

ACCESSIBILITY POLICY

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1. INTRODUCTION

- 1.1 Within this policy 'we' and 'us' means the Federation.
- 1.2 Schools are required under the Equality Act 2010 to have an accessibility plan. The purpose of the plan is to:
 - Increase the extent to which students with disabilities can participate in the curriculum.
 - Improve the physical environment of the school to enable students with disabilities to take better advantage of education, benefits, facilities and services provided.
 - Improve the availability of accessible information to pupils with disabilities.
- 1.3 We aim to treat all students fairly and with respect. This involves providing access and opportunities for all students without discrimination of any kind.

2. LEGISLATION AND GUIDANCE

- 2.1 This policy provides a framework on which we base arrangements for Accessibility Plans that are compliant with current legislation and requirements as specified in Schedule 10, relating to Disability, of the Equality Act 2010.
- 2.2 The senior leadership team are accountable for ensuring the implementation, review and reporting on progress of the Accessibility Plan over a prescribed period.

- 2.3 The Accessibility Plan has been drawn up based upon information available to us, and in conjunction with students, parents, staff and trustees.
- 2.4 The Accessibility Plan will be reported upon annually in respect of progress and outcomes, and will provide a projected plan for the three-year period ahead of the next review date.
- 2.5 The Accessibility Plan is structured to complement and support our quality objectives, and will similarly be published on the Federation website.
- 2.6 We are committed to providing an environment that enables full curriculum access, that values and includes all students, staff, parents and visitors regardless of their education, physical, sensory, social, spiritual, emotional and cultural needs.
- 2.7 We are committed to taking positive action in the spirit of the Equality Act 2010 with regard to disability and to developing a culture of inclusion, support and awareness within the Federation.
- 2.8 The Accessibility Plan shows how access is to be provided and improved for disabled students, staff and visitors in a given timeframe and anticipating the need to make reasonable adjustments to accommodate their needs where practicable.
- 2.9 The Accessibility Plan contains relevant and timely actions to:
- increase access to the curriculum for students with a disability, expanding the curriculum as necessary to ensure that students with a disability are as equally prepared for life as are the able-bodied students; this covers teaching and learning and the wider curriculum of the Federation, such as participation in after-school clubs, leisure and cultural activities or Federation visits. It also covers the provision of specialist or auxiliary aids and equipment, which may assist these students in accessing the curriculum within a reasonable timeframe.
 - improve access to the physical environment of the Federation, adding specialist facilities as necessary; this covers improvements to the physical environment of the Federation and physical aids to access education within a reasonable timeframe.
 - improve the delivery of written information to students, staff, parents and visitors with disabilities; examples might include hand-outs, timetables, textbooks and information about the Federation and Federation events; the information should be made available in various preferred formats within a reasonable timeframe.
- 2.10 The Accessibility Plan relates to the key aspects of physical environment, curriculum and written information; development training for staff will recognise the need to continue raising awareness on equality issues with reference to the Equality Act 2010.

3. LINKS WITH OTHER POLICIES

3.1 The Accessibility Policy should be read in conjunction with the following policies, strategies and documents:

- Curriculum Policy;
- Equality Objectives;
- Health and Safety Policy (including off-site safety);
- Special Educational Needs Policy;
- Behaviour Management Policy;
- Federation Transformation Plan;
- Brochures/Prospectuses and Vision Statement.

4. MONITORING ARRANGEMENTS

4.1 The Accessibility Plan for physical accessibility relates to the access audit of the Federation. It may not be feasible to undertake all of the works during the life of this Accessibility Plan and therefore some items will roll forward into subsequent plans. An accessibility audit will be completed by us annually.

5. ACCESSIBILITY AUDIT

Consider each question from the perspective of each type of disability:
Tick the Y or N column as appropriate and add notes if necessary.

