

School Access Audit Checklist – The King Alfred School

Question	Yes / No	Details
Checklist 1 - Approach Routes & Street Furniture"		
1.1 - Is the school within convenient walking distance of:- _ Public Highway and Pathways? _ Public Transport e.g. Bus Stops? _ Car parking? (For car parking refer to Checklist 2)	Yes	Buses stop inside main campus in dedicated bus lane. School Taxis for people with access arrangements drop off as near as practical to main buildings
1.2 - Route free of kerbs? Do crossings on approach have tactile paving? If there are pedestrian crossings, do these have turn cones to aid people who are Deaf/Blind?	N/A	No Vehicle crossings
1.3 - Wide enough? If a route or pathway is narrow, is there a suitable passing place for wheelchair users? Is plantation trimmed back and are low branches avoided?	Yes	Pathways are wide enough for passing in a wheel chair. Plantation near to pathways kept trimmed and low branches removed
1.4 - Surfaces even and slip resistant? Is paving flush with no cracks or gaps that could trap the wheels of a wheelchair?	Yes	Pathways in general in good order. Access to A6 via slabs need attention
1.5 - Is the location of the school clearly identified from the street? Visual clues and sufficient landmarks to aid orientation?	Yes	Large signage at front and rear entrances
1.6 - Free from hazards such as bollards, litter bins? Are planting features kept to a minimum and are they colour contrasted?	Yes	Litter bins are situated in corners of pathways. Planting features are behind trip rails/walls if applicable
1.7 - Free from hazardous building features such as outward opening doors, windows or overhangs? Do columns or structural posts have markings at two heights?	Yes	All windows near pathways are fitted with opening restrictors. External posts are marked with white paint

1.8 - Adequate seating provided along routes? Is there seating where parents wait to pick up / drop off their children?	No	Area dedicated in 6 th form car park for parents to drop off/collect students.
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Checklist 2 - Car Parking		
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2.1 - Are accessible bays provided for badge holders?	Yes	Accessible bays available in all car parks 3 in staff carpark, 4 in 6 th form carpark
2.2 - Accessible bays clearly sign-posted from the school's car park entrance? Is there signage to the front of the bays?	No	
2.3 - Are bays marked out appropriately and easily identified? Can car doors be fully opened to allow disabled drivers and passengers to transfer to a wheel chair parked alongside?	Yes	Bays created larger than standard bays.
2.4 - Close enough to facilities the car park serves?	Yes	Parking spaces are located as near to buildings as campus will allow
2.5 - Routes from parking area to school entrance accessible, with dropped kerbs and appropriate tactile warnings? Car park surface smooth, even and free from loose stones?	Yes	Low level/drop kerbs near parking points
2.6 - For larger car parks, are safety marked out walking routes provided to guard slow moving persons or people with hearing impairments?	N/A	

Checklist 3 - External Ramps		
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3.1 - Wide enough and suitably graded? Is there colour contrast to the surface of the ramp?	Yes	All ramps installed in conjunction with part M of UK building regulations
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3.2 - Suitable handrails on each side?	Yes	New installation to C4 completed necessary hand rails
3.3 - Surface slip-resistant, firmly fixed and easy to maintain?	Yes	Concrete surface easily maintained
3.4 - Edges protected to prevent accidents?	Yes	See note 3.2

Checklist 4 - External Steps

4.1 - Visual and tactile warnings at the top and bottom of steps?	Yes	Steps indicated with white line paint
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4.2 - Suitable handrails on each side? Are handrails suitably colour contrasted to aid people with impaired vision?	Yes	See 3.2
4.3 - Lighting adequate and well positioned? Are steps appropriately illuminated during darker hours?	Yes	External lighting operate on time clock/and or sensor
4.4 - Treads long enough and all of the same length?	Yes	All steps comply to building regulations
4.5 - Risers shallow enough, all of the same height, and unlikely to trip users? Are there open risers?	No	No open risers
4.6 - Nosings readily identifiable? If nosings are painted, is the paint still durable with no wear and tear?	Yes	Nosings are in different colours to main step is applicable

Checklist 5 - Entrances

5.1 - Main school entrances easy to find? Is the entrance clearly distinguishable from facade?	Yes	New signage installed 2014
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5.2 - Door opening wide enough for all users? Enough space alongside leading edge for a wheel chair user to open the door while clear of the door swing?	Yes	Most entrances are double doubles – All single doors are wide enough for wheelchair access
5.3 - Level or flush threshold?	No	Some door frames are built into opening but are low level for ease of access
5.4 - If there are steps at the main entrance, is there signage indicating where the accessible entrance is located?	N/A	Ramped access to main entrance or all on one level
5.5 - Can people each side of the door, either standing or seated, see each other and be seen? If the entrance is solid, is this due to security concerns?	Yes	All entrances are glass doors or have observation panels
5.6 - Door control at a suitable height for both standing and seated users? Are door handles clearly located, easy to use and grip?	Yes	Handles are at 820mm from ground level

