



School Access Audit Checklist – Whiteheath Junior 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	
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?	Yes	No suitable crossings outside school entrance / exit.
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	
1.4 - Surfaces even and slip resistant? Is paving flush with no cracks or gaps that could trap the wheels of a wheelchair?	No	Uneven paving slabs by Local Authority responsibility.
1.5 - Is the location of the school clearly identified from the street? Visual clues and sufficient landmarks to aid orientation?	Yes	Signs on approach to the school.
1.6 - Free from hazards such as bollards, litter bins? Are planting features kept to a minimum and are they colour contrasted?	No	External gates not in contrasting colours.
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	No physical obstructions present.

1.8 - Adequate seating provided along routes? Is there seating where parents wait to pick up / drop off their children?	No	No outside seating available.
Checklist 2 - Car Parking		
2.1 - Are accessible bays provided for badge holders?	Yes	
2.2 - Accessible bays clearly sign-posted from the school's car park entrance? Is there signage to the front of the bays?	No	Better signposting required.
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	Marking in bay.
2.4 - Close enough to facilities the car park serves?	Yes	Alternative route through school gates adjacent to school kitchen / mobiles could be made available.
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?	No	Uneven surfaces in car park area.
2.6 - For larger car parks, are safety marked out walking routes provided to guard slow moving persons or people with hearing impairments?	No	No designated walkways available.
Checklist 3 - External Ramps		
3.1 - Wide enough and suitably graded? Is there colour contrast to the surface of the ramp?	No	Edges of ramps outside mobiles are not clearly demarcated.
3.2 - Suitable handrails on each side?	Yes	
3.3 - Surface slip-resistant, firmly fixed and easy to maintain?	No	Surface is constructed of paving slabs.
3.4 - Edges protected to prevent accidents?	Yes	
Checklist 4 - External Steps		
4.1 - Visual and tactile warnings at the top and bottom of steps?	No	
4.2 - Suitable handrails on each side? Are handrails suitably colour contrasted to aid people	No	Handrails on both sides of steps but not colour

with impaired vision?		contrasting.
4.3 - Lighting adequate and well positioned? Are steps appropriately illuminated during darker hours?	Yes	
4.4 - Treads long enough and all of the same length?	Yes	
4.5 - Risers shallow enough, all of the same height, and unlikely to trip users? Are there open risers?	Yes	
4.6 - Nosings readily identifiable? If nosings are painted, is the paint still durable with no wear and tear?	No	Yellow markings require to denote changes in level.
Checklist 5 - Entrances		
5.1 - Main school entrances easy to find? Is the entrance clearly distinguishable from facade?	Yes	
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	In excess of 750mm wide.
5.3 - Level or flush threshold?	Yes	Level threshold.
5.4 - If there are steps at the main entrance, is there signage indicating where the accessible entrance is located?	N/A	
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	Glass vision 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	As per current Building Regs.
5.7 - Door closer of appropriate type? Can the door be easily opened single handedly?	Yes	As per current Building Regs.
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?	Yes	At suitable height.
5.9 - Glazed entrance door: markings for safety and visibility? If manifestations are provided, are these suitably colour contrasted against their background?	Yes	As per Equality Act 2010.

5.10 - Weather mat of firm texture and flush with floor?	Yes	Matting provided.
Checklist 6 - Reception Areas and Lobbies		
6.1 - Clear view in from outside? Can receptionists see visitors and provide assistance if necessary?	Yes	
6.2 - Transitional lighting? Is the entrance lobby and reception area well illuminated?	Yes	
6.3 - Reception/desk/counter/ checkout suitable for approach and use from both sides by people either standing and seated?	Yes	Counter at wheelchair height.
6.4 - Surfaces suitable? Is there colour contrast to the flooring in front of the reception desk and are edges highlighted?	Yes	
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?	No	
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	Suitable corridor widths around school.
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	
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?	No	Library and IT suite on first floor. Disabled toilets and changing areas only available in double mobiles.
7.4 - Floor surfaces suitable for passage of wheelchairs? Junctions between floor surfaces correctly detailed?	Yes	
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	
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	White frame around doors.
8.2 - Glass door: clearly visible when closed? Are manifestations suitably colour contrasted against the background?	Yes	
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)	Yes	
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?	No	Assistance will be required to open internal doors.
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	
8.6 - Door light enough to open easily? Door closers of an appropriate type and with minimum necessary opening pressure?	Yes	Heavy doors and some not fitted with magnetic stops.

Checklist 9 - Internal Ramps

9.1 - Ramp available for short rise within single storey?	N/A	
9.2 - Wide enough and suitably graded? Surface slip resistant?	N/A	
9.3 - Exposed edges protected to prevent accidents?	N/A	
9.4 - Suitable handrail each side?	N/A	

Checklist 10 - Internal Stairs

10.1 - Treads long enough and each of same length?	Yes	
10.2 - Risers shallow enough, all of the same height, and unlikely to trip users?	Yes	
10.3 - Nosings readily identifiable?	Yes	Fix hazard tape to nosing edge which has been carpeted due to leaking roof.

