

Detailed Accessibility Checklist

Please bear in mind that the list below is by no means conclusive and does not replace an Access Audit, which must be completed by a trained and experienced Access Auditor. This document serves to assist you only in identifying some areas within your building and / or service provision where accessibility needs to improve, so all members of our society can participate in what you have to offer.

Something that also makes excellent business sense for you too!

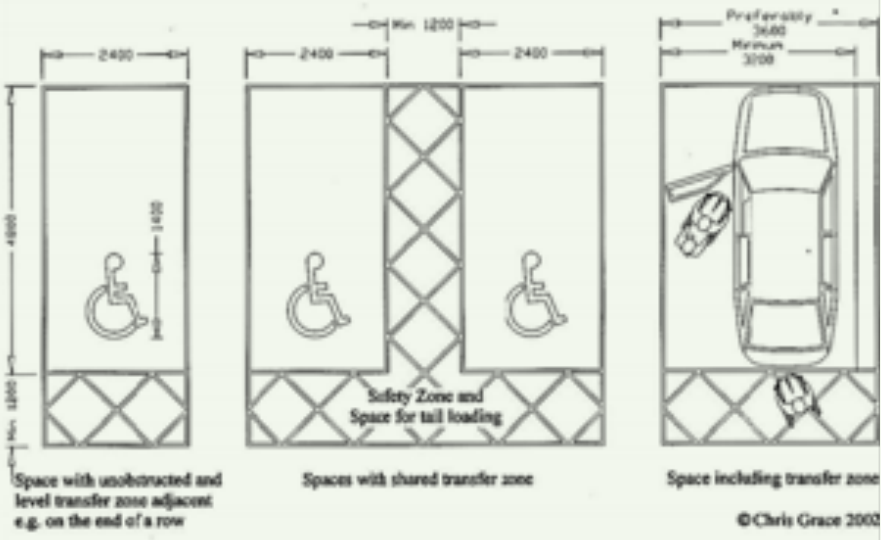
If you tick 'No' to any of the aspects below, then make a note of all of these on the sheet provided at the very end of this document, as this helps to form your Access Statement.

This demonstrates you have thought about full and inclusive access to your site and have subsequently identified some areas which need to improve. Now put what action you will take in the box next to it, along with a date for completion.

If you have noted areas of concern, then you would benefit from an Access Audit to fully detail what needs attention as well as suggesting potential ways to address the identified barriers and problems.

Professional access audits can be carried out by experienced Access Auditor, contacts for which can be found online, but bear in mind you can do a lot of it yourself.

Outdoor area	Yes	No	Comment
Parking			
Is the car park clearly signed?			
Does your car park have a solid, firm, nonslip, durable surface i.e. no loose materials like gravel or sand?			
Is the car park level? I.e. gradient no greater than 1:20. (3 degree angle). If the gradient is greater than this, it should be designed as ramped access			
is there a suitable pathway running from the car park to the entrance? Ideally pathways should be a minimum width of 1500mm, with passing places at least 1800mm wide and 2000mm long.			
if required to cross the vehicular route has tactile paving and dropped curbs been used? Is there a controlled crossing point such as a zebra crossing?			
Does your car park have designated accessible car parking spaces and the clearly marked?			
Where there are up to 34 bays the minimum requirement is 2 accessible bays, otherwise 6% of the total number of bays must be accessible. Does your car park have a suitable number?			

