



## ACCESSIBILITY AUDIT

### CHECKLIST - Review February 2024 (Website)

Consider each question from the perspective of each type of disability:

- Wheelchair
- Ambulant
- Dexterity
- Autism
- Visual
- Auditory
- Comprehension

February 2024 Updates shown in red text

Short term action items highlighted blue

Future action items highlighted green

Inspection	Date	Person Undertaking Inspection
Section 4 -Physical Inspection	Review 2 November 2017	Sally Evans (SENCO) Reese Kirk (RK) & Annette Newport (AN)
Section 1-3	Review 2 November 2017	Annette Newport
All Sections	Review 20 November 2017	Review by Karyn Hing & Francesca Cave
All Sections	Review 13 <sup>th</sup> July 2018	Review by Rachel Sadler
All Sections	Review 12 <sup>th</sup> November 2018	Review by Rachel Sadler and Reese Kirk
All Sections	Review 9 <sup>th</sup> October 2019	Review by Julia Findlay (IL), Reese Kirk (RK) & Annette Newport (AN)
All Sections	Review 2 <sup>nd</sup> December 2020	Review by Julia Findlay (IL) and Annette Newport (AN)
All Sections	Review 10 <sup>th</sup> January 2022	Review by Annette Newport (AN) and Reese Kirk (RK)

All Sections	Review February 2023	Review by Annette Newport (AN) and Reese Kirk (RK)				
All Sections	Review February 2024	Review by Annette Newport (AN) and Reese Kirk (RK)				
<i>Please answer all the questions in this audit. 1 = yes - completely, 2 = almost - working towards meeting the guidance, 3 = partially, 4 = not yet considered.</i>						
<b>Section 1: EQUALITY &amp; INCLUSION DISABILITY AWARENESS / TRAINING</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Comments</b>	<b>Target date for completion of action items</b>
1. Do you provide disability awareness training to enable all staff to understand and recognise disability issues?	✓				Training depends upon the individual needs of the children. Staff updated by RS in Spring term 2021. Future training will be scheduled. <b>Refresher staff training completed Summer term 2023</b>	
2. Do you have arrangements for teachers and teaching assistants to have the necessary training to teach and support children and young people with disabilities if required?	✓				Training depends upon the individual needs of the children.	

<b>Section 2: CURRICULUM HOW DOES YOUR SCHOOL DELIVER THE CURRICULUM?</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Comments</b>	<b>Target date for completion of action items</b>
3. Do all staff seek to remove all barriers to learning and participation?	✓					
4. Is teaching appropriately differentiated to meet individual needs so that children and young people make good progress?	✓					
5. Are all children and young people encouraged to take part in music, drama and physical activities?	✓					

6. Do staff provide alternative ways of giving access to experience or understanding for children and young people with disabilities who cannot engage in particular activities, for example some forms of exercise in physical education?	✓					
7. Do all staff recognise, understand and allow for the additional planning and effort necessary for children and young people with disabilities to be fully included in the curriculum	✓					
8. Are all staff encouraged to recognise and allow for the additional time required by some pupils with disabilities to use equipment in practical work?	✓					
9. Do you provide access to appropriate technology for those with disabilities?	✓					
10. Are school visits, including overseas visits, made accessible to all children and young people irrespective of attainment or disability?	✓					

<b>Section 3: WRITTEN &amp; OTHER INFORMATION HOW DOES YOUR SCHOOL DELIVER MATERIALS IN OTHER FORMATS FOR <u>ANYONE</u> WHO NEEDS IT?</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Comments</b>	<b>Target date for completion of action items</b>
11. Do you have arrangements to provide information in simple language, symbols, large print, on audiotape or in Braille for pupils and prospective pupils who may have difficulty with standard forms of printed information?	✓				Arrangements are currently in place to meet requirements of current pupils and parents etc. Review if additional needs arise.	
12. Do you have the facilities such as ICT to produce written information in different formats?	✓					
13. Do you ensure that information is available to staff, pupils and parents in a way that is user friendly for all people with disabilities?	✓					
14. Is furniture and equipment selected, adjusted and located appropriately?	✓					

15 Do you ensure that all school staff are familiar with technology and practices developed to assist people with disabilities?	✓					
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<b>Section 4: PHYSICAL ENVIRONMENT</b> <b>IS YOUR SCHOOL DESIGNED TO BE ACCESSIBLE AND MEET THE NEEDS OF ALL PUPILS?</b> <i>(please complete a copy of Section 4 for the main school and each detached building - including each temporary building, playing field and hard surfaced area)</i>	
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**ENTRANCE TO SCHOOL AND RECEPTION AREA- CHECKLIST ADDED OCTOBER 2019 ( added from Access, Autism, Dementia and Learning Difficulty Friendly Schools Assessment document)**

*Please answer all the questions in this audit. 1= yes - completely, 2 = almost - working towards meeting the guidance, 3 = partially, 4 = not yet considered.*

<b>A Entrance - Physical Considerations</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Comments</b>	<b>Target date for completion of action items</b>
i Do you have designated parking spaces available for disabled people? (e.g. have you made it clear these spaces are not for use by non-disabled people)	✓					
ii Is the main entrance to your building easy to find and within convenient walking distance from the car park? (Adequate signage on display?)	✓					
iii Is your exterior signage in good order? (E.g. nothing obscuring the signage, not faded, or in good working order if electric).	✓					
iv Are your signs clear, in bold face with good contrast between text and the background?	✓					

v Is there a contrast between the sign and the surface it has been mounted on?	✓					
vi Are the signs fixed to the door they refer to? - They should not be on the adjacent surfaces if at all possible.	✓					
vii Are signs at eye level and well lit?	✓					
viii Is the walkway to your building even and slip resistant? Is the route free from kerbs, pot-holes, weeds and loose paving stones?	✓					
ix Is the walkway wide enough for wheelchair users and free from obstructions?	✓					
x Is the exterior lighting adequate for walkways, steps and ramps? LUX level 100 - 200	✓					
xi If you have a buzzer or intercom is it in good working order? 18 If you have an entry-phone system with an induction loop, is this in good working order?	✓					
xii If you have automatic doors, are they in good working order? Do the automatic doors remain open long enough for a person with a disability to pass through?	✓					
xiii Is the entrance wide enough for a wheelchair user to gain access?	✓					
xiv Is a person with a disability or a wheelchair user able to get over the entrance threshold safely?	✓					

All signs are appropriately located.

Post by exit button now covered with yellow and black tape to make it more prominent.

