

APPENDIX 16: BUILDING ACCESSIBILITY CHECKLIST

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Building Accessibility Checklist

This checklist will help you to evaluate the accessibility of a venue. It is not a full access audit, but will be helpful for you when planning events, such as training.

Access Issue	Yes	No	Measurement / Distance if appropriate	Comments
ACCESS TO BUILDING / TRAVEL				
1. Is there accessible public transport to the venue?				
a) Low floor bus route?				
b) Taxi drop off point?				
c) Metro link?				
d) Train station close by?				
2. Are the pavements leading to the venue in good condition with dropped kerbs?				
a) Good accessible road crossings with warning texture and crossing systems?				
3. Is there accessible parking near the entrance?				
a) How many spaces are there?				
b) Is it within 50 metres uncovered or 100 metres covered to an accessible entrance?				
c) Is there lighting from the accessible parking to accessible entrance?				
4. Is the main entrance easy to recognise, which can be defined by a unique physical feature or colour?				
a) If dark outside is there appropriate lighting?				
5. Is the entrance accessible?				
a) If there is a ramp, does it have a levelled area at the top?				
b) If the doors are closed, can they be opened unaided by a person in a wheelchair i.e. light weight door (try opening it with one finger), low door handle...?				
c) Are steps and floor level changes clearly marked with a bright contrast edging?				
6. Is there an entrance Lobby where a wheelchair user can move clear of one door before using the next one?				
a) Does the lobby door have space to be fully opened?				
b) Is there a trip hazard?				
c) Is there a visual panel so you can see someone approaching?				
7. Is there a reception area?				
a) Is there a low area for someone who may not be able to see over the counter?				
b) Is there a higher area for tall people who might find it difficult to bend for signing things?				

c) Is there a minicom?			
d) Is there a fax?			
e) Are the staff trained to help with disabilities?			
8. Are the floor surfaces non-slip?			
a) Does the floor surface create a glare?			
9. If there is seating, do some have armrests?			
a) Is the seating fixed to the floor?			
b) Is the seating set out in rows and if so can you get a walking frame down the rows?			
c) Is there a clear space for wheelchair users to sit where they are away from traffic flow?			
ROOM AND FACILITIES			
10. Is there clear access to the meeting room?			
a) Wide doors?			
b) Wide corridor?			
c) No obstacles in the way i.e. rubbish bin, etc...			
d) If the doors are closed, can they be opened unaided by a person in a wheelchair i.e. light weight door (try opening it with one finger), low door handle...?			
11. Is there colour contrasting in the building so that the doors and fixtures are easy to distinguish?			
a) Does the furniture contrast with the surroundings so that people don't bump it?			
12. Is there an accessible toilet at least 1.5m x 2.2m?			
a) how many toilets are there?			
b) Wide door?			
c) Is there a low door handle?			
d) Does the handle have a lock that can be flipped or slid to lock? I.e. no twisting locks			
e) Is it kept clear of storage equipment?			
f) Is it easily accessible from the meeting room?			
g) Is the sink near the toilet, so it can be reached while on the toilet, but not located in the transfer space?			
13. Do the average toilets have door handles no higher than 1.1m?			
a) Are the cubical door handles near 80cm from the floor & have a lock that can be flipped or slid? I.e. no twisting locks			
b) Do the toilets and sinks contrast with surroundings so they can be easily identified?			

14. Is the meeting room on the ground floor?			
a) If not is there a lift?			
b) Are the buttons in the lift at the height that a wheelchair user could reach?			
15. Is there equipment to assist with hearing?			
a) Is there a working induction loop available to users of the meeting room?			
b) Do you have amplifiers and microphones available to hirers of the meeting room?			
c) Does the wiring for these systems impede access to seating?			
d) Are there power points available to plug in equipment?			
16. Is there clear signage?			
a) Is only the first letter of each word capitalised?			
b) Is the font simple or plain, such as Arial or Helvetica?			
c) Is there colour contrasting, such as black & white or yellow & dark blue?			
18. Is there an outdoors area for a Service or Guide dog to "relieve" itself?			
19. Is there a public phone?			
a) Is there a low phone for wheelchair users?			
b) Is there a minicom for Deaf people?			
EVACUATION PROCEDURES			
20. What is the evacuation procedure for assisting wheelchair users out of the building? Give details...			

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Source data includes –
www.salford.gov.uk
 and
www.laria.gov.uk

(Document entitled – Guidelines on Effective Communication and Consultation with Disabled People)