

Access or Egress arrangements Review- Version 3 dated 5th January 2009

The College has established schemes of work aimed to continually improve the accessibility of the campus for those staff, students and visitors with disabilities.

In addition, the college gives due consideration to the problems of egress from the building faced by disabled staff and students given that during an emergency evacuation, lifts will not operate, there will be heavy usage of evacuation routes and there is an urgency to get out of the building as quickly as possible. Given the fact that a disabled person may be moving across the whole of the college, this may require the need to manage the situation of dealing with disabled persons above ground level.

In order to cater for any college user with a disability, tutors, teachers, hosts and fire wardens are responsible for ensuring that there are adequate arrangements in place for the safe evacuation of disabled people by the use of e-vac chairs or the use of refuge areas.

If e vac chairs cannot be used for whatever reason, then as an alternative the disabled persons will be removed to a safe refuge area on the floor that they are located, and the fire officer will be notified at the earliest opportunity. This will then enable this information to be passed onto the emergency services who can arrange rescue as a priority.

In addition to the above control, Personal Emergency Egress Plans (PEEPS) are carried out to anyone with a disability as part of the induction process. PEEPS represent an essential step in catering for the needs of staff or students with disabilities in the event of emergencies. Details of each PEEP vary depending on the nature of the individuals disability and are carried out on a one to one basis by the Learning Development Manager in the case of students, or by their Line Manager if a staff member. Copies of the PEEPS are held in the fire bag located in the security office. It is the responsibility of the Security and Safety Officers to remove the fire bag to the assembly point on each evacuation. This enables the fire officer or the emergency services to refer to this information should it be required in order to aid rescue.

It is the responsibility of the Learning Development Manager and HR/Line Manager to notify the Estates and Operations Manager of any changes in circumstances with regards updating any of the PEEPS. These updates should be done annually every September or as circumstances dictate, whichever is the soonest so the information can be updated in the fire bag.

Whenever PEEPS are completed, they include detail regarding the disabled persons 'anticipated' movement within the building on a day to day basis. Timetables and pre arranged activities should be used to help support this information. Whilst this control does give some degree of control in terms of identifying where disabled persons will be within college, it is to be used only as a guide and fire wardens and staff are a more reliable source of identifying if any disabled person is left in the building in the event of any evacuation.

When necessary, depending on the level of disability of the individual, their place of work (staff) or lessons (students) will be planned to take place on the ground floor. However, as this may not always be possible, arrangements will be put in place to raise awareness of what action will be taken in the event of an evacuation situation.

As part of the Colleges Fire Strategy, training is provided to staff on an annual basis of fire evacuation procedures and an element of this training includes dealing with evacuees that may have some level of disability.

Risk assessments

Directors, Deputy Directors and Cross College Managers have the responsibility for the completion of risk assessments for any activities that fall within their responsibility. These risk assessments will highlight the risks and control measures in place that will need to be adhered to. All risk assessments will be subject to review by the author annually or if circumstances dictate. The Estates and Operations Manager will hold copies of all risk assessments.

