**Stratton Playgroup**

**9.4 Access Audit**

**Key** A: Annual check; M: Monthly check; W: Weekly check; D: Daily check; H: Hourly check.

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| Approach to the building | **Key** | **Yes** | | **No** | | **Comment/Action** | |
| Are there disabled parking facilities? | **-** | 3 | |  | | They are situated outside the Primary School entrance. However, we do liaise with the school and arrange for parents, when needed, to park outside playgroup.  There is a barrier in place to ensure the safety of the primary school children – therefore no easier access currently, within school opening hours. | |
| Are kerbs lowered? | **-** | 3 | |  | | The kerbs are lowered outside the school. | |
| Is the entrance gate wide enough for wheelchair users? | **-** | 3 | |  | |  | |
| Are there orientation landmarks for visual impairment? | **-** | 3 | |  | |  | |
| Is the route clearly signed? | **-** | 3 | |  | | New school car park layout is now been adapted and easier to follow. | |
| Are support rails or resting platforms provided on inclines? | **-** |  | |  | | We only have a very slight incline towards the pre-school entrance - we have wooden fencing either side. | |
| Are all surface coverings even and non-slip? | **W** | 3 | |  | | Tarmac | |
| Are pathways clear of obstructions? | **H** | 3 | |  | | New school car park layout has been finished and signposted with signs of safe walking route and there is a large zebra crossing. | |
| Are all areas adequately lit? | **W** | 3 | |  | |  | |
| Do steps and handrails accompany ramps? | **-** |  | |  | | We do not have any ramps. | |
| Are steps suitable and highlighted for differentiation? | **-** |  | |  | | We have a few steps leading up into our bark area and top garden. | |
| Are resting platforms available and highlighted? | **-** |  | |  | | We do not have any need for resting platforms. | |
| Is there adequate lighting at the front and along the route to the building? | **-** | 3 | |  | |  | |
| **Entrances** | **Key** | **Yes** | | **No** | | **Comment/Action** | |
| Is there an entry phone and/or a doorbell and are they at a reasonable height for wheelchair users? | **W**  **-** | 3 | | 5 | | Doorbell  Key code entry for staff - not accessible for wheelchair users, moved up higher for child safety.  Doorbell been moved to a similarly low level, at the gate. | |
| Is there a level or flush threshold? | **-** | 3 | |  | |  | |
| Are doors easy to open and doorways wide enough for all users to pass through and clear the door swing? | **-** | 3 | |  | | Main entrance, adult/disabled, emergency exit & doors to outside play area have to be manually opened & closed. These are all wide enough for wheelchair users.  Our office is now located in the old entrance area. There is not enough space for access to wheelchair users, however the main entrance is now our double doors to the outside area. All doors that are used constantly for access are wide enough for wheelchair users.  We would make changes if required for a wheelchair user to access our office area. | |
| Are glazed doors marked for safety/visibility? | **-** | 3 | |  | |  | |
| Are door closer mechanisms appropriately adjusted (so as not to close too quickly)? | **-** | 3 | |  | | Main entrance, adult/disabled, emergency exit & doors to outside playarea have to be manually opened & closed. | |
| Are door controls (handles/knobs) at a suitable height, clearly located and easy to use? | **-** | 3 | |  | | Yes, but main door Key code entry not accessible for wheelchair users, moved up higher for child safety. | |
| Is the information on the welcome board in a range of formats and at an appropriate height to suit varying needs? | **M** | 3 | | 5 | | All our notice boards are up out of the way of the children. We do have additional hard copies on request and other information is on our website.  Our monthly newsletter is emailed we also offer for it to be printed if needed. Texts and calls if required. New large outdoor display wall now at the entrance gate coming into the playgroup, all relevant information is displayed here. | |
| Is the entrance signposted and easy to find? | **-** | 3 | |  | | New school car park layout has been finished and much easier to follow, there is a one-way system and playgroup has its own entrance lane which is marked out. | |
| Is the route to the destination clearly marked? | **-** | 3 | |  | | Yes, it is now clearly marked. | |
| If applicable, is the doormat in a good condition and flush with the floor? | **-** |  | |  | | N/A | |
| If an induction loop is fitted, is it working? | - |  | |  | | N/A - If we had a child / member of staff join, who required this, we would review. | |
| Can people either side of the door be seen? | - | 3 | |  | |  | |
| Are surfaces non-slip? | - | 3 | |  | |  | |
| Is lighting adequate? | **-** | **3** | |  | |  | |
| **Inside the building** | **Key** | **Yes** | | **No** | | **Comment/Action** | |
| Are all floor surfaces suitable? | **-** | 3 | |  | | All non-slip material in playroom, kitchen, storeroom & toilet areas. Other areas are carpeted. | |
| Are the acoustics of the building suitable for children/adults with hearing impairments? | **-** |  | |  | | N/A - If we had a child / staff member join, who required this, we would review. | |
| Are there colour and tonal contrasts to help distinguish fixtures and fittings from surfaces, walls and floors? | **-** | 3 | |  | |  | |
| Is there a disabled WC facility? | **D** | 3 | |  | |  | |
| Is there a handrail in one of the children’s WCs? | **-** |  | | **5** | | No, but is in adult/disabled toilet. Can be added in children’s wc if required. | |
| Are support rails available in relevant areas? | **-** |  | | **5** | | No, but is in adult/disabled toilet. | |
| Is the environment free from unnecessary noise? | **-** | 3 | |  | | Yes, we encourage indoor voices. | |
| Are audible, manual and mechanical alarm systems supplemented with visual and verbal warnings? | **D** | 3 | |  | | Audible smoke alarms in kitchen, store room & playroom, and Fire/Emergency whistle used.  Our fire alarms our now wired in to our electricity supply.  Staff have individual whistles for fires ad emergencies. | |
| Are all areas in the building wide enough for adults and children using mobility equipment to manoeuvre? | **-** | 3 | |  | | Our office is now located in the old entrance area. There is not enough space for access to wheelchair users, however we would make changes if required for a wheelchair user to access our office area. | |
| Are fittings fixed without dangerous edges? | **D** | **3** | |  | |  | |
| Are travel routes clutter free (e.g. from shoes and buggies)? | **H** | **3** | |  | |  | |
| Is there control of natural/artificial light to avoid glare/silhouettes and is lighting adequate? | **-** | **3** | |  | | Windows are east facing & we have a canopied area extending out from the south face of the building. | |
| Are door closer mechanisms appropriately adjusted (so as not to close too quickly)? | **-** | **3** | | **5** | | Main entrance, adult/disabled, emergency exit & doors to outside playarea have to be manually opened & closed. All other doors are Fire doors & are very heavy & shut quickly. | |
| Are door controls (handles/knobs) at a suitable height, clearly located and easy to use? | **-** | 3 | |  | | Yes, but main door Key code entry not accessible for wheelchair users, moved up higher for child safety. | |
| **Outside Playarea** | **Key** | | **Yes** | | **No** | | **Comment/Action** |
| Are all floor surfaces suitable? | **-** | | 3 | |  | | Tarmac / Artificial Grass / Grass / Bark |
| Are steps suitable and highlighted for differentiation? | **-** | | 3 | |  | | We have steps up to our growing/bark area. |
| Are all surface coverings even and non-slip? | **D** | |  | | **5** | | Our growing/bark area and woodland area are not wheelchair accessible. |

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| **Completed by (name):** | **Kelly Swatton** | **Date:** | **October-2024** |
| **Date of next audit:** | **12 months** |  |  |