

## ACCESS CHECKLIST

### Car Parking

Yes No

Are car parking spaces for disabled people near to the main entrance?

Are these spaces clearly marked, Parking for Disabled People?

\*Wide enough to fully open the doors to allow wheelchair access?

**\*Car parking spaces should be at least 4.8m long x 3.6m wide.**

### External Movement

Once out of their car would a disabled person have free access to the site or are there?

Steps/Kerbs

Gravelled areas

Uneven paving

Steep slopes

**Car parking surfaces should be smooth and even. Kerbs must have dropped sections at points where wheelchair users need access.**

### Main Entrance

Does the main entrance to your building have:

Steps (anything more than 15mm high is counted as a step)

Thresholds

Changes in level

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| Where there are steps do they have colour contrasted edges?               | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there a continuous handrail on all flights of stairs and any landings? | <input type="checkbox"/> | <input type="checkbox"/> |
| *Is there also a ramp provided for access?                                | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there a continuous handrail provide on the ramp and any landings?      | <input type="checkbox"/> | <input type="checkbox"/> |
| **Is the door wide enough for a wheelchair user to get through unaided?   | <input type="checkbox"/> | <input type="checkbox"/> |
| If no, is there an alternative wheelchair accessible entrance provided?   | <input type="checkbox"/> | <input type="checkbox"/> |

**\*If a ramp or slope is provided it should be up to 2m long for slopes 1:12, up to 5m long for slopes of 1:15.**

**\*\*The clear door opening should be at least 800 mm.**

### **Internal Movement**

- |   |                          |                          |
|---|--------------------------|--------------------------|
| If there is a lobby, is it possible for a wheelchair user to negotiate the doors? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do all internal doors allow a wheelchair user to get through unaided?             | <input type="checkbox"/> | <input type="checkbox"/> |
| Do the doors have vision panels?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all corridors at least 1.2m wide and unobstructed?                            | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there a turning circle of at least 1.5m for wheelchair users?                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there a wheelchair accessible toilet?  | <input type="checkbox"/> | <input type="checkbox"/> |

## Vertical Movement

Yes No

Is the building on more than one floor?

If yes, do the internal steps/stairs have colour contrasting edges?

Is there a continuous handrail on each stair flight and landing?

Does the building have a lift?

Is there any other means to move between floors?

Would a wheelchair user be able to use all fire exits in areas accessible to them?

## Sensory Impairment

\*Are non visual guides used to assist people using the building?

Could the décor be confusing or disorientating for disabled people?

\*\*Is a hearing loop available in the building?

Are fire alarms both visual and audible?

**\*Tactile signs, lifts with tactile call and floor buttons, textures on walls and floors.**

**\*\*Hearing inductions loops which enable a person with a hearing aid fitted with a “T” switch to pick up sounds can be either fitted to the structure of the room or be portable.**

This check list is for guidance only it does not constitute a full access audit.