Key

Red- Not actioned

Amber- Partially complete

Green- Complete

DISABILITY EQUALITY SCHEME ACTION PLAN- revised version 3 dated 5th January 2009

AREA	CURRENT ARRANGEMENTS IN PLACE	AREA IDENTIFIED TO IMPROVE	RESPONSIBILITY	REVIEW TARGET DATE FOR COMPLETION	REVISION OF TARGET
Level access internally	Entrances to the building are flat, doors meet current DDA requirements, lift access to all floors, surfaces allow ease of wheel chair use, large open spaces, disabled car parking available, provision of resources who could aid access, signage good giving clear directions. Access to the garden area is inaccessible for anyone in wheelchair. Gradients within the garden area would prove difficult for wheelchair use, limited use of garden with level access.	1. Doors are not automatic, introduction of automatic doors would aid access through main/staff door areas.	REI	Review Sept 2009	Cost is not viable due to current working arrangements in place to assist in this area using security. This area is still under review. Funds to implement this facility are under review No action yet taken. Good house keeping of area and securing of areas during inclement weather promotes safety aspects of someone slipping/falling Complete
		2. Inclusion of incline or platform lift into garden area to allow wheelchair access	REI	Review by Aug 09	
		3. Improve access/egress arrangements to the garden using the steps. Introduce high vis nosings, tactile surfaces on approaches, additional handrails, modify steps as appropriate inline with access audit carried out in Aug 06.	REI	Review by Sept 09	
		4. Introduce into internal procedures allowing all visitors to the college to be able to request assistance to gain access to use the college facilities. Include on website map of college, signage near disabled parking bays, entrance, reception, waiting areas,	REI	Complete	

AREA	CURRENT ARRANGEMENTS IN PLACE	AREA IDENTIFIED TO IMPROVE	RESPONSIBILITY	REVIEW TARGET DATE FOR COMPLETON	REVISION OF TARGET
		café areas.			
Signage	Classrooms signs are in braille. Signs on approach to the college and car park. Reception signs in place. Website, learning development able to assist, signage on corridors. Training provided to front line staff (planned) Lift call point signs in braille. Hearing loop, manifestation in place on glass areas.	5. Reception to introduce welcome and procedural information in braille or large print for visitorst. Training on use of hearing loop to be arranged. 6. Corridor signs to be replaced 7. An audit of all internal signs and website to be carried out by a SCC access officer and consideration will be given to actioning key areas	TPa REI REI/SHu	Complete Complete Complete	Welcome procedures in Braille outstanding. Review Sept 09 Complete Complete
Lift access	Swipe card access to lift, platform lift within the LRC, access to all 3 floors, modern equipment, serviced, emergency release procedures in place. Systems in place for allowing student to use lift	8. Internal emergency procedures are not disabled user friendly, modify as required 9. See point 2 above	REI REI	Complete	Complete
Surface changes	Modern building, all surfaces allow free access. Good housekeeping, cleaning regime in place.	10. Tiled floor presents a hazard when wet- adopt additional procedures to reduce risk of slip 11. Arrange for SCC access officer to pass comment on floor surface changes and consideration will be given to key areas.	REI REI/SHu	Complete Complete	
Disabled parking	6 Disabled parking bays available for staff and/or students or visitors. Access to building provided via staff entrance.	12. Disabled spaces often used by non orange badge holders, stricter enforcement required to police these spaces	REI	Complete	

AREA	CURRENT ARRANGEMENTS IN PLACE	AREA IDENTIFIED TO IMPROVE	RESPONSIBILITY	REVIEW TARGET DATE FOR COMPLETION	REVISION OF TARGET
		13. Contingency required in case additional disabled spaces required during special events	REI	Complete	
Ramps for access to minibus/transport arrangements	Ramps available to allow access to the minibus. Contract taxi company used for ferrying disabled students to and from college.	14. No written scheme of work to use ramps if required. A scheme of work is required to promote to all users. 15. Problems occurring with pick up and collection of students using taxi hire. Business case to be presented to purchase another college vehicle to replace current system	REI/KSa REI/KSa	Complete Ongoing review	Completed 2008 Contractor is monitored and where service levels drop, they are contacted and asked to deal with any given situation
Wet room, toilets and changing facilities	Disabled shower facilities, provision of changing rooms within college, lockers for staff and students. Disabled toilets with radar key access. Emergency pull cords, cctv, refuge area call points	16. Modifications to be carried out to the wet room to allow dual use, considerations to be given to both groups of staff/students. 17. Written scheme for call for help to be provided within disabled toilets and at refuge area call points	REI/SHu REI/SS	Review Sept 09 Not complete	Part complete Sept 09
First aid room	First aiders trained, bed, hoist for lifting persons, first aid cabinet, systems in place to restock first aid boxes, control systems in place for renewal of certificates, defib operators, review of accidents and incidents on a weekly basis at CMT level, RIDDOR procedures. Swabs and dressings bin, AIMS accident/incident recording. Accident/incident investigation procedures in place.	18. RIDDOR training required 19. Defib procedures to be developed 20. Introduce a sharps bin 21. Provide training on accident/incident training to first aiders or key staff who may be involved in this exercise	REI/WYo REI REI/SHu REI	Complete Complete Complete Complete	
Height adjustable	Partially in place	22. Carry out an audit to identify	REI/DWa	Complete	

