



ACCESS AUDIT

**THREE RIVERS LEARNING TRUST
KING EDWARD VI SCHOOL
COTTINGWOOD LANE
MORPETH
NORTHUMBERLAND
NE61 1DN**



**Project No.
C561c**

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for:**

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Contents

Access Audit.....			
•	1.0	Introduction	2
•	2.0	Summary and Recommendations	4
•	3.0	Access Audit Schedule	9
•	4.0	Standard Terms and Conditions for Access Audit Surveys	29
•	Appendix A_Management & Maintenance Issues		32
•	Appendix B_Photographic Schedule		34

Access Audit

1.0 Introduction

- 1.1 Instructions were received from Faithful + Gould to carry out an Access Audit at King Edward VI School, Northumberland NE61 1RQ. The survey was carried out in accordance with our Standard Terms and Conditions which had previously been forwarded to Faithful + Gould & a further copy is appended to this report.
- 1.2 The property was inspected on Tuesday 25th November 2014 and the weather at the time of our inspection was dry and overcast.
- 1.3 The attached schedule has been produced to enable Three Rivers Learning Trust to meet their obligations under Approved Document Part M of the Building regulations 2004 (including 2010 & 2013 amendments) and Equality Act 2010 and to meet the needs of the staff and pupils with disabilities who use the following education property:

King Edward VI School
Cottingwood Lane
Morpeth
Northumberland
NE61 1DN

The purpose of the audit is to inform Three Rivers Learning Trust of where improvements can be made to ensure compliance with statute and regulations and increase inclusivity.

We have not made any recommendations in accordance with a specific code or standard, rather that observations have been made to address the needs of persons with a range of disabilities and impairments which constitute best practice design and construction.

1.4 Access Audit Methodology

In order to determine all the issues relating to access and barriers faced by disabled people, we have carried out the following:

A site survey to identify any issue relating to:

- site approach
- transport
- car parking
- main entrance
- circulation
- internal fit-out
- means of escape (horizontal)
- means of escape (vertical)
- means of escape (alarm systems & lighting)
- building management

1.5 Limitations of Survey

This report describes the areas of potential concern regarding the physical status and the management of the building when assessing disabled access provision. Although these issues were identified when the audit survey was carried out, it must be noted that this was only a snapshot in time rather than a long-term study of the site. Therefore it is necessary to adhere to and set up strategies to meet the long-term requirements detailed in this report.

In addition to this, there may be certain access issues not detailed in these schedules because they are not applicable to the building and its operation and management at present. Further investigations may be required if the building is to be upgraded or refurbished again, or if the building management procedures are changed.

This audit report in no way certifies or 'signs off' the building with regards to meeting the requirements of the Disability Discrimination Act and/or other current legislation. The report should be used as a guide to help meet the varying needs of people who live in and/or visit a building with regards to disabled access provision and relating to the items analysed as part of the access audit process.

By implementing the advice detailed in this report over a prioritised long term programme, people will be able to see that the building is being managed in a pro-active way seeking to cater for as many people as possible. In this way it should greatly improve access provision where it is deemed 'reasonable' to expect it or to provide alternative arrangements where it is not.

2.0 Summary and Recommendations

2.1 General Information

King Edward VI School is situated to the north of Morpeth and is surrounded by residential properties to the south and west, by playing fields and St Georges Hospital to the east of the site, and by agricultural fields to the north. The main school building is sited in the south west corner of the school site and is surrounded by playing fields to the north east and south east. The main access to the school is from Cottingwood Lane. There is parking to the site located to the front and rear of the building.

The main school building is four storey high with a number of classrooms located at first, second and third floor level. The school appears to date back to the middle part of the last Century with additional extensions being added in recent times. The school provides education for pupils aged between 14 and 19.

The other associated buildings with the school are the music block, Modern Foreign Languages and 6th Form Centre. All of which with exception to the Modern Foreign Languages block have had recent refurbishments undertaken.

It should be noted that all building work relating to access improvements remains subject to Planning Consent and Building Regulations Approval. Prior to any work being carried out, we would recommend that clarification be sought from the Local Planning Authority.

The building was audited in November 2014 and briefly consists of entrance foyer/reception, offices, WC facilities and a number of classrooms. All pupils, staff and public facilities were audited and detailed observations recorded.

Discussions were held with the caretaker and various other members of staff on the day of the audit. The Adult training centre and Youth club are not part of the school's responsibility and therefore have not been surveyed.

The Access Audit Schedule contained within Section 3.00 clearly illustrates that the school in its current form is not accessible with exception to ground and some first floor areas to the main school. No lift access was possible to second and third floor areas which are not compliant with current Regulations, Legislation and guidance.

Even though a refurbishment has taken place to the 6th form block no lift access is provided to the first floor area and the fire escape situated to the first floor is in a poor condition and requires replacement/overhaul.

No access could be gained to the Music Block; however recent renovations have been undertaken with an accessible toilet being provided to the ground floor.

