

Access Audit Checklist

	Outdoor Area	Yes	No	Comment
	Parking			
1	Is the car park clearly signed?			
2	Does your car park have a solid, firm, non-slip, durable surface, i.e. no loose materials such as gravel or sand?			
3	Does your car park have designated accessible car parking spaces and are they clearly marked?			
	Pathways and Routes			
	<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>			
	Gradients, ramps and ramped access			
	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.			
	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?			
	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.			
	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.			

Access Audit Checklist

Is there a handrail present on both sides?			
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 the threshold level of a maximum height of 15mm?			
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?			
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?			
Communication			
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			

Access Audit Checklist

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?			
Do internal walls have a strong colour contrast compared to the floor?			
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 floor finishes slip resistant?			
Seating areas or shops			
Do the seating areas or shop aisles 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?			
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?			
Do grab rails contrast visually with the wall?			
Is the transfer space alongside the toilet kept clear to the back wall?			

