

Premises accessibility checklist

Welcoming disabled colleagues and visitors

When using this document, consider how a variety of disabled people (not just people with mobility impairments) will access, use and exit your buildings (including in emergencies) with dignity. You cannot anticipate the needs of every disabled person, but you can think about broad groups of people when completing this checklist. These include people with:

- limited mobility – such as wheelchair users, people who walk with sticks or crutches and people who can only walk short distances
- sight loss
- hearing loss or who are deaf
- conditions affecting speech
- conditions affecting manual dexterity
- learning disabilities
- dyslexia or dyspraxia
- autism
- mental health conditions such as anxiety, claustrophobia or agoraphobia
- vertigo or a fear of heights
- epilepsy or migraines that are triggered by lighting conditions.

It should be noted that this checklist does not take the place of a full access audit carried out by suitably qualified professionals, such as those listed in the National Register of Access Consultants (www.nrac.org.uk).

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1. Car parking, public transport and arrival

This section is about how easy it is to arrive at your premises by vehicle.

Policy	Basic	Y	N
1.1	Is information available on your website about arrival, parking and public transport?		
1.2	Are taxis and cars able to set down visitors outside the visitor entrance?		
1.3	Is parking available for disabled people close to the visitor entrance (no more than 50m)?		
Operations	Basic	Y	N
1.4	If car parking has a barrier, is a voice intercom installed to request assistance?		
1.5	Can any barrier be opened without the driver having to leave the car?		
1.6	Is the route to reception clearly signed?		
Estates	Basic	Y	N
1.7	Is the route from parking to the entrance level step-free or provided with ramps or dropped kerbs?		
1.8	Is the route surface firm and even?		
1.9	Is the route wide enough for wheelchair access?		
Score: How many Ys & Ns?			
Other comments:			
[Type here]			



2. External approach from boundary / parking to main entrance

This section is about how easy it is to arrive at your building by foot, bicycle or wheelchair.

Policy	Basic	Y	N
2.1	Is someone responsible for accepting requests for assistance if required?		
2.2	Is someone responsible for liaison with the local highway authority regarding disabled access?		
2.3	Is the approach route from street to main entrance reception described on the website?		
Operations	Basic	Y	N
2.4	Is the route maintained clear of leaves, snow and ice and any other obstacles?		
2.5	Is the route to the main reception or accessible entrance signed?		
Estates	Basic	Y	N
2.6	Is the route step-free with dropped kerbs if required?		
2.7	Is the route surface firm and even?		
2.8	Is the route wide enough for wheelchair access?		
Score: How many Ys & Ns?			
Other comments: [Type here]			



3. External change of level using a lifting device or ramp

This section applies if there is an external change in level with steps on route to the entrance.

Policy	Basic	Y	N
3.1	If required, is there a lift or ramp to provide step-free access to building entry level?		
3.2	Is the lift or ramp and how it is used mentioned on your website?		
Operations	Basic	Y	N
3.3	Is there a designated person responsible for maintaining and keeping the lift or ramp operational?		
3.4	Is there signage to the lift or ramp on the approach routes?		
Estates	Basic	Y	N
3.5	Is the lift or ramp adequately sized to allow wheelchair access?		
3.6	Are there instructions on how to use the lift?		
Score: How many Ys & Ns?			
Other comments: [Type here]			



4. Main or alternative entrance

This section is about entering the building.

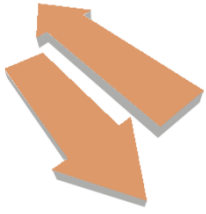
Policy	Basic	Y	N
4.1	Does the main entrance have step-free access?		
4.2	Is there a designated person responsible for keeping the entrance clear and free of obstacles?		
4.3	Are staff available to give assistance if required?		
Operations	Basic	Y	N
4.4	Can the entrance door be opened easily by a wheelchair-user, a person who uses walking aids or who has sight loss – without the need for assistance?		
4.5	Can reception staff see the entrance door(s) in case a visitor needs assistance?		
4.6	If turnstiles or entry card systems are in operation, can they be used easily by wheelchair users or is there an alternative entry method?		
Estates	Basic	Y	N
4.7	Is there an entry-phone installed at suitable height for all users if the entrance door is kept locked?		
4.8	Is the entrance door (one leaf) at least 750mm wide (clear opening)?		
Score: How many Ys & Ns?			
Other comments: [Type here]			



5. Reception, help and information on arrival

This section is about ease of communication and reception.