Extensive works are required in all of the following categories if the building is to be compliant and provide an accessible space for the users of King Edward VI School:

- Main entrance – redesign required
- Circulation – internal doors & level access
- Site approach – external ramps/steps to be redesigned
- Vertical Access – Feasibility Study for Lift installation to the 6th Form Block and Main School.
- Accessible Toilet – Refurbish to main school
- All doors to main school to be replaced.
- Hard Landscaping throughout in poor condition
- Drop Kerbs to be introduced.
- Decoration – Contrasting Issues

2.2 Observations

Site Approach

It was noted that there was a lack of drop kerbs and tactile indicators to where the pavement abuts the roads and car parks. Tactile indicators and drop kerbs should be provided throughout the site. All flagged concrete footpaths would benefit from being lifted and re-bedded.

Please note: Boundary wall on approach in poor condition. Structural engineer to carry out feasibility study.

Car Parking

The staff / visitor car park situated to the front of the building has two accessible parking bays. A further three spaces can be found adjacent to the sixth form block.

Main Entrance & Other

The main entrances are reasonably identifiable from the front façade but would benefit from improved informational and directional signage. The entrance doors had a clear opening width of 1820mm. It would be prudent to provide a door and a half set or upgrade current set with automatic door opening function in this location to improve access for wheelchair users.

The perimeter exit doors are suitable in width; however some doors were noted to be in poor condition and only some provide level access to allow for independent wheelchair access. It was noted that most external doors are hindered by steps, or poorly installed ramped sections all of which do not comply. It is recommended that an adequate landing should be provided

ensuring that the nosing's are adequately distinguishable. Ramped sections should be upgraded as well.

On entering the building, a formal reception counter/hatch is formed for both reception points. How the hatch is not formed to a height that is recommended by the standard set by BS8300: 2001 section 11.1, for the purposes of signing 'in' and 'out'.

Circulation

Horizontal circulation is generally satisfactory with wide corridors; however numerous corridor stairs are positioned throughout the ground floor area with installation of stair lifts to allow level access. These lifts require overhauling/replacement within the short to medium term. An internal ramp is situated to one number corridor to the upper floor; this requires handrails to be installed in the short term. It was noted that all corridor doors are beyond their useful life and require replacement in the short term.

The building lacked any reasonable signage, including information and way finding. It is felt that a comprehensive signage system is not required however; it would be prudent to provide improved way-finding signage from the entrance to the various facilities.

The tonal contrast and lighting levels are considered to be un-sufficient throughout the building. Decoration to be carried out.

Some classrooms to the school are located on the first, second and third floors. The stairs are generally satisfactory although they would benefit from tactile warnings and contrasting nosing's to stairs surfaces.

Stair lifts are provided to circulation areas and the library; however these were not tested at the time of survey. We would recommend to replace these within the short to medium term.

One number platform lift is provided between ground and first floor areas only. Considering the number of classrooms located on upper floors to all sections of the main school it is considered necessary to provide lift access to second and third floor areas. A feasibility study should be undertaken to determine the most suitable location but it is thought that the cost would be in the region of £50,000 - £80,000. Consideration should also be given to installing a lift within the 6th Form block.

Current door sizes mostly with exception to the recent extension to the 6th Form block, music block, sports hall, old kitchen area and second floor to section C all require replacement as they do not currently comply with modern day regulations and if budget allows full replacement and widening of door openings is recommended.

The stairs are generally satisfactory although they would benefit from tactile warnings to floor surfaces. Some entrance steps require handrails to be installed.

Circulation within the classrooms is generally considered to be suitable, however a number of classroom are restricted by the furniture layouts, particularly leading to fire exit door positions. Space is generally available to allow furniture to be repositioned as necessary, based upon individual user needs.

Areas leading to the fire exit doors should always be kept clear of obstructions.

Sanitary Facilities

Separate sanitary facilities are provided throughout the ground floor for staff and pupils. It was felt that these facilities currently meet current standards.

Accessible toilets are located to ground and first floor. The ground floor toilet is of poor quality and does not comply with modern day building regulations and should be replaced in the short term along with a full refurbishment of the room. The accessible toilet located to the first floor is a wet room with modern sanitary ware installed which are compliant. Please note staining was noted to the ceiling; further investigations required to determine remedial works to resolve water ingress issues.

Accessible toilet to the ground floor should be upgraded to comply with Part M of the building regulations as below;

- The accessible facilities should conform to the best practice standard set by BS8300: 2001 section 12.4.3 (such as the provision of emergency assistance alarms, lever style taps, a mirror, hook heights, shelf fittings etc.)
- Grabrails have been introduced in accordance with BS8300: 2001 section 12.4.3.5., to aid those with limited upper body movement.
- The tonal contrast of the sanitary fittings (including the toilet seats) against the background walls is poor and should be enhanced within all toilets for the benefit of those with visual impairments.
- It would be prudent to discuss possible management procedures to ensure exclusivity for disabled patrons if the room is to be designated as accessible.
- Grabrails should be introduced to individual cubicles within children's toilet in accordance with BS8300: 2001 section 12.4.3.5., to aid those with limited upper body movement.

