



## Equality Act 2010 Access Audit Shaw Education Trust Guidelines

Academy:

**Walton Hall Academy**

Address:

**Stafford Road, Eccleshall, Staffordshire, ST21 6JR**

Assessment Undertaken By:

**C Bagnall**

Date of Assessment:

**17/11/2020**

Signature of Assessor:

A handwritten signature in black ink, appearing to read 'C Bagnall', is written inside a rectangular box.

Signature on Behalf of  
Academy:

**Summary of Findings-**

**For Wheelchair users specifically, the premises can be determined as,**

1. Fully accessible including all facilities, car parking, toilets, all ground floor areas and services.
2. Part Accessible – Front door entrance, lobby and at least one desk position.
3. Not accessible – Cannot be accessed but bell to call for assistance and signage and staff aware of procedure to provide advice.



**GENERAL APPROACH TO THE PROPERTY**

| NO. | CONTROL MEASURE   | SHAW GUIDELINES                       | YES/ NO<br>N/A | COMMENTS / ACTIONS  |
|-----|---|---------------------------------------|----------------|---|
| 1.  | Are external access routes, including Shaw Education Trust owned and / or maintained car parks (where applicable), steps and ramps kept clean, unobstructed and free from trip / slip hazards, surface water, snow and ice? | Adequate colours and signage in place | <b>Yes</b>     | Gritting policy and snow clearance plan in place by site team. Routine debris clearing e.g. leaves, mud, silt etc... ongoing as per premises external risk assessment |
| 2.  | Are kerbs dropped where required with tactile paving in appropriate locations?  | Comment if Local authority ownership  | <b>Yes</b>     | Dropped kerbs in place on main car park and drop off point at the back of KS3   |
| 3.  | Are access routes adequately lit?   | Comment if Local authority ownership  | <b>Yes</b>     | All access paths and routes covered by LED lighting   |

**EXTERNAL RAMPS**

| NO. | CONTROL MEASURE   | SHAW GUIDELINES   | YES/NO<br>N/A | COMMENTS / ACTIONS   |
|-----|---|---|---------------|--|
| 4.  | Is there a ramp at the entrance to the property?                          | Comment if Local authority ownership may prevent permanent ramp.                                  | <b>Yes</b>    | Access ramps in place leading to reception and other access doors of KS3, ramped access to classes in KS4, parts of KS5 and residence block. |
| 5.  | If no to item 4 can one be provided and how?                              | Recommendation is 1:12 but comment if ramp of any gradient can be provided (or consider portable) | <b>N/A</b>    |  |
| 6.  | If yes, Is the ramp accompanied by a step?                                | Max step 40mm and may be accessible with assistance provided?                                     | N/A           |  |
| 7.  | Is it wide enough, suitably graded with suitable handrails and mid-rails? | Min of door width ie, 800 mm. Handrail height at 900mm with mid rail.                             | N/A           |  |
| 8.  | Ar the surfaces suitable i.e, slip-resistant                              | Comment on surfaces finish.   | N/A           |  |

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**EXTERNAL STEPS**

| NO. | CONTROL MEASURE   | SHAW GUIDELINES  | YES/NO<br>N/A | COMMENTS / ACTIONS   |
|-----|---|--|---------------|--|
| 9   | Are tactile warnings provided at the top and bottom of any steps? |  | Yes           | Tactile paving is in place on some access routes. More tactile paving to be installed as paths are upgraded through routine maintenance.   |
| 10  | Is a handrail installed?  | Consider if grab rail or handrail to be installed at height of 900mm | Yes           | Handrails are in place on all external steps.  |
| 11  | Are treads and risers all long / high enough and all uniform?     |  | Yes           | All external steps are uniform in size.  |
| 12  | Do all steps have colour contrasting nosings?                     | Consider if necessary or if can be reasonably identified.            | Yes           | All external steps across site have colour contrasting nosings fitted where possible. Some suitable nosings to be sourced for some steps around KS5, where the fitting of normal nosing designs is restricted due to the design of Victorian sandstone steps which are in place. |

**PROPERTY ENTRANCE**

| NO. | CONTROL MEASURE  | SHAW GUIDELINES  | YES/NO<br>N/A | COMMENTS / ACTIONS  |
|-----|--|--|---------------|---|
| 13. | Is the main entrance easy to identify and clearly distinguishable from its immediate surroundings? | Adequate colours and signage in place  | Yes           | Adequate colour changes and signs in place to make entrances distinguishable.   |
| 14. | Does at least 1no main door entrance provide a 800mm wide clearance and have a flush threshold?    | Min width 800mm. Max threshold/step 40mm otherwise consider portable ramp, bell etc. | Yes           | Entrances to all key stages and residence have flush thresholds and provide adequate clearance  |
| 15. | Can people each side of the door, either standing or sitting, see each other?                      | Ensure adequate glazing for vision.  | Yes           | Doors are fitted with 60/40 glazing in KS3, KS4 and residence to enable good sight lines for staff and visitors. KS5 listed building status limits the door style we can use. |