5.7 - Door closer of appropriate type? Can the door be easily opened single handily?	Yes	Doors have “hold open” as standard
5.8 - Entry phones and intercoms detailed to allow use by people with sensory or mobility impairments? Is there an LED display to accommodate people with hearing impairments?	N/A	
5.9 - Glazed entrance door: markings for safety and visibility? If manifestations are provided, are these suitably colour contrasted against their background?	Yes	Decals fitted to large glass panels to assist in visibility
5.10 - Weather mat of firm texture and flush with floor?	Yes	Foot wells have been filled in to create level surface

Checklist 6 - Reception Areas and Lobbies

6.1 - Clear view in from outside? Can receptionists see visitors and provide assistance if necessary?	Yes	Glass double doors to main reception. Buzzer fitted at bottom of ramp in case assistance is required
6.2 - Transitional lighting? Is the entrance lobby and reception area well illuminated?	Yes	External lights on sensors
6.3 - Reception/desk/counter/ checkout suitable for approach and use from both sides by people either standing and seated?	No	Reception counter 930mm high. Receptionist would meet user in main reception at a lower level
6.4 - Surfaces suitable? Is there colour contrast to the flooring in front of the reception desk and are edges highlighted?	Yes	Colour contrast to flooring
6.5 - Induction loop fitted? Is there signage indicating the availability of the facility? Are front line staff aware of the facility and its purpose?	N/A	

Checklist 7 - Corridors and Internal Surfaces

7.1 - Corridor wide enough for a wheel chair user to manoeuvre and for other people to pass? Turning space for wheel chair users?	Yes	Corridors are wide enough to pass others
7.2 - Free from obstruction to wheel chair users and from hazards to people with impaired sight? Are there any internal columns that have a lack of colour contrast?	Yes	All internal hazards removed and circulation kept clear. Internal columns are in a contrast colour

7.3 - Are all key facilities within the school accessible for all users? Eg Sport Hall, Main Hall, Music Room, Changing Room etc. Where there are facilities not available can these be 'swopped' with a standard classroom?	Yes	Timetable adjusted to meet individual needs
7.4 - Floor surfaces suitable for passage of wheelchairs? Junctions between floor surfaces correctly detailed?	Yes	Floor surfaces suitable for wheelchair use.
7.5 - Colours, tones and textures varied to help people distinguish between surfaces and fixtures and fittings? Do the floors suitably colour contrast against the walls (this can also be achieved by having well contrasted skirting boards)	Yes	Skirting boards to be painted black in contrast to magnolia walls
7.6 - Floor surfaces slip-resistant? Bright, boldly patterned floors avoided? Busy or distracting wall coverings avoided?	Yes	
Checklist 8 - Internal Doors"		
8.1 - Distinguishable from surroundings?	Yes	Doors in contrasting colours to surroundings
8.2 - Glass door: clearly visible when closed? Are manifestations suitably colour contrasted against the background?	Yes	All doors framed in contrasting colour
8.3 - Can people each side of the door, either standing or seated, see each other and be seen? Are vision panels kept clear of temporary notices? (for an example classroom entrances)	No	Some doors are solid doors but planned to replace as funding available

8.4 - Clear opening width sufficient for a wheel chair user? Adequate space available alongside leading edge for a wheel chair user to open the door while clear of the door swing?	Yes	All doors wide enough for standard wheelchair access
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8.5 - Door control at a height suitable for both standing and seated users? Easily gripped and operated? Control clearly distinguishable from the door itself?	Yes	Door furniture at 820 – 850mm and in contrasting colour
8.6 - Door light enough to open easily? Door closers of an appropriate type and with minimum necessary opening pressure?	Yes	Doors can be operated from wheelchair. External doors have hold open option fitted as standard

Checklist 9 - Internal Ramps

9.1 - Ramp available for short rise within single storey?	Yes	Portable ramps available. Wheelchair lift fitted in main foyer
9.2 - Wide enough and suitably graded? Surface slip resistant?	Yes	Built to meet current legislation Part M 2004
9.3 - Exposed edges protected to prevent accidents?	Yes	Edging/barriers fitted to ramps
9.4 - Suitable handrail each side?	Yes	New ramp installed to C4

Checklist 10 - Internal Stairs

10.1 - Treads long enough and each of same length?	Yes	Steps are of a consistent length
10.2 - Risers shallow enough, all of the same height, and unlikely to trip users?	Yes	See 10.1

