

*Ysgol Gynradd
Aberbargoed
Primary School*



"Everyone Matters" – "Mae Pawb Yn Bwysig"

Policy Title:	Accessibility Plan		
Adoption Date:	March 2010 Nov 2018 February 2022	Review Date:	February 2025
Signed:		Signed:	
	Chair Of Governors		Headteacher

Accessibility Plan

Introduction

The Governing Body of Aberbargoed Primary School is required by law to produce an Accessibility Plan under the Disability Discrimination Act 1995 (as amended by the Special Needs and Disability Act of 2001) DDA, Part 1V. DDA, Part III. Planning Access to Increase Access to Schools for Disabled Pupils – NAW Circular 15/2004.

We aim to be an inclusive, learning school serving a learning community. That learning community comprises children, members of staff, parents, and governors as well as members of the wider community who may come into our school. We strive to create effective lifelong learners. We value all learners whatever their gender, age, religion, race, ability or disability. We have a strong tradition of seeing ourselves as an inclusive school.

A number of our pupils have challenging learning needs but we seek to meet these needs through the use of an appropriate and differentiated curriculum, additional learning resources and modifications to the structure of the school building where necessary. However we recognise that the most important factor in ensuring that we meet the needs of all learners in our care is a positive attitude and the desire to make things work. There will never be enough money or resources to meet all of our aims and objectives as effectively as we would want. A positive attitude and a desire to make things work for all our learners costs nothing – but is priceless.

Simon Dixon completed a comprehensive survey of the site in March 2010. This led to the production of a report – Physical Access Strategy. A copy of the full report can be found in the Headteacher's office. The school will address the requirements of the report and the accessibility plan within it, in the School Development Plan under the Key Question three activities. Funding will be sought from the LEA and made available within the School budget's maintenance monies.



Aberbargoed Primary School

25/05/2022 - Physical Access Strategy (PAS) Review

Over the past few years, the school have undertaken a variety of works to improve access to the school in accordance with the recommendations made in the original PAS completed (2018). Further improvements can be made at the time of refurbishment or when existing features come to the end of their life. This update/review should be viewed in conjunction with the original survey.

Accessible Parking

Plenty of car parking spaces at site for staff to use and two designated disability parking bays if required. Parents are not permitted to park onsite unless there are special circumstances and this was agreed with the headteacher

Main Entrance

As per picture below, the main entrance

Since the original PAS the door is now automatic which allows for wider access to reception. A larger single leaf door is present with a small leaf that can also be opened, access width approx. 1040mm. An intercom and auto release door system also now in place

As identified in original report the main entrance has a steep incline at the entrance point with no level platform outside the door to enable an easy operation for a wheelchair user. A ramp has now been fitted since the original report

Reception

As per recommendation from PAS report a portable hearing loop and sign now present on site

From original PAS report it was identified that the reception counter is too high and inaccessible for those using wheelchairs. New reception counter has been placed for suitable access for wheelchair, the below picture is of the new reception counter.

Toilet facilities

At the time of PAS, no accessible toilets were present, since then as pictured below an accessible toilet is now present

Circulation Space

Movement through the school remains limited, with some corridors are narrow, there are however regular passing places, which should make wheelchair use acceptable.

At the time of the original PAS report it was concerning that there was no emergency exits that are suitable standard to provide adequate emergency egress for disabled people. It was recommended that at least on egress point, for example off the main hall is provided with suitable ramp and handrails. There are many doors across the school site that have been changed and are now wide enough for disabled people to egress the building safely.

In summary the following have been completed from the original document

		Priority3	Priority2	Priority1
Issue	Action			

Undersized single leaf main entrance door	Replaced with wider single leaf door, automatic release door and new intercom system in place			
No hearing loop	Portable hearing loop and signage now present			
No accessible toilets	Accessible toilets now on site			
No disabled parking spaces onsite	There are two designated disabled parking spaces onsite			

Issues requiring attention

The school has completed most of the from the original PAS. The original document can still be used to plan alteration works as detailed within section 3.