Outdoor area	Yes	No	Comment
<p>Accessible bays should be 3600mm wide and 6000mm deep including a 1200mm rear transfer zone. Does yours fit these criteria?</p>  <p>Space with unobstructed and level transfer zone adjacent e.g. on the end of a row</p> <p>Spaces with shared transfer zone</p> <p>Safety Zone and Space for tail loading</p> <p>Space including transfer zone</p> <p>©Chris Grace 2002</p>			
<p>Are ticket machines located adjacent to disabled bays and have controls between 750mm and 1200mm from the ground? Is there an alternative to a coin slot for those who cannot use them? Is there additional parking allowance for disabled people displaying a blue badge?</p>			
<p>Do you have a setting down area by the front door where visitors can be dropped off or loaded? Is this clearly marked? Is there a bench or other seating which disabled people can use when waiting?</p>			
<p>Pathways and Routes</p>			
<p>Width of paths – have the following been considered? 2.0m: room for 2 wheelchairs, or two people, side by side. 1.5m: room for 1 wheelchair plus pedestrian alongside. 1.0m: room for 1 wheelchair with no room alongside.</p> <p>On busy routes, passing places are particularly important. Where appropriate these may also provide seating.</p> <p>Are benches provided at intervals no more than 50m apart?</p>			
<p>Path materials – have the following been considered?</p> <p>Surfaces should be well constructed and should give firm, non-slip, level access. Loose materials, such as gravel, are unsuitable and should not be used for main circulation routes.</p> <p>There is a wide range of materials available and the main ones are outlined below:</p> <ul style="list-style-type: none"> • In-situ concrete- use with textured surface to give extra grip. • Asphalt and Tarmac-Low cost, low maintenance and durable. Should be laid between solid edges. 'Stickiness' in hot weather can be a problem. • Hoggin- Informal appearance, good grip and level firm surface as long as it is well prepared and constructed. Has a tendency to rut easily, particularly under wet conditions and can be muddy. • Self-binding gravel- Notes as per hoggin. • Brick paviour's- Useful for introducing contrast into hard surfaces, or for edging. Good construction is essential - poorly laid bricks are a hazard. 			

Outdoor area	Yes	No	Comment
Wood- Risk of becoming slippery. Can be coated with hot bitumen and sharp sand to improve grip. Must be laid at right angles to direction of travel so as not to trap wheelchair wheels.			
Cobbles-Should be avoided – slippery and uncomfortable.			
Epoxy-bonded resin aggregate-High cost. Attractive with range of colours and grades. Can be a useful contrast material.			
Gradients, ramps and ramped access			
<p>Any routes that include a gradient are potentially hazardous and exhausting to people with limited mobility. Sometimes a slightly steeper gradient over a shorter length may be preferred to a very long ramp.</p> <p>Gradient 1:15 - recommended maximum gradient (4 degrees) 1:20 - preferred maximum gradient (3 degrees)</p> <p>Length–Ramp 1:15 should not exceed 10m without resting platform. Ramp 1:20 should not exceed 30m without resting platform Resting platforms should be 1.8m long</p> <p>Width 900mm: minimum for one-way traffic. 1800mm: minimum for two-way traffic. A ramped building approach should be a minimum of 1200mm.</p> <p>Use textured surfaces on the approaches to ramps to provide warnings to people with visual impairments.</p> <p>Handrails and kerbs Handrails should be provided on both sides. Low kerbs, minimum 40mm height, should be incorporated along the sides of ramps as wheel stops.</p> <p>Lighting If used after dark, ramps should be lit.</p> <p>Materials Select materials that provide a firm, level surface and are non-slip when wet or dry.</p>			
Where ramps exist do steps run alongside as some ambulant disabled people find steps easier than ramps?			
Are ramps slip resistant particularly when wet?			
Does the colour of the ramp contrast visually with the landing?			
Are landings a minimum of 1200mm long?			
Are handrails between 900-1000mm from the ground?			
Does the handrail continue past the ramp for at least 300mm?			
Does the ramp exceed 2m long, if so is there a handrail on each side?			
Stepped access			
Has a hazard warning surface been used at the head and foot of the flight of stairs? The usual warning surface is corduroy.			
Does the hazard warning surface extend 400mm past each side of the stair case and stop 400mm from the nosing?			
Is there a level landing at least 1200mm deep at both the top and bottom of the stairs?			