2.3 Prioritisation of Works:

We have applied the following priority ratings to the works specified, thus allowing Three Rivers Learning Trust to plan and implement the works alongside their existing planned, cyclical and reactive maintenance programmes:

Priority Rating	Definition	Cost
1	Immediate works required to allow easy and well conveyed information, clear and distinguished approach/access to the building, car park facilities, horizontal circulation, reception, disabled WC provisions, and adequate means of escape.	£82,550.00
2	Works required to provide adequate operational and circulation of building both horizontally and vertically including corridor and isles, internal doors, internal stairs / steps, lifts, platform & stair lifts, facilities – induction loops, seating to waiting areas, way finding and lighting.	£279,500.00
3	Work required to strictly comply with guidelines of Part M, which would improve facilities/level of service for those with disabilities.	£58,050.00

Budget Cost

We would recommend a budget cost of approximately **£420,100.00** for undertaking the works outlined within the access audit schedule. These estimates have been calculated based on our experience for similar works and using pricing books such as BCIS and SPONS.

The figures do not include for the installation of lifts for which a feasibility study should be obtained. It is thought that the cost of the works will be in the region of 80,000 - £160,000.00 for the lifts with the main block and 6th form block.

Notes:

1. The budget cost excludes VAT and design/consultancy fees.

3.0 Access Audit Schedule

Room No(s)/Area: General Approach to the Building							
Item Ref	Item	Provision Made? Y, N or Partial	Comments/Site Notes	Recommendations	Qty	Priority (1,2,3)	Cost
1.01	Description of Pedestrian Access - Routes to the Building	–	No designated pedestrian access from main road	No suitable space adjacent main entrance			–
1.02	Provision for level pedestrian approach	N	Level approach is not provided	–			–
1.03	Minimum width of approach	Y	Minimum width of footpath is 1500mm	–			–
1.04	Approach surface/path/pavement condition	P	Pavement is mixture of concrete and flagstone	All foot paths serving all entrances as well as the main approaches are in fair / poor condition. All footpaths where required to be taken up and re-laid where possible and existing concrete surfaces to be tarmac.	Item	1	£20,000
1.05	Obstructions/hazards/street furniture	N	No hazards noted	–			–
1.06	Dropped kerbs - requirement/specification	N	Yes dropped kerbs are provided	Dropped Kerbs to be provided to numerous points around the site, main entrance, foreign languages, car park etc.	Item	1	£1,000.00
1.07	Tactile warnings/ approach way finding provision	N	No tactile warnings are provided	Install tactile element to where dropped kerbs are to be provided in previous item	Item	1	£1,200.00
1.08	Direction and identification signage	P	Provided to external elevations	Signage required to car park areas to direct pupils, visitors etc. to the main reception and other blocks etc.	4	1	£500.00
1.09	No./type of lighting.	Y	Adequate street lighting is provided				

Schedule 2: Car Parking

Room No/Area's): General Parking Provisions

Item Ref	Item	Provision Made? Y, N or Partial	Comments/Site Notes	Recommendations	Qty	Priority (1,2,3)	Cost
2.01	Location and provision of parking	Y	Parking is provided to the front, rear/side of the site. There is no parking directly adjacent to main entrance.	–			–
2.02	Direction and identification signage	P	Very poor signage to direct visitors to appropriate parking	Item	1	1	£450.00
2.03	Total No. of spaces	Y	Parking spaces provided throughout site.	-			-
2.04	Level access/thresholds	Y		–			–
2.05	Surface condition to parking area.	Y	Good tarmac finish provided	–			–
2.06	No. of designated accessible parking spaces.	Y	Accessible parking spaces available. 3 nr located next to 6 th form block and 2Nr to main car park				-
2.07	Dimensions of accessible parking bays.	Y	Good	–			–
2.08	Quality of accessible parking bay markings.	Y	Good	–			–
2.09	Provision of drop off point's	N	No provision provided	None - managed solution to be implemented	Item	2	£200.00
2.10	Entry systems.	N	No provision provided	–			–
2.11	Exit Barriers	N/A	None Provided	–			–
2.12	Monitoring of accessible parking bays (abuse of)	N/A	None Provided	–			–
2.13	Lighting	Y	Sufficient On site lighting levels	–			

Schedule 3: External Ramps & Steps							
Room No(s)/ Area: Front/Rear and Side Exits							
Item Ref	Item	Provision Made? Y,N or Partial	Comments/Site Notes	Recommendations	Qty	Priority (1,2,3)	Cost
3.01	Provision of ramped approach. Width and gradient of ramps	P	Level access provided to 6 locations. Main Entrance reception, student support area. Rear entrance to tennis courts, side entrance to the old kitchen area recently refurbished to additional classroom space and main hall fire exit.	Fire exit to be re-designed.	Item	1	£2,000.00
3.01a	Provision of ramped approach. Width and gradient of ramps	P	Level access provided to 6 locations. Main Entrance reception, student support area. Rear entrance to tennis courts, side entrance to the old kitchen area recently refurbished to additional classroom space and main hall fire exit.	General re-design to other ramps including 3G pitches.	Item	3	£12,000
3.01b	Provision of stepped approach	Y	Not compliant. Circa 20 stepped entrances	All steps throughout the site require upgrading with edge protection, handrails, level access, tactile signage etc in accordance with part M of the building regulations.	Item	3	£20,000
3.02	Edge protection to ramp sides	P	Edge protection provided to main entrance only	Upgrade 6No ramps with edge protection in accordance with Part M of the Building Regulations.	Item	2	£1,200.00
3.03	Are the ramps accompanied by steps for ambulant disabled people?	P	Yes to the main entrance only.	–			–
3.04	Ramp surface	Y	Concrete surface in poor condition to all	Provide new smooth finish to all		1	£3,000.00
3.05	Provision of handrails to either side	P	Provided to main entrance and side entrance only	Provide new handrails to all other ramps in accordance with Part M of the Building Regulations.		2	£1,000.00

