



LIONHEART
EDUCATIONAL
TRUST

ACCESSIBILITY ACTION PLAN and
DISABILITY POLICY

JANUARY 2026-2028

Lionheart Educational Trust Disability Policy/Accessibility Plan

Our Commitment to Disabled People

Lionheart Educational Trust is committed to equality of opportunity for disabled people and to ending discrimination. The passing of the Disability Discrimination Act 1995, extended by the SEN and Disability Act in 2001 has given a new focus to our work and has led to the development of this policy statement.

The policy sets out our commitment to disabled people.

Our Objective

We want disabled people visiting and working in our schools to be able to realise their full potential. We will make progress towards this by:

- Removing barriers and changing the attitudes which prevent disabled people from gaining access to employment within our schools and to the services provided by our schools
- Working in consultation with disabled people
- Acting as an example of good practice to encourage other organisations across Leicestershire to similar efforts
- Adhering to the Lionheart Pledge.

Guiding Principles

We believe that disability is a social issue and that an impairment becomes a disability because of the social and physical barriers that the individual faces. Our efforts will focus on removing these barriers.

We are guided by the following principles:

- Anti-discrimination - disabled people are not subject to discriminatory practices
- Equality of opportunity - for disabled people in every aspect of their dealings with our schools
- Independence not dependence - enhancing the independence of disabled people and increasing the choices available to them
- Individual needs - recognising that the disabled person is an individual who, like all others, has his or her own needs, abilities, rights and responsibilities
- Accountability - the responsibility for securing equal treatment and removing barriers rests both with our schools as a whole and with individual decision-makers within it
- Integration - services for disabled people are provided as part of an integrated whole, not separately

- Involvement in decision-making - so that disabled people, or their advocates, are consulted before decisions which affect them are made.

Providing Access to our Schools' Services

We aim to remove barriers to being able to access our schools' services. We will seek to ensure that the services provided are those that are required. To help achieve this we will:

- Consider the needs of disabled people appropriately; seeking their levels of satisfaction with the services they use, and on how new facilities are provided or designed
- Appraise our own services, with the help of disabled people, to remove barriers to access
- Raise awareness with our staff, particularly managers and all those who are in contact with the public, so that they are more aware of the barriers faced by disabled people and so that they can communicate effectively with them
- Provide clear information about our services and in a variety of formats which are accessible to disabled people
- Influence agents providing services on our behalf to take similar initiatives □ Monitor provision for students.

The Trust as an Employer

The Trust's Equal Opportunities Policy already demonstrates our commitment to achieving equality of opportunity for disabled people in employment. We will build on this through:

- Recruitment - by encouraging applications from disabled people, and ensuring that the shortlisting and interview process gives them equal opportunity
- The working environment - by taking all reasonable steps to ensure that the working environment does not prevent suitably qualified disabled people from taking up or staying in employment with us
- Career development - by ensuring that disabled people have the same opportunity as other staff to develop their full potential within our schools
- Retention of newly disabled staff - by ensuring that any employee who becomes disabled is fully supported in maintaining a role appropriate to his or her experience and abilities
- Work experience - by ensuring that work placement opportunities within our schools, particularly for young people, are made available for disabled as well as non-disabled people
- Staff training - by making staff throughout our schools, and particularly those involved in recruitment and selection, more aware of the circumstances of disabled people.

Section 1: Aims and objectives

- Increase access to the curriculum for pupils with a disability
- Improve and maintain access to the physical environment
- Improve the delivery of written information to pupils

The table below sets out how the schools will achieve these aims.