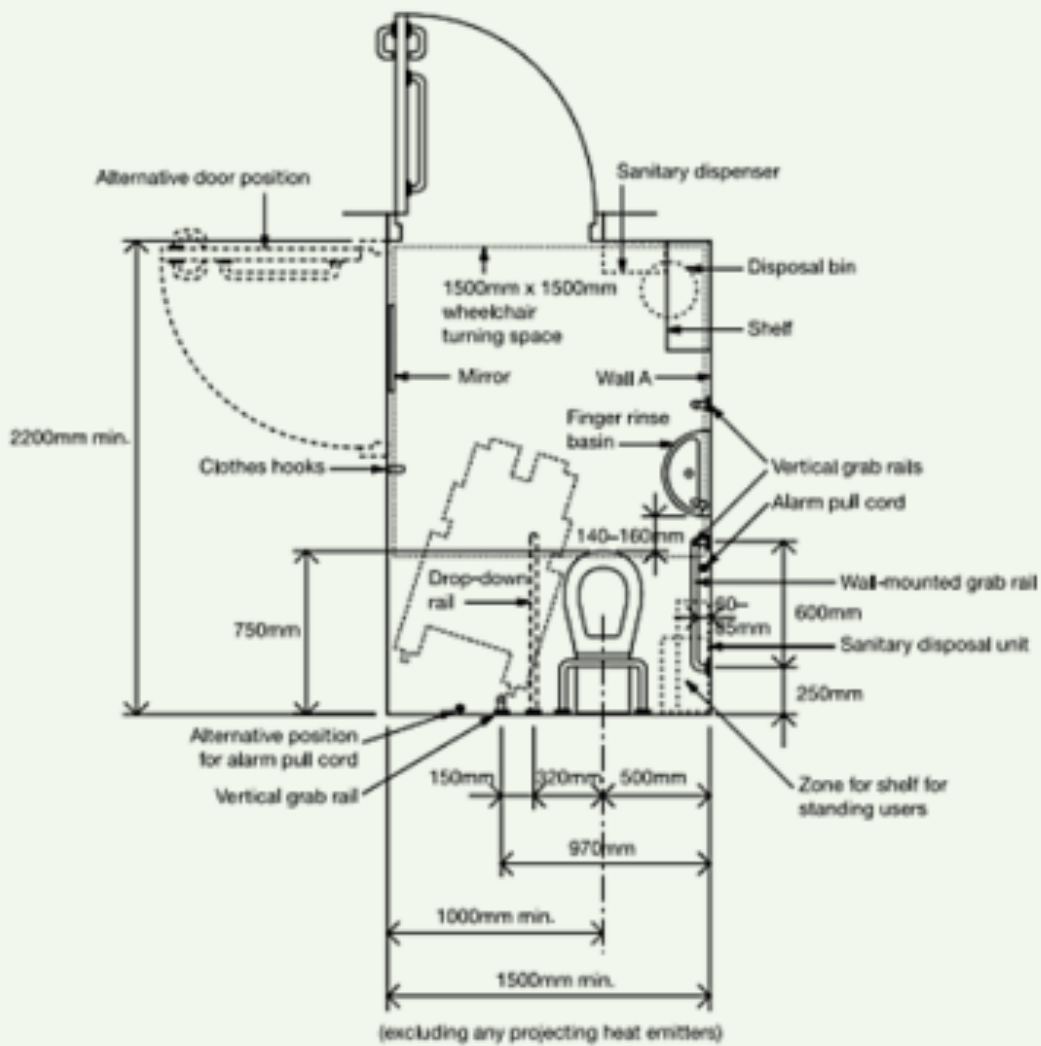
Outdoor area	Yes	No	Comment
Does the hazard warning surface begin 1200mm before the first step and end 400mm from the first step?			
Do nosing's have a permanently contrasting material 55mm wide on both the tread and the riser? Nosing's should not project if possible, however a maximum overlap of 25mm is acceptable.			
Is there a handrail present on both sides?			
Are the rise of steps between 150mm and 170mm?			
Is the going of each step between 280mm and 425mm?			
Resting platforms, or landings, of approximately 1.8m should be provided for each 1.2m flight of steps.			
Is there an alternative to steps to reach higher levels if access is required? An alternative could be a passenger lift, a vertical platform lift or a stair (platform) lift, which would preferably have a fold down seat.			
Main entrances			
Can disabled visitors enter your building by the same entrance as other visitors?			
Is the entrance clearly signed? Does it incorporate the International Symbol of Disability? Are signs displayed on the leading edge side of the door so they can be seen when doors are open (except toilets)			
Is there level access into and through the main entrance?			
Is there a level landing at least 1500mm x 1500mm clear of any door swings immediately in front of the entrance?			
Is the threshold level of a maximum height of 15mm?			
Has weather protection been offered at non-powered entrance doors?			
A manual door will be deemed satisfactory if there is an unobstructed space at least 300mm on the pull side of the door to allow wheelchair users room to open the door. Is this space present? Sliding doors are favourable as they avoid the difficulties associated with swing doors and they save space.			
Is a revolving door present? If so is there an alternative available?			
Is the main entrance door power operated and if not do you think a disabled person could easily use it? If not a power operated door opening and closing system is required either under manual or automatic control, automatic controls' using a sensor is the most suitable solution for all.			
Is the entrance free from hazards such as raised doormats?			
Is there a door entry system? If so is this accessible to people who cannot speak or hear?			
Do glass doors have colour contrasting edging and door handles?			
Is the entrance lobby big enough for a wheelchair user or person pushing a pram to move clear of one door before opening the second?			

