



Accessibility Plan

Vice Principal - Business

Review History

Reviewed	Determined	Cycle	Review	Notes
Aut-17	Aut-17	3	Aut-20	
Aut-15	Aut-15	3	Aut-18	
Aut-12	Aut-12	3	Aut-15	
Aut-09	Aut-09	3	Aut-12	



The following management and maintenance issues are important factors in ensuring that a building is easily accessed and used by disabled people:

External issues:

- Keeping external routes, including steps and ramps, clean, unobstructed and free of surface water, snow, ice and water;
- In car parking areas, checking designated spaces for use by non-disabled motorists;
- Checking side hung doors accompanying revolving doors to ensure they are not kept locked;
- Making available auxiliary aids such as portable ramps;

Internal issues:

- Ensuring that wheelchair spaces are available in seating areas;
- Ensuring correctly trained staff are available to assist disabled people, e.g. with hoists;
- Ensuring that storage does not obstruct circulation space and WCs;
- Ensuring that cleaning and polishing does not produce a slippery surface;
- Ensuring that trip hazards such as junctions between floor surfaces are removed;
- Ensuring access between moveable tables in refreshment areas;

Maintenance issues:

- Maintaining doors, door closers and ironmongery;
- Regularly maintaining hearing enhancement systems;
- Servicing of all types of lifts;
- Maintaining ventilation and heating equipment;
- Ensuring that facilities, such as lifts etc., are in working order between servicing schedules;
- Replacing blown bulbs, tubes and starter motors quickly;
- Keeping windows, lamps and blinds clean to maximize lighting;

Communication issues:

- Providing information on strobe lighting prior to entry;
- Providing signers;
- Removing and/or changing signage when departments relocate;
- Providing accurate information on facilities prior to arrival;
- Providing audio description services;
- Providing and revising all literature;
- Ensuring a permanently staffed position is available for the emergency lift telephone communications;
- Updating maps of buildings following changes;
- Replacing signs correctly after decoration;
- Regularly checking hearing enhancement systems;

Policy Issues

- Allocating and reviewing parking spaces;
- Changing signs when departments move;
- Reviewing the number of disabled people attending and needing facilities;
- Reviewing the number of instruments supporting infra red systems;
- Adopting a signage policy;
- Providing portable ramps;
- Arranging audits of visitor journey;
- Instructing access audits;
- Ensuring services are provided when facilities such as lifts break down;
- Ensuring responsibilities are defined within the organization;
- Ensuring that access improvements are picked up whenever possible during maintenance and refurbishment work;
- Reviewing and improving evacuation procedures;

Coopers School

ACCESSIBILITY PLAN



Training of staff;
Reviewing all policies, procedures and practices;
Reviewing the provision of auxiliary aids