

Appendix B: Clover Hill Consideration of the Physical Environment Plan September 2021- September 2024

Access to School Site				
Consideration	Yes/No	Recommendations	Priority	Responsibility LA/School
Clear high contrast signage at entrance.	Yes	There is high contrast signage at the entrance and through out school. This includes signage indicating where the closest exits are in the case of a fire. Signage to be monitored to ensure they do not become obscured or damaged.	Low	School
Level Access pedestrian pathway with dropped kerb and textured paving where necessary.	Yes—dropped kerb to gain access to school or to access carpark. Pedestrian pathway to the left of the entrance.	Investigate if a pathway is required to across the grass in front of the school entrance next to car parking spaces.	Low	School
Signposting to disabled parking at entrance.	Yes-Disabled parking spot is labelled at the parking bay entrance on the tarmac.	If the markings wear away to the point they are no longer visible, the school will arrange for the markings to be retouched.	Low	School
Disabled Parking Space	Yes– The space closest to the entrance and next to the dropped curb.	None	Low	School
Dropped kerb from the car park to the pathway with appropriate textured paving.	Yes– The kerb is dropped with appropriate textured paving on the kerb.	Maintain paving and fix any cracks/ damage to tarmac.	Low	School
Pathway is well lit	Yes– New security lights fitted 2019.	Lights checked annually and bulbs replaced as necessary.	Low	School

Appendix B: Clover Hill Consideration of the Physical Environment Plan September 2021- September 2024

Access to School Site (continued)

Consideration	Yes/No	Recommendations	Priority	Responsibility LA/School
Pathways in good condition and even.	Yes	Old paving slabs have been replaced with tarmac. Pathways to be maintained and any damage/cracks to be repaired in a timely manner.	Low.	School
Pathways are clear of hazards such as open windows or overhanging foliage.	Yes	Routine checks of school site by caretaker will ensure the pathways remain clear.	Low	School
Ramps are available to access stepped areas on the school site or an alternative route is provided.	Ongoing	Investigate cost of a ramp down from the yard towards the Years 1 and 2 classrooms. It is at a difficult gradient. Children are able to access these areas as school is small and access school via other entrances. .	Low	School
Ramps are slip resistant when wet.	Yes	Ramps maintained and resurfaced as and when necessary.	Low	School
Do ramps have a resting area?	Yes		Low	School
Handrails are situated on stepped areas.	Yes– areas with steps have handrails.	Maintain handrails and repair if any issues arise.	Low	School
Steps have highlighted edge.	Yes	In situations where the high contrast highlighted edge has faded, these will be retouched.	High	School
Is there a designated drop off/pick up point at the entrance.	Yes	The school has a front door with adjacent school office to allow pupils to be dropped off or picked up safely.	Low	School
Is there a waiting area/pick up point at the entrance?	Yes-inside the school.	There are seats at the office reception for pupils to wait to be collected or for an adult to wait at. Investigate if a bench needs to be made available to sit at outside the entrance.	Medium	School

Appendix B: Clover Hill Consideration of the Physical Environment Plan September 2021- September 2024

Entrance to School				
Consideration	Yes/No	Recommendations	Priority	Responsibility LA/School
Entrance is clearly visible with clear high contrast signage.	Yes	There is one entry point during the school day which is easy to locate and welcome signs are clearly visible.	Low.	School
Level access entrance with level matting.	Yes	Matting is maintained and replaced if damaged or worn away.	Low	School
Entrance call system is at an accessible height and clearly marked.	Yes	Call system is maintained and repaired as necessary.	Low	School
Is entrance call system accessible to those who can't hear or speak?	Yes	Front entrance call system/doorbell is used to notify the office that someone is outside. The outside is also visible from both offices. The visitor is dealt with face to face by a member of the office staff and the speaker system is not used.	Low	School
Is there a cover/weather protection at the entrance?	Yes	There is a small porch at the entrance that provides shelter.	Low	School
Reception				
Consideration	Yes/No	Recommendations	Priority	Responsibility LA/School
Reception is clearly marked with accessible signing in station.	Yes	Reception is at the entrance with doors clearly signposted.	Low	School
Widened entrance with clear path way.	Yes	Clear pathway at reception. Chairs can be removed from the pathway if the pathway needed to be widened for any reason.	Medium	School
Glazing is clearly marked.	TBD	Ensure that all safety glazing used in windows and doors marked with manufacturer's name, product number and impact performance classification.	High	School

Appendix B: Clover Hill Consideration of the Physical Environment Plan September 2021- September 2024