| Aim | Current good practice <i>Include established practice and practice under development</i> | Objectives <i>State short, medium and long-term objectives</i> | Actions to be taken | Person responsible | Date to complete actions by | Success criteria |
|--|---|---|---|--|---|--|
| Increase access to the curriculum for pupils with a disability | <p>Ensure that students follow the correct learning pathway and are entered for appropriate exams.</p> <p>Ensure LSA support within lessons according to hours stated on Education and health care plans</p> <p>Ensure needs are met through modified exam papers/ curriculum resources and materials</p> | <p>Long term – all students with a disability will have access to a suitable curriculum</p> <p>Short term – colleagues work to ensure that students with a disability have access to an appropriate curriculum</p> <p>Long term – all students establish a normal way of working which meets their needs and this need is reflected in a modified paper (large print/different colour or through access arrangements with reader, scribe, word processing)</p> <p>Short term – teaching staff address need through quality first teaching and differentiation and flag concerns through Sims and to Heads of Year/SENCO</p> | <p>Interview students prior to transition and selection of GCSE/A level subjects</p> <p>Staff to share concerns with SENCO about a student who may need modifications</p> <p>Testing to determine access arrangements is completed</p> <p>Regular reviews take place through weekly monitoring of attendance/behaviour/reward points – student referrals are used to identify and work to remove barriers</p> | <p>Head of year/ Student Manager/ SENCO</p> <p>All teaching staff</p> <p>SENCO</p> <p>Heads of Year/Student manager/ SENCO/ VP</p> | <p>Depending on year group/ at time of annual reviews and before course options in Y8/9/11</p> <p>Ongoing</p> <p>By Feb half for students in Y11/13 and the summer term for all other year groups</p> | <p>Students will achieve 3 or 4 levels of progress</p> <p>Students will enjoy their education and be successful</p> <p>Students can access exam papers/ subject materials as barriers are removed.</p> |

| Aim | Current good practice <i>Include established practice and practice under development</i> | Objectives <i>State short, medium and long-term objectives</i> | Actions to be taken | Person responsible | Date to complete actions by | Success criteria |
|---|---|---|---|--|----------------------------------|--|
| Improve and maintain access to the physical environment | Continue to work with the Premises Team to ensure that the school site is safe for all staff and students, and so that the site allows disabled access where possible. All new build and refurbishment projects, must include accessibility for all users. | Long term – all areas of the site will allow full disabled access. Short term – any hazards are promptly dealt with | Hazards to be identified by all staff and referred to Premises Team for action Bi annual site walks to point out which areas of the site lack disabled accessibility (including a focus on dyslexia and autism friendly) | All staff Estates Manager, Premises Manager, SENCO, Heads of Key Stage and VP | Ongoing September & March | No/Few hazards identified across the site School site is more accessible to all users |
| Improve the delivery of written information to pupils and parents | Continue to use Beehive for everyday practice Ensure that all communication from the college is clear and in standard English with a clear point of contact to be able to raise any concerns | Ensure parents and all staff are trained on how to use Beehive and that it is used consistently to set appropriate homework for all learners. | Guidance and support provided at point of entry and throughout year as appropriate College communications are quality assured for content and accuracy | Leadership Team, ICT team, Heads of Year | ongoing | Beehive will be part of routine practice Parents feel informed of college business |

Section 2: Access audit – Cedars Academy

| Feature | Description | Actions to be taken | Person responsible | Date to complete actions by |
|-----------------------|---|--|--------------------|-----------------------------|
| Number of storeys | 3 | N/A | Site Manager | Ongoing |
| Corridor access | A majority of corridors are accessible, some are narrow due to the design of the buildings. | A keep left initiative and one-way systems have been implemented, to help during busy class change over. | Site Manager | Ongoing |
| Lifts | 3 | 2x Passenger lifts are serviced 4 times a year and 1x goods lift is 2 times a year. | Site Manager | Jan, Apr, Jul, Oct. |
| Disabled Parking bays | 8 | N/A | Site manager | N/A |
| Entrances | Main entrance to reception block with automatic doors. 6 other blocks supporting accessibility Inc. PTC, Sports Hall, Science, Design, CSC and Endeavour. | Doors are serviced twice a year. | Site Manager | Feb, Aug |
| Ramps | N/A | N/A | Site Manager | N/A |
| Accessible toilets | 11 in total around site. | Toilets are checked on a daily basis. | Site Manager | Ongoing |
| Reception area | There is clear access to the main reception. | N/A | Site Manager | Ongoing |
| Internal signage | There is sufficient signage/maps for SEN/VI students around site. | N/A | Site Manager | Ongoing |