3.06	Visual and tactile warnings	N	No visual and tactile warnings provided	Provide signage and tactile warnings to all in accordance with Part M of the Building Regulations		1	£1,200.00
3.07	Lighting provisions	P	N/A	–			–
3.08	Landing areas provided top and bottom.	P	Doesn't meet current regulations - as built	–			–
3.09	Obstructions/hazards along ramped approach.	N	No obstructions noted on day of survey	–			–
3.10	Miscellaneous	N/A	Double and single external doors are not ideal and should be replaced. Poor condition	Replace door with large single or double door if budget allows	Item	3	£24000

Schedule 5: Main Entrance

Room No(s)/ Area: Main Entrance

Item Ref	Item	Provision Made? Y,N or Partial	Comments/Site Notes	Recommendations	Qty	Priority (1,2,3)	Cost
5.01	Signage	Y	Adequate signage is provided to the main entrance	–			–
5.02	Distinguishable from façade	Y	Distinguishable from façade	–			–
5.03	Level access/thresholds	Y	Access is level. Disabled users directed to alternative entrance.	–			–
5.04	Door widths	Y	880mm; minimum standard achieved. Double doors.	–			–
5.05	Ease of access (Door opening pressure)	Y	Adequate door opening pressure	–			–
5.06	Provision (need for) automatic doors	N	No provision provided	Allow to upgrade main entrance doors to be automatic and provide push button function externally and internally. Consideration should be given to replace external doors. As per summary some external doors are in poor condition		1	£1500.00
5.07	Provision of manoeuvring space	Y	Adequate manoeuvring space	–			–
5.08	Door furniture	N	No standard push plates provided. White push/pull bars provided externally.	Door furniture to be upgraded if door not replaced			–
5.09	Vision panels	Y	Adequate vision panel provided in main entrance door to adjacent façade	–			–
5.10	Floor surface (slip resistant)	Y	Barrier matting is provided	–			–
5.11	Provision of suitable access systems	N/A	–	–			–
5.12	Weather protection	N	Weather protection is not provided to Main entrance	Allow to upgrade main entrance with suitable weather protection (canopy etc.)		3	£2,000.00

Schedule 6: Main Reception / Entrance Foyer							
Room No(s): Main Entrance Area							
Item Ref	Item	Provision Made? Y,N or Partial	Comments/Site Notes	Recommendations	Qty	Priority (1,2,3)	Cost
6.01	Logical layout	Y	Logical layout within lobby entrance	–			–
6.02	Identification of reception point from approach	Y	Satisfactory	–			–
6.03	Accessible route	Y	Route accessible through to reception	–			–
6.04	Signage/Route location plan	Y	Satisfactory	–			–
6.05	Appropriate design/ height of reception area / general Counter(s)	Partial	Height not ideal for wheelchair users	Provide new compliant desk	Item	1	£1,000.00
6.06	Provision of lowered counter area	N	See item 6.05	–			–
6.07	Colour contrasting	Y	Adequate colour contrasting provided	–			–
6.08	Lighting levels	Y	Adequate lighting levels provided	–			–
6.09	Call bell - height/colour differentiation/signage	N	No call bell provided	Install call bell to BS 8300:2009 Section 6.1	item	3	£50.00
6.10	Provision of induction loops/ alternatives	N	Not noted at time of survey but usually provided with portable device.	Provide Induction Loop	Item	2	£100.00
6.11	Use of screens/reflective glass	Y	Screen provided	–			–
6.12	Provision for lowered telephone and specification	N	None provided	–			–

6.13	Provision of public access computer equipment	N	Not required	—			—
6.14	Queuing barriers	N	Not required	—			—
6.15	Seating in waiting area	N/A		—			—
6.16	Access awareness training of front line staff	Y	Provided	Ensure training is provided to all members of staff	Item	1	—
6.17	Miscellaneous	N/A	—	—			—

Schedule 7: Corridors

Room No(s): General

Item Ref	Item	Provision Made? Y, N or Partial	Comments/Site Notes	Recommendations	Qty	Priority (1,2,3)	Cost
7.01	Description/location	–	Main corridors. Level access throughout the building not ideal with 3-4No stair lifts installed	Allow to replace Stair Lifts within the short term as they are nearing there end of useful life. Allow to installed handrails to opposite side of stairlifts.	Item	1	£16,000
7.02	Appropriate unobstructed width	Y	Internal Ramp to upper floor area. Compliant; however handrails and tactile warnings to be installed	Allow to installed tactile warnings an introduce handrails.	Item	2	£500
7.03	Turning circles/ manoeuvrability space	Y	Adequate space is provided throughout corridors	–			–
7.04	Signage	P	Not Adequate	Provide way finding signage throughout in accordance with Part M of the building regulations.		2	£1000.00
7.05	Floor/wall/ceiling colour contrasting	P	Poor colour contrast throughout building.	Allow to redecorate all (circulation areas)		2	£20,000
			Sections of floor are in poor condition. Areas lifting causing tripping hazards	Allow to replace during next cyclical period corridor & lobby area floor finishes. Psum allowed for repairing/replacement in the short term		2	£2,000
7.06	Patterns/design of surface finishes	N	No patterns, plain design	–			–
7.07	Lighting levels	Y	Adequate lighting levels provided	Ensure lighting levels are monitored and maintained	item	3	–
7.08	Projections from corridor walls	N	No projections causing obstructions	–			–
7.09	Cross corridor doors	Y	Each with high level vision panel	–			–
7.10	Doors on to corridors	P	Solid core doors provided with vision panels at high level.	–			–
7.11	Miscellaneous	N/A	–	–			–