Reception (continued)				
Consideration	Yes/No	Recommendations	Priority	Responsibility LA/School
Exit signage is clear	Yes	Ensure that all signage remains visible with unrestricted view. Repair and replace any damaged signage as necessary.	Low.	School
Entrance lobby is big enough for a wheelchair user and carer.	Yes	The lobby is big enough for a standard sized wheelchair however the seating area can be moved to allow for more space if required at the entrance.	Low	School
Consider lighting and transition to different lighting levels when entering and exiting building. Is there space to wait and adjust if VI?	Yes	Leaving the building, a VI person could wait in the porch area for eyes to adjust although we are looking into possibility of adding a bench. On entering the building, a VI person could sit at the seating area whilst eyes adjusted.	Medium.	School
Are chairs available if disabled visitors need to wait?	Yes	Two seats at entrance always available. Ensure chairs remain clear and objects not put on them restricting their use.	Low	School
Corridors				
Consideration	Yes/No	Recommendations	Priority	Responsibility LA/School
Wide accessible corridors with non slip flooring.	No	Corridors are narrow but floors are non-slip.	Low	School
Directions and signage clear, tactile and high contrasting.	Yes	There is High Contrast Signage as required. Signage to be maintained and replaced if damaged. Also monitored to ensure signs do not become obscured.	Low	School
Corridors are kept clear.	Yes	Corridors are kept clear although KS1 corridor is used as a cloakroom, it is all staff and pupils' responsibility to ensure the cloakrooms are clear.	High	School

Appendix B: Clover Hill Consideration of the Physical Environment Plan September 2021- September 2024

Corridors (continued)				
Consideration	Yes/No	Recommendations	Priority	Responsibility LA/School
All doors and handles clearly visible and contrasting to walls.	Yes	New beech wood doors purchased and to be installed which provide an appropriate contrast to doors and replace previous, painted doors. All doorhandles are appropriate and marked.	High	School
Displays are at appropriate, differing levels according to need.	Yes	Displays to be maintained and updated as required.	Medium	School
Raised areas highlighted and clearly marked making it clear when there is a change in floor or ground height.	Yes	All areas on one level so there are no raised areas.	Low	School
Cloakrooms				
Consideration	Yes/No	Recommendations	Priority	Responsibility LA/School
Coat hooks at an appropriate level and clearly marked. Pictures or identifiers are above hook.	Yes	Coat hooks repaired and replaced as appropriate. Name badges placed above hooks.	Low	School
Walkways and floors are kept clear.	Yes	All staff and pupils responsible for keeping coats and other items off the floor and on hooks to ensure walkways clear. KS2 have bins under hooks to keep	High	School
Glazing is clearly marked.	Yes	Ensure that all safety glazing used in windows and doors marked with manufacturers name, product number and impact performance classification.	High	School
Exit signage is clear.	Yes	Signage to remain clear and view unobstructed. Any damage to signage to be repaired or sign replaced if required.	Low	School

Appendix B: Clover Hill Consideration of the Physical Environment Plan September 2021- September 2024

Classrooms				
Consideration	Yes/No	Recommendations	Priority	Responsibility LA/School
Adjustable blinds or window coverings to adjust lighting and avoid glare.	Yes	All classrooms have roller blinds that can be adjusted to block glare from the sun. Blinds maintained and repaired or replaced if required.	Low	School
Light switches at an appropriate height.	N/A	All lighting controlled by sensors and comes on automatically when sensors pick up movement.	Low	School
Clear pathways around furniture.	Yes	Some classrooms are smaller than recommended size, so important that floors and pathways remain clear and unblocked to ensure movement is not	High	School
Clear signage and labelling around the classroom in varying contrasting colours.	Yes	All classrooms to have attractive displays including signage and labels.	Low	School
Access to storage and shelving promotes independence.	Yes	New child friendly storage brought into KS1 classrooms to aid independence. Staff can order additional storage if required.	Low	School
Clear non distracting walls and muted colours.	Yes	Colour backing paper replaced by natural, neutral hessian to reduce distraction. Bright coloured furniture replaced by beech wood.	Low	School
Exit signage clear	Yes	Signage to be maintained, repaired or replaced as required.	High	School
Consider lighting and transition between lighting levels or exiting classrooms. Is there space to wait and adjust if VI?	Yes	Light levels are consistent between all areas of the school. If a VI pupil or visitor required waiting areas apart from entering or leaving via the front door, these	Medium	School.