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

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

A – APPROACH AND CAR PARKING			
	Y	N	Notes
Is the building within convenient distance of a public highway?	Y		
Is the building within convenient distance of public transport?	Y		
Is the building within convenient distance of car parking?	Y		
Is the route clearly marked/found?	Y		
Is the route free of kerbs?	Y		
Is the surface smooth and slip resistant?	Y		
Is the route wide enough?	Y		
Is it free of such hazards as bollards, litter bins, outward opening windows and doors or overhanging projections?	Y		
Is it adequately lit?	Y		
Is it identified by visual, audible and tactile information?	Y		
Is there car parking for people with reduced mobility?	Y		
Is the car parking clearly marked out, signed, easily found and kept free from misuse?	Y		

Is the car parking as near the entrance as possible?	Y		
Is the car parking area suitably surfaced?	Y		
Is the route to the building kept free of snow, ice and fallen leaves?	Y		
Is the route level? (i.e. no gradient steeper than 1:20 and no steps)	Y		

B – ROUTES AND EXTERNAL LEVEL CHANGE INCLUDING RAMPS AND STEPS

	Y	N	Notes
Is there a ramp, with level surfaces at top/intermediate/bottom? (delete)	Y		
Is it wide enough and suitably graded?	Y		
Is the surface slip resistant?	Y		
Are there kerbs and are there edges protected to prevent accidents?	Y		
Are there handrails to one or both sides? (delete)	Y		BOTH
If a permanent ramp (or regraded levels) cannot be formed (perhaps to a listed building) is a portable ramp available?			N/A
Are ramps and steps adequately lit?	Y		
Are treads and risers consistent in depth and height?	Y		
Are all nosings marked and/or readily identifiable? (delete)	Y		
Are landings of adequate size and are they provided at intermediate levels in long flights? (delete)	Y		
If safe and convenient ramps and steps cannot be provided is vertical movement by powered means an alternative?	Y		

C – ENTRANCES, INCLUDING RECEPTION

	Y	N	Notes
Is the door clearly distinguishable from the facade?	Y		
If glass, is it visible when closed?	Y		
Does the clear door opening or one leaf when opened permit passage of a wheelchair or double buggy? (delete)	Y		
Does it have a level or flush threshold, and a recessed matwell? (delete)	Y		
Is there visibility through the door/way from both sides at standing and seated levels? (delete)	Y		
Is there a minimum 300mm wide wheelchair manoeuvre space beside the leading edge of the door to clear door swing?	Y		
Can the door furniture be used at both standing and seated height? (delete)	Y		
Can it be easily grasped and operated?	Y		
If the door has a closer mechanism does it have:			CP/Finance sites only
(a) delayed closure action?	Y		
(b) slow-action closer?	Y		
(c) minimal closure pressure?	Y		
If the door is power-operated does it have visual and tactile information?			N/A
If the door is security-protected is the system suitable for use by and within reach of people with sensory or mobility impairments?	Y		
If there is a lobby, do the inner and outer doors meet the same criteria?	Y		
Do lobby layouts enable all users to clear one door before going through the next?	Y		

Are signs designed and positioned to inform those with visual impairments and wheelchair users with reduced eye-levels?	Y		
Does the lighting installation take account of the needs of visually disabled people?			
Are floor surfaces:			
(a) slip-resistant, even when wet?	Y		
(b) of a quality that is sympathetic to acoustics – i.e. not so “hard” as to cause acoustic confusion?	Y		
(c) firm for wheelchair manoeuvre?	Y		
Are junctions between floor surfaces arranged in a way that avoids presenting tripping hazards and causing visual confusion?	Y		
Is any reception point suitable for approach and use from both sides by people in standing and seated positions?	Y		
Is it fitted with an induction loop?		N	

D – HORIZONTAL MOVEMENT AND ASSEMBLY			
	Y	N	Notes
Is each corridor/passageway/aisle wide enough for a wheelchair user to manoeuvre and for other people to pass?	Y		
Is each corridor, etc., free from obstruction to wheelchair users and from hazards to people with impaired vision?	Y		

