

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.