Appendix B: Clover Hill Consideration of the Physical Environment Plan September 2021- September 2024

Toilets				
Consideration	Yes/No	Recommendations	Priority	Responsibility LA/School
Access to a disabled toilet	Yes	Disabled toilet available by entrance to school. If a pupil could not use the pupil toilets then they would be instead access this toilet.	Low	School
Hand rails fitted on both sides of the toilet.	Yes	Disabled toilets have rails fitted on both sides. These will be checked, maintained, repaired or replaced if necessary.	Low	School
Clear high contrasting signage.	Yes	Disabled toilet clearly marked.	Low	School
Pathways and floors are kept clear.	Yes	Small storage area in disabled toilet raised so the floor remains clear. All staff's responsibility to ensure floor remains clear.	High	School
Hand towels and bin placed appropriately for easy access.	Yes	Bin placed under hand towel. Bin uses a foot pedal to open which may not be appropriate for a disabled person. Look to purchase bin with a swing lid.	High	School
Dining Hall				
Consideration	Yes/No	Recommendations	Priority	Responsibility LA/School
Cutlery and tray collection at appropriate height.	Yes	Children given tray by catering staff at service area. Cutlery tray accessible at front of dining hall however cutlery placed on table by lunch time.	Low	School
Cutlery stacked with sharp ends away or down to reduce risk of injury.	Yes	Cutlery is stacked by kitchen staff. Again, it is placed onto tables correctly by lunchtime supervisors so children should not have to reach into cutlery tray.	Low	School

Appendix B: Clover Hill Consideration of the Physical Environment Plan September 2021- September 2024

Dining Hall (Continued)				
Consideration	Yes/No	Recommendations	Priority	Responsibility LA/School
Clearly mark or cover hot areas to reduce risk of injury from accidental touch.	Yes	Any areas with hot areas are used by kitchen staff in line with their protocols. There are no hot areas that can be accessed by pupils or non kitchen staff.	Low	School
Pathways and floors are kept clear.	Yes	All staffs responsibility to ensure kitchen floors are clear. The dinner hall is also used for PE so this is particularly important.	High	School
Accessible table areas for wheel chair users.	Yes	School has additional, foldable tables available for any wheelchair user. There are no attached stools or anything that would prevent a wheelchair from fitting under.	Low	School
Outside Areas				
Consideration	Yes/No	Recommendations	Priority	Responsibility LA/School
Level access pathways to outside areas.	Yes	Pathways for KS2 classrooms and reception allow for access to the yard. KS1 access to yard is prohibited to wheelchair users because of stairs. If needed a child can access the yard via the KS2 cloakroom. Provision looking to get a price on adding a pathway from the KS1 classrooms to the yard.	Medium	School
Clear high contrasting signage.	TBD	Decision to be made with regards the need for additional signage in the outdoor area. If required, signage will be purchased ensuring it is contrasting.	High	School
Clearly mark any external posts	Yes	Only posts on yard or at front of school are netball posts which are covered in bright padding to protect a pupil if they were to collide with it.	Low	School

Appendix B: Clover Hill Consideration of the Physical Environment Plan September 2021- September 2024

Outside areas (continued)				
Consideration	Yes/No	Recommendations	Priority	Responsibility LA/School
Pathways are kept clear.	Yes	Caretaker will ensure pathways are clear when checking the building each day. All staff's responsibility to ensure pathways are clear.	High.	School
Raised areas or steps to be highlighted and clearly marked making it clear when there is a change in floor or ground height.	Yes	All steps from the yard to KS1 and lower KS2 classrooms marked. If markings are faded, these will be retouched.	High	School
Do steps have a tactile surface of raised ribs set parallel to the top step nosings (according to Part M of the Building Regulations)?	Yes	Steps have raised tactile surface and these will be maintained and replaced or repaired as necessary.	High.	School
Emergency Evacuation Procedures				
Consideration	Yes/No	Recommendations	Priority	Responsibility LA/School
Do you have protocols/procedures in place to evacuate disabled people safely from your building?	No	A protocol is required to be devised and shared with all members of staff. In the case of it being a disabled pupil, it would require two adult members of staff to support the pupil in evacuating the building.	High.	School
Do staff have appropriate manual handling training to assist disabled people from the building.	No	This training will be brought in for staff in preparation for a disabled adult or pupil starting to visit the school.	Medium.	School
Do you have Evac Chairs for upper floors?	No	The school does not have upper floors so Evac Chairs not necessary.	Low.	School

Appendix B: Clover Hill Consideration of the Physical Environment Plan September 2021- September 2024

Changing Area

We do not currently have a changing area in school. We have not required one as of yet. In the event that the school was going to have the need for a changing area then the provision would have to work with the local authority to look at how we could either add an additional room onto the current building or redesign a room already in the school, possibly the studio, to accommodate the necessary disabled toilet, hoist, changing table and handwashing facilities.

In the event a changing area was required, all necessary CPD to allow for manual handling and hoist management would be introduced to all members of staff that would be using the equipment.