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	
10.5 - Landings big enough and provided at intermediate levels in a long flight?	No	No refuge areas available at the top of the stairs.
Checklist 11 - Lifts		
11.1 - Passenger lift available for vertical circulation within a building of more than one storey?	N/A	
11.2 - Car dimensions sufficient to allow space for wheel chair user? Door opens wide enough for wheel chair users?	N/A	
11.3 - Support rails in car appropriately designed and positioned?	N/A	
11.4 - Is there a mirror within the lift car?	N/A	
11.5 - Delayed-action closer and override (not a door pressure system) to allow slow entry or exit?	N/A	
11.6 - Controls, including emergency call, located easily using visual or tactile information and within easy reach of all users?	N/A	
11.7 - Voice indication of floor reached? Is audio loud enough to be heard by hearing aid users?	N/A	
11.8 - Is there a floor level indicator inside and outside the lift to reassure people with hearing impairments?	N/A	
Checklist 12 - WC Provision & Changing Areas		
12.1 - Lobby door light enough to open easily? Lobby of sufficient size for easy access?	Yes	Only provided in double mobiles and not main building.
12.2 - Slip-resistant floors throughout?	Yes	

12.3 - Fittings all easily distinguishable from background? Are hand dryers and sanitary ware easily seen against their surroundings?	Yes	
12.4 - Compartment door controls all easily gripped and operated? Are cubicle doors suitably colour contrasted against the panels?	Yes	
12.5 - Are urinals well contrasted and do they have grab rails to assist people with ambulant disabilities?	N/A	
12.6 - Are lever style taps provided within the WCs to aid people with dexterity impairments?	No	Push button taps.
12.7 - When there is no accessible WC available, is there a facility provided for people with ambulant disabilities?	No	No disabled toilets of changing areas in main building.
12.8 - Where there are shower facilities, is a grab rail provided? Is there a level access shower for disabled people?	No	No shower facilities available.
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?	No	Not in main building.
13.2 - Travel distance to a suitable WC no greater than that for able-bodied people?	No	No disabled toilets of changing areas in main building. Only 2 separate disabled toilets provided in double mobiles.
13.3 - Sufficient space available outside toilet compartment for manoeuvre? Is the entrance wide enough and does it open outwards?	No	Not in main building.
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?	No	Not in main building.
13.5 - Door controls, lock and light switch easily reached and operated? Is there a grab rail to the inner face of the entrance?	No	Not in main building.
13.6 - Tap appropriate for use by a person with limited dexterity, grip of strength?	No	Not in main building.

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?	No	Not in main building.
13.8 - Is there a back rest provided to the toilet pan?	No	Not in main building.
13.9 - Is the flush of a suitable spatula type and is it appropriately located on the transfer side of the toilet pan?	No	Some toilets are push button.
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	Only in double mobiles.
13.11 - Is there a cord alarm? Is this coloured red with two triangular bangles and easy to reach from floor level?	Yes	Only in one disabled toilet in double mobiles.
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?	No	Only a few.
14.3 - Are a number of chairs with armrests available within each classroom?	No	Not every 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?	No	Not designed accordingly.
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?	No	
14.7 - Is there a dropped counter and an induction loop available for the Library counter?	No	
14.8 - Where there are IT facilities i.e. within classrooms and the Library (if applicable) are	No	

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?	No	Only temporary staging provided.
Checklist 15 - Way Finding		
15.1 - Overall layout of school reasonably clear and logical? Is there signage available in Braille and tactile?	No	
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?	No	
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)	No	
15.4 - Within stairwells are each of the levels clearly identifiable by tactile and visual information?	Yes	Contrasting nosing on stairwells except where protected from leaking roof.
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?	N/A	
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	
16.2 - Can occupiers control lighting? Are light switch plates suitably colour contrasted and appropriately positioned for a wheelchair user?	No	
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	
16.4 - Quiet and noisy areas separated by a buffer zone? Environment free from unnecessary obtrusive noise (e.g. heating units)?	Yes	Not in mobiles because of construction of walls.
16.5 - Good balance of hard and soft surfaces?	No	

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?	Yes	Red indicator lights in communal areas but not classrooms.
17.2 - Ground floor exit routes accessible to all, including wheel chair users, as entrance routes?	No	Portable ramp will be required due to lips or drops on final exit doors from some parts of the main building.
17.3 - Once outside, can a wheelchair user get to a place of safety? Are pathways provided and are these wide enough?	Yes	SAP is on rear school playground.
17.3 - Vertical escape from upper to lower floors possible using a fire-protected lift with an independent power supply?	No	Disabled persons to be confined to ground level.
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?	Yes	No evac chairs available. PEEP's will need to be developed.
Checklist 18 - Building Management		
18.1 - External Routes; Including steps and ramps, kept clean, unobstructed and free from surface water, snow and ice?	Yes	
18.2 - Accessible parking; Designated spaces not used by non-disabled drivers and kept free from obstructions?	No	One disabled car parking space is blocked by kitchen bins.
18.3 - Horizontal circulation; Space required for wheel chair manoeuvre not obstructed by furniture, deliveries, storage etc.?	Yes	Classrooms have limited opportunities for wheelchair manoeuvre, but corridors are wide and not obstructed by storage and furniture.
18.4 - Vertical circulation; Lifts, platform lifts and stair lifts checked regularly for proper functioning?	N/A	
18.5 - Means of Escape; Exit routes checked regularly for freedom from obstacles (including	Yes	Daily checks undertaken by the Site Manager.

locked doors) and combustible materials? Alarm systems, including those in WCs, regularly checked?

Checklist Checked by

Dan Middleton (HSE / Facilities Advisor)

Date

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