Policy	Basic	Y	N
5.1	Are visitors informed of assistance available at reception?		
5.2	Is there a policy of restricting disturbing external noise and activity from the reception area?		
Operations	Basic	Y	N
5.3	Is some suitable seating available (firm, at different heights and some with and some without arm rests) when waiting at reception?		
5.4	Is the reception floor surface maintained as slip-resistant, including when it might be wet?		
5.5	Is a signed induction loop installed at reception for communication purposes?		
Estates	Basic	Y	N
5.6	Is the reception desk within view of visitors on arrival?		
5.7	Does the reception desk have adequate space in front of it for wheelchair user circulation?		
5.8	Does the reception desk have a lowered front section at a height suitable for visitors in wheelchairs or those of short stature?		
Score: How many Ys & Ns?			
Other comments: [Type here]			



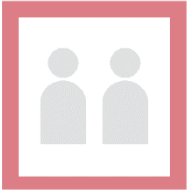
6. Horizontal circulation on all floor levels

This section is about ease of circulation on all floor levels.

Policy	Basic	Y	N
6.1	Is there step-free circulation on all floor levels?		
6.2	Is there a person responsible for keeping accessible routes clear of obstacles?		
Operations	Basic	Y	N
6.3	If changes of level exist by stairs only, can an alternative accessible meeting room be provided?		
6.4	Are accessible routes checked routinely to ensure they clear of obstacles such as fire equipment, bins etc.?		
Estates	Basic	Y	N
6.5	Are circulation corridor widths at least 1200mm wide?		
6.6	Are doors (one leaf) on circulation routes at least 750mm wide (clear opening)?		
6.7	Are circulation routes well-lit with consistent and even lighting?		
6.8	Are floor surfaces to corridors even and slip resistant, especially where the floor surface might be wet?		
Score: How many Ys & Ns?			
Other comments: [Type here]			



7. Vertical circulation by stairs

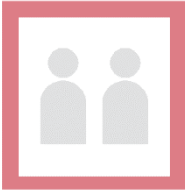


This section is about stairs, including a stair-lift – if installed.

Policy	Basic	Y	N
7.1	In multi-storey buildings are there lifts as well as stairs?		
7.2	If no lift, can alternative areas be provided if required at entry level, for example for meetings?		
Operations	Basic	Y	N
7.3	Is there a wheelchair lift installed at the stairs?		
7.4	Is someone responsible for maintaining and keeping the stair-lift in operation?		
Estates	Basic	Y	N
7.5	Are stairs at least 1200mm wide including if a stair lift is installed?		
7.6	Do stairs have handrails to both sides including if a stair-lift is installed?		
7.7	Are the stair riser and tread dimensions consistent from top to bottom?		
Score: How many Ys & Ns?			
Other comments: [Type here]			



8. Vertical circulation by lifts



This section is about any passenger lift you have in the building.

Policy	Basic	Y	N
8.1	Is a passenger lift available for vertical circulation between all levels?		
8.2	Is the availability of the lift mentioned on your website?		
Operations	Basic	Y	N
8.3	Is there clear signage to lifts?		
8.4	Is there a person responsible for maintaining and keeping the lift operated?		
Estates	Basic	Y	N
8.5	Is at least one lift car serving all levels a minimum of 1100mm wide by 1400mm deep to allow wheelchair access?		
8.6	Are lift controls within reach of a wheelchair user?		
Score: How many Ys & Ns?			
Other comments: [Type here]			



9. Sanitary and shower facilities

This section is about the availability of suitable sanitary and shower facilities.

