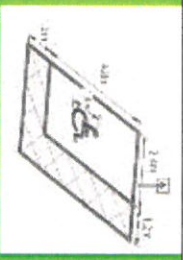


13. Action Plan

13.1. Access to Information							
Audit Ref	Audit Item	Suggested Actions	Priority	Budget Implications	Target date for completion	Ownership of Task (School to insert name)	Date Completed

13.2. Access to Site and Facilities							
Audit Ref	Audit Item	Suggested Actions	Priority	Budget Implications	Target date for completion	Ownership of Task (School to insert name)	Date Completed
10.2.2	Disabled Parking	Mark out at least one accessible car park bay. Ensure it is as close as possible to your main accessible entrance. Mark out at least one accessible car park bay. Ensure it is as close as possible to your main accessible entrance.	B	N	ASAP		
			B	L	2022		
			B	L	2022		



Place a sign at the entrance to your car park indicating the nearest accessible parking bay and entrance. For example:



Erect a sign in front of the accessible parking bay at a height of 1 metre. (In case of snow on the ground.) For example:




Mark out a safe walkway in the car park. For example:


B

N



2022

							
10.2.4	Access to Reception	<p>Place a sign at the intercom by your pedestrian entrance. For example:</p> 	C	L	2022		
10.2.5	Reception Facilities	<p>Provide signage from the main school entrance showing the alternative accessible route for wheelchair users.</p> <p>Provide signage from the main school entrance showing the alternative accessible route for wheelchair users.</p>	B B	L L	ASAP 2022		

	<p>Provide signage next to the intercom at your main entrance. For example:</p>  <p>Install a portable hearing loop in your main reception area and clearly display the sign.</p>   <p>Provide a seat with high back and arms in your main reception area. For example:</p> 	B	N	ASAP		
		B	L	2022		

		<p>Provide either signage or instructions from the reception area to the visitor's accessible toilet. For example:</p> 					
10.2.6	External Areas	<p>Install further handrails to outside steps where there are more than 3 risings and where needed.</p> <p>Install further handrails to outside steps where there are more than 3 risings and where needed. All steps with 3 or more risings should have handrails fitted on both sides.</p> <p>All ramps to have handrails on both sides.</p> <p>Install additional external signage to assist with wayfinding.</p>	B	L	2022		
10.2.7	Emergency Evacuation	<p>Ensure some members of staff are trained in assisting those with a</p>	B	L	ONGOING		

		mobility impairment evacuate the building should an emergency arise.					
10.2.9	Internal movement – Stairs and Lifts	Stairs leading up to the stage to have handrails and nosings.	B	L	2022		
10.2.10	Accessible Toilets	Install a coat hook at an accessible height in your accessible toilet. Install a coat hook at an accessible height in your accessible toilet. Ensure some members of staff are trained in responding to the activation of an emergency alarm from within the accessible toilet.	B	L	2021/2022 ONGOING		
10.2.13	Internal Signage	Review internal signage and ensure it is all in both uppercase and lowercase lettering. Consider adding and option in Braille. Review internal signage and ensure it is all in both uppercase and lowercase lettering. Consider adding and option in Braille. For example:	B	L	2022		
			B	L	2022		
			B	L	2022		

		<p>Add more signage to assist with wayfinding.</p> <p>Ensure your classrooms are uniformly signed.</p> 					
10.2.18	Doors	<p>Change non-compliant door handles to the D style of handle.</p> <p>Change non-compliant door handles to the D style of handle: Example:</p>  <p>Handles which do not contrast in colour to the door should either be changed or painted to a different colour. Example:</p>	B	L	2022		
			B	N	2022		

