## 13. Action Plan

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

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

Mark out a safe walkway in the car park. 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:	Place a sign at the entrance to your car park indicating the nearest accessible parking bay and entrance. For example:	300 / 300 /
			Z
			2022

10.2.5	10.2.4	
Reception Facilities	Access to Reception	
Provide signage from the main school entrance showing the alternative accessible route for wheelchair users.  Provide signage from the main school entrance showing the alternative accessible route for wheelchair users.	Place a sign at the intercom by your pedestrian entrance. For example:  Please press button for attention and and access access	
c c c	C	
ASAP 2022 2022	2022	

3	Provide a seat with high back and arms in your main reception area. For example:	Install a portable hearing loop in your main reception area and clearly display the sign.	and access	Please press	intercom at your main entrance. For example:
	back and tion area.	g loop in a and			ntrance.
				œ	œ
					Z
				2022	ASAP

			trained in assisting those with a		
ONGOING	1	В	Ensure some members of staff are	Emergency Evacuation	10.2.7
			Install additional external signage to assist with wayfinding.		
			All ramps to have handrails on both sides.		
2022		50	with 3 or more risings should have handrails fitted on both sides.		
2022	F	œ	Install further handrails to outside steps where there are more than 3		
2022			steps where there are more than 3 risings and where needed.	External Areas	10.2.6
15.53					
			*5**		
			toilet. For example:		
			instructions from the reception		

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

Add more signage to assist with wayfinding.  Finsure your classrooms are uniformly signed.  Change non-compliant door handles to the D style of handle.  Change non-compliant door handle to the D style of handle.  Example:  Findles which do not contrast in colour to the door should either be changed or painted to a different colour. Example:			10.2.18			
			Doors			
	Handles which do not contrast in colour to the door should either be changed or painted to a different colour. Example:	Change non-compliant door handles to the D style of handle: Example:	Change non-compliant door handles to the D style of handle.	Ensure your classrooms are uniformly signed.	Add more signage to assist with wayfinding.	Maple Year 2 Nass Historia
			60			
2022		Z	-			
		2022	2022			

Aud		
it Ref	13.3.	
Audit Ref Audit Item	13.3. Access to Education	
Suggested Actions	ח	
Priority		
Budget Implications		
Target date for completion		
Ownership of Task (School to insert name)		
Date Completed		

## 13.4. Signatures

Head T	
Head Teacher	
	Na
	Name (Print)
	Signature
	Date