



Orchard Avenue, Slough, Berkshire, SL1 6HE
Telephone: 01628 600300
www.prioryschool.com
Headteacher: Mrs J Laver

ACCESSIBILITY AUDIT

Date of survey: 04.12.2018

Completed by: Jo Morrison and Lindsey Hicks

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A Yes or No is indicated as appropriate in the Y / N columns and additional notes added as necessary.

A mark in the 'N' column indicates that the element should be given further consideration in the school's Accessibility Plan.

Access and Egress to Site

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Approach and Car Parking	Y	N	Notes
A1. Is the building easily accessible for staff, pupils and visitors?			Close to public bus stops and train station. Parking on site
A2. Is the route suitable for those with disabilities and mobility Issues?			Adequate pedestrian and wheelchair access
A3. Is it adequately lit?			Street lighting and lighting in car parks
A4. Is there clear, accessible car parking for people with reduced mobility?			Disabled parking in both car parks
A5. Is the route to the building kept free of snow, ice and fallen leaves?			Paths gritted if ice/snow. Leaves cleared regularly
A6. Is the route level? (ie. no gradient steeper than 1:20 and no steps)			
External Routes around Site	Y	N	Notes
A7. Are ramps provided at entrances if required?			
A8. Is pedestrian/wheelchair access around site level, Wide enough and suitably lit?			
A9. Are routes identified by visual/tactile information?			

Entrances, including Reception

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Entrances, including Reception	Y	N	Notes
B1. Is the door clearly distinguishable from the building?			
B2. If glass is it visible when closed?			
B3. Is the main reception door and internal lobby door accessible for a wheelchair or double buggy, including manoeuvring space?			
B4. Does it have a level or flush threshold, and a recessed matwell?			
B5. Is there visibility through the door/way from both sides at standing and seated levels?			
B6. Can the door furniture be used at both standing and seated height?			
B7. Does the door have a slow-action closer mechanism?			
B8. If the door is security-protected is the system suitable for use by and within reach of people with sensory or mobility impairments?			Access control system accessible from a wheelchair
B9. Are signs designed and positioned to inform those with visual impairments and wheelchair users with reduced eye-levels?			Visual impairment signage not currently provided
B10. Is the lighting suitable for all visitors?			
B11. Are floor surfaces slip resistant, carpeted and accessible for wheelchair manoeuvres and free of trip hazards?			
B12. Is any reception point suitable for approach and use from both sides by people in standing and seated positions?			Lowered section of reception desk for wheelchair users
B13. Is it fitted with an induction loop?			Portable induction loop available

Internal Access Including Corridors, Classrooms, Stairs, Lift and Doors

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Corridors and Classrooms	Y	N	Notes
C1. Is each corridor/passageway/aisle wide enough for a wheelchair user to manoeuvre and for other people to pass?			
C2. Is each corridor, etc, free from obstruction to wheelchair users and from hazards to people with impaired vision?			
C3. Is suitable lighting available?			
C4. Is there internal signage and is it visible from both sitting and standing eye levels?			
C5. Do textured surfaces convey useful information for people with impaired vision?			
C6. Are there tactile signs and information for those with impaired vision?			
C7. Are seating arrangements/spaces suitable for use by people with visual disabilities?			Individual arrangements are made in class as required
C8. Are all areas for assembly/meeting equipped with an induction loop system?			Portable induction loop available
Stairs	Y	N	Notes
C9. Is the location of any step/stairs/ramp clearly indicated by use of sign/colour/contrast/texture lighting?			Ramps are highlighted with paint. Stairs have fluorescent nosing.
C10. Does any step/stairs/ramp have a handrail to one/both side(s), and do(es) it/they extend 300mm beyond the top and bottom of any flight?			Handrails to stairs and to extended care ramp.
C11. Is any level change clearly lit?			
C12. If there are landings are they large enough to permit passing and turning manoeuvres?			
C13. Are all ramp gradients easily negotiated?			
Lift	Y	N	Notes
C14. Is the lift's location clearly defined by visual information?			
C15. Are controls at all floors visible, identifiable and reachable from sitting and standing levels?			
C16. Is there adequate, unobstructed space at each floor lift for wheelchair manoeuvre?			
C17. Does the lift door open widely enough for wheelchair user access?			
C18. Does door operation allow slow entry and exit?			
C19. Do the lift car internal dimensions allow sufficient space for a wheelchair user and carer?			
C20. Does the car have appropriate support rails?			