Schedule 8: Doors

Room No(s): General Doors - All Areas

Item Ref	Item	Provision Made? Y, N or P	Comments/Site Notes	Recommendations	Qty	Priority (1,2,3)	Cost
8.01	Description/location	—	Solid core doors throughout. Not suitable	-			-
8.02	Signage	P	Signage required with tactile element	Provide new signage with tactile element to all doors to BS 8300:2009 (Section 9.2.1)	tem	2	£1,000
8.03	Unobstructed access/egress	Y	No obstructions were noted on day of survey	—			—
8.04	Colour differentiation/contrasting	P	Colour contrast provided not suitable.	—			—
8.05	Provision of manoeuvring space	P	Adequate manoeuvring space - Restricted due to age of building	—			—
8.06	Vision panels	P	Vision panels @ high level to most doors generally	-			-
8.07	Opening pressure/door closers/suitability	P	Door opening pressures are not acceptable	—			—
8.08	Door widths	N	All doors generally do not meet current standard. Minimum width of doors is 790-800mm is not met. Original doors to most.	Not adequate. If budget allows for replacing all doors. Circa £800 per a door. Including resizing door opening and providing new. Circa 300 doors. This includes replacement of 4Nr classroom doors to the language block	1	2	£240,000
8.09	Door furniture	P	Adequate	To be replaced during replacement of doors			-
8.10	Locks and latches	P	See item 8.09	—			—
8.11	Door entry system	N/A		—			—

Schedule 9: Internal Staircases and Steps							
Stair No(s): Staircase							
Item Ref	Item	Provision Made? Y, N or Partial	Comments/Site Notes	Recommendations	Qty	Priority (1,2,3)	Cost
9.01	Description/location	Y	Numerous internal staircases	–			–
9.02	Flight widths	N	Adequate flight width of min 1200mm not met. As built.	–			–
9.03	Flight landings	Y	Evac Chairs. In the event of an emergency people with mobility impairments often get left behind and have to wait for the emergency services due to inadequate evacuation methods	Provide evacuation chair for ensuring the safe evacuation of mobility impaired people within the school in the event of an emergency. To be reviewed based on users and visitors of the school.	Item	2	£4,000
9.04	Risers per flight/risers/goings	Y	Max risers per flight 14no.	–			–
9.05	Tactile warnings	N	No tactile warning provided	It would be prudent to install tactile hazard warnings to BS 8300:2009 (8.1.5) to the landing area at the head of the staircase to warn those with impaired vision of the impending change in level. Circa 16 stairwells	item	2	£5000.00
9.06	Nosing	Y	Modern nosing provided. Goings are 80mm, risers are 35mm	Provide new as they don't contrast well with steps.	Item	2	£2,000
9.07	Hand railing	P	Original handrails are not compliant as they don't extend 300mm past top/bottom of steps.	Provide additional handrails in accordance with part M of the Building Regulations if budget allows.	Item	1	£2000
9.08	Is surface slip-resistant	Y	vinyl is provided	–			–
9.09	Lighting	Y	Adequate lighting is provided	Ensure lighting levels are monitored and maintained			–
9.10	Signage	N	See previous items for signage	–			–

Schedule 10: Standard Toilet facilities

Room No(s): Generally (Restricted access)

Item Ref	Item	Provision Made? Y, N or P	Comments/Site Notes	Recommendations	Qty	Priority (1,2,3)	Cost
10.1	Provision/location	Y	Toilets located to ground floor areas only to the main block with ladies, gents and Children toilets being provided. Toilet facilities can be found within the 6 th form block to ground floor areas and within the music block	–			–
10.2	Direction/identification signage	P	Signs provided but without tactile element	Provide pictogram signage with tactile element to all main block toilets	Item	2	£1000
10.3	Accessibility (routes to and from)	P	All toilets are located at the end of the corridor wing situated to the ground floor.	Toilets are not ideally located for most pupils; however due to the age of the building alterations to provide more toilets would be found to be unreasonable.			–
10.4	Lobby sizes/dimensions	P	Lobbies provided. Old building with little alterations that could be carried out	–			–
10.5	Colour contrasting	P	Colour contrasting provided	Allow to improve during next phase of cyclical decoration works.	Item	3	–
10.6	Lighting	Y	Adequate lighting provided	Ensure lighting levels are monitored and maintained	Item	3	–
10.7	Cubicle/toilet door/handle	P	More cubicles to be widened if required. As per management issues Appendix 1. To be reviewed for visitors/staff & pupils.	–		3	–
10.8	Closers to cubicle/locks	N/A		–			–
10.9	Positioning of other facilities	Y	Other facilities are at adequate height				
10.10	Grab rails	N/A	Grab rails not provided to staff toilets. No access at time of survey. (presumed)	Install adequate grab rails to BS 8300:2009 Section 12.6. 3. 5 within dedicated cubicles within each toilet area.	4	1	£600
10.11	Emergency cords/alarms	N/A		–			–

