

SCHOOL ACCESS AUDIT CHECKLIST



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School Access Audit Checklist – _____

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)		
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 DeafBlind?		
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?		
1.4 - Surfaces even and slip resistant? Is paving flush with no cracks or gaps that could trap the wheels of a wheelchair?		
1.5 - Is the location of the school clearly identified from the street? Visual clues and sufficient landmarks to aid orientation?		
1.6 - Free from hazards such as bollards, litter bins? Are planting features kept to a minimum and are they colour contrasted?		
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?		
1.8 - Adequate seating provided along routes? Is there seating where parents wait to pick up / drop off their children?		

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Checklist 2 - Car Parking		
2.1 - Are accessible bays provided for badge holders?		
2.2 - Accessible bays clearly sign-posted from the school's car park entrance? Is there signage to the front of the bays?		
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?		
2.4 - Close enough to facilities the car park serves?		
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?		
2.6 - For larger car parks, are safety marked out walking routes provided to guard slow moving persons or people with hearing impairments?		
Checklist 3 - External Ramps		
3.1 - Wide enough and suitably graded? Is there colour contrast to the surface of the ramp?		
3.2 - Suitable handrails on each side?		
3.3 - Surface slip-resistant, firmly fixed and easy to maintain?		
3.4 - Edges protected to prevent accidents?		
Checklist 4 - External Steps		
4.1 - Visual and tactile warnings at the top and bottom of steps?		

4.2 - Suitable handrails on each side? Are handrails suitably colour contrasted to aid people with impaired vision?		
4.3 - Lighting adequate and well positioned? Are steps appropriately illuminated during darker hours?		
4.4 - Treads long enough and all of the same length?		
4.5 - Risers shallow enough, all of the same height, and unlikely to trip users? Are there open risers?		
4.6 - Nosings readily identifiable? If nosings are painted, is the paint still durable with no wear and tear?		
Checklist 5 - Entrances		
5.1 - Main school entrances easy to find? Is the entrance clearly distinguishable from facade?		
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?		
5.3 - Level or flush threshold?		
5.4 - If there are steps at the main entrance, is there signage indicating where the accessible entrance is located?		
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?		
5.6 - Door control at a suitable height for both standing and seated users? Are door handles clearly located, easy to use and grip?		

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5.7 - Door closer of appropriate type? Can the door be easily opened single handedly?		
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?		
5.9 - Glazed entrance door: markings for safety and visibility? If manifestations are provided, are these suitably colour contrasted against their background?		
5.10 - Weather mat of firm texture and flush with floor?		
Checklist 6 - Reception Areas and Lobbies		
6.1 - Clear view in from outside? Can receptionists see visitors and provide assistance if necessary?		
6.2 - Transitional lighting? Is the entrance lobby and reception area well illuminated?		
6.3 - Reception/desk/counter/ checkout suitable for approach and use from both sides by people either standing and seated?		
6.4 - Surfaces suitable? Is there colour contrast to the flooring in front of the reception desk and are edges highlighted?		
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?		
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?		

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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?		
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?		
7.4 - Floor surfaces suitable for passage of wheelchairs? Junctions between floor surfaces correctly detailed?		
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)		
7.6 - Floor surfaces slip-resistant? Bright, boldly patterned floors avoided? Busy or distracting wall coverings avoided?		
Checklist 8 - Internal Doors		
8.1 - Distinguishable from surroundings?		
8.2 - Glass door: clearly visible when closed? Are manifestations suitably colour contrasted against the background?		
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)		
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?		

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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?		
8.6 - Door light enough to open easily? Door closers of an appropriate type and with minimum necessary opening pressure?		
Checklist 9 - Internal Ramps		
9.1 - Ramp available for short rise within single storey?		
9.2 - Wide enough and suitably graded? Surface slip resistant?		
9.3 - Exposed edges protected to prevent accidents?		
9.4 - Suitable handrail each side?		
Checklist 10 - Internal Stairs		
10.1 - Treads long enough and each of same length?		
10.2 - Risers shallow enough, all of the same height, and unlikely to trip users?		
10.3 - Nosings readily identifiable?		
10.4 - Suitable handrails on each side? Do handrails extend 300mm beyond the first and last step pitch-line? Are handrails suitably colour contrasted?		
10.5 - Landings big enough and provided at intermediate levels in a long flight?		

