

## Coed y Gof Primary School Access Plan as at 2017

### Access to the Physical Environment

	Targets	Strategies	Timescale	Responsibility
<b>Short term</b>	<ul style="list-style-type: none"> <li>• To ensure Accessible Parking Space is located near school entrance for visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Site management should undertake liaison with the Highways Department to review.</li> </ul>	Autumn term 2017 for contact with Highways	MH
	<ul style="list-style-type: none"> <li>• Install Portable Induction Loop to be based in new reception area but available for use around school.</li> </ul>	<ul style="list-style-type: none"> <li>• Purchase from online supplier and put up signs indicating their availability</li> </ul>	Autumn Term 2017	MH
	<ul style="list-style-type: none"> <li>• Improvements to accessible toilet</li> </ul>	<ul style="list-style-type: none"> <li>• End the use of this room as storage.</li> <li>• Implement management procedure to ensure that the alarm cord is never tied up and always hanging loose.</li> </ul> <p>According to BS8300 - An emergency assistance pull cord should be sited so that it can be operated from the WC and from an adjacent floor area. The emergency assistance pull cord, coloured red, should be provided with two red bangles of 50 mm diameter, one set at a height between 800 mm and</p>	Autumn Term 2017	MH

	<ul style="list-style-type: none"> <li>Put up tactile signage from main entrance, through reception and into lower corridor at key locations. Particularly in terms of main locations and accessible toilet</li> <li>Ensure that any disabled pupils, adults and visitors can be safely evacuated as applicable</li> </ul>	<p>1000 mm and the other set at 100 mm above floor level.</p> <ul style="list-style-type: none"> <li>Move reset button so that it can be reached from a seated position when on the toilet</li> <li>It is recommended that a 'way finding' review be undertaken for the school.</li> <li>Put in place Personal Emergency Evacuation Plans for any disabled pupils, where and when necessary. Seek advice from LA if necessary. Put in place management procedure for ensuring safety of Disabled adults and visitors.</li> <li>Numerous fire exits do not have sufficient clearance width, the thresholds are not level with the floor and do not have ramps making egress potentially difficult for wheelchair users. Install 'humps' / graded approaches to the fire exits</li> </ul>	<p>Autumn Term 2017</p> <p>Summer Term 2016</p> <p>Autumn Term 2017 for some exits. For remaining exits (eg fire exit from main hall) carry out an architectural feasibility study and discuss finding with LEA planning team by end of 2017/18 academic year. This will also involve co-ordinated approach with Pentrebane primary.</p>	<p>MH</p> <p>MH</p> <p>MH</p>
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	<ul style="list-style-type: none"> <li>• General site maintenance and upkeep required to maximise accessibility for people with visual impairments particularly</li> </ul>	<p>which would allow egress for wheelchair users. The gradients should be colour contrasted to indicate the presence of a gradient. This will ensure people do not stumble. The fire exit doors should have a 800mm clearance width with flush threshold. BS8300 - The threshold is level or, if a raised threshold is unavoidable, it has a total height of not more than 15mm.</p> <p>Site management should review situation, implement a management procedure to ensure that a clearance width is available at all times.</p> <ul style="list-style-type: none"> <li>• All black bins are not suitably colour contrasted against the background to aid people with impaired vision. Colour contrast needs to be added.</li> </ul> <p>There are numerous trip hazards such as gate stop, tyres, toy equipment and planting pots.</p> <ul style="list-style-type: none"> <li>• Throughout the school the steps nosing strips should be replaced with a contrasting</li> </ul>	<p>Spring Term 2018</p>	<p>MH</p> <p>MH</p>
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<b>Medium term</b>	<ul style="list-style-type: none"> <li>Improvements to handrail near main gate</li> </ul>	<ul style="list-style-type: none"> <li>Install BS8300 compliant handrails to both sides of the ramp that extend 300mm beyond top and bottom of the ramp, ensure that the handrail does not project into a route of travel. Ensure that they are coated with well contrasted nylon or suitable alternative such as wood to ensure that they are not cold to the touch.</li> </ul>	<p>Before end of Summer 2020/Begnniing Autumn 2021</p>	MH
	<ul style="list-style-type: none"> <li>Improvements to doorways throughout school</li> </ul>	<ul style="list-style-type: none"> <li>Level or reduce thresholds to 15mm to allow access for wheelchair users</li> </ul>	<p>2019-20 Academic Year</p>	MH
		<ul style="list-style-type: none"> <li>All doors including main entrance to have vision panels at the correct heights to prevent a collision hazard for wheelchair users and people of small stature (with a minimum visibility zone between 500mm and 1500mm from floor level and located at the side of the leading edge. Glass should comply with BS6206.)</li> </ul>	<p>Rolling programme throughout 2015-2019 academic years</p>	MH