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|     |   |   |            |   |
|-----|---|---|------------|---|
| 16. | Are door controls 1000mm above finished floor level, colour contrasting and easy to grip and open the door?   | Awareness of requirement for any powered system but generally not provided as assistance should be offered. | <b>Yes</b> | All doors have colour contrasting furniture and are easily accessible. Automatic door system not needed as assistance is readily available. |
| 17  | Is the door closer adjusted to close at a sufficient enough rate for a wheelchair user to clear the door and does it provide a low enough resistance to open the door easily enough?  |   | <b>Yes</b> | All doors fitted with door closers close at a slow enough rate to allow access.   |
| 18  | If the entrance cannot be accessed or changes cannot be readily made, then ensure that an external bell is provided at pavement position with a suitable sign indicating (wheelchair motto) that 'ring for assistance'. Staff must be aware of actions to be taken when called. |   | N/A        |   |

| <b>NO.</b> | <b>CONTROL MEASURE</b>   | <b>SHAW GUIDELINE</b>                                      | <b>YES/NO<br/>N/A</b> | <b>COMMENTS / ACTIONS</b>                            |
|------------|--|--|-----------------------|--|
| 19         | Is there sufficient glazing manifestation to the shopfront and entrance doors? | Has any manifestation been provided to the glazing?        | <b>N/A</b>            | No glazing in need of manifestation dots/stripes.    |
| 20         | Are weather mats of firm texture and flush with the surrounding floor?         | Ensure entrance mats are level, not worn and firmly fixed. | <b>Yes</b>            | All main entrances have flush or ramped access mats. |

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**RECEPTION AREAS & LOBBIES**

| NO. | CONTROL MEASURE   | SHAW GUIDELINE  | YES/NO<br>N/A | COMMENTS / ACTIONS  |
|-----|---|---|---------------|---|
| 21  | Is there an entrance lobby?   | Can this be negotiated by wheelchair or require assistance? (800+300mm min for circulation)                       | Yes           | Main entrance lobby to reception at KS3, KS4 and residence has enough clearance for circulation and can be easily negotiated. KS5 has limitations for access to the lobby due to the age of the building and restrictions that come with listed building status |
| 22  | If yes, does the internal door meet same criteria as the external door?   | Min 800mm clear width.  | Yes           | Where applicable/fitted – Currently only in residence ground floor.   |
| 23  | Is there a clear view in from outside?  | Check manifestation and position of any posters/window displays   | Yes           | 60/40 Glazing fitted to all entrance lobby doors. To look at the suitability of introducing glazing panels to the bottom of entrance lobby doors where necessary.   |
| 24  | Is the lobby large enough to allow wheelchair users to clear the first door before negotiating the second?        | Can this be negotiated by wheelchair or require assistance? (800+300mm min for circulation)                       | N/A           |   |
| 25  | Are reception desks / counters suitable for approach and use from both sides by people either standing or seated? | Ensure at least one counter is accessible immediately and has clear access around. Check height for clear access. | Yes           | Reception desk has a dropped counter which is accessible from both sides.   |

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|    |  |  |           |   |
|----|--|--|-----------|---|
| 26 | Is an induction loop fitted and available? | Portable induction loop to be provided and have notice to advise. Install fixed loop in first desk position upon any reception upgrade | <b>No</b> | To look at purchasing a portable induction loop and suitable signage. |
|----|--|--|-----------|---|

**INTERNAL RAMPS**

| NO. | CONTROL MEASURE   | SHAW GUIDELINE   | YES/NO<br>N/A | COMMENTS / ACTIONS   |
|-----|---|--|---------------|--|
| 27  | Is there a ramp at any internal level change?                 | Is there a need for visitors to access to this point? Will this cause any issues to customers or staff that need to be considered? | <b>No</b>     | Lift installed within KS3 for access to lower/upper level. Building restrictions and suitability control what we can install within KS5. |
| 28  | Is it wide enough, adequately graded with suitable handrails? |  | <b>N/A</b>    |  |
| 29  | Are surfaces slip-resistant?                                  |  | <b>N/A</b>    |  |

