

Disability Access Checklist

Minimum Standard of Access for disabled users

(Please fill in Yes/No in each section with any comment as needed)

	Yes	No	Comment
1. Flat or ramped entrance to the school at one point giving access to at least a 1:1 Interview Room and a Hall.			
2. Accessible and adequately lit Reception area. The area should also be carpeted.			
3. Text telephone for deaf users.			
4. Clear signs at a height appropriate to all, at least in the Reception area. This should include a sign for the Reception Desk (if any) and, where needed, a sign from the Main Entrance towards the Reception area.			
5. A clearly signed intercom at the Main Entrance mounted at a height appropriate to all.			

Improving Accessibility in schools

(Please fill in Yes/No in each section with any comment as needed)

<u>Access Item</u>	<u>Yes</u>	<u>No</u>	<u>Comment</u>
1. Any kerbs on the approach to a school should have graded drops			
2. Ramps should have handrails on both sides,			
3. Ramps should be of appropriate width and a gradient of 1:12 - 1:15 for a 5 metre ramp and 1:15 to 1:20 for a 10 metre ramp			
4. Ramps should have a non-slip surface.			

5. Tight turns on ramps should be avoided.			
6. Width of doors is important, to allow access to an independent wheelchair user. Doors should have a clear opening of at least 800mm for an entrance doorway and 750mm for an internal one			
7. Weight of doors - or how they are hung. Slow closers should be slackened where necessary			
8. Glass panels on doors should enable users on each side, whether seated or standing, and including people of short stature, both to see each other and to be seen.			
9. Easy to use and colour contrasted door handles - not knobs			
10. The height of handles is also important and should be accessible to a wheelchair user or someone of short stature.			
11. Security systems such as intercoms, should be mounted at a height appropriate to all, whether seated or standing,			
12. Security systems should be labelled at an appropriate height			
13. Reception desks and the hatches in Canteens or Halls used for dining should be accessible to all including wheelchair users			
14. Reception desks and the hatches should be labelled at an appropriate height			
15. Colour contrast:-			
• Between doors & their frames.			
• Between handles & doors			
• Between furniture and the floor covering and walls			
• Between basins and their tiles.			
16. Clear labelling - well contrasted labels with contrasting borders & mounted at a height appropriate to all users whether seated or standing.			

17. Circulation space in corridors			
18. Circulation space in classrooms			
19. Circulation space in W.C.'s			
20. Floor surfaces should be non slip and non glare.			
21. Soft surfaces are helpful (especially for people with a hearing impairment), carpets & curtains.			
22. Loop system in at least the Hall			
23. Current approved level of lighting			
24. Absorbent or acoustic ceiling tiles			
25. Blinds & curtains to cut down/out glare. This should include corridors & stairwells where there is almost always a lot of glare.			
26. Any steps or stairs should have the top and front edges of their treads highlighted in yellow or white.			
27. At least one wheelchair users' W.C.			
28. White boards give a better level of contrast than black ones as long as there is no glare.			
29. Sinks should be accessible - i.e. of appropriate height to be approached seated or standing and ideally hollow underneath.			
30. Power sockets should be accessible to seated users -			
31. Non-gloss paint gives less glare.			
32. Children (and adults) need a range of seating & work surface height to ensure seating with feet flat.			
33. Storage and equipment should be accessible to people with physical or visual impairment (i.e. at a height appropriate to all, whether seated or standing and clearly labelled.)			
Is there a lift in the school?			
Is there a stairlift in the school?			

