

Maiden Erlegh Trust

ACCESSIBILITY PLAN 2019/20



MAIDEN ERLEGH
TRUST

MAIDEN ERLEGH SCHOOL

Initial approval:	July 2019
Review frequency:	Annually
Date(s) reviewed:	May 2020

Accessibility audit for Maiden Erlegh School May 2020

Contextual Information

Maiden Erlegh School consists of a number of blocks build on a single, large site. The oldest buildings were established in the early 1960s and other building have been added over subsequent years so some buildings are more dated than others. Most of the school is single storey which is very beneficial in terms of accessibility. Where there is a second or third storey, most areas are accessible by lifts. There are however some student and staff areas which are only accessible using stairways. As a secondary school, the age of the students ranges from 11-19 years of age. There are approximately 1850 students and 300 staff on site. Currently, there are no staff members who are physically unable to access an area of the school. There are very few students who cannot access all parts of the school on a permanent basis. Where short-term limitations to access are incurred, for example a broken leg, a PEEP would be put in place to add the specific case.

Feature	Description	Actions to be taken	Person responsible	Date to complete actions by
Number of storeys	<p>Approximately 2/3 of the school is on 2 levels, with only the 6th Form on 3 levels. The rest of the school is single floor.</p> <p>Re-rooming takes place for students who cannot access a higher floor</p>	<p>Accessibility issues identified in the following areas:</p> <ul style="list-style-type: none"> - Currently no access to C20, 21, 22, 23 without using staircase - Fire exit in main office is not wide enough for a wheelchair and there are steps - No access to first floor drama room without using steps - No access to B2, B3 and B4 without using steps - No access to SEN inclusion area as the doorways are too small and there is no ramp - No access into the main floor area of the main hall - Ramp required to one of the sports hall doors - No access to PE staff rooms without stairs 	Site Manager	Ongoing review of need
Corridor access	Corridors are wide and kept clear of obstacles.	<p>A fire walk is carried out weekly to ensure that corridors are clear.</p> <p>Awareness of flooring, furniture, internal poles and layout</p>	Site Manager	Ongoing

		in planning for disabled students		
Lifts	Passenger lifts service the main building. Goods lift is also in operation.	Lifts are regularly maintained and serviced Students are not able to use lifts without supervision to ensure adequate Health & Safety provision. Review accessibility of rooms, if they have to be escorted by a member of staff to use these lifts to access a class or an exam.	Site Manager	Ongoing
Parking bays	Parking bays are all accessible and on ground floor level. There is once space clearly designated for accessible parking at the very front of the school.		Site Manager	Ongoing
Entrances	There is one main entrance to the school which is clearly signposted. Double doors in place and access via ground floor.		Site Manager	Ongoing
Ramps	Ramps are made available by the site team	Ensure ramps are in good condition and available when required	Site Manager	Ongoing
Toilets & Changing Facilities	Wheelchair Accessible toilets are available around the site in F, G & N. Two all-gender toilets are available for use as a toilet and changing rooms.	Maintain access to accessible toilets (with clinical waste bins) Consider making additional accessible toilets available	Site Manager	Ongoing

Reception area	The Reception is situated by the front door, on the ground floor, with wide double-door access. The designated disable parking bay is adjacent. Seating is available.	Ensure that the is only used by cars displaying the appropriate badge	Site Manager	Ongoing
Internal signage	Internal signage indicates the fire route	All internal fire signage is being reviewed by the MES site team following the most recent Fire Risk Assessment which was received in January 2020. Any new signage should be at an appropriate height. Could also consider whether this should have braille?	Site Manager	Ongoing
Emergency escape routes	Wide Corridors Double door ways Evacuation chair	All areas of the site have external push-bar fire exit doors ensuring safe evacuation throughout each building internal fire doors have been reviewed by RES to ensure full compliance. The works have been put forward for a CIF bid and the outcome expected in Spring 2020 Fire exit in main office is not wide enough for a wheelchair and there are steps The Site Team ensure that pathways are kept clear of vegetation Deliver training to staff on usage of the new evacuation blanket and ensure they are serviced in line with health and safety requirements. PEEPS are used for staff and students who may have a need for assistance in an emergency	Trust Team Site Manager Site Manager	Spring 2020 Ongoing July 2020
Student Examinations	See Appendix 3 of the Equality Policy for examination guidance which covers physical access,	Need to ensure there is digital clock available in all exam rooms, including the computer rooms (C22 and C23) which	Exams Officer	Ongoing

	<p>seating provision, access arrangements and emergency evacuation procedures.</p> <p>Access arrangement testing is covered and reviewed by the SENDCO working with the HOY and teaching staff to ensure all who may be entitled are tested</p>	<p>are now being used for students with laptop and computer reader concessions.</p> <p>Need to consider the layout of these rooms during exams for students with accessibility issues and/or invigilators.</p> <p>Check that we have chairs available with arms on them, in case students require additional support during examinations.</p> <p>Read Write software to be fully embedded and students and staff trained.</p>	SENDCO	
Curriculum	<p>Please refer to the latest SEND Information Report on our website under Key Policies. Common measures currently in place to ensure all students are able to access the curriculum include:</p> <p>CSPs and EHCPs to inform teachers on the support required for students. For example – larger texts for visual impairments.</p> <p>Tailored curriculum with varied pathways to ensure all students succeed.</p> <p>Regular CPD on various needs to ensure fully informed teaching.</p> <p>Timetabling to ensure access for those with physical needs, both permanent and temporary.</p> <p>Training for staff with the use of technology to support various conditions – eg teacher microphones for hearing impairment and read write software.</p>	<p>Review the violet pathway provision for expansion into Key Stage 3.</p> <p>Training on Autism in Girls to be rolled out to all staff.</p> <p>Refresher training on the use of EHCP's and CSP's.</p>	SENDCO HT	

	LASS testing to identify needs which are currently undiagnosed.			
Equalities signage and visibility	<p>Displays around school promoting equality and diversity</p> <p>Leaflets and information available</p> <p>Visibility of LGBTQ+</p>	<p>More displays in corridors around school and in various departments, similar to the LGBTQ+ and equality boards in English.</p> <p>Update the display board in the dining room</p> <p>Include an area in reception with leaflets/information</p> <p>More posters celebrating diversity</p>		