Lighting upgrade programme completed

xv If difficulties are experienced, is there a bell / intercom for assistance which will be responded to?	✓					
<b>B. Entrance - Management or Training Considerations</b>						
i Are your reception staff able to advise disabled people where they can park?	✓					
ii Are your reception or security staff confident in making adjustments for disabled people who cannot use an intercom or entry-phone system? (E.g. due to a hearing or visual impairment)?	✓					
iii Is a member of staff available to assist disabled people who may have problems opening heavy doors?	✓					
iv Do you inform visitors who have a disability of key areas such as WC, quiet room and lift?	✓					
<b>C. Reception Area - Physical Considerations</b>						
i Are there appropriate signs and tactile information available for visitors with disabilities?	✓				Entrance area and reception will always have staff available to assist visitors with disabilities.	
ii Is the space between entrance and reception desk clear of obstacles?	✓					
iii Can people on either side of the reception desk see each other? (E.g. computers, boxes or papers obscuring the view?)	✓					

iv Is the space under desks or counters free from clutter to enable wheelchair users to get close enough to fill in forms?	✓					
v Is the reception area well-lit and makes as much use of natural light as possible? Are there blinds to minimize glare and reflections but do not cause shadows at certain times of the day?, LUX level 100- 300	✓					
vi Is there an amplifying device or induction loop at reception? And is there clear signage advertising this?				✓		
vii Is your reception seating area tidy and free from obstructions?	✓					
viii Have you provided Fire Safety and Emergency information in a clearly printed format and do you have alternative formats available?	✓				All visitors badges have fire safety map attached. No alternative formats currently required by will review if circumstances change	
ix Is there an up to date map of the building layout near the entrance?	✓					
x Does the map have a high colour contrast and use an accessible font and size, for the benefit of people with sight problems?		✓			Maps in alternative formats will be made available to people with visual impairment when required	
<b>D. Reception Area - Management or Training Considerations</b>						
iii Have reception, security staff and volunteers received training to support disabled people? (I.e. people with hearing impairments, visual impairments and guide dogs, and wheelchair users) Is additional training required?	✓				Review training requirements annually	

iv Do your staff receive Autism Awareness training or do you have an autism champion within your team?	✓				Autism Awareness training carried out by RS in Spring term 2021 . future training will be scheduled.	
vi Do your staff receive learning disability awareness training?	✓				Refresher staff training provided	
Vii Do you ask visitors if they have any requirements before they arrive at your premises?	✓				Summer term 2023.	

**GENERAL INSIDE THE BUILDINGS - CHECKLIST ADDED OCTOBER 2019 ( added from Access, Autism, Dementia and Learning Difficulty Friendly Schools Assessment document)**

*Please answer all the questions in this audit. 1= yes - completely, 2 = almost - working towards meeting the guidance, 3 = partially, 4 = not yet considered.*

A. Physical Considerations	1	2	3	4		
<u>Lighting</u> i Is inside the building well lit? Is natural light used as much as possible? Are there blinds to minimize glare and reflections but do not cause shadows at certain times of the day? LUX level 100 - 300	✓				Lighting upgrade programme completed Lighting in area under WP( formerly Puffins) staircase upgraded.	
ii Are there pools of bright light or deep shadows (these should be avoided)?	✓				RS conducted review with pupil who has impaired vision in Spring term 2021 to identify	

**ACTION ITEM**  
Feb 2024: Currently 6 ceiling lights in the main hall are not working. RK to liaise with SBM to repair / replace when appropriate

Replace when appropriate - RK/SBM



<p>Signage/Navigation</p> <p>iii Is internal signage in good order and lit adequately?</p> <p>iv Are there appropriate signs and tactile information available for visitors with disabilities located around the building?</p> <p>v Is any temporary signage in an accessible size and font? (e.g. sans serif)</p> <p>vi Are your signs clear, in bold face with good contrast between text and background?</p> <p>vii Is there a contrast between the sign and the surface it is mounted on? This will allow the person to recognise it as a sign.</p> <p>viii Are signs at eye level and well-lit?</p> <p>ix Are signs highly stylized or use abstract images or icons as representations? (These should be avoided).</p> <p>x Are there pictorial signs for certain areas such as kitchen, bathroom, and lounge?</p> <p>xi Are signs placed at key decision points for someone who is trying to navigate your premises for the first time? -</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>			<p>whether anything else is needed around school to assist them or someone who has impaired vision eg. lighting, braille or other signage, contrast markers on playground equipment, stairs, steps etc. No additional issues flags.</p> <p>Review requirements for tactile signage annually or when circumstances require</p> <p>NB: icons used - class avatars are required and helpful Pictorial signs have been added where appropriate.</p> <p><b>ACTION ITEM</b> Consider purchasing class signs in decal sticker form to ensure they cannot easily be removed, by end of Easter break 2024 AN</p> <p>New signs purchased for new classrooms and all WC's</p>	<p>Review by end of Easter break 2024 AN</p>
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	✓			(including braille for WC's) December 2021	
<u>Flooring and Décor</u>	✓			Maps are in place at all suitable points around school	
i Is floor covering slip-resistant and safely secured to the floor?	✓				
ii Are there any highly reflective or slippery floor surfaces? - Reflections can cause confusion.	✓			<b>ACTION ITEM</b> Replace anti-slip edging strip at the front of the stage in the main hall by end of Spring term 2024-RK	By end of Spring term 2024 -RK
iii Do you have bold patterned carpets? - Plain or mottled surfaces are easier; patterns can cause problems to people with perceptual problems.	✓				
iv Are changes in floor finish flush rather than stepped - changes in floor surfaces can cause some confusion due to perceptual problems. If there is a step at the same time you also introduce a trip hazard.	✓				
v Is there distinctive tones or colours to aid orientation around the building?	✓				
<u>Corridors</u>					
I Are corridors well lit?	✓				
<u>Internal Doors</u>	✓				
i Are internal doors wide enough for wheelchair access?	✓				
ii If the door is a fire exit, does it have a push bar opening mechanism?	✓				
	✓				

iii Are hold open devices for fire doors in good working order?						
Iv Are signs fixed to the doors they refer to? - They should not be on adjacent surfaces if at all possible.	✓					
v Are glass doors clearly marked?						
<u>Medical Room</u>	✓					
i Are exit and entrance routes accessible to all, including wheelchair users? (Step free access)	✓					
ii Are doors wide enough for wheelchair access?	✓					
<u>Steps / Stairs</u>						
i Is there contrasted edging on steps?	✓					
ii Are the handrails on stairs painted a contrasting colour?						
<u>WC's</u>	✓					
i Do you have a unisex disabled WC or changing facility?	✓					
ii Is the assistance alarm in the WC in good working order?	✓					
iii Are the WC's clean and clear of obstructions?	✓					
iv Are there outward opening doors on disabled WC's?	✓					

**FUTURE REVIEW**

Need to provide medical facilities elsewhere for any pupil/staff member in a wheelchair .

Contrasting handrails in place

**ACTION ITEM**

Affix new door signs (with braille) at suitable height for Year 1 girls and boys toilets, by end of Spring term 2024 - RK

complete by end of Easter break 2024  
RK

New door signs with braille affixed to all other WCs.