Outdoor area	Yes	No	Comment
Reception / Service counter			
Has the reception desk or counter been lowered, or does it include a lowered section? (counter height 110cm and knee recess depth of 50cm.)			
Is there sufficient space to move on both side of the counter and sufficient space to fill out necessary documentation on the counter?			
If visitors need to wait to speak to a member of staff, are there chairs available for them to sit down if necessary? Are the chairs of differing heights and some with arms to accommodate those who have difficulty getting on and off chairs?			
Is there space for wheelchair users to sit alongside their companions in the waiting area?			
Communication			
Are maps of the building and other areas available to help people navigate around the facility?			
Are the main sections of your building, such as the reception, toilets and waiting area clearly signed? Do the reception and any main meeting rooms have a hearing induction loop?			
Do you provide information in a range of accessible formats including what is available on your website?			
Do you use a clear font for your own publicity and information, such as Arial and at a minimum size of 12?			
Internal circulation			
If there are internal steps, is there an alternative route? See stepped access for specifications.			
Are internal doorways at least 750mm wide			
Are manual door handles lever types, at a height range of 80-105cm, and contrast visually with their backgrounds?			
If your business operates on more than one floor, can disabled people freely access all floors? A passenger lift is the most suitable means of vertical access, where this is not possible a vertical lifting platform (platform lift) may be considered, in exceptional circumstances a wheelchair platform stair lift may be considered as long as it does not form an obstruction in an escape route.			
Do internal walls have a strong colour contrast compared to the floor?			
Are your internal doors easy to use for everyone? Do door frames contrast with the wall?			
Is there an unobstructed space of at least 300mm on the pull side of the door so wheelchair users can open the door unassisted?			
Are fire doors (particularly corridor) held open using an electromagnetic device which releases the door to self-close when activated by a smoke alarm?			
Do corridors have an unobstructed width of at least 1200mm? Where the width is less than 1800mm there should be passing places at least 1800mm wide and long at regular intervals, e.g. Corridor junctions			