Policy	Basic	Y	N
9.1	Is a wheelchair accessible WC available at entry level?		
9.2	Is there a person responsible for acting in an alarm situation?		
Operations	Basic	Y	N
9.3	Are assistance alarms provided in wheelchair accessible WCs and showers?		
9.4	Is there a person responsible for ensuring sanitary and shower facilities are regularly checked and maintained?		
9.5	Is the WC clearly signed from reception?		
Estates	Basic	Y	N
9.6	Is a wheelchair accessible shower available either separately or in M and F shower accommodation?		
9.7	Is a wider WC for ambulant disabled people available in the M and F toilet accommodation?		
9.8	If more than one wheelchair accessible WC are they handed to allow choice of transfer side?		
Score: How many Ys & Ns?			
Other comments: [Type here]			



10.Refreshment areas including for visitors

This section covers areas intended for staff and visitor refreshments.



Policy	Basic	Y	N
10.1	Are refreshment areas accessible to wheelchair users?		
10.2	Are assistance dogs allowed in refreshment areas?		
10.3	Are staff trained to assist disabled people using the refreshment facilities?		
10.4	Is table service or assistance available for people for example with sight loss or manual dexterity problems?		
Operations	Basic	Y	N
10.5	Is a hearing induction loop installed at counters and payment points?		
10.6	Can seating be rearranged to enable wheelchair users' access to tables?		
Estates	Basic	Y	N
10.7	Do bars and counters have a lowered section to enable wheelchair users and others to order refreshments?		
10.8	Are floors slip-resistant, especially in serving areas that might become wet?		
Score: How many Ys & Ns?			
Other comments: [Type here]			

11. Meeting rooms including for visitors

Meeting rooms may include a boardroom, meeting rooms and rooms used for personal interviews.

Policy	Basic	Y	N
11.1	Are there guidelines that take account of access needs when setting up meeting room?		
11.2	Is there a policy to provide communication assistance, for example sign language interpreter, if required?		
Operations	Basic	Y	N
11.3	Is hearing enhancement equipment available?		
11.4	If no fixed induction loop is installed, can a portable loop be provided?		
Estates	Basic	Y	N
11.5	Are meeting rooms laid out with wider circulation routes to locations for wheelchair users?		
11.6	Do meeting rooms have effective internal acoustics to allow easy communication?		
Score: How many Ys & Ns?			
Other comments: [Type here]			

12. Auditoria including for visitors

This section includes purpose-designed auditoria, but also other rooms routinely used for presentations and for large staff meetings.

Policy	Basic	Y	N
12.1	Is there an auditorium that provides access for wheelchair users and others unable to use stairs?		
12.2	Is there a policy to check access needs can be met when hiring facilities elsewhere?		
12.3	Is there a policy to provide communication assistance, for example sign language interpreter and audio description if required?		
Operations	Basic	Y	N
12.4	Is hearing enhancement equipment available?		
12.5	If no fixed induction loop, can portable equipment be provided?		
Estates	Basic	Y	N
12.6	Is there a raised platform for seated speakers so that they can be seen?		
12.7	Is the auditorium laid out with wider circulation routes to locations for wheelchair users?		
12.8	Does the auditorium have effective internal acoustics to allow easy communication?		
Score: How many Ys & Ns?			
Other comments: [Type here]			



13. Arrangements for emergency escape

This section is about general arrangements for means of escape.

Policy	Basic	Y	N
13.1	Do fire risk assessments include the needs of disabled people and others who may be especially at risk?		
13.2	Is fire risk assessment regularly reviewed to ensure it covers the needs of all staff and visitors?		
13.3	Is there a policy in place to advise visitors of emergency escape procedures?		
Operations	Basic	Y	N
13.4	Is someone responsible for checking fire safety and evacuation equipment such as communication devices in safe refuges?		
13.5	Are regular emergency escape practices carried out which include disabled staff or visitors?		
Estates	Basic	Y	N
13.6	Are basic emergency lighting levels in place on all emergency escape routes?		
13.7	Are two-way means of communication provided in all safe refuges?		
Score: How many Ys & Ns?			
Other comments: [Type here]			



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world together**

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