Schedule 11: Accessible Toilet Facilities

Room No(s): First Floor

Item Ref	Item	Provision Made? Y, N or Partial	Comments/Site Notes	Recommendations	Qty	Priority (1,2,3)	Cost
11.0 1	Provision/location	–	Accessible toilet provided to ground and first floor only. Accessible toilet located to the music and 6 th form block in good condition and both meet current guidelines.	Accessible toilet (main block) situated to the ground floor in poor condition and does not comply. Allow to fully refurbish toilets including below items if required.	1	1	£3,500
11.0 2	Direction/identification signage	Y	Satisfactory	Provide pictogram signage with tactile element	2Nr	1	£100
11.0 3	Accessibility (routes to and from)	P	Reasonable accessibility routes to and from rooms to ground floor and first floor. Restricted space for redesign due to age of building.	No toilets situated to 2 nd & 3 rd Floor areas.			
11.0 4	Lobby sizes/dimensions	Y	Satisfactory	–			–
11.0 5	Colour contrasting	P	Ground Floor colour contrasting is poor	Colour contrasting band to be installed or different colour grab rails etc	Item	2	£500
11.0 6	Lighting	Y	Adequate lighting provided	Ensure lighting levels are monitored and maintained	Item	3	–
11.0 7	Cubicle/toilet door/handle	P	all compliant	Provide twist lock and lever handles	2Nr	1	£200
11.0 8	Closers to cubicle/locks	N		–			–
11.0 9	Positioning of other facilities (heights/sizes)	P	Adequate height.	–			–
11.1 0	Grab rails	P	Satisfactory	Install adequate grab rail to BS 8300:2009 Section 12.6. 3. 5. Accessible Toilets	1	1	£300
11.1 1	Availability of national key scheme	N	None provided	–			–

11.1 2	Emergency cords/alarms	P	Satisfactory	Install emergency cord to BS 8300:2009 Section 12.6.8	2Nr	1	£100
11.1 3	Provision of non slip surfaces	P	Vinyl sheeting provided	—			—

Schedule 12: Specific Rooms

Room No(s): Main Hall

Item Ref	Item	Provision Made? Y, N or P	Comments/Site Notes	Recommendations	Qty	Priority (1,2,3)	Cost
12.01	Access doors	Y	Internal door openings.	None. Refer to door schedule			—
12.02	Fire exit doors	Y	Double doors provided (3 Sets)	Upgrade stepped entrance. Refer to earlier sections			—
12.03	Seating - specification	N/A		—			—
12.04	Desk/tables - height/specification	N/A	Not provided	—			—
12.05	Horizontal circulation - free from hazards/obstructions	Y	Free from all hazards	—			—
12.06	Facilities/equipment - height/position	N/A	Kitchen removed so no need for servery.	None			
12.07	Windows - blinds/glare reduction	Y	Curtains are provided	None			—
12.08	Slip resistant floor surfaces	Y	Timber floor to main hall				
12.09	Lighting	P	Adequate lighting levels provided	Monitor lighting levels to ensure they are maintained	Item	3	—
12.10	Light switches - alignment and height	N	Light switches are not at suitable height	If budget allows to review on a cyclical basis		3	
12.11	Electrical sockets - alignment and height	N	Electrical sockets are not at suitable height	If budget allows to review on a cyclical basis		3	—
12.12	Provision of lowered counter area	N	See item 12.06	—	Item	3	—

Schedule 13: Means of Escape (Horizontal)							
Room No(s): All Areas							
Item Ref	Item	Provision Made? Y, N or Partial	Comments/Site Notes	Recommendations	Qty	Priority (1,2,3)	Cost
13.01	Travel routes	Y	Main entrance/pupil entrances/emergency exits are provided.	–			–
13.02	Dimensions	Y	Adequate travel distances are provided	–			–
13.03	Free from obstructions	Y	Satisfactory	–			–
13.04	Signage	P	Signage provided.	Allow to upgrade and Liaise with Fire Officer on a regular basis	Item	3	–
13.05	Refuges	N	None provided	–			–
13.06	Fire resistances	N	None provided	–			–
13.07	Provision of refuges	N	None provided	–			–
13.08	Dimensions/designation	N	None provided	–			–
13.09	Provision of communication equipment	N	None provided	–			–

Schedule 14: Means of Escape (Vertical)							
Stair No(s): External							
Item Ref	Item	Provision Made? Y, N or Partial	Comments/Site Notes	Recommendations	Qty	Priority (1,2,3)	Cost
14.01	Fire Escape Staircases	Y	Fire Escape stair/lading to first floor fire exit to 6 th form block in poor condition	Allow to overhaul or replace in the short term	1	1	£5.000.00
14.02	Flight widths	Y	As staircase section	—			—
14.03	Flight Landings	Y	As staircase section	—			—
14.04	Risers per flight/risers/goings	Y	As staircase section	—			—
14.05	Tactile warnings	N	As staircase section	—			—
14.06	Nosing's	Y	As staircase section	—			—
14.07	Hand railing	Partial	As staircase section	—			—
14.08	Lighting	Y	As staircase section	—			—
14.09	Miscellaneous	N/A	As staircase section	—			—
14.10	Evacuation Lifts	N	Passenger Lift provided to first floor only within main block which is not used in the event of a fire	Ideally lift to be modified to allow access to second and Third Floor. Cost allowed for within summary element for main block and 6 th form block	Item	3	—