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|-------------------------|--|---|--------------|---------|
| Emergency escape routes | Refuge sites and evacuation chairs and fire escapes. Staff/Students that require a peep. | Maintaining of refuge sites and evacuation chairs to ensure safety. On-going manual handling training for staff. Copies of peeps can be found in LS department. | Site Manager | Ongoing |
|-------------------------|--|---|--------------|---------|

Section 2: Access audit – Martin High School

| Feature | Description | Actions to be taken | Person responsible | Date to complete actions by |
|-----------------------|---|--|--------------------|-----------------------------|
| Number of storeys | 3 | N/A | Site Manager | Ongoing |
| Corridor access | A majority of corridors are accessible, some are narrow due to the design of the buildings. | A keep left initiative and one-way systems have been implemented, to help during busy class change over. | Site Manager | Ongoing |
| Lifts | 3 | 3x Passenger lifts are serviced 4 times a year. | Site Manager | Jan, Apr, Jul, Oct. |
| Disabled Parking bays | 3 | N/A | Site manager | N/A |
| Entrances | Main entrance to reception block with automatic door. 4 other blocks supporting accessibility Inc. Sports Hall, Block D, Block H and Library. | Doors are serviced twice a year. | Site Manager | Feb, Aug |
| Ramps | N/A | N/A | Site Manager | N/A |
| Accessible toilets | 6 in total around site. | Toilets are checked on a daily basis. | Site Manager | Ongoing |
| Reception area | There is clear access to the main reception. | N/A | Site Manager | Ongoing |

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| Internal signage | There is sufficient signage/maps for SEN/VI students around site. | N/A | Site Manager | Ongoing |
| Emergency escape routes | Refuge sites and evacuation blankets and fire escapes. Staff/Students that require a peep. | Maintaining of refuge sites and evacuation blankets to ensure safety. On-going manual handling training for staff. Copies of peeps can be found in LS department. | Site Manager | Ongoing |

Section 2: Access audit – Humphrey Perkins

| Feature | Description | Actions to be taken | Person responsible | Date to complete actions by |
|-----------------------|--|--|--------------------|-----------------------------|
| Number of storeys | 2 | N/A | Site Manager | Ongoing |
| Corridor access | A majority of corridors are accessible, some are narrow due to the design of the buildings. | A keep left initiative and one-way systems have been implemented, to help during busy class change over. | Site Manager | Ongoing |
| Lifts | 3 | 3x Passenger lifts are serviced 4 times a year. | Site Manager | Jan, Apr, Jul, Oct. |
| Disabled Parking bays | 3 | N/A | Site manager | N/A |
| Entrances | Main entrance to reception is a manual door due to the status of the building being Grade 2 listed. This prevents installing an accessible door. All other blocks support accessibility Inc. Maths & English, Sports Hall, Science, Orchard, Humanities and Hall blocks. | Doors are serviced twice a year. | Site Manager | Feb, Aug |
| Ramps | N/A | N/A | Site Manager | N/A |

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|-------------------------|--|---|--------------|---------|
| Accessible toilets | 5 in total around site. | Toilets are checked on a daily basis. | Site Manager | Ongoing |
| Reception area | There is clear access to the main reception. | N/A | Site Manager | Ongoing |
| Internal signage | There is sufficient signage/maps for SEN/VI students around site. | N/A | Site Manager | Ongoing |
| Emergency escape routes | Refuge sites and evacuation chairs and fire escapes. Staff/Students that require a peep. | Maintaining of refuge sites and evacuation chairs to ensure safety. On-going manual handling training for staff. Copies of peeps can be found in LS department. | Site Manager | Ongoing |

Section 2: Access audit – Highcliffe Primary School

| Feature | Description | Actions to be taken | Person responsible | Date to complete actions by |
|-----------------------|---|--|--------------------|-----------------------------|
| Number of storeys | 1 | N/A | Premises Manager | Ongoing |
| Corridor access | All corridors are accessible, some are narrow due to the design of the buildings. | A keep left initiative has been implemented, to help during class change over. | Premises Manager | Ongoing |
| Lifts | 0 | N/A | Premises Manager | N/A |
| Disabled Parking bays | 1 | N/A | Premises Manager | N/A |
| Entrances | Main entrance to reception is a manual door, but is on a level accessible path. | N/A | Premises Manager | N/A |
| Ramps | N/A | N/A | Premises Manager | N/A |

