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| **B1-B16** | **Description** | **Access rating** | **Priority rating** | **Notes** |
| B1 | Do disabled staff/visitors need to let someone within your school know they are there to gain entrance? (This might be because of security to the building, limited access to the venue or specific opening times) |  |  | What is the mechanism for this and is it accessible? For example, a disabled staff member needing to enter a building that is locked or having an intercom device available, so people can communicate with a staff member from the entrance. Consider the accessibility for a range of impairments such as deaf and blind people, people using wheelchairs and people with a neurodiverse impairment. Entry and communication devices could be door bells, ID swipe, an intercom system, buzzers or a video camera system.  |
| B2 | Is the main entrance door of sufficiently light weight to be opened by any user (whether a wheelchair user, someone with limited strength or someone using a walking aid)? |  |  | This could be manual doors, power doors via sensor or push pad, or a security swipe entrance. Manual doors should have a resistance of around 30N. |
| B3 | If the push pad or security swipe entrance is fitted, is it clearly marked and easy to access for all people? |  |  | Think about the location: does it hinder or support the person’s access in/out of the building? Does the colour contrast of the pad/swipe to the background surface and lighting make it easy to see? |
| B4 | If the door is glass, is it visible when shut? |  |  | Glass doors and surrounding panels should have coloured markings to distinguish them as a surface, so people don’t walk into them. |
| B5 | Does the entrance door clearance when opening permit passage of a wheelchair user? |  |  | External door requirements: new build 1000mm, existing/older build 775mm. If they are manual wide double doors, consider not having both open as this can hinder the entrance of wheelchair users and people pushing buggies. |
| B6 | Does it have a level or flush threshold, and a recessed matwell?  |  |  | Check that the nap of the matwell is in line with the entrance direction, not angled as this can cause wheels on pushchairs and wheelchairs to veer off to one side and possibly into the path of others. |
|  | **Internal doors** |  |  |  |
| B8 | On the opening side of the door is there sufficient space (300mm) to allow the door handle to be grasped and the door swung past a wheelchair footplate/Walker? |  |  | This is to enable a wheelchair user or someone using a walking aid to easily open the door without banging their wheelchair or walker. |
| B9 | Are door handles of a type easily used by all people? |  |  | Lever handles are better than round handles and should be at a height that is easy to access. |
| B10 | Are door handrails at a height for standing/sitting use, and are door handles clearly distinguished? |  |  | This can be the colour of the handles or a backing plate that gives good contrast. |
| B11 | Can it be easily grasped and operated? |  |  |  |
| B12 | If the door has an open/close mechanism does it have: |  |  |  |
|  |  (a) delayed action? |  |  |  |
|  |  (b) slow-action? |  |  |  |
|  |  (c) low resistance weight?  |  |  |  |
| B13 | If the door is power-operated does it have visual and tactile information explaining this? |  |  |  |
| B14 | If there is a lobby between two sets of doors, do the inner and outer doors meet the same criteria? |  |  | Are both doors manual or electric operated? Are they on sensors? If push pads are used, is it clear which pad is for which door? If manual, are they both the same resistance weight?  |
| B15 | Does the clear opening width of doors permit wheelchair access? |  |  | Internal door requirements: new build 800-825mm, existing 750-775mm |
| B16 | Are door mechanism functions checked regularly? |  |  | Door mechanisms can become stiffer over time, especially if not often used – they should be checked routinely. |
| **Action** | **Date by** | **Owner** |
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