Schedule 15: Fire / Evacuation Alarm Systems and Lighting							
Room No(s): All Areas							
Item Ref	Item	Provision Made? Y, N or Partial	Comments/Site Notes	Recommendations	Qty	Priority (1,2,3)	Cost
15.01	Provision of audible alarm system in all areas	Y	Fire alarm system is provided and checked on a regular basis	—			—
15.02	Provision of personal warning equipment (vibrating alarms)	N	No personal warning equipment is provided	—			—
15.03	Provision of flashing lights in isolated areas	N	No flashing lights are provided	—			—
15.04	Provision of guidance lighting systems	Y	Provided on emergency escape routes	—			—

Schedule 16: Building Management							
Room No(s): All Areas							
Item Ref	Item	Provision Made? Y, N or Partial	Comments/Site Notes	Recommendations	Qty	Priority (1,2,3)	Cost
16.01	External routes, including steps are kept clean and free from obstruction	Y	No obstructions noted on day of survey	—			—
16.02	Designated car parking spaces not used by non-disabled drivers and are kept clear of obstruction	N/A	None provided	—			—
16.03	Door and ironmongery maintained	Partial	Allow to maintain	—			—
16.04	Horizontal circulation space for wheelchair manoeuvre is not obstructed	Y	Satisfactory	—			—
16.05	Vertical circulation routes are checked on a regular basis and are free from obstructions	Y	No obstructions were noted on day of survey	—			—
16.06	Toilets not used as unofficial storage areas	Y	Not used as storage areas	—			—
16.07	Maps of building interiors are updated when building layout changed	P	Plans/ maps are provided on the site	Provide updated plans where possible	Item	3	—
16.08	Blown lamps replaced swiftly	Y	Any blown lamps are reported to the estates and facilities department	—			—
16.09	Alarm systems regularly checked	Y	Checked on a weekly basis by staff on site	—			—

16.10	New staff trained in alarm response procedures	Y	All staff have been trained in alarm response procedures	Ensure new members of staff are trained	Item	2	–
16.11	Overall escape strategy for visitors who may need assistance	Y	No escape strategy in place	Provide training where possible	Item	3	–
16.12	Personal egress plan available for each member of staff or visitors requiring assistance	N	None provided	Provide training where possible	Item	3	–

4.0 Standard Terms and Conditions for Access Audit Surveys

- 4.1 The report on the subject property will be addressed to our clients or the individual who commissioned the survey and will be confidential. Any liability arising out of the reports contents will be specifically limited to our client. The report should not be relied upon by third parties without our express written consent.
- 4.2 Whilst every reasonable effort will be made to carry out the inspection at the date/time advised, we cannot be held liable for any losses caused by matters outside our control, including, but not exclusively:- surveyor illness, traffic/vehicle delay/breakdown, extreme weather conditions or vendor unavailability.
- 4.3 It is not our policy to make any verbal report as to our findings prior to the sending of our written report. Our client should await our full written report prior to entering into any agreements regarding the subject property. Our client must not rely upon any summary report which may be provided at your request.
- 4.4 Our inspection of the premises will cover all visible, exposed and accessible areas and elements of construction in order to report on their construction and any defects adversely affecting their performance either individually or in their constructional context.
- 4.5 Our report will specifically exclude all covered, concealed, unexposed or buried elements of construction such as foundations, footings, lintels and supporting steels. Furnishings including wall hangings will not be moved to facilitate inspection of elements of the structure.
- 4.6 External areas will be inspected from best vantage points or standard 3 metre surveyors ladder where access is not available. High level areas will be inspected by binoculars from ground level or best vantage points but there may be sections that cannot be seen or reported upon. We shall survey within the guidelines of the RICS publication "Surveying Safely".
- 4.7 It is assumed when arranging and undertaking an inspection that all areas are accessible and keys available. Should we be unable to inspect areas because they are secured and access has not been provided then we shall exclude these from our survey. Should we need to revisit to inspect these areas then we shall charge additionally for this at our standard hourly rate.
- 4.8 Where building works are in progress or incomplete we shall not provide as part of our survey confirmation that completed elements comply with building regulation approvals or the advice of the building inspector under building notice or planning consents.
- 4.9 If our client wishes us to report upon building works that are in progress or planned then a copy of all drawings and specifications of work must be made available prior to our survey. An additional fee may be incurred.