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|-------------------------|--|--|------------------|---------|
| Accessible toilets | 2 in total around site within the Greengate building. | Toilets are checked on a daily basis. | Premises Manager | Ongoing |
| Reception area | There is clear access to the main reception. | N/A | Premises Manager | Ongoing |
| Internal signage | There is sufficient signage/maps for SEN/VI students around site. | N/A | Premises Manager | Ongoing |
| Emergency escape routes | Fire escapes are within each classroom for ease of evacuation. Staff/Students that require a peep. | Copies of peeps can be found in the main office. | Premises Manager | Ongoing |

Section 2: Access audit – Riverside Primary School

| Feature | Description | Actions to be taken | Person responsible | Date to complete actions by |
|-----------------------|---|--|--------------------|-----------------------------|
| Number of storeys | 2 | N/A | Premises Manager | Ongoing |
| Corridor access | All corridors are accessible, some are narrow due to the design of the buildings. | A keep left initiative has been implemented, to help during class change over. | Premises Manager | Ongoing |
| Lifts | 1 | Passenger lift is serviced 4 times a year. | Premises Manager | Jan, Apr, Jul, Oct. |
| Disabled Parking bays | 1 | N/A | Premises Manager | N/A |
| Entrances | Main entrance to reception with an automatic door. | Door is serviced twice a year. | Premises Manager | Feb, Aug |
| Ramps | N/A | N/A | Premises Manager | N/A |

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| Accessible toilets | 2 in total around site. | Toilets are checked on a daily basis. | Premises Manager | Ongoing |
| Reception area | There is clear access to the main reception. | N/A | Premises Manager | Ongoing |
| Internal signage | There is sufficient signage/maps for SEN/VI students around site. | N/A | Premises Manager | Ongoing |
| Emergency escape routes | Refuge sites, evacuation chairs and fire escapes. Staff/Students that require a peep. | Maintaining of refuge sites and evacuation chairs to ensure safety. On-going manual handling training for staff. Copies of peeps can be found in the main office. | Premises Manager | Ongoing |

Section 2: Access audit – Hallam Fields Primary School

| Feature | Description | Actions to be taken | Person responsible | Date to complete actions by |
|-----------------------|--|--------------------------------|--------------------|-----------------------------|
| Number of storeys | 1 | N/A | Premises Manager | Ongoing |
| Corridor access | Only 1 main corridor that is accessible. | N/A | Premises Manager | N/A |
| Lifts | 0 | N/A | Premises Manager | N/A |
| Disabled Parking bays | 3 | N/A | Premises Manager | N/A |
| Entrances | Main entrance to reception with an automatic door. | Door is serviced twice a year. | Premises Manager | Feb, Aug |
| Ramps | N/A | N/A | Premises Manager | N/A |

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|-------------------------|--|--|------------------|---------|
| Accessible toilets | 1 in total around site. | Toilets are checked on a daily basis. | Premises Manager | Ongoing |
| Reception area | There is clear access to the main reception. | N/A | Premises Manager | Ongoing |
| Internal signage | There is sufficient signage/maps for SEN/VI students around site. | N/A | Premises Manager | Ongoing |
| Emergency escape routes | Fire escapes are within each classroom for ease of evacuation. Staff/Students that require a peep. | Copies of peeps can be found in the main office. | Premises Manager | Ongoing |

Section 2: Access audit Brocks Hill

| Feature | Description | Actions to be taken | Person responsible | Date to complete actions by |
|-----------------------|--|---------------------|--------------------|-----------------------------|
| Number of storeys | 1 | N/A | Premises Manager | Ongoing |
| Corridor access | Majority of corridors are accessible, some are narrow due to the design of the building. | N/A | Premises Manager | Ongoing |
| Lifts | N/A | N/A | Premises Manager | N/A |
| Disabled Parking bays | 2 | N/A | Premises Manager | N/A |