Emergency egress plans are in place for all building users that require them

Internal and external accessibility to be considered when relevant and potential for works to be done is available

Install a main entrance sign on main entrance doors

***Document review required April 2025 (review required every 3 years)**

Anna Fitchett

SLA Health and Safety Officer

Aberbargoed Primary School

05/11/18 – Physical Access Strategy (PAS) Review

Over the past few years the school have undertaken a variety of works to improve access to the school in accordance with the recommendations made in the

original PAS completed in March 2010. This update/review should be viewed in conjunction with the original survey.

Accessible Parking

The school have chosen to provide 2 clearly marked accessible parking bays. These are located in the main car park and a clear access route with dropped kerbs have been is provided towards the main entrance.

Reception Counter

The reception counter has been lowered to enable wheelchair user's easier access when greeted by school staff.

Accessible Entrance Point.

The designated accessible entrance point provides a ramp to enable wheelchair access into the building. The door has been automated and can be released / opened remotely. This provides clear safe access for any disabled user or parent with a pushchair.

Hearing loop system at the reception area.

The school now provides a hearing loop system at the reception point. Signage is on display to alert those who wear hearing aids that the facility is available. The unit the school have chosen to provide is portable and can be used elsewhere in the building for meetings, parents evenings etc.

Accessible toilet

A fully compliant accessible toilet with a changing bed is provided which has been inspected and is considered to be satisfactory.

In summary the following have been completed from the original document.

1.	No hearing loop system.	The school now provides a hearing loop system at reception.
2.	Potential location of accessible toilet.	A fully compliant accessible toilet has been provided.
3.	Accessible parking bay.	The school has provided 2 accessible parking areas. This is located in the car park, close to reception.
4.	Accessible entrance point.	The entrance point provides a ramp to enable wheelchair access; the door has been automated and can be opened remotely.
5.	Reception counter	The reception counter has been lowered.

Issues requiring attention

The original document can still be used to plan alteration works as detailed within section 3.

Emergency egress plans are in place for all building users that require them as recommended in the original PAS.

*Document review required November 2021.

Physical Access Strategy

Increasing the physical access to schools

Aberbargoed Primary (Lower Building)

Heol Ysgol Newydd

CF81 9DD



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Site survey 8th March 2010

Index

- 1. Planning for accessibility.**
- 2. The Foundation Standard.**
The essential elements of physical access
- 3. List of required works.**
- 4. Building plan.**
Pinpointing problem areas.
- 5. Sensory impairment, signage and building management.**
This checklist will ensure that access throughout the environment is maintained.

1. Planning for accessibility – Legislative requirements

Under the planning duties in Part 4 (education) of the Disability Discrimination Act (DDA), local authorities are required to develop accessibility strategies and schools to develop accessibility plans. One of the planning duties under this heading includes improvements to the physical environment of the school and the provision of physical aids to education. Improvements to physical access might include the fitting of handrails or provision of ramps, widening doorways and creating accessible toilet and changing facilities. Physical aids to education would include specialist furniture or equipment, information and communication technology equipment or mobility aids.

In addition to their duties towards pupils, schools also have duties under part 3 of the DDA (access to goods, services and facilities) towards non-educational users. This has particular implications for parent teacher association meetings, letting policies, school socials and governors' events. In effect this means that "reasonable adjustments" are a legislative requirement in these instances.

Under part 2 (employment) of the DDA schools also have duties towards staff, again to provide "reasonable adjustments". Additional funds may be available through the Department of Work and Pensions' Access to Work scheme. This scheme allocates resources to support disabled people in maintaining, returning or starting a successful working life.

The duty on schools to make "reasonable adjustments" is anticipatory. Schools cannot, in general wait until a disabled child has arrived before making an adjustment. They must be proactive in their approach to ensure that they do not discriminate against any future placement of a child.

Scope of this document

The physical alterations and adaptations to a building in this context, to increase access can be viewed in two terms.