- 4.10 If requested in advance of the inspection being undertaken and where appropriate, we will give an indication of the probable cost of rectifying defects and recommended maintenance items. These costs will be derived from historic tender data or the Building Maintenance Cost Information Service Building Maintenance Price Book. We will not, unless specifically requested, comment upon the costs of extending or converting the property. Any cost given will be for guidance only and our client must understand that they are subject to a degree of variance.
- 4.11 We try very hard to ensure that problems do not arise. In accordance with RICS requirements we have a Complaints Handling procedure. Should you wish to make a complaint you should in the first instance contact the practice principal who will make a copy of the Complaints Procedure available to you.
- 4.12 If we are found to be negligent in providing any of the services under this contract, the measure of damages for and limit of any liability will be diminution of property value as at the date of the report.
- 4.13 Our quoted fee is inclusive of all travelling expenses and other charges and is for an Access Audit Survey only, and allows for a single visit to the subject property only. Unless otherwise noted our fees are quoted exclusive of VAT at the prevailing rate. Additional visits to a property at your request will be charged at our standard hourly rate.
- 4.14 Unless otherwise agreed, fees for further investigations, follow-up advice and/or other Surveying services are charged at the current rate per hour plus expenses and VAT and will be subject to a further invoice which shall be payable within 14 days of date on invoice.
- 4.15 The Client will be invoiced on completion of inspection and this will be payable in full prior to delivery of the report and within fourteen days. Once payment has been received and cleared in our account the report will be issued within 48 working hours. Our invoices identify the fee to which they relate. We reserve the right to charge interest at four percent (4%) over and above HSBC bank base rate per annum (accruing on a daily basis) on outstanding amounts not paid within 14 days of delivery (such rates apply both before and after any court judgement in our favour).
- 4.16 Where fees are paid in advance of work being completed they will be deposited in the firm's general bank account and accounted for in accordance with RICS Guidelines. Such deposits will not be protected by the RICS Clients' Money Protection Scheme.
- 4.17 Client funds deposited by agreement in Building Surveyors Limited designated Client Account will be accounted for and managed in accordance with RICS Guidelines and will be protected by the RICS Clients' Money Protection Scheme. Interest will not usually accrue on those deposits unless otherwise agreed in writing. Neither Building Surveyors Limited nor the RICS Clients' Money Protection Scheme will be liable to repay lost money through bank failure. Claims for compensation arising from bank failures should be to the FSCS if the

claimant is eligible but RICS and Building Surveyors Limited can give no guarantee as to the success or amount of any claim.

- 4.18 Where the property to be inspected is substantially different either in size or value to that quoted for we reserve the right to charge an additional fee on a pro rata basis.
- 4.19 Prior to carrying out our inspection our client must return in the stamped addressed envelope provided their second copy of these terms and conditions and our letter of appointment suitably signed as acceptance of same.
- 4.20 We reserve the right to charge the agreed fee for surveys cancelled less than 24 hours before the pre-arranged time of inspection.4.1

Appendix A

The following list has been taken and adapted from the BS8300: 2001.

BS8300: 2001 Annex F (Informative)

Management and Maintenance Issues

The following management and maintenance issues are important factors in ensuring that a building is easily accessed and used by disabled people:

External Issues:

- Keeping external routes, including steps and ramps, clean, unobstructed and free of surface water, snow, ice and water;
- In car parking areas, checking designated spaces for use by non-disabled motorists;
- Making available auxiliary aids such as portable ramps;

Internal Issues:

- Ensuring that wheelchair spaces are available in seating areas;
- Ensuring correctly trained staff are available to assist disabled people, e.g. with hoists;
- Ensuring that storage does not obstruct circulation space and WC's;
- Ensuring that cleaning and polishing does not produce a slippery surface;
- Ensuring that trip hazards such as junctions between floor surfaces are removed;
- Ensuring access between movable tables in refreshment areas;

Maintenance Issues:

- Maintaining doors, door closers and ironmongery;
- Regularly maintaining hearing enhancement systems;
- Maintaining ventilation and heating equipment;
- Replacing blown bulbs quickly;
- Keeping windows, lamps and blinds clean to maximize lighting;

Communication Issues:

- Providing information on strobe lighting prior to entry;
- Providing signers;
- Removing and/or changing signage when departments relocate;
- Providing accurate information on facilities prior to arrival;
- Providing audio description services;
- Providing and revising literature;
- Permanently staffed position available for emergency lift telephone Communications;
- Updating maps of buildings following changes;
- Replacing signs correctly after decoration;
- Regularly checking hearing enhancement systems;

- **Policy Issues:**

- Allocating and reviewing parking spaces;
- Changing signs when required;
- Reviewing the number of disabled people attending and needing facilities;
- Adopting a signage policy;
- Having the induction loop position always positioned at counter locations.
- Providing portable ramps;
- Arranging audits of visitor's journey;
- Instructing access audits;
- Ensuring responsibilities are defined within the organization;
- Ensuring that access improvements are picked up whenever possible during maintenance and refurbishment work;
- Reviewing and improving evacuation procedures;
- Training of staff;
- Reviewing all policies, procedures and practices;
- Reviewing the provision of auxiliary aids;

Appendix B_Photographic Schedule



P01 – Access Steps to new car park



P02 - Typical access steps



P03 – Dedicated accessible parking bays



P04 – Main Entrance to School



P05 – Access path in poor condition



P06 – Access path in poor condition



P07 – Drop kerb required.



P08 – Fire escape stairs poor



P09 – Main Entrance Reception



P010 – Access steps to top sports field.



P011 – Fire escape in poor condition (6th Form Block)



P012 – External Door in poor condition



P013 – Entrance steps into rear pupils entrance.



P013 – Typical Corridor_Poor contrast



P014 – Accessible toilet not compliant.