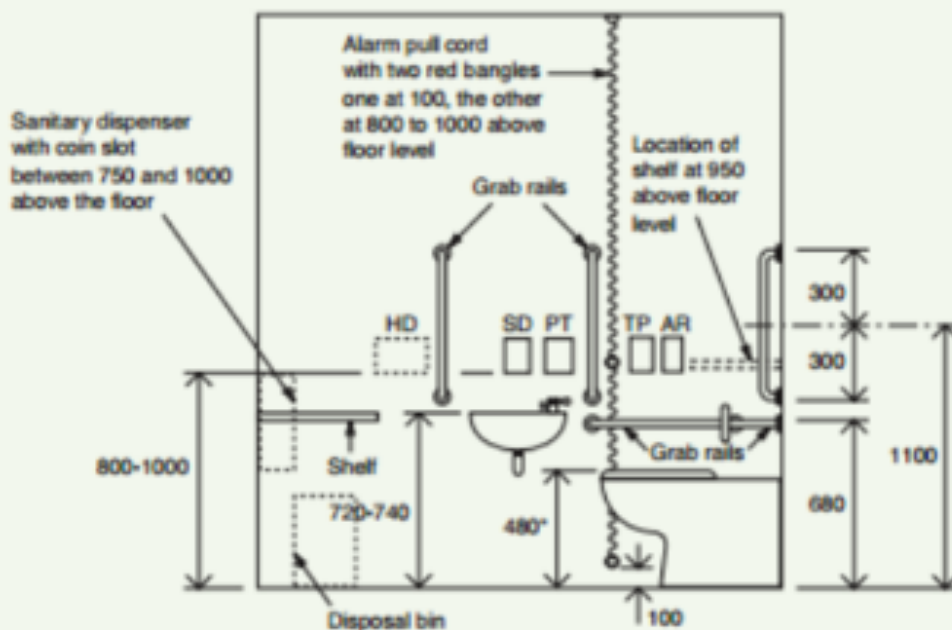
Outdoor area	Yes	No	Comment
Are floor finishes slip resistant?			
Is there a clear way finding system?			
Refreshment facilities			
Do all users have access to the facilities?			
Is there a shared refreshment area for staff (e.g. For tea making) 850mm above the ground with at least 700mm clear floor space beneath?			
Is there a bar which has part of the working surface no more than 850mm above the ground?			
Do the restaurant /café areas have adequate space for wheelchair users and those using pushchairs to comfortably manoeuvre around the area and between the aisles?			
Do you have some tables which are slightly higher and suitable for wheelchair users who need arms to be folded down or are all tables an adequate height? Minimum requirement for wheelchair users is 28inches from the floor to the surface of the table.			
Do the table legs allow space for wheelchair users to fit under the table? There should be 30 inches between table legs.			
Toilets			
Is there at least one unisex accessible toilet?			
Is the accessible toilet located at ground level and/or at the same level as other key facilities such as reception and waiting areas?			
Does the accessible toilet house baby change facilities? This should be avoided where possible; otherwise there should be adequate space to accommodate both.			
Have lever type controls on flushes, locks and taps been used, as these can be used using a closed fist?			
Does the toilet have an assistance alarm which drops all the way to ground level? Does the cord have two red handles, one 100mm and another 800mm-1000mm above ground level?			
Is it clear of obstacles and wide enough for a wheelchair user to turn their chair around inside? Standard size should be at least 2200mm long x 1500mm wide.			
Is the toilet itself in the centre of one wall allowing a wheelchair user to then transfer from either the left or the right? Otherwise two cubicles might be required as some people are weaker on one side than the other.			
Is there a cubicle within any toilet block which allows use for ambulant disabled people? This should be fitted with support rails and include space to accommodate crutches etc.			
Do grab rails contrast visually with the wall?			
Is the transfer space alongside the toilet kept clear to the back wall?			
Do doors open outward?			
Is the accessible toilet the only toilet within the building and if so is at least it 2m x 2.2m? Does it also include a standing height washbasin as well as the standard height washbasin? See drawings for full specifications.			

