



## Venue Access Checklist

<p><b>An Accessible Venue needs all yellow items to be positive for it to be described as fully accessible.</b></p>	<p>Please remember to let your Branch Chair know all details of the venue's access (good or bad) for dissemination.</p> <p>Please let the venue know if you are NOT going to hold a WEP event there due to poor access</p>	
<p><b>Getting into and around venue</b></p>		<p><b>Comments</b></p>
<p>Is there a step free entrance to venue? (thresholds should not be greater than 3cm high). It is acceptable that this is not the front door but if so extra signage should be considered.</p>	<p>Yes/No</p>	
<p>Are there 1m wide routes from step free entrance, to bar/food service area, to toilet and to room for the meeting or event? (You may need to reduce the capacity of the venue to ensure these routes are available).</p>	<p>Yes/No</p>	
<p>If there is lift or stair lift access to the venue or the room the meeting or event will be in, does it work? (and provide weight limit on venue description). Check venue knows to contact your team if lift goes out of order.</p>	<p>Yes/No/not applicable</p>	
<p><b>Access in the room for the meeting or event</b></p>		
<p>Is there step free access to room for the meeting or event?</p>	<p>Yes/No</p>	

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Is there a PA system? If not, can you bring one in?	Yes/No	
Good lighting on speaker	Yes/No	
Step free access to any stage	Yes/No/Not applicable	
Hearing loop / hearing technology	Yes/No	
<b>Buying refreshments</b>		
Is there a lowered counter for serving people in wheelchairs?	Yes/No	
Is the card payment machine reachable if you are seated in a wheelchair? (NB check it can be reached from a seated position if you cannot raise your arms above shoulder height)	Yes/No	
Is there a hearing loop / hearing technology at the serving counter?	Yes/No	
Is there information on allergens in any food or drink served	Yes/No	
Are there facilities to reheat pureed food?	Yes/No	
Will they provide plastic straws on request?	Yes/No	
<b>Toilets</b>		
Is there an accessible toilet?	Yes/No	
Step free access to accessible toilet?	Yes/No	
Check no extra furniture stored in toilet. This includes baby changing tables.	Clear / Cluttered	
Red alarm cord? (check this is not tied up, the alarm works, and that the alarm will be responded to)	Yes/No	

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Check which side the toilet transfers to (as you face it) and provide that information on your venue guide	Right / left / centre	
Is it well signposted? (if not consider putting up signs at the event)	Yes/No	
Does it have bins suitable to accommodate incontinence pads?	Yes/No	
Are the toilets clean? (all types and genders)	Yes/No	
Does the venue have a Changing Place accessible toilet? (If not, is there one nearby that will be open at the time of the meeting or event?)	Yes/No	
<b>Fire Safety</b>		
Have you had a discussion with the venue's fire officer about safe evacuation of people with impaired mobility/hearing/vision? (This may lead to restrictions e.g. a maximum number of people using wheelchairs allowed).	Yes/No	
<b>Parking</b>		
Is there accessible parking nearby? (please provide info on location and number of spaces for venue guide)	Yes / No	
<b>Quiet Room</b>		
Is it possible to have a quiet room?	Yes/No	
Is access to the quiet room step free?	Yes/No	

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