<p>a significant proportion of people with autism have learning disabilities and suffer from epilepsy.</p> <p>v Can the WC lock can be opened from the outside in case of emergency?</p> <p>vi Are toilet seats of a contrasting colour to the walls and rest of the toilet?</p> <p>vii Is the sink easy to reach and are taps easy turn or sensor activated?</p> <p>viii Is the toilet flushing mechanism easy to use?</p> <p><u>Safety Considerations</u></p> <p>i Do health and safety assessments identify hot water safety fittings to moderate water temperature?</p> <p>ii Do health and safety assessments identify any exposed sharp edges and/or corners that require covering?</p> <p><u>Seating</u></p> <p>i In larger premises - do you have seating area, especially in areas where people are waiting? Is there space for a wheelchair user to pull up alongside a seated companion?</p> <p>ii Does seating look like seating? People with learning</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>				<p>Smiley faces are attached to outward opening doors and staff advised what they are for in staff training in Spring term 2021.</p> <p>Refresher staff training completed in Summer term 2023</p> <p>A Previous action item was to see whether any wc doors can be reversed so that they are outward opening. This is needed for junior girls wv, boys wc, Year 1 wcs, Year R wc's. This was not possible due to the construction of the existing cubicles. This will have to be a future project for when wc cubicles are due for renewal. RK FUTURE REVIEW</p>	
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disabilities and autism will find this easier - so for example a wooden bench would be preferable to an abstract metal Z-shaped bench.						
<b>B. Management or Training considerations</b>						
i Are your staff trained to respond to and deal with calls for help raised from the assistance alarm in WC?	✓				Completed. Test alarms annually	
<u>Emergency Procedures</u> i Are ground floor exit and entrance routes accessible to all, including wheelchair users?  Ii Are exit routes free from obstructions?  Iii If some disabled people cannot completely evacuate the building, can they reach places of safety or refuges?  Iv Are fire exits clearly signposted?  V Do you have an Evac Chair / Mat on the premises?  Vi Is your audible alarm system in good working order?  Vii Is your visual alarm system in good working order?	✓  ✓  ✓  ✓  ✓			✓  ✓	No internal refuges but Evac chair will be deployed  Evac chair suitable for children and adults purchased in Spring term 2021 and located in the main hall.	
<b>Management and Training considerations</b>						
Do all disabled employees have a Personal Emergency Egress Plan (PEEP)?	✓				When appropriate	

Are staff trained to direct and assist disabled people in the case of emergency i.e. fire? Do staff know where the fire exits are and can staff use an Evac chair?		✓			Staff advised about Evac chair and how to use it during training in Spring term 2021.  Refresher staff training completed in Summer 2023	
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## MAIN SCHOOL BUILDING

<i>Please answer all the questions in this audit. 1 = yes - completely, 2 = almost - working towards meeting the guidance, 3 = partially, 4 = not yet considered.</i>						
4a GENERAL	1	2	3	4	Comments	Target date for completion of action items
16 Are pathways and routes logical and well signed? (both internal & external)		✓			<b>ACTION ITEM</b> Check maps are in place at all suitable points around school and replace as necessary by end of Spring term 2024 - AN	Complete by end of Spring term 2024 - AN
17 Do you have emergency and evacuation procedures to alert ALL pupils?	✓				Emergency alarms have flashing lights as well as sirens.	
18 Is appropriate furniture & equipment provided to meet the needs of individual pupils?	✓				<b>FUTURE REVIEW</b> Review prior to pupils/adults with specific additional needs joining the school.	

19 Do furniture layouts allow easy movement for pupils with disabilities?	✓				<p><b>FUTURE REVIEW.</b> Review prior to pupils/adults with specific additional needs joining the school.</p> <p>Tape added to classroom for visually impaired pupil;</p>	
20 Are quiet rooms/calming rooms available to children who need this facility?	✓				<p>Use empty/ spare rooms/ spaces around the school as necessary. Pupils also have tents/pods within classrooms as quiet spaces. Some also have individual work stations with screens as needed.</p> <p><b>FUTURE REVIEW.</b> Review if pupil with specific additional needs joins the school.</p> <p>Tranquility Cove is now available for children to calm down</p>	

4b GETTING TO THE BUILDING	1	2	3	4	Comments	Target date for completion of action items
21 Are car park spaces reserved for disabled people near the main entrance? Is it clear these spaces are not for use by non-disabled people?	✓				1 disabled space at present	

22 Are there any barriers to easy movement around the site and to the main entrance?		✓			<b>FUTURE REVIEW.</b> Keep under review in case it becomes an issue in the future for any disabled pupils.	
23 Are steps needed for access to the main entrance?					No	
26 Is there a continuous handrail on each ramp and stair flight and landing to the main entrance?					N/A	
27 Is it possible for a wheelchair user to get through the principal door unaided?	✓					
28 If no, is an alternative wheelchair accessible entrance provided?					N/A	

4c INTERNAL FACILITIES	1	2	3	4	Comments	Target date for completion of action items
29 If there is a lobby at the principal entrance, is it possible for a wheelchair user to negotiate the doors?	✓					
30 Do all internal doors allow a wheelchair user to get through unaided?			✓		<p>All internal doors replaced in Autumn term 2022</p> <p><b>FUTURE REVIEW.</b> Internal doors are correct dimensions to allow wheelchair access, but not "unaided". They are all opened and closed manually apart from door from reception lobby into school. This is for safety reasons. Would need to consider whether automatic doors are necessary to accommodate future pupils/staff in wheelchairs.</p>	



				Door stops in the corridors to allow access for a child with a walker.	
31 Do all the corridors have a clear unobstructed width of 1.2m?		✓		<b>FUTURE REVIEW.</b> Entrance corridor to Pen (formerly KF/Robins) classroom is 73cm wide and doorways are also tight for wheelchair users.	
32 Does the building have a wheelchair accessible toilet		✓		<p>Yes but currently only 1 toilet for use by adults and children.</p> <p>Step now in place to enable pupils to use accessible toilet if needed.</p> <p><b>FUTURE REVIEW.</b></p> <p>Door of disabled toilet currently opens inwards rather than outwards (for other safety reasons as it opens onto the corridor).</p> <p>Smiley faces are attached to opening doors and staff advised what they are for in staff training in Spring term 2021.</p> <p>Refresher staff training completed in in Summer term 2023</p> <p>A Previous action item was to see whether any wc doors can be reversed so that they are outward opening. This</p>	

				is needed for junior girls wv, boys wc, Year 1 wcs, Year R wc's. This was not possible due to the construction of the existing cubicles. This will have to be a future project for when wc cubicles are due for renewal. RK <b>FUTURE REVIEW</b>	
				Boys and girls junior toilets do not have a WC with an outward opening door. Therefore disabled WC in main corridor would need to be used by pupil in wheelchair.	
33 Does the building have accessible changing rooms/shower facilities?			✓	No dedicated changing/shower rooms at present. Current arrangements are satisfactory.	