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| Entrances | Main entrance to reception is a manual door, but is on a level accessible path. | NA | Premises Manager | Ongoing |
| Ramps | All external exits are ramp accessible. | Ramps are kept clear at all times. Bi annual walk to look at areas that may need improvement. | Premises Manager | Ongoing |
| Accessible Toilets | 1 in total on site. | Toilets are checked on a daily basis. | Premises Manager | Ongoing |
| Reception area | There is clear access to the main reception. | N/A | Premises Manager | Ongoing |
| Internal signage | There is sufficient signage for SEN/VI students around site. | N/A | Premises Manager | Ongoing |
| Emergency escape routes | Fire escapes are within each classroom for ease of evacuation. Staff/Students that require a peep | Copies of peeps can be found in the main Office and firebox. | Premises Manager | Ongoing |

Section 2: Access audit, Beauchamp College

| Feature | Description | Actions to be taken | Person responsible | Date to complete actions by |
|-----------------------|---|--|--------------------|-----------------------------|
| Number of storeys | 2 | Stair treads at both top and bottom highlighted for visually impaired | Site Manager | Ongoing |
| Corridor access | Majority of corridors are accessible, some are narrow due to the design of the building. | A keep left initiative has been implemented to help during busy class change over. Pinch points are continuously reviewed. | Site Manager | Ongoing |
| Lifts | 8 | Lifts are serviced 4 times a year. Annual LOLER checks carried out | Site Manager | Jan, March, June, Sept. |
| Disabled Parking bays | 4 | N/A | Site manager | N/A |
| Entrances | 1 main entrance with automatic doors All other buildings are accessible for wheel chairs | Doors are serviced annually and | Site Manager | Feb, Dec |
| Ramps | Music, Drama and the ALC can be accessed by ramps | Ramps are kept clear at all times. Bi annual walk to look at areas that may need improvement. | Site Manager | April & Sept |
| Accessible Toilets | 12 in total around site. | Toilets are checked on a daily basis. | Site Manager | Ongoing |
| Reception area | There is clear access to the main reception with a dropped curb from the carpark | N/A | Site Manager | Ongoing |

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| Internal signage | There are sufficient signage/maps for SEN/VI students around site. | N/A | Site Manager | Ongoing |
| Emergency escape routes | Refuge points, evacuation chairs and fire escapes. Staff/Students that require a peep. | Maintaining of refuse sites and evacuation chairs to ensure safety. On-going manual handling training for staff. Copies of peeps can be found in the LDD Peeps folder and Premises department | Site Manager | Ongoing |
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Section 2: Access audit Sir Johnathan North

| Feature | Description | Actions to be taken | Person responsible | Date to complete actions by |
|-----------------------|--|---|-------------------------|-----------------------------|
| Number of storeys | 2 | N/A | Site Manager | Ongoing |
| Corridor access | All corridors are accessible with the exception of the W to M block link, this is staff access only, and W to Z link, this is staff access and students who require the assistance of the lift, access to be granted by IT on the Paxton system. | A one-way system has been implemented to help with congestion during lesson changeover. | Site Manager / SLT / IT | Ongoing |
| Lifts | 5 W block is only building without a lift, this can be accessed from the Z block lift and link bridge. | Lifts are serviced 2 times a year. (External courtyard lift has been condemned and is isolated from use) | Site Manager | Ongoing |
| Disabled Parking bays | 6 | N/A | Site manager | N/A |
| Entrances | Main entrance has automatic doors and access to the M block lift. All other buildings have manual doors and access ramps | Doors are serviced twice a year Additional automatic doors may be required to the remaining buildings. | Site Manager | Jan, June |
| Ramps | Main reception can be accessed by a ramp. All other buildings have access ramps. | Ramps are kept clear at all times. Bi annual walk to look at areas that may need improvement. | Site Manager | Sept & March |
| Accessible Toilets | 7 in total around site. | Toilets are checked on a daily basis. | Site Manager | Ongoing |

