDA applies)	<b>Date of Review:</b>	01.11.17

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 <sup>nd</sup> 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 <sup>nd</sup> 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		Complete 2017	
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. <b>Modifications would require extensive works and therefore not deemed reasonable. Consider future works when refurbishing/rewiring etc. lowering switches and controls.</b>			
13.8						
13.9						

## DDA Access Audit (DDAA)

### Way Finding and Lighting



<b>Name of Premises:</b>	Bancroft's School		
<b>Address:</b>	High Road	<b>Duty Holder Name:</b>	Bursars Office
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<b>Description:</b>	School Premises (SENDA applies)	<b>Date of Review:</b>	01.11.17

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. <b>Consider improving circulation way finding signage.</b> 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 to 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



<b>Name of Premises:</b>	Bancroft's School		
<b>Address:</b>	High Road	<b>Duty Holder Name:</b>	Bursar's Office
	Woodford Green IG8 0RF	<b>Audited by:</b>	Graham Pearce
<b>Description:</b>	School Premises (SENDA applies)	<b>Date of Review:</b>	01.11.17

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		
<b>DDA Access Audit (DDAA)</b>  <b>Evacuation Arrangements</b>				 <small>design • planning • CDM Co-ordinators</small>	

<b>Name of Premises:</b>	Bancroft's School		
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		<b>Audited by:</b>	Graham Pearce
<b>Description:</b>	School Premises (SENDA applies)	<b>Date of Review:</b>	01.11.17

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	Audible alarm system only: Fire Management Plan in place for warning pupils/staff appropriate to individual needs. Buddy System applied. <b>Review of Fire Alarm System to main school building undertaken: now includes for visual alarm beacons.</b>			
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



<b>Name of Premises:</b>	Bancroft's School		
<b>Address:</b>	High Road	<b>Duty Holder Name:</b>	Bursar's Office
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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"> <li>• Up to date</li> <li>• Complimentary</li> <li>• In place and consistent</li> </ul>	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"> <li>1. Are induction loops regularly checked</li> <li>2. Are air conditioning and heating units regularly maintained</li> </ol>	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.			



## PART C – SUMMARY AND RECOMMENDATIONS

The school has appointed architects to review the full school campus with the objective of providing proposals for a fifteen year master plan. Accessibility to all of the schools facilities and subject groups will play an essential role within these proposals.

### **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.

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 & 1<sup>st</sup> 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, new Arts block and Prep school extension 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.

## **C8 Lift's and Stair Lifts:**

Lifts have been provided to the Sport's Hall and Courtyard Building and Prep school extension 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 1<sup>st</sup> 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 2017 - 2022, the School has investigated the feasibility of providing an additional lift (or managed solution) to facilitate accessibility to further Science facilities, Library and classrooms.

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.

A new fifteen year master plan is currently with appointed architects. Their proposals are awaited and to be finalised with the senior leadership team. Accessibility within the new developments is critical and of high priority to the school. The first consideration is to additional classrooms (5 off) performing arts facilities, music facilities and general social and learning spaces. Additional accessibility WC,s and changing facilities will also be catered for.

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 PEEP,s (personal emergency evacuation plan) 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.
- Installation of new fully addressable audio visual fire alarm system.

The following actions have been agreed to the end of the current 5 year Development Plan (ending 2022):

- 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.