4d VERTICAL MOVEMENT					
34 How many storeys in the building? Tick appropriate box: a = single storey throughout b = single storey with some split level parts c = single storey with some 2/3 storey parts d = mainly 2 or 3 storey	a	b	c	D	
				✓	
	1	2	3	4	<b>Comments</b>
					<b>Target date for completion of action items</b>
35 If the building is on more than one level, do the internal steps/stairs have contrast colour edgings?	✓				Contrasting edging strips in place on main staircases  <b>FUTURE REVIEW</b> if need arises Review steps between Y3 Owls and Y5 Puffins

				<p>(formerly Y4 Woodpeckers) - consider adding hand grip by steps. There is alternative access to both classrooms.</p> <p>Contrasting edging strips now on steps up to the stage in the hall in place.</p> <p>From Jan 2023, exit from corridor by junior boys toilets no longer used by pupils. Surrey padlock key affixed to resource storage area entrance from the main playground.</p>	
36 Is there a continuous handrail on each internal stair flight and landing?	✓				
37 Does the building have a lift that can be used by wheelchair users?			✓	No lift at present	
38 Do you have any other sort of mechanical means provided to move between floors? If yes, please state _____			✓	<p>Not at present</p> <p><b>FUTURE REVIEW</b> For adult in wheelchair there is no access to the staff room or meeting rooms. Alternative rooms on the ground floor could be used eg. Cookery Room for staff room ( although this might be quite isolating for member of staff) or Deputy Head's room for meetings.</p> <p>Feb 2024: No current access onto the stage in the main hall for adults/children in wheelchairs. For</p>	

				<p>productions etc. they can be accommodated on the hall floor area in front of the stage. <b>FUTURE REVIEW</b> if need arises.</p>	
<p>39 Is it possible for a wheelchair user to use all the fire exits from areas to which they have access?</p>	✓			<p>Yes on the ground floor - but not unaided.</p> <p>Double-check access to playground through <b>Pen (formerly KF/Robins)</b> classroom door for a wheelchair user. Is it compliant with applicable health &amp; safety recommendations? <b>FUTURE REVIEW</b> if need arises.</p> <p>BB classroom needs a proper ramp and handrails fitted for access to play area/ fire exit if used by a pupil in a wheelchair. <b>FUTURE REVIEW</b> if need arises.</p> <p>CP classroom needs a proper ramp and handrails fitted for access to play area/ fire exit if used by a pupil in a wheelchair. <b>FUTURE REVIEW</b> if need arises</p> <p>Fire door exits from hall need to be checked. There is no ramp out to the playground from the hall. Portable ramp procured and kept in store room</p>	

					<p>Staff reminded about use of ramp within school during training in Spring term 2021.</p> <p>Refresher staff training completed Summer term 2023</p> <p>Check that the lip by the hall fire door out to the car park area can be negotiated by a wheelchair.  <b>FUTURE REVIEW</b> if need arises</p> <p>The ramps from the fire doors that lead onto the playground beside the corridor access to Penguins class and from the library have now been upgraded and are compliant.</p> <p><b>ACTION ITEM</b>  Hand rails are to be added to both upgraded ramps. Posts are in place and handrails are expected shortly. To be fitted by the end of the Spring term 2024 - RK</p>	<p>By the end of the Spring term 2024 - RK</p>
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<b>4e SENSORY IMPAIRMENT</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>		<b>Target date for completion of action items</b>
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40 Are visual and non-visual guides used to assist people to use the buildings?		✓			<p>No non-visual guides.</p> <p>Re: visual guides:  Door from playground to Hawks class could have "Push/pull to open" signs added.  completed July 2018</p> <p>Review if additional signs are needed with directions for children as well as labelling toilets, classrooms etc.  Completed July 2018</p> <p>decal "push" and "pull" decal signs affixed to doors where needed.</p>	
41 Could any of the décor be confusing or disorientating for pupils with disabilities?	✓				Not at present	
42 Is a hearing induction loop available (either fixed or portable) in the school?				✓	No	
43 Does the building have a "Soundfield" sound reinforcement system?				✓	No	
44 If there is a "Soundfield" system, in what area?					N/A	
45 Do emergency alarm systems cater for those with hearing impairment? (e.g. flashing light)	✓				Every other one has a strobe light	

**Section 4:****IS YOUR SCHOOL DESIGNED TO BE ACCESSIBLE AND MEET THE NEEDS OF ALL PUPILS?**

*(please complete a copy of Section 4 for the main school and each detached building - including each temporary building, playing field and hard surfaced area)*

**YEAR 6 BUILDING**

<i>Please answer all the questions in this audit. 1 = yes - completely, 2 = almost - working towards meeting the guidance, 3 = partially, 4 = not yet considered.</i>						
<b>4a GENERAL</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Comments</b>	<b>Target date for completion of action items</b>
16 Are pathways and routes logical and well signed? <i>(both internal &amp; external)</i>	✓					
17 Do you have emergency and evacuation procedures to alert ALL pupils?	✓					
18 Is appropriate furniture & equipment provided to meet the needs of individual pupils?	✓					
19 Do furniture layouts allow easy movement for pupils with disabilities?	✓					
20 Are quiet rooms/calming rooms available to children who need this facility?			✓		Children can be taken into corridor area outside of Y6 classrooms. Some also have individual work stations with screens as needed. Children are able to use Tranquility Cove in the main school building.	

4b GETTING TO THE BUILDING	1	2	3	4	Comments	Target date for completion of action items
21 Are car park spaces reserved for disabled people near the main entrance?					N/A	
22 Are there any barriers to easy movement around the site and to the main entrance?	✓				<p>No - ramp entry into one side of the building</p> <p>Feb 2023: Metal barrier at corner of Year 6 block next to Pod entry reviewed and decided to retain it at present.</p>	
23 Are steps needed for access to the main entrance?	✓				No	
24 Do all those steps have a contrasting colour edging?		✓			<p>ACTION: Kerb outside of Y6 building would benefit from an edging strip to show the step down, particularly where it dove tails into the ramp. Completed end of 2018</p> <p>Painted yellow lines opposite Pod building and in front of pavement edge into Year 6 repainted in spring term 2022. Keep under review.</p> <p><b>ACTION ITEM</b>  Feb 2024 - review yellow edging lines in Summer break 2024 and re-paint as necessary by end of Summer break 2024 - RK</p>	<p>Review and action by end of Summer break 2024 - RK</p>



25 If there are steps, is a ramp provided to access the main entrance?	✓					
26 Is there a continuous handrail on each ramp and stair flight and landing to the main entrance?					N/A - ramp is flat.	
27 Is it possible for a wheelchair user to get through the principal door unaided?				✓	Width of door is sufficient but door open manually and are not automatic for safety reasons. Therefore wheelchair user would need assistance.	
28 If no, is an alternative wheelchair accessible entrance provided?				✓	All access doors are opened manually.	