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|-------------------------|---|--|----------------------|---------|
| Reception area | There is clear access to the main reception. | N/A | Site Manager | Ongoing |
| Internal signage | There are sufficient signage/maps for SEN/VI students around site. | N/A | Site Manager | Ongoing |
| Emergency escape routes | Refuse sites and evacuation chairs and fire escapes. Staff/Students that require a peep to be completed by SENCO. | Maintaining of refuse sites and evacuation chairs to ensure safety. On-going manual handling training for staff. Copies of peeps can be found in the LS and premises department. | Site Manager / SENCO | Ongoing |

Section 2: Access audit – Beauchamp City Sixth Form

| Feature | Description | Actions to be taken | Person responsible | Date to complete actions by |
|-----------------------|--|--|--------------------|-----------------------------|
| Number of storeys | 5 (including plantroom) | N/A | Site Manager | Ongoing |
| Corridor access | A majority of corridors are accessible, some are narrow due to the design of the building. | A keep left initiative and one-way systems have been implemented, to help during busy class change over. | Site Manager | Ongoing |
| Lifts | 2 | 2x Passenger lifts are serviced 4 times a year. | Site Manager | Feb, May, Aug, Nov. |
| Disabled Parking bays | 3 in the main staff car park 1 in the Trust car park | N/A | Site manager | N/A |

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|-------------------------|--|--|--------------|---------|
| Entrances | All external auto doors are accessible. | Doors are serviced once a year. | Site Manager | May |
| Ramps | 1 ramp at the main school entrance | N/A | Site Manager | N/A |
| Accessible toilets | 13 in total around site. | Toilets are checked on a daily basis. | Site Manager | Ongoing |
| Reception area | There is clear access to the main reception. | N/A | Site Manager | Ongoing |
| Internal signage | There is sufficient signage/maps for SEN/VI students around site. | N/A | Site Manager | Ongoing |
| Emergency escape routes | Refuge sites and evacuation chairs and fire escapes. Staff/Students that require a peep. | Evac chairs serviced 1 a year Maintaining of refuge sites. On-going Evac chair training for staff. Copies of peeps can be found with SEN staff. | Site Manager | Feb/Mar |

Section 2: Access audit Broom Leys Primary

| Feature | Description | Actions to be taken | Person responsible | Date to complete actions by |
|-------------------|---|--|--------------------|-----------------------------|
| Number of storeys | 4 | N/A | Premises Manager | N/A |
| Corridor access | Majority of ground floor corridors are accessible; some are narrow due to the design of the building. | A keep left initiative has been implemented to help during busy times. | All Staff | Ongoing |

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|-------------------------|---|--|--------------------------|---------|
| Lifts | None. Full range of facilities available on ground floor. | N/A | Premises Manager | N/A |
| Disabled Parking bays | 5 | N/A | Premises Manager | N/A |
| Entrances | 1 main entrance.2 other entrances supporting accessibility | N/A | Premises Manager | N/A |
| Ramps | Level access available at some entrances | N/A | Premises Manager | N/A |
| Accessible Toilets | 3 in total around site. | Toilets are checked daily | Premises Manager | Ongoing |
| Reception area | Access via two steps at main entrance. Level access to buildings available via alternative entrances. | N/A | Premises Manager | N/A |
| Internal signage | There is sufficient signage/maps for students around site. | N/A | Premises Manager | N/A |
| Emergency escape routes | Clear fire escapes. Staff/Students that require a PEEP have these completed by SENDCo. | Fire exits kept clear. Copies of PEEPs available on L Drive. | Premises Manager/ SENDCo | Ongoing |

Section 2: Access audit The Newbridge School

| Feature | Description | Actions to be taken | Person responsible | Date to complete actions by |
|-----------------------|---|--|--------------------|-----------------------------|
| Number of storeys | 2 | N/A | Site Manager | N/A |
| Corridor access | Majority of corridors are accessible. No lift in Duleep Singh Building. | N/A | Site Manager | N/A |
| Lift | 2, Behn and Jubilee Buildings only. | Passenger lifts serviced quarterly | Site Manager | Ongoing |
| Disabled Parking bays | 5 | Prevent staff / visitors from using to park their vehicles | Site Manager | Ongoing |
| Entrances | Level access at main entrance | N/A | Site Manager | N/A |
| Ramps | 8 Ramps | Ramps are kept clear at all times. annual walk to look at areas that may need improvement. | Site Manager | Ongoing |
| Accessible Toilets | 5 | Toilets are checked and cleaned daily. | Site Manager | Ongoing |
| Reception area | There is clear access to the main reception. | Deliveries kept to a minimum and moved as soon as possible | Site Manager | Ongoing |