Do any lobbies allow users (including wheelchair users) to clear one door before approaching the next with minimal manoeuvre?			N/A
Is turning space available for wheelchair users?	Y		
Does natural and artificial lighting avoid glare and silhouetting?	Y		
Are there visual clues for orientation?			SOME
Do floor surfaces:			
(a) allow ease of movement for wheelchair users?	Y		
(b) avoid light reflection and sound reverberation?	Y		
Do textured surfaces convey useful information for people with impaired vision?		N	
Are direction or information signs (including means of escape) visible from both sitting and standing eye levels, and are they in upper and lower case, and large enough type to be read by those with impaired vision?	Y		
Are there tactile signs and information for those with impaired vision?	Y		Visually impaired are also paired with staff who can support
Is sufficient circulation space allowed for wheelchair users?	Y		
Is it maintained clear of obstructions which could create hazards for people with visual disabilities?	Y		
Are seating arrangements/spaces suitable for use by people with visual disabilities?	Y		
Are all areas for assembly/meeting equipped with an induction loop system?	Y		
If the use of an induction loop system is precluded is an infra-red system in place?	Y	N	MIXED BETWEEN SITES
Is the functioning and operation of the induction loop or infra-red system checked regularly?	Y		

E – VERTICAL MOVEMENT AND INTERNAL LEVEL CHANGE			
	Y	N	Notes
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?	Y		ONE SIDE and TWO SIDE VARIABLES
Is any level change clearly lit?	Y		
Is the pitch (risers and treads) of step/stairs or any ramp consistent, and are nosings clearly identifiable? (delete)	Y		
If there are landings, are they large enough to permit passing and turning manoeuvres, and are they provided in any long flight?	Y		
Is any short rise within a single storey ramped; if so, is the ramped surface indicated, and is it slip-resistant?	Y		
Are all ramp gradients easily negotiated? [Range length 3m max = 1 in 12, 6m max = 1 in 26, 10m max = 1 in 20]	Y		
If a permanent ramp cannot be provided (perhaps a listed building) can a moveable ramp be made available?	Y		CP SITE ONLY (CC/Har HAS FULL ACCESS)
Where level change is less than a full storey in height is a power-operated system appropriate?	Y		CC/Har RELEVANCE ONLY – LIFT AVAILABLE
Lift			
(a) Is the lift's location clearly defined by visual and tactile information?	Y		
(b) Are controls at all floors visible, identifiable and reachable from sitting and standing levels?	Y		
(c) Is there adequate, unobstructed space at each floor lift entry for wheelchair manoeuvre?	Y		

(d) Does the lift door open widely enough for wheelchair user access?	Y		
(e) Does door operation allow slow entry and exit?	Y		
(f) Do the lift car internal dimensions allow sufficient space for a wheelchair user and carer?	Y		
(g) Does the car have appropriate support rails?			NOT REQUIRED
(h) Are the lift car controls inc. emergency call, located within reach of all users and with visual and tactile information?	Y		
(i) Is there audible floor indication?	Y		
(j) Is the lift an 'evacuation lift'? (see section J – MEANS OF ESCAPE)	Y		EVAC CHAIRS IN PLACE AT CC/Har
(k) Is the lift regularly maintained and its functional operation routinely checked?	Y		

F – DOORS			
	Y	N	Notes
Do the doors serve a functional/safety purpose? (delete)	Y		
Can they be readily distinguished?	Y		
If glass, are they visible when shut?	Y		
Can people standing or sitting in a wheelchair see each other, and be seen from either side of the door?	Y		
Does the clear opening width permit wheelchair access?	Y		
On the opening side of the door is there sufficient space (300mm) to allow the door handle to be grasped and the door swung past a wheelchair footplate?	Y		
Is any door furniture/handle at a height for standing/sitting use?	Y		
Are door/handles clearly distinguished?	Y		
Can the door furniture/handles be easily operated/grasped? (delete)	Y		
If door closers/mechanisms are fitted do they provide the following:			
(a) security linkage?	Y		CC/Har
(b) delay-action closure?	Y		CC/Har
(c) slow-action closure?	Y		CC/Har
(d) minimum closure pressure?	Y		CC/Har
Is door/mechanism function checked regularly?	Y		CC/Har

G – LAVATORIES

	Y	N	Notes
Is WC provision made for people with disabilities?	Y		
Do all lavatory areas have slip-resistant floors?	Y		
Are they easy to distinguish by colour contrast from walls?	Y		
Are all fittings readily distinguishable from their background?	Y		
Are all door fittings/locks easily gripped and operated?	Y		
Can ambulant disabled people manoeuvre and raise and lower themselves in standard cubicles?	Y		
Is provision made for wheelchair users? If so:			
Is wheelchair approach free of steps/narrow doors/obstructions, etc?	Y		
Is the location clearly signed?	Y		
Is there sufficient space at entry to the compartment for wheelchair manoeuvre and door opening?	Y		
Are the door fittings/locks and light switches easily reached and operated?	Y		
Is there an emergency call system and is someone designated to respond?	Y		
Can the emergency call system be operated from floor level?	Y		
Is the wheelchair WC compartment large enough to permit manoeuvre for frontal lateral/angled/backward transfer, with or without assistance?	Y		
Are the fittings arranged to facilitate these manoeuvres?	Y		