1. **General** improvements required to bring the building(s) up to the standard recommendations as outlined in the building regulations Part M (2001) and the British Standard 8300 (2009). By applying the general principles of accessible design the environment will provide greater access for students, teachers and visitors.

2. **Specific** alterations that may be required to improve the physical access for an individual that might not be considered within the building regulations or British Standards i.e. specific handrails, hoists, specialist equipment or associated medical/OT requirements.

This report is concerned with the **General** elements of improving the physical environment. Views should be sought from specialist teachers regarding individual's specific requirements, ensuring enough time is given to plan and provide such requests well in advance.

The intention of this document is to provide the link between the school, local authority education teams and the local authority corporate property division who hold detailed information regarding other property related issues such as condition surveys and asbestos registers. Establishing this link will enable greater joint working and match funding opportunities. Making this plan freely available in a variety of formats will offer useful feedback from parents, pupils and other visitors to the building. It will also provide an evidence base for prioritising works. It is intended that this document also be read in concurrence with the Caerphilly County Borough Councils ***"Education Accessibility Strategy 2008-2011"***

Maintenance, redecoration and routine repairs.

Some works will be linked directly to the particular pupils coming to the school. Other works may be planned, such as general building development work, refurbishment and redecoration. In all of these works there are accessibility considerations and it is important that

such considerations are built in. Using this document can ensure such opportunities are not missed.

- ✓ Rewiring is an opportunity to install a visual alarm systems
- ✓ Redecoration is a chance to increase colour contrast
- ✓ Replacing doors with compliant handles and vision panel

2. The Foundation Standard

The overall aim of this report is to identify areas that are not up to the current standards. Clearly be to have all buildings fully physically accessible to all people by completing all recommendations from the access audit is the overall goal. This in the majority of cases could then be described as a **fully accessible building**.

As this is a number of years away the proposal in the interim is a set criteria that the LA and the school can work towards. Four broad criteria are recommended.

Once a property can fulfill the four criteria, it will be physically accessible to the **foundation standard**. The four criteria are:

- **Parking** - clearly marked, designated, accessible bays with dropped kerbs, tactile paving and clear access routes,
- **Main Entrance** - level entrance and lobby doorways with accessible opening mechanisms,
- **Reception** - clear access routes to the main reception area, with a low level counter and hearing loop system,
- **Accessible WC** - unobstructed route to an accessible WC near to the reception area or within a reasonable distance,

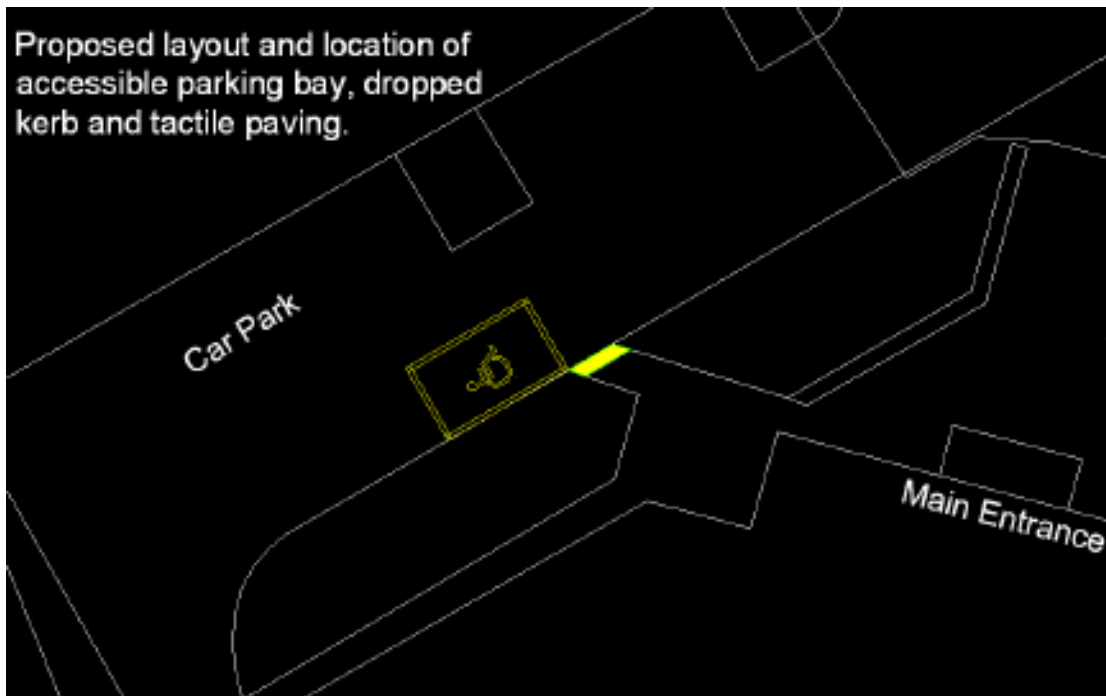
As mentioned earlier these criteria may or may not provide full access to the school for **all** users and should be viewed as *General* rather than *Specific* adaptations. It is intended however to provide a reference/base point to set up a program of works, which can be monitored and measured year on year.