AREA	CURRENT ARRANGEMENTS IN PLACE	AREA IDENTIFIED TO IMPROVE	RESPONSIBILITY	REVIEW TARGET DATE FOR COMPLETON	REVISION OF TARGET
desks/workstations		where there may be a need for additional adjustable furniture in learning areas, social spaces and in the working environment			
Evacuation procedures	PEEPS, training provided, fire drills, audits, inductions, level access, refuge areas, e-vac chairs, fire exits, visual aids, signing in and out procedures during low occupancy, fire wardens, fire officer, written procedures in place	<p>23. Training to be provided to learning development staff</p> <p>24. A system is required to ensure all PEEPS are updated on a regular basis</p> <p>25. E-vac chair refresher training to be provided to learning development staff</p> <p>26. Line managers to be given training on PEEPS for individual staff</p>	<p>REI/DWa</p> <p>REL/DWa</p> <p>REI/DWa</p> <p>REI</p>	<p>Ongoing</p> <p>Complete</p> <p>Outstanding</p> <p>Complete</p>	<p>Further training to be provided to all fire wardens</p> <p>REI to arrange training</p> <p>Sept 09</p>
Exam arrangements	Offsite facilities arranged for exams to take place. Transport provided for both staff and students with access problems.	27. Consideration to be given to ensure staff and students can access offsite venues and facilities easily. An audit should be carried out and then a written scheme of work needs introducing	REI/SBr	Complete	Audit carried out in Jan 09 of Concord Sports Centre
Work station assessments	Online work station assessments carried out to new staff on induction and reviewed annually or if circumstances change. Staff and student inductions. Modern teaching and learning environment and equipment. IT support mechanisms. Competent staff	28. Provision of work station assessments for to students to engage in are not in place, further training needs to given to students working at a IT work station. This needs to include ownership of any areas of concern to be addressed by the teacher and actioned as	REL/Teachers	Complete	

AREA	CURRENT ARRANGEMENTS IN PLACE	AREA IDENTIFIED TO IMPROVE	RESPONSIBILITY	REVIEW TARGET DATE FOR COMPLETION	REVISION OF TARGET
		necessary.			
Student services reception	Placed centrally to the college, glass frontage.	29. Modify student services to accommodate DDA arrangements	REI/TWr	Complete	
Risk assessments	System for generating risk assessments in place. Central database of all risk assessments held by the EOM. Training provided to all staff with responsibility for risk assessment completion. Training provided annually. Risk assessment templates available college wide.	30. Staff to take responsibility for reviewing their own risk assessments at the appropriate intervals. The current system for reminding staff to review their risk assessments needs improving	REI/LWe	Review by Sept 09	Further training to be delivered to all staff with line management responsibility- May 2009
External trips or placing of students on work placements	Risk assessments in place for external trips, a quality check of risk assessments currently in place. Systems in place to vet work placements before using by work place co ordinator and her team.	31. Consideration to be given to any area where disabled staff or students may be required to travel, or visit off site. Forms to be adapted to include this process.	REI/LWe	Complete	
Staff/student inductions	Procedures in place to ensure all staff are inducted within the first week of employment. Student inductions carried out in the first few weeks of enrolment.	32. A section on DDA issues need to be included in both types of inductions pointing anyone with a disability issue to refer to the college disability equality policy/scheme.	REI/DWr	Complete	