10.3 - Nosings readily identifiable?	Yes	Nosings either painted or marked with identifying tape
10.4 - Suitable handrails on each side? Do handrails extend 300mm beyond the first and last step pitch-line? Are handrails suitably colour contrasted?	Yes	Handrails fitted at practical
10.5 - Landings big enough and provided at intermediate levels in a long flight?	Yes	Only A block has first floor and landings are large enough

Checklist 11 - Lifts		
11.1 - Passenger lift available for vertical circulation within a building of more than one storey?	Yes	Only A block has more than 1 storey and has passenger lift
11.2 - Car dimensions sufficient to allow space for wheel chair user? Door opens wide enough for wheel chair users?	Yes	Electric doors open wide enough for wheelchair access
11.3 - Support rails in car appropriately designed and positioned?	Yes	Built in as a standard feature
11.4 - Is there a mirror within the lift car?	Yes	Built in as a standard feature
11.5 - Delayed-action closer and override (not a door pressure system) to allow slow entry or exit?	Yes	Delayed action closer fitted as standard

11.6 - Controls, including emergency call, located easily using visual or tactile information and within easy reach of all users?	Yes	Emergency alarm button is accessible to all users
11.7 - Voice indication of floor reached? Is audio loud enough to be heard by hearing aid users?	No	Lift operates between only 1 floor
11.8 - Is there a floor level indicator inside and outside the lift to reassure people with hearing impairments?	No	See 11.7
Checklist 12 - WC Provision & Changing Areas"		
12.1 - Lobby door light enough to open easily? Lobby of sufficient size for easy access?	Yes	Lobby doors are wide enough to allow easy access
12.2 - Slip-resistant floors throughout?	Yes	Safety flooring installed as standard
12.3 - Fittings all easily distinguishable from background? Are hand dryers and sanitary ware easily seen against their surroundings?	Yes	All fittings contrast to background
12.4 - Compartment door controls all easily gripped and operated? Are cubicle doors suitably colour contrasted against the panels?	Yes	All fittings contrast to background

12.5 - Are urinals well contrasted and do they have grab rails to assist people with ambulant disabilities?	No	No hand rails
12.6 - Are lever style taps provided within the WCs to aid people with dexterity impairments?	Yes	Lever style taps fitted in all disabled facilities
12.7 - When there is no accessible WC available, is there a facility provided for people with ambulant disabilities?	N/A	All blocks have accessible W/C
12.8 - Where there are shower facilities, is a grab rail provided? Is there a level access shower for disabled people?	Yes	Grab rails fitted as standard in all areas used as disabled facilities
Checklist 13 - WCs: Wheelchair Users		
13.1 - Compartment large enough to allow manoeuvring into position for frontal, lateral, angled and backward transfer unassisted and with assistance?	Yes	Disabled toilets are larger than standard units and are designed for wheelchair access
13.2 - Travel distance to a suitable WC no greater than that for able-bodied people?	Yes	Disabled facilities are evenly distributed across the school campus
13.3 - Sufficient space available outside toilet compartment for manoeuvre? Is the entrance wide enough and does it open outwards?	Yes	Sufficient space for manoeuvring outside toilet compartments as all lead off corridor space. Door in A block toilet open inwards due to being by entrance door but is wide enough for ease of access
13.4 - Hand washing and dry facilities within easy reach of someone seated on WC? Is the hand basin suitably positioned in accordance to BS8300?	Yes	Hand basins located in accordance to building standard BS8300

13.5 - Door controls, lock and light switch easily reached and operated	Yes	Light switches/door controls in disabled facilities are on a pull cord or are easily accessible
13.6 - Tap appropriate for use by a person with limited dexterity, grip or strength?	Yes	Taps are either push taps or lever style taps
13.7 - Suitably designed grab rails fitted in all positions necessary to assist manoeuvring? Are grab rails suitably colour contrasted to aid people with impaired vision?	Yes	Grab rails fitted in disabled toilets
13.8 - Is there a back rest provided to the toilet pan?	Yes	Padded back rests fitted on disabled toilets
13.9 - Is the flush of a suitable spatula type and is it appropriately located on the transfer side of the toilet pan?	Yes	Spatula style flush fitted on all disabled toilets
13.10 - Is the transfer side of the toilet pan kept clear of any obstacles that may deny wheelchair users all of the transferring techniques in which an accessible WC is designed to provide?	Yes	All toilets areas kept clear
13.11 - Is there a cord alarm? Is this coloured red with two triangular bangles and easy to reach from floor level?	Yes	Cords alarms installed with sounder and visual warnings on toilets used for individual use
Checklist 14 - Facilities		