Outdoor area	Yes	No	Comment
Accessible Bedroom and En-suite bathroom Design			
Is there a clear access zone a minimum of 900mm wide around all sides of the bed? If a twin, with 700mm between the beds.			
Is there a turning space 1500x1500mm?			
Are 1 in 20 rooms wheelchair accessible?			
Are accessible bedrooms located on accessible routes leading to all the facilities?			
Are accessible bedrooms the same standard as the other bedrooms?			
Are handles on hinged and sliding doors easy to grip and operate and do they contract visually from the door?			
Do all bedrooms have a visual as well as audio alarm system?			
Does the bedroom have an emergency assistance alarm pull cord located next to the bed?			
Are openable windows reachable for wheelchair users and can they be operated using one hand?			
Are light switches large push pads and align horizontally with door handles, with the range between 900mm and 1100mm from the floor?			
Are wall mounted sockets between 400 – 1000mm above the floor with preference being to the lower end?			
Does the bathroom have a roll in shower or hoist above the bath?			
Does the bathroom have a wheeled shower chair and/or wall mounted shower seat?			
Are there a suitable number of grab bars in bathroom and do they contrast in colour with the walls and furnishings?			
Is there a raised toilet?			
Does the bedroom have lower hanging space in the wardrobe?			
Emergency evacuation procedures			
In an emergency, would you be able to evacuate disabled people safely from your building?			
Are the fire alarms audible and visible to all? Do you have flashing lights for example rather than an alarm alone?			
Have your staff had appropriate Disability Equality and/or Manual Handling training to help them if they had to assist disabled people from the building?			

The below diagrams indicate the dimensions and design of wheelchair accessible WC's according to the most recent government guidance (Approved Document Part M, 2015)



Note
Layout for right-hand transfer to WC



*Height subject to manufacturing tolerance of WC pan

HD: Possible position for automatic hand dryer (see also Diag 21)

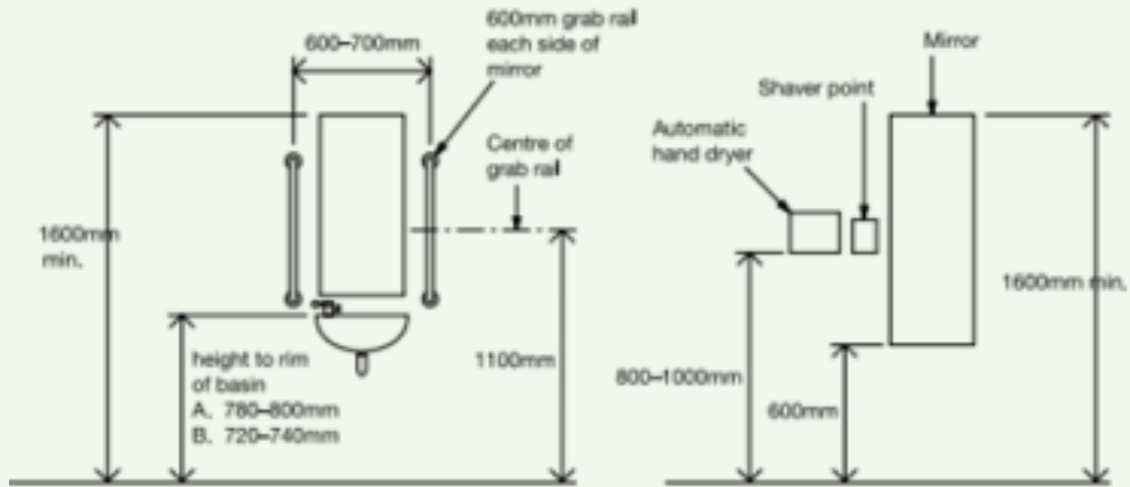
SD: Soap dispenser

PT: Paper towel dispenser

AR: Alarm reset button

TP: Toilet paper dispenser

Height of drop-down rails to be the same as the other horizontal grab rails



Height of independent washbasin and location of associated fittings, for wheelchair users and standing people

- A. For people standing
- B. For use from WC

Mirror located away from washbasin suitable for seated and standing people (mirror and associated fittings used within a WC compartment or serving a range of compartments)

Good example of an accessible toilet:



Access Statement

Access problem identified	Action to be taken	Date to be completed