



LIONHEART
EDUCATIONAL
TRUST

ACCESSIBILITY ACTION PLAN and
DISABILITY POLICY

MARCH 2023-2026

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

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
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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

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

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

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

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

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

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

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

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

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

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	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.	Site Manager	Ongoing

Lifts	2	Lifts are serviced 4 times a year.	Site Manager	Jan, March, June, Sept.
Disabled Parking bays	5	N/A	Site manager	N/A
Entrances	1 main entrance with automatic doors 2 other entrances supporting accessibility	Doors are serviced twice a year	Site Manager	Jan, June
Ramps	Main reception can be accessed by a ramp.	Ramps are kept clear at all times. Bi annual walk to look at areas that may need improvement.	Site Manager	Sept & March
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.	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	Refuse sites and 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 LS and premises	Site Manager	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	Ongoing
Corridor access	Majority of corridors are accessible. No lift in Duleep Singh Building.	N/A	All staff	Ongoing
Lift	2, Behn and Jubilee Buildings only.	N/A	Site Manager	Ongoing
Disabled Parking bays	5	Prevent staff / visitors from using to park their vehicles	Site manager	N/A
Entrances	Other entrances supporting access.	N/A	Site Manager	Ongoing
Ramps	8 Ramps	Ramps are kept clear at all times. annual walk to look at areas that may need improvement.	Site Manager	July
Accessible Toilets	5	Toilets are checked and cleaned on a daily basis.	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	None only to indicate toilets	N/A	Site Manager	Ongoing
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	2	N/A	Site Manager	Ongoing
Corridor access	Majority of corridors are accessible. No lift in Duleep Singh Building.		All staff	Ongoing
Lift	2, Behn and Jubilee Buildings only.			
Disabled Parking bays	5	Prevent staff / visitors from using to park their vehicles	Site manager	N/A

Entrances	Other entrances supporting access.		Site Manager	Ongoing
Ramps	8 Ramps	Ramps are kept clear at all times. annual walk to look at areas that may need improvement.	Site Manager	July
Accessible Toilets	5	Toilets are checked and cleaned on a daily basis.	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	None only to indicate toilets	N/A	Site Manager	Ongoing
Emergency escape routes	Fire escapes onto ramps	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

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
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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	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.	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 auto doors are accessible.	Doors are serviced once a year.	Site Manager	Ongoing
Ramps	N/A	N/A	Site Manager	Ongoing
Accessible toilets	6 in total around site.	Toilets are checked on a daily basis.	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	Site Manager	Ongoing
Internal signage	There are sufficient signage/maps	N/A	Site Manager	Ongoing
Emergency escape routes	Refuge sites, evacuation mats and fire escapes. Staff/Students that require a peep.	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	1	N/A	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.	Site Manager	Ongoing
Lifts	0	N/A		
Disabled Parking bays	1 in the main staff car park	N/A	Site manager	N/A
Entrances	All external auto doors are accessible.	Doors are serviced once a year.	Site Manager	Ongoing

Ramps	4 ramps	Kept clear at all times.	Site Manager	Ongoing
Accessible toilets	1 in total around site.	Toilets are checked on a daily basis.	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	Site Manager	Ongoing
Internal signage	There are sufficient signage/maps	N/A	Site Manager	Ongoing
Emergency escape routes	Monitored by Site Manager		Site Manager	Ongoing