It is worth noting that there is a corporate budget available to undertake these works once approved by the Disability Equality Group and dependent of available funds. A number of schools have

undertaken foundation standard work utilising this funding and are now in a position to extend access works throughout the school. Expressions of interest should be made to the Health, Safety, transport & Customer Care team based in Penallta House.

Parking

- Currently there is no designated accessible parking space at this site.
- It is recommended that a space be established and a dropped kerb installed as highlighted in the plan.
- Tactile paving must be included with the dropped kerb to assist people with visual impairment.



- Clear directional signage needs to be provided to indicate the route towards the main entrance from the parking area.
- Careful monitoring should accompany the accessible parking bay.
- This parking space has the intention of providing easy access for disabled [visitors](#) attending public events at the school, parents evenings or for a disabled governor.

- If in the future a disabled staff member joins the school they will require a separate parking space.
- In summary there should be at least one disabled parking space per disabled member of staff and at least one for visitors.



- From this point a clear access route towards the main entrance is provided.
- All freestanding columns need a colour-contrasting band at 1.5m from the floor, approximately 150mm wide.

Main Entrance

- The main entrance has a steep incline at the entrance point with no level platform outside the door to enable easy operation for wheelchair users. A ramp is required to overcome this obstacle.
- The total rise would necessitate a ramp of approximately 1:12 over 1.8m.
- Automatic door openers can be installed as part of the foundation standard to enable easier access for disabled people and if this option, (with a well positioned intercom) is taken **may** alleviate the need for the ramp.



- The DDA officer is able to advise further the options available and funding details.

Reception

- The reception area is not accessible for disabled people.



- There is currently no hearing loop system in place. The minimum requirement would be the availability of a portable hearing loop at this point.
- This unit can then be used in different locations as and when required e.g. parents evening
- The reception counter is too high and inaccessible for those using wheelchairs.
- The table in front of the counter is poorly positioned and would be a hazard for people with low vision.
- Section five of this document is recommended; “*Sensory impairment, signage and building management*” suggests further reading with the intention of increasing the accessibility of areas such as this.

Toilet facilities

- There is no disabled accessible toilet within the building that complies with the current regulations.
- A proposal to provide an accessible toilet and shower facility has been agreed in principle.



- Potentially this can be a joint funded project between corporate property (under the foundation standard) and education with no cost to the school.
- It is recommended that all other existing toilet facilities be retained and that this does not replace an existing facility
- It is expected that this would require 2 weeks to complete, therefore having the work carried out over the summer break might prove to be the best option.

Other issues

- Some corridors are narrow; there are however regular passing places, which should make wheelchair use acceptable.
- More concerning is the fact that at this time there are no emergency exits that are of suitable standard which provide adequate emergency egress for disabled people. It is recommended that at least one egress point, for example off the main hall is provided with a suitable ramp and handrails.



