

Cranleigh Preparatory School Disability Access Plan 31st January 2021 - 30th January 2024

General Actions

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| | Plan new developments and refurbishments with disability access fully in mind |
| | Increase contrast when re-painting as noted in audit |
| | Increase contrasting stair nosings |
| | Keep disabled facilities clear and unobstructed |
| | Increase staff awareness |
| | Improve site signage |
| | Improve visual warnings for fire alarm activations as upgrades allow |

Funding

The Works budget assumes a level of expenditure of about £7,000 per week, excluding staff costs for the routine maintenance of the School buildings. Within this figure, the Works Manager has delegated authority to spend based on the priority system within the department which automatically prioritizes health and safety and pupil welfare issues over and above more routine matters. For larger projects, these would go forward onto the CapEx model which, again, prioritizes projects accordingly."

Specific Actions from Audit

Action No	Priority	Description	Notes
CPSAA3	3	Increase the number of accessible car parking bays you have present on site.	In planning stages
CPSAA4	3	Ensure that accessible car parking bays are laid out correctly.	
CPSAA5	3	When next planning refurbishment ensure the external ramp located by the Ferrier Building meets best line practices.	
CPSAA6	3	Mark the nosings on all external steps to help make them more distinguishable.	Work in Progress Townsend - complete Chapel - complete
CPSAA8	3	Repair the surface of the Lovers car park area, as it is in a poor condition.	Awaiting outcome of planning application. Planning application declined. Reconsidering options
CPSAA10	4	Ensure that any enlarged bays created meet the guidance set out in BS8300:2009.	
CPSAA11	4	Lower the kerbs located near to the accessible car parking bays within the Lovers parking so that people who use wheelchairs or walking aids can easily gain access to them.	
CPSAA12	4	Place signs near the entrance of the car park showing the general locations of the disabled car parking bays. This will help people with disabilities find the disabled car parking bays more easily.	DJ to confirm
CPSAA14	4	When next planning refurbishment improve the contrast of the ramps and handrails to make them more visible.	Black tarmac ramps formed with galvanised handrails at all entrances to School House
CPSAA17	4	Place corduroy hazard warning markings on the ground at the top and the bottom of all external steps, where applicable.	
CPSAA18	4	Ensure that there are handrails located on both sides of all external steps to aid people with mobility impairments progress along the steps on site.	
CPSAA21	3	Install a permanent induction loop at the reception desk so that people with hearing impairments are able to communicate easily with reception staff. Place signage at the desk so that people are aware that induction loop facilities are available, and they can set their hearing apparatus to the correct frequency.	Induction Loop being investigated - trial at CS ongoing
CPSAA22	3	Train all customer facing staff on how to use the permanent induction loop, so that they can communicate effectively with people who may have hearing impairments.	

Action No	Priority	Description	Notes
CPSAA23	3	When next planning refurbishment consider improving the contrast between the doors, doorframes and walls, so that they are easy to identify.	Townsend - complete
CPSAA27	4	When next planning refurbishment consider placing an additional handrail on all internal stairs so that there is one available on either side of the stairs to provide people with assistance.	Townsend - compliant
CPSAA30	3	When next planning refurbishment ensure that the walls, floors and washroom facilities are better contrasted so that they are easier to see.	Main building access - compliant
CPSAA33	3	Install an emergency pull cord system within all your accessible washrooms.	complete
CPSAA38	3	Relocate the flush to the other side of the toilet within the Cooper Building female accessible washroom.	
CPSAA39	3	Remove items, such as a bin found in the transition space within the Cooper Building female accessible washroom.	
CPSAA40	3	Relocate clothes hook present on the door of the Cooper Building female accessible washroom so that it is not out of reach.	
CPSAA41	4	When next planning refurbishment, consider replacing some of the regular taps within the male and female washrooms with paddle taps to make it easier for people with reduced manual dexterity to use.	
CPSAA42	4	When next planning refurbishment of all accessible washrooms ensure that the walls, floors and washroom facilities are better contrasted so that they are easier to see.	
CPSAA43	2	Provide all customer facing staff with disability awareness training.	VWV + Course to be rolled out in 2022
CPSAA44	2	State on your website the access limitations with regard to the buildings so that potential visitors may make their own judgement as to whether you will be able to accommodate their needs.	In draft format
CPSAA45	4	Ensure that a policy is in place that once the alarm has been activated that staff check the washroom facilities.	
CPSAA46	4	Carry out regular checks to ensure that the emergency alarm within all accessible washrooms are working correctly.	
CPSAA47	4	Ensure that a policy is put in place so that any disabled visitors to the building have a buddy who is responsible for their exit out of the building.	complete
Last Reviewed:		PAD September 2022	