	<ul style="list-style-type: none"> <li>• Improve access to key 'central' facilities e.g. main hall</li> <li>• Improve fire exits</li> </ul>	<ul style="list-style-type: none"> <li>• Repair platform lifts or reposition these facilities to an accessible location within the school</li> <li>• Remaining exits and fire exits to allow egress for Disabled people</li> </ul>	<p>Costings to be gathered with decision made and changes implemented by 2018</p> <p>By end of 2018/19 academic year</p>	<p>MH</p> <p>MH</p>
<b>Long term</b>	<ul style="list-style-type: none"> <li>• Improve access to staff car park</li> <li>• Improvements to reception area and main lobby</li> </ul>	<ul style="list-style-type: none"> <li>• Allocate accessible parking spaces and automated gate system.</li> <li>• Intercom and automated door required for main entrance to school.</li> <li>• Inner lobby area is too small. According to BS8300 - The length of the lobby should be at least the projection of the door or doors, if swinging into the lobby, plus 1570mm. Clear width of corridor not less than 1200mm. Turning circle of 1800mm diameter at a corridor junction acts as a passing place and allows a wheelchair user to turn and return in the other direction. Clear width of at least 1000mm where there is a</li> </ul>	<p>County to be informed and timescale to be advised based on their Access Strategy</p>	<p>MH/ LEA</p>

	<ul style="list-style-type: none"> <li>Flashing beacons to be installed to assist people with visual impairments in case of fire</li> </ul>	<p>permanent obstruction over a short distance.</p> <ul style="list-style-type: none"> <li>Specialist advice should be undertaken to install alarm/alerting systems for people with impaired hearing, such as flashing beacons and vibrating devices. If flashing beacons are used, supplement with signage to indicate purpose.</li> </ul> <p>BS8300 - A fire alarm should emit a visual and audible signal to warn occupants with hearing or visual impairments.</p>	<p>County to be informed and timescale to be advised based on their Access Strategy</p>	<p>MH/LEA</p>
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## Access to the Curriculum

	Targets	Strategies	Timescale	Responsibilities
<b>Short term</b>	<ul style="list-style-type: none"> <li>Ensure all staff have access to specific training on disability issues</li> </ul>	<ul style="list-style-type: none"> <li>Use staff audit to identify training needs and inform Professional Development process.</li> </ul>	September 2017	MH/ALNCO
	<ul style="list-style-type: none"> <li>Ensure all staff are aware of any disabled pupils' curriculum access where applicable</li> </ul>	<ul style="list-style-type: none"> <li>Set up system for information to be shared with appropriate staff (including lunchtime supervisors) where applicable</li> <li>Display information relating to individual pupils' needs in staff room</li> </ul>	<p>As and when necessary</p> <p>As and when necessary</p>	<p>MH/ALNCO</p> <p>MH/ALNCO</p>
<b>Medium term</b>	Ensure all IT software and resources are adapted for use by people with visual impairments	<ul style="list-style-type: none"> <li>Audit all SEN ICT and other resources. Order further resources as necessary</li> <li>Run individual training sessions on use of SEN resources</li> </ul>	Audit – by end of Summer Term 2019 Resources and training – rolling programme to be completed by Summer Term 2021	MH/ALNCO

	Curriculum Resources adapted for use by pupils who are	<ul style="list-style-type: none"> <li>Run individual training sessions on use of SEN resources</li> </ul>	Annual review of resources required based on pupil needs	MH/ALNCO
<b>Long term</b>	<ul style="list-style-type: none"> <li>Ensure all staff have refresher disability equality training.</li> </ul>	<ul style="list-style-type: none"> <li>Set up refresher INSET training for SLT/ all staff on Equalities/ Disability Equality Duty</li> <li>Ensure new staff access similar CPD courses</li> </ul>		MH/ALNCO  MH/ALNCO

#### Access to Information

	<b>Targets</b>	<b>Strategies</b>	<b>Timescale</b>	<b>Responsibilities</b>
<b>Short term</b>	<ul style="list-style-type: none"> <li>Review information to parents/carers to ensure it is accessible</li> </ul>	<ul style="list-style-type: none"> <li>Consult parents/carers about access needs when child is admitted to school</li> </ul>	Ongoing	MH
			Ongoing	MH

		<ul style="list-style-type: none"> <li>Review all letters home to check that they are written in Plain English</li> <li>Produce newsletter in alternative formats e.g. large print, Braille, audio according to need</li> </ul>	According to need	MH
	<ul style="list-style-type: none"> <li>Inclusive discussion of access to information in all annual reviews</li> </ul>	<ul style="list-style-type: none"> <li>Consult with parents/carers and children about access to information and preferred formats in all reviews</li> <li>Develop strategies to meet needs</li> </ul>	<p>As and when necessary</p> <p>As and when necessary</p>	<p>MH</p> <p>MH</p>
<b>Medium term</b>	<ul style="list-style-type: none"> <li>School corridor and classroom displays are accessible to all</li> </ul>	<ul style="list-style-type: none"> <li>Review any laminated (or similar) wall displays for reflections from windows or lighting and replace or move as necessary</li> </ul>	To be built into regular teaching assessment from Autumn 2019	MH

<p><b>Long term</b></p>	<ul style="list-style-type: none"> <li>• Heighten awareness of mainstream staff in relation to strategies and procedures employed by speech therapists for SLCD pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Provide training in relation to SLCD issues, for all staff</li> </ul>		<p>Speech therapist/ LEA SLCD Team</p>
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