4c INTERNAL FACILITIES	1	2	3	4	Comments	Target date for completion of action items
29 If there is a lobby at the principal entrance, is it possible for a wheelchair user to negotiate the doors?					N/A	
30 Do all internal doors allow a wheelchair user to get through unaided?					All internal doors are manually operated.	
31 Do all the corridors have a clear unobstructed width of 1.2m?	✓					
32 Does the building have a wheelchair accessible toilet	✓				NB: single disabled WC for use by children and adults.	
33 Does the building have accessible changing rooms/shower facilities?				✓	No	

4d VERTICAL MOVEMENT						Target date for completion of action items
34 How many storeys in the building? Tick appropriate box: a = single storey throughout b = single storey with some split level parts c = single storey with some 2/3 storey parts d = mainly 2 or 3 storey	A	b	c	d		
	✓					
	1	2	3	4	Comments	
35 If the building is on more than one level, do the internal steps/stairs have contrast colour edgings?					N/A	
36 Is there a continuous handrail on each internal stair flight and landing?					N/A	
37 Does the building have a lift that can be used by wheelchair users?					No	
38 Do you have any other sort of mechanical means provided to move between floors?					No	
39 Is it possible for a wheelchair user to use all the fire exits from areas to which they have access?	✓				<b>FUTURE REVIEW</b> : Yes but not unaided.	

4e SENSORY IMPAIRMENT						Target date for completion of action items
40 Are visual and non-visual guides used to assist people to use the buildings?	1	2	3	4		
		✓			No non-visual guides Re: visual guides: Disabled toilet marked	

				In girls and boys wc's the outward opening door is marked with a smiley face.	
41 Could any of the décor be confusing or disorientating for pupils with disabilities?		✓		Ongoing regular review that all door signs are still in place and renew as necessary .	
42 Is a hearing induction loop available (either fixed or portable) in the school?				No	
43 Does the building have a "Soundfield" sound reinforcement system?				No	
44 If there is a "Soundfield" system, in what area?				N/A	
45 Do emergency alarm systems cater for those with hearing impairment? (e.g. flashing light)	✓			Flashing lights.	

**Section 4:**

**IS YOUR SCHOOL DESIGNED TO BE ACCESSIBLE AND MEET THE NEEDS OF ALL PUPILS?**

(please complete a copy of Section 4 for the main school and each detached building - including each temporary building, playing field and hard surfaced area)

**POD - NEW BUILDING COMPLETED SINCE INITIAL AUDIT - REVIEWED NOVEMBER 2017 AUDIT ONWARDS.**

Please answer all the questions in this audit. 1 = yes - completely, 2 = almost - working towards meeting the guidance, 3 = partially, 4 = not yet considered.

4a GENERAL	1	2	3	4	Comments	Target date for completion of action items
16 Are pathways and routes logical and well signed? (both internal & external)	✓				Ongoing regular review that all door signs are still in place and renew as necessary .	
17 Do you have emergency and evacuation procedures to alert ALL pupils?	✓					
18 Is appropriate furniture & equipment provided to meet the needs of individual pupils?	✓					
19 Do furniture layouts allow easy movement for pupils with disabilities?	✓					
20 Are quiet rooms/calming rooms available to children who need this facility?			✓		No designated rooms, but children can be taken into separate area of Pod if needed as space is flexible.  Children are able to use Tranquility Cove room in the main school building.	

<b>4b GETTING TO THE BUILDING</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Comments</b>	<b>Target date for completion of action items</b>
21 Are car park spaces reserved for disabled people near the main entrance?					N/A	
22 Are there any barriers to easy movement around the site and to the main entrance?	✓				No - ramp entry into building	
23 Are steps needed for access to the main entrance?	✓				No	
24 Do all those steps have a contrasting colour edging?			✓		N/A - Access by ramp only.	
25 If there are steps, is a ramp provided to access the main entrance?	✓					
26 Is there a continuous handrail on each ramp and stair flight and landing to the main entrance?	✓				.	
27 Is it possible for a wheelchair user to get through the principal door unaided?				✓	Width of door is sufficient but door open manually and are not automatic for safety reasons. Therefore wheelchair user would need assistance.	
28 If no, is an alternative wheelchair accessible entrance provided?				✓	All access doors are opened manually.	

<b>4c INTERNAL FACILITIES</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Comments</b>	<b>Target date for completion of action items</b>
29 If there is a lobby at the principal entrance, is it possible for a wheelchair user to negotiate the doors?					N/A	
30 Do all internal doors allow a wheelchair user to get through unaided?					All internal doors are manually operated.	
31 Do all the corridors have a clear unobstructed width of 1.2m?	✓					

32 Does the building have a wheelchair accessible toilet	✓				NB: single disabled WC for use by children and adults.  There is a step in the wc to enable pupils to use this toilet.	
33 Does the building have accessible changing rooms/shower facilities?				✓	No	

4d VERTICAL MOVEMENT						Target date for completion of action items
34 How many storeys in the building? Tick appropriate box: a = single storey throughout b = single storey with some split level parts c = single storey with some 2/3 storey parts d = mainly 2 or 3 storey	A	b	c	d		
	✓					
	1	2	3	4	Comments	
35 If the building is on more than one level, do the internal steps/stairs have contrast colour edgings?					N/A	
36 Is there a continuous handrail on each internal stair flight and landing?					N/A	
37 Does the building have a lift that can be used by wheelchair users?					No	
38 Do you have any other sort of mechanical means provided to move between floors?					No	
39 Is it possible for a wheelchair user to use all the fire exits from areas to which they have access?	✓				<b>FUTURE REVIEW</b> : Yes but not unaided.	

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4e SENSORY IMPAIRMENT	1	2	3	4		Target date for completion of action items
40 Are visual and non-visual guides used to assist people to use the buildings?		✓			No non-visual guides Re: visual guides:  <i>Ongoing regular review that all door signs are still in place and renew as necessary .</i>	
41 Could any of the décor be confusing or disorientating for pupils with disabilities?	✓					
42 Is a hearing induction loop available (either fixed or portable) in the school?					No	
43 Does the building have a "Soundfield" sound reinforcement system?					No	
44 If there is a "Soundfield" system, in what area?					N/A	
45 Do emergency alarm systems cater for those with hearing impairment? (e.g. flashing light)					Alarm with flashing lights Fitted and checked Dec 2018.	

**Section 4:**  
**IS YOUR SCHOOL DESIGNED TO BE ACCESSIBLE AND MEET THE NEEDS OF ALL PUPILS?**  
*(please complete a copy of Section 4 for the main school and each detached building - including each temporary building, playing field and hard surfaced area)*

NAME OF AREA : CENTRAL PLAYGROUND

<i>Please answer all the questions in this audit. 1= yes - completely, 2 = almost - working towards meeting the guidance, 3 = partially, 4 = not yet considered.</i>						
4a GENERAL	1	2	3	4	Comments	Target date for completion of action items
16 Are pathways and routes logical and well signed? (both internal & external)	✓					
17 Do you have emergency and evacuation procedures to alert ALL pupils?	✓					
18 Is appropriate equipment provided to meet the needs of individual pupils?	✓					
19 Do equipment layouts allow easy movement for pupils with disabilities?	✓					

4b GETTING TO THE AREA	1	2	3	4	Comments	Target date for completion of action items
22 Are there any barriers to easy movement around the area?					No	
23 Are steps needed for access to the area?		✓			No. One step down from corridor beside boys toilets and hall but alternative routes available.	
27 Is it possible for a wheelchair user to get through the principal access door unaided?		✓			Yes but not unaided. <b>FUTURE REVIEW:</b> Review access arrangements	



28 If no, is an alternative wheelchair accessible entrance provided?					<b>FUTURE REVIEW:</b> Review access arrangements	
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<b>4d VERTICAL MOVEMENT</b>						<b>Target date for completion of action items</b>
39 Is it possible for a wheelchair user to use all the fire exits from areas to which they have access?		✓			Yes but not unaided. <b>FUTURE REVIEW:</b> Review access arrangements via fire exits.	