C21. Are the lift car controls. inc. emergency call, located within reach of all users and with visual and tactile information?			Emergency button that links to Main Office. If unanswered it diverts to Site Manager and Network Managers mobiles.
C22. Is there audible floor indication?			
C23. Is the lift an 'Evacuation' Lift			Advice from Fire Risk Assessor that lift can be used once to go down in the event of emergency as long as no visible sign of fire in the vicinity.
C24. Is the lift regularly maintained and its functional operation routinely checked?			Lift is inspected, serviced and maintained in line with current legislation.
Doors			
	Y	N	Notes
C25. If glass, are they visible when shut?			
C26. Can people standing or sitting in a wheelchair see each other, and be seen from either side of the door?			Vision panels in the door
C27. Does the clear opening width permit wheel chair access?			
C28. Is any door furniture/handle at a height for standing/sitting use and can it be easily operated?			
C29. If door closers/mechanisims are fitted do they provide the following:			
a. security linkage?			
b. delay-action closure?			
c. slow-action closure?			
d. minimum closure pressure?			
C30. Is door/mechanism function checked regularly?			

Welfare Facilities including Toilets, Dining area, and Staffroom

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Toilets	Y	N	Notes
D1. Is WC provision made for people with disabilities?			
D2. Do all lavatory areas have slip-resistant floors?			
D3. Are they easy to distinguish by colour contrast from walls?			
D4. Are all fittings readily distinguishable from their background?			
D5. Are all door fittings/locks easily gripped and operated?			
D6. Is wheelchair approach free of steps/narrow doors/obstructions, etc?			
D7. Is the location clearly signed?			
D8. Is there sufficient space at entry to the compartment for wheelchair manoeuvre and door opening?			
D9. Are the door fittings/locks and light switches easily reached and operated?			
D10. Is there an emergency call system and is someone designated to respond?			Pull cord and light will flash. Any member of staff can respond.
D11. Can the emergency call system be operated from floor level?			
D12. Is the wheelchair WC compartment large enough to permit manoeuvre			Yes. Disabled toilets
D13. Are the fittings arranged to facilitate these manoeuvres?			
D14. Is the tap appropriate for use by someone with limited dexterity, grip or strength?			
D15. Are suitable grab rails fitted in all the appropriate positions to facilitate use of the WC?			Grab rails in all disabled toilets
D16. Is the manoeuvring area free of obstruction, eg boxed-in pipework/radiators/cleaner's equipment/disposal bins/ occasional storage, etc., and is any difficulty caused by the activity of service contractors?			
Dining Hall and Staffroom			
	Yes	No	Notes
D17. Is any servery/counter accessible to all users, including those with hearing impairments?			Assistance provided by staff as appropriate
D18. Is it possible for wheelchair users and people with other disabilities to approach and use all vending machines/drinking water dispensers, etc?			
D19. Are all fittings readily distinguishable from their background?			
D20. Where there are display stands, bookstalls etc. are they visible/reachable/accessible by people with disabilities?			

D21. In any eating/meeting space do tables, chairs and the layout allow for use by wheelchair users and other people with disabilities?			
D22. Is the staffroom suitable for use by people with disabilities including wheelchair users.			
D23. Are all relevant locations clearly signed?			

Means of Escape

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Means of Escape	Y	N	Notes
E1. Is there a visible as well as audible fire alarm system?			SEN building – smoke detectors fitted with flashing alarm
E2. Are final exit routes accessible to all.			
E3. Is evacuation from upper and lower levels possible using an evacuation lift/platform lift with a protected power supply?			Lift can be used once to go down as long as fire is not in vicinity
E4. If people with disabilities cannot evacuate from the building independently are designated and signed refuges available?	N/A		Any disabled pupils are evacuated by members of staff – all have PEEPs
E5. Is there a 'management evacuation strategy' for staff, pupils and visitors, and are staff trained in evacuation procedures?			Any disabled pupils are evacuated by members of staff – all have PEEPs
E6. Is the evacuation strategy checked regularly for its effectiveness?			Half termly evacuation practice
E7. Are evacuation routes checked routinely and regularly for freedom from combustible materials/obstacles/locked doors?			Daily check during unlocking procedure
E8. Are all fire warning devices and detectors checked routinely and regularly?			Alarm is tested weekly. Quarterly maintenance is carried out by contractor