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|-------------------------|--|--------------------------|--------------|---------|
| Internal signage | There is sufficient signage/maps for students around site. | N/A | Site Manager | N/A |
| Emergency escape routes | Fire escapes onto ramps | Kept clear at all times. | Site Manager | Ongoing |

Section 2: Access audit The Castle Rock School

| Feature | Description | Actions to be taken | Person responsible | Date to complete actions by |
|-----------------------|---|---|--------------------|-----------------------------|
| Number of storeys | Main Bletchley building - 2 | N/A | Site Manager | N/A |
| Corridor access | Corridors in Bletchley are accessible. Some corridors in old buildings are not accessible, due to the design of the building, but these old buildings are being replaced under the SRP. | N/A | Site Manager | N/A |
| Lift | Available in Bletchley building only | Passenger lift serviced quarterly | Site Manager | Ongoing |
| Disabled Parking Bays | 2 | Prevent staff / visitors from using / blocking these bays | Site Manager | Ongoing |

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|-------------------------|--|--|--------------|---------|
| Entrances | Level access at entrances | N/A | Site Manager | N/A |
| Ramps | Level access at entrances | N/A | Site Manager | N/A |
| Accessible Toilets | 5 | Toilets are checked and cleaned daily. | Site Manager | Ongoing |
| Reception area | There is clear access to the main reception. | Deliveries kept to a minimum and moved as soon as possible | Site Manager | Ongoing |
| Internal signage | There is sufficient signage/maps for students around site. | N/A | Site Manager | N/A |
| Emergency escape routes | Clear fire escapes. Staff/Students that require a PEEP have these completed by SENDCo. | Fire escapes kept clear at all times. | Site Manager | Ongoing |

Section 2: Access audit – Judgemeanow Community College

| Feature | Description | Actions to be taken | Person responsible | Date to complete actions by |
|-----------------------|--|--|--------------------|-----------------------------|
| Number of storeys | 3 | N/A | G4S Site Manager | Ongoing |
| Corridor access | All corridors are accessible. | A keep left initiative and one-way systems have been implemented, to help during busy class change over. | G4S Site Manager | Ongoing |
| Lifts | 2 | 2x Passenger lifts are serviced 4 times a year. | G4S Site Manager | Ongoing |
| Disabled Parking bays | 7 in the main staff car park 2 in the FDC | N/A | G4S Site manager | N/A |
| Entrances | All external auto doors are accessible. | Doors are serviced once a year. | G4S Site Manager | Ongoing |
| Ramps | 1 ramp at the main school entrance 2 ramps to the rear, 1 to the rear of the 5 a side MUGA, 1 to the sports and language block. | N/A | G4S Site Manager | Ongoing |
| Accessible toilets | 14 in total around site. | Toilets are checked on a daily basis. | G4S Site Manager | N/A |
| Reception area | There is clear access to the main reception, the reception counter has lowered access for disabled visitors. | N/A | G4S Site Manager | Ongoing |
| Internal signage | There are sufficient signage/maps for SEN/VI which includes brail on some signage. | N/A | G4S Site Manager | Ongoing |

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| Emergency escape routes | Refuge sites and evacuation chairs and fire escapes. Staff/Students that require a peep. | Evac chairs serviced 1 a year Maintaining of refuge sites. On-going Evac chair training for staff. Copies of peeps can be found with SEN staff. | Operations manager/ G4S are responsible for refuge points. | Ongoing |
|-------------------------|--|--|--|---------|