14.1 - Are seats provided at intervals along long internal routes or where waiting likely? Seats stable, with armrests and provided in a range of heights? Space for wheelchair user to pull up alongside a seated companion?	No	
14.2 - Are chairs with armrests provided within the Staff Room and other key locations such as meeting areas?	Yes	
14.3 - Are a number of chairs with armrests available within each classroom?	No	Chairs will be provided as required per the school timetable for the individual
14.4 - Do dining room counters have provision on both sides for wheelchair users? Do these counters have an induction loop to accommodate hearing aid users?	N/A	

14.5 - Do vending machines have all operating parts at less than 1200mm off the floor level and are they suitably colour contrasted?	N/A	
14.6 - Does the dining room have appropriate seating rather than fixed seating which can be inaccessible for a range of users?	Yes	All dining furniture is movable and accessible to wheel chair users
14.7 - Is there a dropped counter and an induction loop available for the Library counter?	No	Counter is low level to allow accessibility for wheel chair users
14.8 - Where there are IT facilities i.e. within classrooms and the Library (if applicable) are height adjustable computer desks available?	No	

14.9 - In the Main Hall, is the stage raised? If so what is the current procedure for wheelchair users? For an example when receiving awards on Speech Day?	Yes	Presentations would be held on floor level.
Checklist 15 - Way Finding		
15.1 - Overall layout of school reasonably clear and logical? Is there signage available in Braille and tactile	No	Signage is clear but no Braille
15.2 - On entering the reception area, are signs designed and located to convey information to visitors with sight impairments and wheel chair users with lower eye levels	Yes	Signage is clear in main reception
15.3 - Are standard toilet facilities suitably signed? On approach and on the actual entrances? Are the locations of the accessible WC facilities suitably identified and located? Does signage have the International Symbol of Access? (Wheelchair symbol)	Yes	Accessible toilets are
15.4 - Within stairwells are each of the levels clearly identifiable by tactile and visual information?	N/A	
15.5 - Are the location of the lifts clearly signed at key locations throughout the school? Is there lift signage near the reception area and on entry to key stairwells?	No	Only 1 lift as only 1 building has more than 1 storey. Signage required
Checklist 16 - Lighting & Acoustics		

16.1 - Lighting designed to meet a wide range of users needs? Level of lighting sufficient for intended use? Lights positioned where they do not cause glare, reflection, confusing shadows or pools of light and dark?	Yes	External Lights in dark areas controlled sensors and are low level sodium lights to create even light
16.2 - Can occupiers control lighting? Are light switch plates suitably colour contrasted and appropriately positioned for a wheelchair user?	Yes	Lights can be controlled by occupiers and assessable to all users
16.3 - Are classrooms appropriately illuminated and are blinds available to control the natural day lighting? Is glare avoided which can hinder attempts by people with hearing impairments to lip-read?	Yes	Blinds fitted in all rooms to control natural day light
16.4 - Quiet and noisy areas separated by a buffer zone? Environment free from unnecessary obtrusive noise (e.g. heating units)?	Yes	Music areas sound proofed
16.5 - Good balance of hard and soft surfaces?	Yes	
16.6 - Are induction loops fitted within the key areas i.e.- Main Hall, Sports Hall, key study areas e.g. Music Room.	No	
Checklist 17 - Means of Escape		
17.1 - Audible alarm system supplemented by visual system?	No	System is audible only
17.2 - Ground floor exit routes accessible to all, including wheel chair users, as entrance routes?	Yes	All routes are accessible
17.3 - Once outside, can a wheelchair user get to a place of safety? Are pathways provided and are these wide enough?	Yes	Wheelchairs users are able to get to fire muster points or report to main reception
17.3 - Vertical escape from upper to lower floors possible using a fire-protected lift with an independent power supply?	Yes	Manual Stair chair available if required to move wheelchair users

17.4 - If disabled people are unable to leave the building, is there a suitable refuge area? Is there an intercom provided within the refuge area and does this have accessible features such as an LED display?	N/A	
Checklist 18 - Building Management		
18.1 - External Routes; Including steps and ramps, kept clean, unobstructed and free from surface water, snow and ice?	Yes	External routes are kept clear of all obstructions
18.2 - Accessible parking; Designated spaces not used by nondisabled drivers and kept free from obstructions?	Yes	See 2.1
18.3 - Horizontal circulation; Space required for wheel chair manoeuvre not obstructed by furniture, deliveries, storage etc.?	Yes	All internal routes are kept clear of all obstructions
18.4 - Vertical circulation; Lifts, platform lifts and stair lifts checked regularly for proper functioning?	Yes	Maintenance contracts for lifts/stair chairs in place
18.5 - Means of Escape; Exit routes checked regularly for freedom from obstacles (including locked doors) and combustible materials? Alarm systems, including those in WCs, regularly checked?	Yes	Escape routes kept clear at all times. Alarm systems checked weekly per County H/S policy