

Bovey Tracey Primary School Accessibility Plan

Item	Areas	Recommendation	Proposed Governing Body Response	Priority (A)	Priority (B)	Priority (C)	Keys for Costs	Target Date	Date Achieved
1	Car Park	Ensure that there is a clear pedestrian crossing marked out on the driveway between the school car park and the school entrance.	Car park and entrance small but markings useful.		X		M	2023	
2		Place a directional sign at the entrance to the visitors car park showing the location of the disabled car parking.	Disabled car parking space to be marked if a disabled user is appointed. In the meantime, temporary removeable sign to be available on traffic cone if the space needs to be reserved for disabled visitors.			X	M	ONGOING	
3		Erect a sign immediately in front of your accessible car park space.	See above			X	M	ONGOING	
4		It is advisable to mark out safe walkways in your car parks	See item 1		X		M	2023	
5		Mark out an accessible bay following the guidelines in 3.5. As parking spaces are limited, we suggest you use the accessible car parking space but add a note on your web site informing visitors to call the school in advance of their visit to 'book' the space.	See item 2			X	M	ONGOING	
6	Outside Steps	Ensure all outside steps have contrasting nosings.	We should do this- could be painted	X			M	2023	
7		Ensure that all steps on the site are installed with 2 handrails if they have more than 3 risings.	Needs to be actioned	X			M	2023	
8	Entrances	Check the door closures regularly and alter accordingly. Because manual door closers are fitted to most of the entrance doors, make sure these are adjusted to provide the minimum force necessary to open or close the doors. Make sure staff and students are aware of the need to offer assistance by holding open doors or carrying materials for people with disabilities who have difficulties at the entrance. As entrance doors are replaced, install automatic entrance doors if the budget permits.	To be reviewed if a wheelchair-user is employed or new student starts			X	M	ONGOING	
9		Ensure corridors are kept clear and that circulation routes are kept clear of obstructions such as equipment, deliveries and stationary.	Routine daily checks	X			N	ONGOING	
10	Lobby and Reception area	Make available alternative seating for the reception area if required. This needs to be a seat with arm rests.	As and when required	X			M	Completed	Completed
11		Ensure that missing bulbs and fluorescent tubes are replaced as soon as possible as part of your ongoing maintenance programme.	Routine maintenance	X			OG	ONGOING	

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12		To provide a suitable alternative surface for anyone in a wheelchair who may need to write and sign papers. Ensure that it is easily accessible and stored in the office.	Needs to be actioned in preparation for any visitors or new appointments who are wheelchair users.		X		M	Completed	Completed
13		Purchase a portable induction loop for the use of hearing impaired visitors/parents and display the sign.	Investigate costs and effectiveness before purchasing		X		M	2023	
14	General Classrooms	The long term plan should be that acoustic ceilings are installed to all classrooms as part of their refurbishment.	Only realistic in new classrooms or if current ceilings need repair.				SC	ONGOING	
15		Plan to provide accessible parking in close proximity to the sports field. As we do not own the car park, a reasonable adjustment would be to open the field gates and invite disabled visitor to park on the tarmac inside the field gate.	Ad hoc- as and when required.		X			ONGOING	
16		All signage to be produced using Widgit so that wording is accompanied by imagery. The lettering and images will be consistent throughout the school so it is a communication friendly environment.	Action as part of SEND and inclusion developments.		X		M	Completed	Completed
17	Internal Doors	School caretaker to check every door for noise levels regularly and adjust accordingly when necessary	Routine maintenance- lubricating hinges.	X			N	ONGOING	
18		As doors are replaced, wherever possible, change to doors with vision panels.	As doors replaced in long term- maintaining fire compartmentation		X		M	ONGOING	
19		Change door furniture where necessary to the D shape handles.	As doors replaced in future		X		M	ONGOING	
20	Internal Ramps	Install further handrail to indoor ramps by the main hall	Action this to prepare for visitors accessing the main hall.			X	M	2023	
21		Install handrails on each side of the indoor ramp by Year 1 and 2	Do so if any staff or children have mobility problems			X	M	2023	
22	WC's	As bathrooms are re-furbished, change taps to lever taps or push button taps in your bathrooms.	As part of any future replacement		X		M	ONGOING	
23	WC's provision for disabled users	Arrange disability awareness and etiquette training and some form of basic manual handling training for appointed members of staff. Check provider so this is set up if needed. Source to use if needed.	Source provider in preparation for when this is required.			X	M	ONGOING	
24		Put a sign indicating the location of the accessible toilet. Duplicate at the Hive disabled accessible toilet.	Action this with communication friendly signage.	X			M	Completed	Completed
25		Install a lock on the disabled accessible toilet at the Hive.	This needs to be actioned.	X			M	Completed	Completed
26		Ensure that the coat hooks are at a suitable height so that they can be easily reached by a person in a wheelchair.	Do so if wheelchair user appointed or new child		X		M	ONGOING	

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27		Ensure accessibility into and inside the disabled toilet is maintained at all times. Full wheelchair turning space needed and no storage of items in this area.	Do so as a priority in preparation for any visitors who need to use the disabled accessible toilet.	X			N	Completed	Completed
28	Means of Escape	Remove any obstructions on escape routes daily	Part of routine fire safety house-keeping	X			N	ONGOING	
29		Ensure fire doors are in working order and there are no obstructions on the outside	Part of routine fire safety house-keeping	X			N	ONGOING	
30		Provide wheelchair handling training to teachers and caretakers. Source provider.	Action if wheelchair user appointed or new child	X			N	ONGOING	
31		An individual should be delegated to ensure all escape routes are free from obstructions. This needs to be done daily.	Part of routine fire safety house-keeping	X			N	ONGOING	
32		Continue to train staff to assist in evacuation procedures especially in helping the mobility impaired. Awareness training maybe required	Instruct people in how to do this if we have staff / children who use wheelchairs	X			N	ONGOING	
33		Ensure clear access around the exterior of the school building - all pathways clear and no storage of surplus items.	Part of on-going maintenance	X			N	ONGOING	
34	Outdoor Provision	Purchase a suitable outdoor picnic table for wheelchair users.	Essential action if wheelchair user appointed or new child		X		M	ONGOING	