<b>4e SENSORY IMPAIRMENT</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>		<b>Target date for completion of action items</b>
40 Are visual and non-visual guides used to assist people to use the area?					No non-visual guides Re: visual guides: see below.	
41 Could any of the décor be confusing or disorientating for pupils with disabilities?		✓			Additional contrasting coloured paint to be applied to playground equipment to assist those with impaired vision identify equipment. Completed - Nov 2018  <i>Contrasting zebra tape now affixed to the top of the 2 table tennis tables</i>  No markings to be placed on the ground as the tables are often moved.  <b>ACTION ITEM</b> <i>Check the contrasting paint on all the playground equipment is still visible and</i>	<b>End of Summer break 2024 - RK</b>

				<p>refresh if necessary by end of Summer break 2024 - RK</p> <p><b>ACTION ITEM</b>  Check yellow strips on exit thresholds from hall into playground are still in place and refresh as necessary- by End of Summer break 2024 - RK</p> <p>Yellow strips on external rear steps to Pen ( formerly KF/ Robins) are plastic and therefore permanent.</p>	<p>End of Summer break 2024 - RK</p>
<p><b>45 Do emergency alarm systems cater for those with hearing impairment? (e.g. flashing light)</b></p>	✓			<p>Emergency alarms have flashing lights as well as sirens.</p>	

**Section 4:**

**IS YOUR SCHOOL DESIGNED TO BE ACCESSIBLE AND MEET THE NEEDS OF ALL PUPILS?**

*(please complete a copy of Section 4 for the main school and each detached building - including each temporary building, playing field and hard surfaced area)*

**NAME OF AREA : YEAR 6 PLAY/PICNIC AREA**

*Please answer all the questions in this audit. 1= yes - completely, 2 = almost - working towards meeting the guidance, 3 = partially, 4 = not yet considered.*

4a GENERAL	1	2	3	4	Comments	Target date for completion of action items
16 Are pathways and routes logical and well signed? (both internal & external)		✓			Review if it would be helpful to use more location maps. Maps are in key areas. Completed July 2018  <i>Ongoing review to check maps and door signs etc. are in place and renew when necessary</i>	
17 Do you have emergency and evacuation procedures to alert ALL pupils?	✓					
18 Is appropriate equipment provided to meet the needs of individual pupils?	✓				Spongy nature of flooring in area could raise issues for those with mobility problems. Flooring changed - Nov '18  <i>Feb 2024: issues with floor condition remain but have not worsened. Puddles form when it rains. Issue for those</i>	

					with mobility problems. but have not worsened. <b>FUTURE REVIEW</b> Keep under review	Keep under review
19 Do equipment layouts allow easy movement for pupils with disabilities?		✓			Contrasting colour needs to be added to equipment and picnic tables to assist those with visual impairment identify obstacles. Completed - Nov 2018  <b>ACTION ITEM</b> Check the contrasting paint on all the playground equipment is still visible and refresh if necessary by end of Summer break 2024 - RK	by end of Summer break 2024 - RK

4b GETTING TO THE AREA	1	2	3	4	Comments	Target date for completion of action items
22 Are there any barriers to easy movement around the area?					No	
23 Are steps needed for access to the area?					No	
27 Is it possible for a wheelchair user to get through the principal access door unaided?	✓				Direct access from playground	
28 If no, is an alternative wheelchair accessible entrance provided?					Direct access from playground	

4e SENSORY IMPAIRMENT	1	2	3	4		Target date for completion of action items

40 Are visual and non-visual guides used to assist people to use the area?			✓		No non-visual guides No visual guides	
41 Could any of the décor be confusing or disorientating for pupils with disabilities?			✓		See action above re: contrasting colours on equipment.	
45 Do emergency alarm systems cater for those with hearing impairment? (e.g. flashing light)	✓					

**Section 4:**

**IS YOUR SCHOOL DESIGNED TO BE ACCESSIBLE AND MEET THE NEEDS OF ALL PUPILS?**

*(please complete a copy of Section 4 for the main school and each detached building - including each temporary building, playing field and hard surfaced area)*

**NAME OF AREA : TOP FIELD**

*Please answer all the questions in this audit. 1 = yes - completely, 2 = almost - working towards meeting the guidance, 3 = partially, 4 = not yet considered.*

4a GENERAL	1	2	3	4	Comments	Target date for completion of action items
16 Are pathways and routes logical and well signed? (both internal & external)		✓			Additional signs would be helpful Reviewed Nov 2017 Allocate resource to prepare internally  <i>Ongoing regular review and add signs as necessary</i>	
17 Do you have emergency and evacuation procedures to alert ALL pupils?		✓			Check that staff are aware of fire/emergency/lockdown procedures for children and staff located in top field. Padlock key and walkie talkies/mobile phone to be taken to all lessons in the top field. Walkie talkies/mobile phone to be used to communicate with top field in an emergency. Reviewed Nov 2017 All action carried out following initial review. <b>COMPLETED</b>	

					Staff regularly reminded to use walkie talkies in top field and keep them accessible and also when using Wild Life Garden. Additional walkie talkies purchased in Autumn term 2021. Further walkie talkies purchased in Summer 2022.  Further walkie talkies purchased in Autumn term 2023	
18 Is appropriate equipment provided to meet the needs of individual pupils?	✓				<b>FUTURE REVIEW.</b> Review if pupil with specific additional needs joins the school.	
19 Do equipment layouts allow easy movement for pupils with disabilities?	✓				<b>FUTURE REVIEW.</b> Review if pupil with specific additional needs joins the school.	

