

## Action Plan – October 2024 onwards

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
		Maintain existing action and processes.					

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
10.2.1	Access via Public Transport	Add a link to google maps on your Contact page on the website.	B	N	2024	SBM	29/10/24
10.2.2	Disabled Parking	Mark out a safe walkway in the carpark.	C	L	2026		
10.2.5	Reception Facilities	Clearly display the sign for the hearing loop	B	L	2025	SBM	21/10/24
		Provide either signage or instructions from the reception area to the visitor's accessible toilet. The accessible toilet must be	B	L	2025	SBM	29/01/25

		made available for any visitors to the school.					
10.2.6	External Areas	<p>Install further handrails to outside steps where there are more than 3 risings and where there is only 1 All steps with 3 or more risings should have handrails fitted on both sides.</p> <p>Ensure that all outside steps have nosings. Nosings should be 2-inch strips which are painted or attached to the front and top of each step. Usually, yellow is used as it is a good contrasting colour. Re paint at the first sign of wear.</p>	C	L	2026		
			B	L	Ongoing		
10.2.9	Internal movement – Stairs and Lifts	Paint the car park handrails in a contrasting colour to the walls.	C	L	2026	Caretaker to complete in Spring 2025	
10.2.10	Accessible Toilets	<p>The accessible toilet to have coat hooks, shelf for belongings and a mirror at an accessible height.</p> <p>Support for Ostomates: For individuals with a stoma, a shelf is essential for changing stoma bags. It allows them to spread out their supplies and perform the necessary tasks without having to use unsanitary surfaces.</p>	B	L	2024		

		<p>The emergency alarm cord should be loose so that it can be reached from the ground in an emergency.</p> <p>Staff to be trained in responding to the activation of an emergency from within the accessible toilets. (In case of visitor use.)</p> <p>Remove any unnecessary items from the toilet.</p>	B	L	Ongoing		
			B	L	2025		
			B	N	2024		
10.2.13	Internal Signage	Review internal signage and remove any signage which is completely in uppercase lettering. Consider adding an option in Braille.	B	L	Ongoing		
10.2.20	Staff Facilities	<b>Error! Reference source not found.</b>	B	L	2025		

13.1. Access to Education							
Audit Ref	Audit Item	Suggested Actions	Priority	Budget Implications	Target date for completion	Ownership of Task (School to insert name)	Date Completed
		Maintain existing action and processes					