

Access Audit

Date 29/11/2017

Carried out by Alex Smith Headteacher and Neil Lettington Site Manager

Feature	Description	Actions to be taken	Person responsible	Action to be completed by
Entrance	Call button to enter and pull door	Lower button for wheelchair and automatic door	Neil Lettington	Summer 2018
Corridor Access	Boxes restricting access to toilets Cupboards locked Coats not in lockers	Remove boxes Remind staff of fire materials to be in lockers	Neil Lettington	Boxes removed 29/11/17 January 2018
Parking Bays	Disabled bay marked out and accesible to ramp	No Actions		
Ramps	Clean Clear and acceible	No Actions		
Toilets	Clean, clear and accesible. Emergency pull cord tied around hand rail	Untie cord and test. Find out height for emergency pull cord	Neil Lettington	Cord released 29/11/17. Cord should be 100mm from the floor
Reception area	Move reception bell. Clear corridor to desk. Stairs to School. Ramp to main School	move bell. Signage to reception pictures/braille. No Actions	Neil Lettington	Bell moved 29/11/2017. Summer 2018
Signage	No signage on doors or cupboards	Get Quotes for signs	Neil lettington	Summer 2018
Emergency escape routes	All Clear	No Action Checked Monthly		