4b GETTING TO THE AREA	1	2	3	4	Comments	Target date for completion of action items
22 Are there any barriers to easy movement around the area?					No. Grass access difficult for wheelchair user to negotiate unaided.	
23 Are steps needed for access to the area?					No	
27 Is it possible for a wheelchair user to get through the principal access door unaided?					N/A	
28 If no, is an alternative wheelchair accessible entrance provided?					No / No	

4e SENSORY IMPAIRMENT	1	2	3	4		
40 Are visual and non-visual guides used to assist people to use the area?					No non-visual guides ACTION: Review whether Location maps and more signs might be useful. Completed July 2018  <i>Ongoing regular review to check maps and door signs etc. are in place and replace when necessary.</i>	
41 Could any of the décor be confusing or disorientating for pupils with disabilities?						
45 Do emergency alarm systems cater for those with hearing impairment? (e.g. flashing light)					See comments and action under point 17 above. Additional outdoor sounder and visual beacon now installed	



**Section 4:**

**IS YOUR SCHOOL DESIGNED TO BE ACCESSIBLE AND MEET THE NEEDS OF ALL PUPILS?**

*(please complete a copy of Section 4 for the main school and each detached building - including each temporary building, playing field and hard surfaced area)*

**NAME OF AREA : BB CLASS PLAYGROUND**

<i>Please answer all the questions in this audit. 1 = yes - completely, 2 = almost - working towards meeting the guidance, 3 = partially, 4 = not yet considered.</i>						
<b>4a GENERAL</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Comments</b>	<b>Target date for completion of action items</b>
<b>16 Are pathways and routes logical and well signed? (both internal &amp; external)</b>	✓					
<b>17 Do you have emergency and evacuation procedures to alert ALL pupils?</b>	✓					
<b>18 Is appropriate equipment provided to meet the needs of individual pupils?</b>	✓					
<b>19 Do equipment layouts allow easy movement for pupils with disabilities?</b>	✓				<p><b>FUTURE REVIEW</b> Current layout would have to be revised for a wheelchair user.</p> <p><b>FUTURE REVIEW:</b> Proper ramp into playground and handrail would be needed for wheelchair user or child with mobility impairment.</p>	

4b GETTING TO THE AREA	1	2	3	4	Comments	Target date for completion of action items
22 Are there any barriers to easy movement around the area?					<p><b>FUTURE REVIEW:</b> Current layout would have to be revised for a wheelchair user.</p> <p><b>FUTURE REVIEW:</b> proper ramp into playground and handrail would be needed for wheelchair user or child with mobility impairment.</p>	
23 Are steps needed for access to the area?					No	
24 Do all those steps have a contrasting colour edging?					N/A	
25 If there are steps, is a ramp provided to access the area?					N/A	
26 Is there a continuous handrail on each ramp and stair flight?					N/A	
27 Is it possible for a wheelchair user to get through the principal access door unaided?					<p>Assistance would currently be needed.</p> <p><b>FUTURE REVIEW:</b> Current layout would have to be revised for a wheelchair user.</p> <p><b>FUTURE REVIEW:</b> Proper ramp into playground and handrail would be needed for wheelchair user or child with mobility impairment.</p>	
28 If no, is an alternative wheelchair accessible entrance provided?					Access via main playground.	

4e SENSORY IMPAIRMENT	1	2	3	4		Target date for completion of action items
40 Are visual and non-visual guides used to assist people to use the area?					No non-visual guides  No specific visual guides:	
41 Could any of the décor be confusing or disorientating for pupils with disabilities?					No. Review according to additional needs	
45 Do emergency alarm systems cater for those with hearing impairment? (e.g. flashing light)	✓					

**Section 4:**

**IS YOUR SCHOOL DESIGNED TO BE ACCESSIBLE AND MEET THE NEEDS OF ALL PUPILS?**

*(please complete a copy of Section 4 for the main school and each detached building - including each temporary building, playing field and hard surfaced area)*

**NAME OF AREA : BF CLASS PLAYGROUND**

*Please answer all the questions in this audit. 1= yes - completely, 2 = almost - working towards meeting the guidance, 3 = partially, 4 = not yet considered.*

4a GENERAL	1	2	3	4	Comments	Target date for completion of action items
16 Are pathways and routes logical and well signed? (both internal & external)	✓					
17 Do you have emergency and evacuation procedures to alert ALL pupils?	✓					
18 Is appropriate equipment provided to meet the needs of individual pupils?	✓				<b>FUTURE REVIEW</b> Review according to additional needs	
19 Do equipment layouts allow easy movement for pupils with disabilities?	✓				<b>FUTURE REVIEW</b> Review according to additional needs.	

4b GETTING TO THE AREA	1	2	3	4	Comments	Target date for completion of action items
22 Are there any barriers to easy movement around the area?					<b>FUTURE REVIEW:</b> Check small lip at top of ramp into playground can be negotiated by wheelchair.	

23 Are steps needed for access to the area?					No	
27 Is it possible for a wheelchair user to get through the principal access door unaided?					Yes but not unaided. Check small lip at top of ramp into playground can be negotiated by wheelchair.	
28 If no, is an alternative wheelchair accessible entrance provided?					No	

4e SENSORY IMPAIRMENT	1	2	3	4		Target date for completion of action items
40 Are visual and non-visual guides used to assist people to use the area?					No non-visual guides Re: visual guides: <b>FUTURE REVIEW:</b> Consider adding colour stickers to posts to help identify them. <b>FUTURE REVIEW:</b> Consider padding base of posts to protect wheelchair users or those with mobility problems or visual impairment	
41 Could any of the décor be confusing or disorientating for pupils with disabilities?					No. <b>FUTURE REVIEW:</b> Review according to additional needs	
45 Do emergency alarm systems cater for those with hearing impairment? (e.g. flashing light)	✓					

**Section 4:****IS YOUR SCHOOL DESIGNED TO BE ACCESSIBLE AND MEET THE NEEDS OF ALL PUPILS?**

(please complete a copy of Section 4 for the main school and each detached building - including each temporary building, playing field and hard surfaced area)

**NAME OF AREA : NEWLY PURPOSED CALM CORNER** outside Caterpillars Class ( formerly Swans ) . NB: Playground area converted into a quiet/calm area in January 2022. Now accessed via main playground.

*Please answer all the questions in this audit. 1= yes - completely, 2 = almost - working towards meeting the guidance, 3 = partially, 4 = not yet considered.*

<b>4a GENERAL</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Comments</b>	<b>Target date for completion of action items</b>
<b>16 Are pathways and routes logical and well signed? (both internal &amp; external)</b>	✓					
<b>17 Do you have emergency and evacuation procedures to alert ALL pupils?</b>	✓					
<b>18 Is appropriate equipment provided to meet the needs of individual pupils?</b>	✓					
<b>19 Do equipment layouts allow easy movement for pupils with disabilities?</b>	✓					

<b>4b GETTING TO THE AREA</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Comments</b>	<b>Target date for completion of action items</b>
<b>22 Are there any barriers to easy movement around the area?</b>	✓					
<b>23 Are steps needed for access to the area?</b>					No	
<b>24 Do all those steps have a contrasting colour edging?</b>					N/A	

25 If there are steps, is a ramp provided to access the area?					N/A	
26 Is there a continuous handrail on each ramp and stair flight?					N/A	
27 Is it possible for a wheelchair user to get through the principal access door unaided?	✓				Access is via main playground.	
28 If no, is an alternative wheelchair accessible entrance provided?					Access via main playground.	