**INTERNAL STEPS**

| NO. | CONTROL MEASURE   | SHAW GUIDELINE                                     | YES/NO<br>N/A | COMMENTS / ACTIONS   |
|-----|---|--|---------------|--|
| 30  | Are treads and risers all long / high enough and all uniform? | Do internal steps need to be accessed by visitors? | <b>Yes</b>    | All internal steps are all uniform in height and long enough should visitors, staff or pupils need access. |
| 31  | Do all steps have colour contrasting nosings?                 |  | <b>Yes</b>    | Colour contrasted anti-slip nosing's ae fitted to all internal steps across the site.                      |

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**DISABLED WC**

| <b>NO.</b> | <b>CONTROL MEASURE</b>                                | <b>SHAW GUIDELINE</b>  | <b>YES/NO<br/>N/A</b> | <b>COMMENTS / ACTIONS</b>  |
|------------|---|--|-----------------------|--|
| 32         | Is there a compliant W/C located within the property? | A compliant W.C. only needs to be provided if there is a staff requirement or there is a visitors W.C. | <b>Yes</b>            | Multiple in KS3, KS4, and 1 in KS5 although no access for wheelchairs to this area |

**INTERNAL SURFACES**

| <b>NO.</b> | <b>CONTROL MEASURE</b>   | <b>SHAW GUIDELINE</b>                       | <b>YES/NO<br/>N/A</b> | <b>COMMENTS / ACTIONS</b>   |
|------------|--|---|-----------------------|---|
| 33         | Are junctions between floor surfaces flush and free from trip hazards?                   | Ensure no trip hazards throughout the site. | <b>Yes</b>            | All floor junction surfaces are flush and free from trip hazards. Checked by site staff and through classroom checks.   |
| 34         | Are colours, tones and textures contrasting between surfaces, fixtures and fittings etc? |   | <b>Yes</b>            | All floor surfaces between are compliant to provide adequate colour and texture change.   |
| 35         | Are all floor surfaces slip resistant?   | Comment on finish                           | <b>Yes</b>            | All floor surfaces across site provide at least the maximum requirement of slip resistance. This can be checked through accident or near miss reporting. All vinyl flooring has a matt or satin finish. |
| 36         | Are bright, boldly patterned floor coverings avoided?                                    | Comment on finish                           | <b>Yes</b>            | No vinyl floor coverings have a gloss finish or bold patterns. All wooden floors are finished to provide the maximum amount of slip resistance.   |



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**LIGHTING**

| <b>NO.</b> | <b>CONTROL MEASURE</b>  | <b>SHAW GUIDELINE</b>                        | <b>YES/NO<br/>N/A</b> | <b>COMMENTS / ACTIONS</b>   |
|------------|---|--|-----------------------|---|
| 37         | Are all lighting levels suitable for their location and intended use?                     | Comment on general lighting throughout area. | <b>Yes</b>            | All light fittings across the site are suitable for the size and area of its intended use. This was established through a survey when we converted light fittings to LED. |
| 38         | Are light fittings positioned so not cause glare, reflection, or pools of light and dark? |  | <b>Yes</b>            | As above  |

**MEANS OF ESCAPE**

| <b>NO.</b> | <b>CONTROL MEASURE</b>  | <b>SHAW GUIDELINE</b>   | <b>YES/NO<br/>N/A</b> | <b>COMMENTS / ACTIONS</b> |
|------------|---|---|-----------------------|---------------------------|
| 39         | Are secondary ground floor exit routes accessible to all, including wheelchair users, as entrance routes? | Wheelchair areas to be restricted where possible to front area of branch so long as all admin services accessible | <b>Yes</b>            |                           |

**FURTHER ACTION / COMMENTS**

**For Wheelchair users specifically, the premises can be determined as,**

- 1 Fully accessible including all facilities, car parking, toilets, all ground floor areas and services.
- 2 Part Accessible – Front door entrance, lobby and at least one desk position.
- 3 Not accessible – Cannot be accessed but bell to call for assistance and signage and staff aware of procedure to provide advice.

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**SUMMARY OF ACTION REQUIRED**

| Audit reference number | Remedial Action to be Taken / Job Description   | Action by whom        | Date completed |
|------------------------|---|-----------------------|----------------|
| 9                      | Tactile slabs to be installed upon any improvements or through routine maintenance    | Site team             | Ongoing        |
| 12                     | Suitable step nosing's to be sourced and purchased for use around KS5 sandstone steps | Site team             |                |
| 26                     | Portable induction loop system to be sourced and purchased                            | Site team             |                |
| 26                     | Induction loop system to be installed upon any improvements to KS3 main reception     | Site team/Electrician | Ongoing        |
|                        |   |                       |                |
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