Are hand washing and drying facilities within reach of someone seated on the WC?	Y		
Is the tap appropriate for use by someone with limited dexterity, grip or strength?	Y		
Are suitable grab rails fitted in all the appropriate positions to facilitate use of the WC?	Y		
Is the manoeuvring area free of obstruction, e.g. boxed-in pipework/radiators/cleaner's equipment/disposal bins/ occasional storage, etc., and is any difficulty caused by the activity of service contractors?	Y		

H – FIXTURES AND FITTINGS			
	Y	N	Notes
Is any servery/counter accessible to all users, including those with hearing impairments?	Y		
If the building has fixed seating are there also associated spaces for wheelchair users and at regular intervals on long routes?			N/A
Is it possible for wheelchair users and people with other disabilities to approach and use all vending machines/drinking water dispensers, etc?	Y		
Is it possible for people with disabilities to serve as volunteers?	Y		
Are all fittings readily distinguishable from their background?	Y		
Where there are display stands, bookstalls, etc., are they visible/reachable/accessible by people with disabilities?	Y		WHERE RELEVANT TO AGE GROUP

In any eating/meeting space do tables, chairs and the layout allow for use by wheelchair users and other people with disabilities?	Y		
In any staff accommodation is it suitable for use by people with disabilities including wheelchair users, with slip-resistant floor, reduced level kitchen units and sink and lever action taps?	Y		
Are all relevant locations clearly signed?	Y		

I – INFORMATION			
	Y	N	Notes
Is the building equipped to provide hearing assistance?	Y		CC/Har/CP
Does lighting installation of the building take into account the needs of people with visual disabilities?	Y		CC/Har ONLY
Is there a tactile plan or diagram of the building?		N	
Are there large-print versions of information about the building/activities available?	Y		UPON REQUEST
Is there 'braille' information available for people with visual disabilities?	Y		UPON REQUEST THIS CAN BE SOURCED
Is there an 'audio' version of information about the building available?	Y		UPON REQUEST
Where there are staff available in the building at information/refreshment facilities, are they trained in communication with people with physical and sensory disabilities?		N	
Where a payphone is provided does it have a hearing aid coupler?			N/A
Are all relevant locations clearly signed?	Y		

J – MEANS OF ESCAPE			
	Y	N	Notes
Is there a visible as well as audible fire alarm system?		N	
Are final exit routes as accessible to all, including wheelchair users, as are the entry routes?	Y		
Is evacuation from upper and lower levels possible using an evacuation lift/platform lift with a protected power supply?	Y		
If people with disabilities cannot evacuate from the building independently are designated and signed refuges available?	Y		
If refuges are available are they equipped with 'carry chairs'?	Y		
Is there a 'management evacuation strategy' for staff, pupils and visitors, and are staff trained in evacuation procedures?	Y		
Is the evacuation strategy checked regularly for its effectiveness?	Y		THREE TIMES PER YEAR – All Federation sites
Are evacuation routes checked routinely and regularly for freedom from combustible materials/obstacles/locked doors?	Y		
Are all fire warning devices and detectors checked routinely and regularly?	Y		

Audit Action Plan					
Item	Target	Strategy	Outcome	Time frame	Goal achieved
1	Next Catmose Primary audit due before 10 March 2023	General Browns Health and Safety advisory visit	Good		Yes. Next H&S Audit 15 Feb 2023
2.	Next Federation audit of all buildings due before 10 March 2023	General Browns Health and Safety advisory visit	Good		Yes. Next H&S Audit 15 Feb 2023
3.	Next Federation audit due before 30 June 2023	General Browns Health and Safety advisory visit	Good		Yes. Next H&S Audit 15 Feb 2023