4e SENSORY IMPAIRMENT	1	2	3	4		Target date for completion of action items
40 Are visual and non-visual guides used to assist people to use the area?					No non-visual guides No: visual guides:	
41 Could any of the décor be confusing or disorientating for pupils with disabilities?					Feb 2023: No contrast paint required on equipment in the Calm Corner.	
45 Do emergency alarm systems cater for those with hearing impairment? (e.g. flashing light)	✓					

NAME OF AREA : WILD LIFE GARDEN & CLASSROOM ( ZEN DEN)- NEWLY REFURBISHED AND COMPLETED AREA AT TIME OF NOVEMBER 2017 REVIEW ONWARDS FOR GARDEN & JANUARY 2022 REVIEW FOR ZEN DEN

Please answer all the questions in this audit. 1= yes - completely, 2 = almost - working towards meeting the guidance, 3 = partially, 4 = not yet considered.						
4a GENERAL	1	2	3	4	Comments	Target date for completion of action items
16 Are pathways and routes logical and well signed? (both internal & external)		✓			Additional signs would be helpful <b>ACTION ITEM :</b> Check and add signage as necessary by end of Easter break 2024 - AN	By end of Easter break 2024- AN
17 Do you have emergency and evacuation procedures to alert ALL pupils?	✓				Check whether alarms can be heard from Wild Garden / classroom End of Autumn Term 2018 - RK Beacon and sounder being installed outside Y6 block - Completed Nov 2018  Alarm checks ( both fire and Lockdown alarms) carried out as part of general alarm testing.  All staff using the Wildlife Garden and the Zen Den classroom must carry walkie talkies with them so that they can be contacted in the event of emergency. There is also a walkie talkie located in the Zen Den. Emergency procedures specify the action to be taken in respect of Wild	



					Life Garden and Zen Den in the event of an emergency.  <b>ACTION ITEM</b> Install smoke alarm with long life battery in Zen Den by end of Spring term 2024 - RK  Feb 2023: No phone line currently required in Zen Den as all staff have walkie talkies and there is a further walkie-talkie in the Zen Den. Review if Zen Den becomes a more permanent base for staff.	By end of Spring term 2024 - RK
18 Is appropriate equipment provided to meet the needs of individual pupils?	✓				<b>FUTURE REVIEW</b> Current layout would have to be revised for a wheelchair user.	
19 Do equipment layouts allow easy movement for pupils with disabilities?	✓				<b>FUTURE REVIEW</b> Current layout would have to be reviewed and revised for a wheelchair user.	

4b GETTING TO THE AREA	1	2	3	4	Comments	Target date for completion of action items

22 Are there any barriers to easy movement around the area?		✓		<p><b>FUTURE REVIEW</b> Current layout would have to be reviewed and revised for a wheelchair user.</p>	
23 Are steps needed for access to the area?	✓			<p>Only to the portable classroom.  Consider use of portable ramp  Complete - portable ramp available in store room (lightweight so can be taken if needed for a wheelchair user)  - Nov '18</p> <p>Entrance gates replaced and upgraded in Spring/Summer term 2022. Coded locks installed on both entrances.</p> <p>The coded lock on the entrance to the Zen Den beside the Pod has been relocated lower down so that staff can use it more easily.</p> <p>Gate and fence posts to pond area now replaced and more secure. Current gate is too small to tolerate a Surrey padlock but has a standard lock and is in an area which would be supervised.</p>	
24 Do all those steps have a contrasting colour edging?		✓		<p><b>ACTION ITEM:</b> Steps to Zen Den need colour edgings by end of Summer break 2024-RK</p>	<p>By end of Summer break 2024 - RK</p>
25 If there are steps, is a ramp provided to access the area?	✓			<p><b>FUTURE REVIEW</b> Current layout would have to be revised for a</p>	

					wheelchair user. A portable ramp is available for use.	
26 Is there a continuous handrail on each ramp and stair flight?		✓			<b>FUTURE REVIEW</b> Current layout would have to be revised for a wheelchair user.	
27 Is it possible for a wheelchair user to get through the principal access door unaided?		✓			Assistance would currently be needed.  <b>FUTURE REVIEW</b> Current layout would have to be revised for a wheelchair user.	
28 If no, is an alternative wheelchair accessible entrance provided?					No	

4e SENSORY IMPAIRMENT	1	2	3	4		Target date for completion of action items
40 Are visual and non-visual guides used to assist people to use the area?					No non-visual guides No specific visual guides:	
41 Could any of the décor be confusing or disorientating for pupils with disabilities?		✓			<b>FUTURE REVIEW</b> : Contrasting colour needs to be added to equipment and picnic tables to assist those with visual impairment identify obstacles.  Feb 2024: Edges of fire pit platform in Garden no marked with 4 red benches.  Feb 2023: No additional yellow strips required on top of green	

				padding for the canopy supports outside the Zen Den	
<b>45 Do emergency alarm systems cater for those with hearing impairment? (e.g. flashing light)</b>		✓		Children will always be accompanied by staff with walkie talkies, who will be alerted in the event of an emergency.	

**NAME OF AREA : BOOK SHED- NEWLY COMPLETED NOVEMBER 2019 REVIEW ONWARDS**

<i>Please answer all the questions in this audit. 1 = yes - completely, 2 = almost - working towards meeting the guidance, 3 = partially, 4 = not yet considered.</i>						
<b>4a GENERAL</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Comments</b>	<b>Target date for completion of action items</b>
<b>16 Are pathways and routes logical and well signed? (both internal &amp; external)</b>		✓			Check and add signage as necessary	
<b>17 Do you have emergency and evacuation procedures to alert ALL pupils?</b>	✓				<b>ACTION ITEM</b> Install smoke alarm with long life battery by end of Spring term 2024 RK	By end of Spring term 2024 - RK
<b>18 Is appropriate equipment provided to meet the needs of individual pupils?</b>	✓				<b>FUTURE REVIEW</b> Current layout would have to be revised for a wheelchair user.	
<b>19 Do equipment layouts allow easy movement for pupils with disabilities?</b>	✓				<b>FUTURE REVIEW</b> Current layout would have to be reviewed and revised for a wheelchair user.	

<b>4b GETTING TO THE AREA</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Comments</b>	<b>Target date for completion of action items</b>
<b>22 Are there any barriers to easy movement around the area?</b>	✓				<b>FUTURE REVIEW</b> Current layout would have to be reviewed and revised for a wheelchair user.	
<b>23 Are steps needed for access to the area?</b>					No	
<b>24 Do all those steps have a contrasting colour edging?</b>					N/A	

25	If there are steps, is a ramp provided to access the area?					N/A	
26	Is there a continuous handrail on each ramp and stair flight?					N/A	
27	Is it possible for a wheelchair user to get through the principal access door unaided?					Assistance would currently be needed. <b>FUTURE REVIEW</b> Current layout would have to be revised for a wheelchair user.	
28	If no, is an alternative wheelchair accessible entrance provided?					No	

4e	SENSORY IMPAIRMENT	1	2	3	4		Target date for completion of action items
40	Are visual and non-visual guides used to assist people to use the area?					No non-visual guides No specific visual guides.	
41	Could any of the décor be confusing or disorientating for pupils with disabilities?					No	
45	Do emergency alarm systems cater for those with hearing impairment? (e.g. flashing light)					Children will always be accompanied by staff with walkie talkies, who will be alerted in the event of an emergency.	