Section 2: Access audit – Mercia Academy

| Feature | Description | Actions to be taken | Person responsible | Date to complete actions by |
|-----------------------|------------------------------------|--|--------------------|-----------------------------|
| Number of storeys | 2 | N/A | Site Manager | N/A |
| Corridor access | All corridors are accessible. | A keep left initiative and one-way systems have been implemented, to help during busy class change over. | Site Manager | Ongoing |
| Lifts | 1 | 1x Passenger lifts are serviced 4 times a year. | Site Manager | Ongoing |
| Disabled Parking bays | 3 in the main staff car park | N/A | Site manager | N/A |
| Entrances | All external doors are accessible. | N/A | Site Manager | N/A |
| Ramps | Level access at entrances | N/A | Site Manager | N/A |
| Accessible toilets | 6 in total around site. | Toilets are checked daily. | Site Manager | Ongoing |

| | | | | |
|-------------------------|--|--|--------------|---------|
| Reception area | There is clear access to the main reception; the reception counter has lowered access for disabled visitors. | N/A | Site Manager | N/A |
| Internal signage | There are sufficient signage/maps | N/A | Site Manager | N/A |
| Emergency escape routes | Refuge sites, evacuation mats and fire escapes. Staff/Students that require a PEEP completed by SENDCo. | Mats serviced once a year. Maintaining of refuge sites. On-going Evac mat training for staff. Copies of PEEPs can be found with SEN staff. | Site Manager | Ongoing |

Section 2: Access audit – Newhall Junior

| Feature | Description | Actions to be taken | Person responsible | Date to complete actions by |
|-----------------------|------------------------------------|---|--------------------|-----------------------------|
| Number of storeys | 2 | N/A | Site Manager | N/A |
| Corridor access | All corridors are accessible. | A keep left initiative has been implemented, to help during busy times. | All staff | Ongoing |
| Lifts | 1 | 1x Passenger lifts are serviced 4 times a year. | Site Manager | Ongoing |
| Disabled Parking bays | 2 in the main staff car park | N/A | Site manager | N/A |
| Entrances | All external doors are accessible. | N/A | Site Manager | N/A |

| | | | | |
|-------------------------|--|--|--------------|---------|
| Ramps | 1 | N/A | Site Manager | N/A |
| Accessible toilets | 5 in total around site. | Toilets are checked daily. | Site Manager | Ongoing |
| Reception area | There is clear access to the main reception; the reception counter has lowered access for disabled visitors. | N/A | Site Manager | N/A |
| Internal signage | There are sufficient signage/maps | N/A | Site Manager | N/A |
| Emergency escape routes | Refuge sites, evacuation chairs and fire escapes. Staff/Students that require a PEEP completed by SENDCo.. | Chairs serviced once a year. Maintaining of refuge sites. Copies of PEEPs can be found with SEN staff. | Site Manager | Ongoing |

Section 2: Access audit – Greenstone Primary School

| Feature | Description | Actions to be taken | Person responsible | Date to complete actions by |
|-----------------------|-------------------------------|---------------------|--------------------|-----------------------------|
| Number of storeys | 1 | N/A | Premises Manager | N/A |
| Corridor access | All corridors are accessible. | N/A | Premises Manager | N/A |
| Lifts | none | N/A | Premises Manager | N/A |
| Disabled Parking bays | 3 in the main staff car park | N/A | Premises Manager | N/A |

| | | | | |
|-------------------------|--|---|------------------|---------|
| Entrances | All external doors are accessible. Automatic doors at main entrance. | N/A | Premises Manager | N/A |
| Ramps | none | N/A | Premises Manager | N/A |
| Accessible toilets | 6 in total around site. | Toilets are checked daily. | Premises Manager | Ongoing |
| Reception area | There is clear access to the main reception; the reception counter has lowered access for disabled visitors. | N/A | Premises Manager | N/A |
| Internal signage | There are sufficient signage/maps | N/A | Premises Manager | N/A |
| Emergency escape routes | Clear fire escapes. Staff/Students that require a PEEP completed by SENDCo.. | Check fire exits kept clear. Copies of PEEPs can be found with SEN staff. | Premises Manager | Ongoing |