Checklist 11 - Lifts		
11.1 - Passenger lift available for vertical circulation within a building of more than one storey?		
11.2 - Car dimensions sufficient to allow space for wheel chair user? Door opens wide enough for wheel chair users?		
11.3 - Support rails in car appropriately designed and positioned?		
11.4 - Is there a mirror within the lift car?		
11.5 - Delayed-action closer and override (not a door pressure system) to allow slow entry or exit?		
11.6 - Controls, including emergency call, located easily using visual or tactile information and within easy reach of all users?		
11.7 - Voice indication of floor reached? Is audio loud enough to be heard by hearing aid users?		
11.8 - Is there a floor level indicator inside and outside the lift to reassure people with hearing impairments?		
Checklist 12 - WC Provision & Changing Areas		
12.1 - Lobby door light enough to open easily? Lobby of sufficient size for easy access?		
12.2 - Slip-resistant floors throughout?		
12.3 - Fittings all easily distinguishable from background? Are hand dryers and sanitary ware easily seen against their surroundings?		

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12.4 - Compartment door controls all easily gripped and operated? Are cubicle doors suitably colour contrasted against the panels?		
12.5 - Are urinals well contrasted and do they have grab rails to assist people with ambulant disabilities?		
12.6 - Are lever style taps provided within the WCs to aid people with dexterity impairments?		
12.7 - When there is no accessible WC available, is there a facility provided for people with ambulant disabilities?		
12.8 - Where there are shower facilities, is a grab rail provided? Is there a level access shower for disabled people?		
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?		
13.2 - Travel distance to a suitable WC no greater than that for able-bodied people?		
13.3 - Sufficient space available outside toilet compartment for manoeuvre? Is the entrance wide enough and does it open outwards?		
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?		
13.5 - Door controls, lock and light switch easily reached and operated? Is there a grab rail to the inner face of the entrance?		

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13.6 - Tap appropriate for use by a person with limited dexterity, grip of strength?		
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?		
13.8 - Is there a back rest provided to the toilet pan?		
13.9 - Is the flush of a suitable spatula type and is it appropriately located on the transfer side of the toilet pan?		
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?		
13.11 - Is there a cord alarm? Is this coloured red with two triangular bangles and easy to reach from floor level?		
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?		
14.2 - Are chairs with armrests provided within the Staff Room and other key locations such as meeting areas?		
14.3 - Are a number of chairs with armrests available within each classroom?		
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?		

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14.5 - Do vending machines have all operating parts at less than 1200mm off the floor level and are they suitably colour contrasted?		
14.6 - Does the dining room have appropriate seating rather than fixed seating which can be inaccessible for a range of users?		
14.7 - Is there a dropped counter and an induction loop available for the Library counter?		
14.8 - Where there are IT facilities i.e. within classrooms and the Library (if applicable) are height adjustable computer desks available?		
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?		
Checklist 15 - Way Finding		
15.1 - Overall layout of school reasonably clear and logical? Is there signage available in Braille and tactile?		
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?		
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)		
15.4 - Within stairwells are each of the levels clearly identifiable by tactile and visual information?		

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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?		
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?		
16.2 - Can occupiers control lighting? Are light switch plates suitably colour contrasted and appropriately positioned for a wheelchair user?		
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?		
16.4 - Quiet and noisy areas separated by a buffer zone? Environment free from unnecessary obtrusive noise (e.g. heating units)?		
16.5 - Good balance of hard and soft surfaces?		
16.6 - Are induction loops fitted within the key areas i.e.- Main Hall, Sports Hall, key study areas e.g. Music Room.		
Checklist 17 - Means of Escape		
17.1 - Audible alarm system supplemented by visual system?		
17.2 - Ground floor exit routes accessible to all, including wheel chair users, as entrance routes?		

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17.3 - Once outside, can a wheelchair user get to a place of safety? Are pathways provided and are these wide enough?		
17.3 - Vertical escape from upper to lower floors possible using a fire-protected lift with an independent power supply?		
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?		
Checklist 18 - Building Management		
18.1 - External Routes; Including steps and ramps, kept clean, unobstructed and free from surface water, snow and ice?		
18.2 - Accessible parking; Designated spaces not used by non-disabled drivers and kept free from obstructions?		
18.3 - Horizontal circulation; Space required for wheel chair manoeuvre not obstructed by furniture, deliveries, storage etc.?		
18.4 - Vertical circulation; Lifts, platform lifts and stair lifts checked regularly for proper functioning?		
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?		
Checklist Checked by		Date

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Further Information

With an access audit compiled by Direct Access Consultancy you would get a qualified access auditor who would also write a detailed accessibility / action plan and a report that contains lots of photographs. This is a very simple version of our report, which is far more detailed. Our access audits would also ensure that the school is doing what it can to meet obligations under the Equality Act 2010. For more details on our access audits for schools please check <http://www.accessaudits.com/access-audits/education/> or visit our homepage, which is <http://www.accessaudits.com>

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