- Funding for this is not available under the foundation standard but request to education (health and safety) may be an option.

- To accompany this every disabled person on the site will require a Personal Emergency Egress Plan (PEEP)

In summary, there are only a handful of issues that need to be addressed at this site to provide accessibility to the “Foundation Standard” with the majority qualifying for funding by the corporate DEG budget.

5. Sensory impairment, signage and building management



A handbook of building and interior design solutions to include the needs of **visually impaired people**. Published by RNIB and The Stationery Office.

Gwent Visual Impairment Service

Brecon House

William Brown Close

Llantarnum

NP44 3AB

01633 645420



This technical document outlines good practice when considering **acoustic design**. Chapter 6 is particularly relevant as it considers “acoustic design and equipment for pupils with special hearing requirements”.

Hearing Impaired Service

c/o Llantarnum Comprehensive School

Llantarnum

NP44 3XB

01633 871226



The Sign Design Guide is about making environments accessible to everyone and addresses the concept of 'inclusive signage'. It provides clear guidance on producing signs and other way finding information, and will assist UK users to comply with the Disabilities Discrimination Act.

5. Building Management Checklist

Please check as applicable to the building on a regular basis.

External areas

☐ Car parking: designated spaces not used by non-disabled drivers?

- Kept clear of obstructions?

☐ Bicycles stored clear of access routes and not chained to handrails of steps or ramps?

☐ External routes, including steps and ramps, kept clean, unobstructed and free of surface water, algae growth, snow and ice?

☐ Vegetation and planting kept trimmed to avoid:

- Overhanging access routes?
- Obscuring signage and the spread of light?

Doors

■ Door closers and door ironmongery maintained?

- Side-hung doors accompanying revolving doors kept unlocked?

Circulation

■ Horizontal circulation: space required for wheelchair manoeuvre not obstructed by furniture, deliveries, storage etc?

■ Vertical circulation: lifts, platform lifts and wheelchair platform stair lifts checked regularly for proper functioning?

WCs

■ Not used as unofficial storage areas?

- Kept well stocked with toilet tissue, hand towels and soap?
- Kept clean?
- Waste bin not positioned in transfer area?
- Transfer space not used as a storage area?
- Assistance alarm cord hanging free and available for use?

Signage

■ New signs integrate with existing signage system?

- Signs replaced correctly when removed for redecoration?
 - Temporary signs removed when no longer required?
 - Maps and models updated when necessary?
-

Hearing enhancement systems

- Regular checks made to ensure equipment fully operational and effective?
- Staff trained in using the equipment?

Alarms and security

- Regular checks made of emergency evacuation alarm?
 - WC assistance alarm?
 - Staff fully trained in response procedures?
-

Surfaces

- Cleaning and polishing does not render slip-resistant surfaces slippery?
 - Junctions between different flooring materials do not become worn, presenting a tripping hazard?
 - Flooring when renewed is replaced like for like?
 - Redecoration does not compromise a carefully devised colour scheme?
-

Lighting

■ Windows, lamps and blinds kept clean to maximise available light?

- Blown lamps swiftly replaced?

Information

■ Information readily available on the accessibility of the building?

- Equipment available?
- Assistance available?
- Nearest accessible car parking and accessible WCs, if applicable?

Policy

■ Building management procedures and policies regularly reviewed and updated?




■ Is there an access action plan to carry forward information and recommendations from this access audit?

Means of escape

■ Exit routes checked regularly for freedom from obstacles (including locked doors) and combustible materials?

■ Alarm systems, including those in WCs, regularly checked?

■ New staff trained in alarm response procedures?

	Overall escape strategy for visitors who may need assistance?
	Personal emergency egress plan (PEEP) available for each member of staff needing assistance?
	Both general escape strategy and personal emergency egress plans checked regularly for efficiency and effectiveness?

General observations: