



## Hawley Hall High School

**POLICY NAME:** Accessibility Plan

**ADOPTED:** Summer 2022

**REVIEW PERIOD:** to be reviewed every three years

**SIGNATURE:** *W. Frackley* \_\_\_\_\_

Chair of Governors

**Interior Physical Environment**

Description	Comments	Issues	Action Required
<p><b>G Block</b> Corridors and classrooms</p>	<p>Lighting levels good, colour contrast good.</p> <p>Classroom windows have blinds fitted with the exception of Language computer room.</p> <p>Computer workstation in corridor</p>	<p>Yes</p> <p>Yes</p>	<p>Ensure lights are working and on when necessary. Lights should be switched on in corridors. Ensure blinds are in working order and utilised as necessary. Glare could be a problem in Language computer room, blinds to be fitted as necessary.</p> <p>Ensure chairs are pushed under workstation when not in use.</p> <p><b>Good practice for all rooms:</b> Ensure chairs are pushed under tables and walkways through classrooms are kept clear and clutter free. Ensure cupboards and cabinets are not over filled, any doors can close securely and drawers/trays do not protrude into walkways. Ensure corridor is kept clutter free for easy access.</p>
Description	Comments	Issues	Action Required
<p><b>G Block cont ...</b> Disabled Toilet</p> <p>Inclusion kitchen</p>	<p>Exposed hinges on interior of door.</p> <p>Lighting level good, natural light from windows. Blinds fitted to</p>	<p>Yes</p> <p>Yes</p>	<p>Add finger guard for safety.</p> <p>Ensure lights and blinds are working and used as necessary.</p>

	<p>windows. Colour contrast good. Clear areas within the kitchen setting, clutter free space. No specialist equipment within the setting or additional markings.</p>		<p>Ensure all areas within the kitchen are kept tidy and free from clutter. Provide specialist kitchen equipment as necessary and/or tactually mark existing equipment for the benefit of pupils with a visual impairment.</p>
--	--	--	--

Description	Comments	Issues	Action Required
<p><b>H Block. Design Technology</b> Entrance and corridor</p> <p>Classrooms</p>	<p>Lighting level good, colour contrast good.</p> <p>Lighting level good with additional natural light. Colour contrast good.</p> <p>Clear walkways through classrooms, free from clutter.</p> <p>H4 and H5 have blinds fitted to windows. H2 &amp; H3 no blinds.</p> <p>H2 safety line on floor is faded.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Ensure lights are working and on when necessary. Lights should be switched on in corridors.</p> <p>Ensure blinds are in working order and continue to use as necessary to reduce glare.</p> <p>Ensure all walkways continue to be kept clear, chairs pushed under workstations, cupboard doors are able to close securely and drawers/trays do not protrude into walkways.</p> <p>Add blinds in H2 &amp; H3 as glare could be an issue.</p> <p>Reapply high contrast yellow paint for greater definition.</p>

Description	Comments	Issues	Action Required
<b>Dining Room &amp; Salad Bar</b>	Lighting level good with additional natural light. Colour contrast good.	Yes	Ensure students are familiar with this environment and can safely navigate this area at busy times either independently or with assistance, as necessary.
<b>F Block. Maths</b> Entrance, corridors and classrooms	Lighting level good, colour contrast good.  Classroom 4 & 5 have blinds fitted to windows.	Yes	<p>Ensure lights are on and working, especially in corridors. Ensure blinds are in working order and continue to be used as necessary to reduce glare.</p> <p><b>Good practice for all rooms:</b> Ensure chairs are pushed under tables and walkways through classrooms are kept clear and clutter free.</p> <p>Ensure cupboards and cabinets are not over filled, any doors can close securely and drawers/trays do not protrude into walkways.</p> <p>Ensure corridor is kept clutter free for easy access.</p>

Description	Comments	Issues	Action Required
<p><b>E Block. Music</b> Entrance and corridor</p> <p>Rooms E3 &amp; E4</p>	<p>Lighting level good, colour contrast good.</p> <p>Lighting level good, colour contrast good. Blinds fitted to windows. Clear walkways throughout</p>	<p>Yes</p>	<p>Ensure lights are on and working, especially in corridors. Ensure blinds are in working order and utilised as necessary.</p> <p><b>Good practice for all rooms:</b> Ensure chairs are pushed under tables and walkways through classrooms are kept clear and clutter free.</p> <p>Ensure cupboards and cabinets are not over filled, any doors can close securely and drawers/trays do not protrude into walkways.</p> <p>Ensure corridor is kept clutter free for easy access.</p>
<p><b>Creative studio &amp; Drama Studio</b></p>	<p>Moveable features, reduced lighting at times, use of black out curtains.</p>	<p>Yes</p>	<p>Ensure pupils are familiar with the changing layout of the rooms and able to safely navigate environment when lighting levels are reduced.</p>

Description	Comments	Issues	Action Required
<p><b>C Block. Science</b> Entrance and corridor &amp; ground floor rooms</p> <p>Stairs to first floor</p> <p>First floor corridor</p> <p>First floor rooms</p>	<p>Lighting level good, colour contrast good. Lighting level good, colour contrast good. Rooms 1,2,3 all have blinds fitted to windows.</p> <p>Rooms 4,5 windows do not appear to have blinds on all windows.</p> <p>Lighting level good with additional natural light top and bottom. Colour contrast good, blue hand rails on white walls. Stairs have contrasting blue nosing for greater definition.</p> <p>Lighting levels reduced, less natural light.</p> <p>Lighting &amp; colour contrast good. Rooms 8,9,10 &amp; 11 all have blinds fitted to windows.</p>	<p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>Yes</p>	<p>Ensure lights are working and on when necessary. Lights should be switched on in corridors. Ensure blinds are in working order and continue to be used as necessary to reduce glare.</p> <p>Additional blinds to be fitted in rooms 4 &amp; 5.</p> <p>Ensure lights are working and on when necessary. Lights should be switched on in corridors.</p> <p>Ensure blinds are in working order and continue to be used as necessary to reduce glare.</p>

Description	Comments	Issues	Action Required
<p><b>C Block cont....</b> Food Tech Rooms</p>	<p>Teaching area and practical area</p>	<p>Yes</p>	<p>Ensure students are familiar with the classroom environment and walkways are kept clutter free.</p> <p>Ensure students are familiar with practical area. Add tactile markings to appliances / equipment as necessary or provide specialist equivalents.</p> <p><b>Good practice for all rooms:</b> Ensure chairs are pushed under tables and walkways through classrooms are kept clear and clutter free.</p> <p>Ensure cupboards and cabinets are not over filled, any doors can close securely and drawers/trays do not protrude into walkways.</p> <p>Ensure corridor is kept clutter free for easy access.</p>



Description	Comments	Issues	Action Required
<p><b>Sports Block</b> Corridors</p> <p>Girls Changing Room 1</p> <p>Girls Changing Room 2</p> <p>Sports Hall</p>	<p>Lighting is adequate. Lack of windows and general décor makes area appear dark.</p> <p>Drinks machine and water fountain opposite main entrance. Water fountain leaks and creates puddle in the middle of the corridor.</p> <p>Lighting good, colour contrast good. Entrance door is dark with dark handle. Lockers have keys protruding from doors.</p> <p>Larger changing room. Lighting good, colour contrast good. Lockers and lost property cabinet.</p> <p>Lighting good, colour contrast good. Floor markings are worn.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Ensure lights are on in the corridor.</p> <p>Ensure water fountain is working properly and doesn't leak.</p> <p>Change door handle for a better contrast, eg silver. Take keys out of lockers / move lockers to less obtrusive position.</p> <p>Ensure locker doors are able to shut securely and not left open. Ensure lost property cabinet is not overfull and drawers can close securely. Keep walkways clear and free from clutter.</p> <p>Repaint floor markings for greater clarity.</p>



Description	Comments	Issues	Action Required
<p><b>A Block. Humanities</b> Entrance</p> <p>Stairs to first floor Art rooms</p> <p>Ground floor corridor and classrooms</p>	<p>Lighting level good, colour contrast good.</p> <p>Lighting level good, Colour contrast good, blue hand rails on white walls. Stairs have contrasting blue nosing for greater definition.</p> <p>Lighting level good, colour contrast good, rooms have additional natural light.</p>	<p>No</p> <p>No</p> <p>Yes</p>	<p>Ensure lights are working and on when necessary. Lights should be switched on in corridors. Ensure all rooms have blinds fitted and used as necessary to reduce glare.</p> <p><b>Good practice for all rooms:</b> Ensure chairs are pushed under tables and walkways through corridor and classrooms are kept clear and clutter free.</p> <p>Ensure cupboards and cabinets are not over filled, any doors can close securely and drawers/trays do not protrude into walkways.</p>

Description	Comments	Issues	Action Required
<p><b>A Block cont...</b> First floor corridor</p> <p>Pottery room and Art room</p> <p>First floor rooms 11 - 15</p>	<p>Lighting level good, natural light from roof lights. Colour contrast good. Lighting levels reduced in section of corridor just outside Art rooms.</p> <p>Lighting level good with additional natural light. Blinds fitted to windows. Materials and students work stored around room.</p> <p>Lighting level good, additional natural light from windows. Blinds fitted to windows. Colour contrast good. Walkways clutter free. Storage area tidy.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Ensure lights are working and on when necessary. Lights should be switched on in dimmer section of corridor outside Art rooms.</p> <p>Ensure lights are working and on when necessary. Continue to use blinds when necessary to reduce glare. Ensure students are aware of changing environment and storage of materials. Maintain clear walkways through classrooms and ensure doorways are free from clutter.</p> <p>Ensure lights are working and on when necessary. Continue to use blinds as necessary to reduce glare. Continue to maintain clear walkways through classrooms and ensure doorways are free from clutter.</p>
Description	Comments	Issues	Action Required

Social area	Lighting good. Features and moveable furniture dark in appearance providing reduced contrast.	Yes	Ensure students are aware of changing environment. Ensure lights are working and switched on as necessary.
Stairs down to Reception	Lighting level good with additional natural light. Colour contrast good, blue hand rails on white walls. Stairs have contrasting black nosing for greater definition.	No	
ICT corridor	Lighting level good, natural light from roof lights. Colour contrast good.	No	Ensure lights are working and on when necessary. Continue to use blinds as necessary to reduce glare. Continue to maintain clear walkways through classrooms and ensure doorways are free from clutter.  Fit additional blind in this room.
ICT rooms	Lighting good, colour contrast good. Windows have blinds fitted. Walkways and exits clear and clutter free.	Yes	
	One window blind missing in 11H opposite store room.	Yes	

Description	Comments	Issues	Action Required
Library  Spiral staircase	Lighting level good. Colour contrast good. Walkways clear and clutter free.  Carpeted metal steps, dark colours giving reduced definition and low colour contrast.  Blue supporting posts at the foot of stairs lack definition.	Yes  Yes  Yes	Ensure routes remain clear.  Highlight top and bottom step edges with a high contrast yellow strip to add definition.  Apply bands of high contrast yellow paint at eye level and mid/lower level for clarity and definition.
Reception area	Low level displays and obstacles on route	Yes	Ensure students are aware of display positioning and that displays are secure. Ensure reception area is kept clutter free at all times with clear routes to all exits.
Lift	Control panel with additional Braille labelling.	Yes	Ensure Braille markings are tactually legible and have not been tampered with. Replace as necessary.

## Exterior Physical Environment

Description	Comments	Issues	Action Required
<p><b>G Block</b> Ramp access to Inclusion Block</p> <p>Access to Language corridor</p>	<p>Manhole cover near the end of ramp is damaged causing uneven ground and large puddle when wet.</p> <p>A line of tactile tiles is missing near to the entrance door.</p> <p>Steps near ramp</p> <p>Tactile tiles not flush to tarmac surface, possible trip hazard.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Ensure students are aware of this and if possible repair area to create a level surface.</p> <p>Replace row of tiles.</p> <p>Highlight step edges with high contrast yellow paint for greater definition.</p> <p>Make level.</p>

Description	Comments	Issues	Action Required
<b>H Block. Design Technology</b> Entrance  Fire exits from classroom areas	Tactile tiles broken and uneven  Low walls, step and broken tiles.	Yes  Yes	Replace and make level.  Replace broken tiles to complete step edges. Highlight step edges and corners of low wall with high contrast yellow paint for greater definition.
<b>Dining room</b> Entrance adjacent to E Block  Side entrance  Exit from Salad Bar	Steps into dining room edged with contrasting black nosing.  Edge of tactile tiles are broken.  Step is highlighted due to silver metal strip.	No  Yes  No	  Replace tiles to form even surface.
<b>A Block. Humanities</b> Ramp access and steps to Humanities	Single handrail to one side of ramp. No handrail at steps.  Coping stone loose on far side low wall. No handrail.  No tactile markings to indicate approach to steps.	Yes  Yes  Yes	Fit additional handrail to low level wall on ramped access, turning to aid ascent and descent of steps.  Add handrail to low wall on far side. Secure coping stone.  Addition of tactile tiles to warn of approaching steps.
Description	Comments	Issues	Action Required



<b>A Block cont...</b>	No definition to step edges near to ramp.	Yes	Highlight step edges with high contrast yellow paint for greater definition.
	Two loose bricks underfoot by the doorway of Humanities.	Yes	Secure bricks to stop them rocking when stepped on.
<b>Entrance to Science</b>	Slight step on entrance near to toilet area.	Yes	Make level to prevent trip hazard.
<b>ICT entrance</b>	Low wall, no handrail.	Yes	Add handrail to low wall either side of steps.
	No tactile markings to indicate approach to steps.	Yes	Addition of tactile tiles to warn of approaching steps.
	No definition to step edges.	Yes	Highlight step edges with high contrast yellow paint for greater definition.
<b>Outdoor sports area</b>	Painted markings for outdoor courts ie netball are worn. Change of gradient from all weather pitches to outdoor netball area.	Yes	Repaint markings on outdoor netball area. Ensure students are aware of change in gradient when accessing this area.

Description	Comments	Issues	Action Required
<b>Main entrance into school</b>	Steps lack definition	Yes	Highlight step edges with high contrast yellow paint for greater definition.
<b>Steps leading to car park</b>	Steps lack definition. Sunken grid at the bottom of steps.	Yes	Highlight step edges with high contrast yellow paint for greater definition. Highlight grid area with yellow paint for greater awareness.

Ros Spencer  
Specialist Teacher of the Visually Impaired

Gaynor Smith  
Mobility and Independence Specialist