

ACCESS AUDIT CHECKLIST

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A Approach and Car Parking

Q	✓ X		Wheelchair	Ambulant	Dexterity	Visual	Comprehension	NOTES
1		Is the building within convenient walking distance of:						
		a). A public highway?						
		b). Public transport						
		c). Car parking?						
2		Is the route clearly marked/found?						
3		Is the route free of kerbs?						
4		Is the surface smooth and slip-resitant?						
5		Is the route wide enough?						
6		Is it free of such hazards as bollards, litter bins, outward opening windows and doors or overhanging projections?						
7		Is the route adequately lit?						
8		Is the route identified by visual, audible and tactile information?						
9		Is there car parking for people with reduced mobility?						
10		Is it clearly marked out, signed, easily found and kept free from missuse?						
11		Is it as near the entrance as possible?						

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12		Is it suitably surfaced?						
13		Is the route to the building kept free of snow, ice and fallen leaves?						
14		Is the route level (i.e. no gradient steeper than 1:20 and no steps)?						

B Routes and external level change including ramps and steps

1		Is there a ramp, with level surfaces at top/intermediate/bottom?						
2		Is it wide enough and suitably graded? (Max 1:12, 1:15, or less preferred.)						
3		Is the surface slip-resitant?						
4		Are there kerbs and are their edges protected to prevent accidents?						
5		Are there handrails to one or both sides?						
6		If a permanent ramp (or regraded levels) cannot be formed (perhaps to a Listed Building), is a portable ramp available.						
7		Are there (alternative) steps?						
8		Identified by visual/tactile information?						
9		Are there handrails to one or both sides?						

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10		Are ramps and steps adequately lit?						
11		Are treads and risers consistent in depth and height?						
12		Are all nosings marked and/or readily identifiable?						
13		Are landings of adequate size and are they provided at intermediate levels in long flights?						
14		If safe and convenient ramps and steps cannot be provided, is vertical movement by powered means an alternative? See checklist E, sheets 7,8 and 9						

C ***Entrances, including reception***

1		Is the door clearly distinguishable from the façade?						
2		If glass, is it visible when closed?						
3		Does the clear door opening or one leaf when opened permit passage of a wheel-chair or double buggy?						
4		Does it have a level or flush threshold, and a recessed mat well?						
5		Is there visibility through the door/way from both sides at standing and seated levels?						

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6		Is there a minimum 300mm wide wheel-chair manoeuvre space beside the leading edge of the door to clear the doorswing?						
7		Can the door furniture be used at both standing and seated height?						
8		Can it be easily grasped and operated?						
9		If the door has a closer mechanism, does it have: a). Delayed closure action? b). Slow-action closer? c). Minimal closure pressure?						
10		If the door is power-operated does it have visual and tactile information?						
11		If the door is security-protected, is the system suitable for use by and within reach of people with sensory or mobility impairments.						
12		If there is a lobby, do the inner and outer doors meet the same criteria?						
13		Does the lobby layout enable all users to clear one door before passing through the next?						
14		Are signs designed and positioned to inform those with visual impairments, and wheelchair users with reduced eye-levels.						

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15		Does the lighting installation take into account the needs of people with visual impairments?						
16		Are floor surfaces:						
		a). Slip-resistant, even when wet?						
		b). So hard that they cause acoustic confusion?						
		c). Firm for wheelchair manoeuvre?						
17		Do junctions between floor surfaces present tipping hazards or cause visual confusion?						
18		Is any reception point suitable for approach and use from both sides by people in standing and seated positions?						
19		Is the reception point fitted with an induction loop?						
20		If a public telephone is available (for example, in a church hall), is it, and its instructions:						
		a). At a height suitable for all users?						
		b). Equipped with inductive coupling?						
21		For those progressing to other parts of the building, is information provided by signs and supported by tactile information such as a map or model?						

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D **Horizontal movement and assembly**

Q	✓ X		Wheelchair	Ambulant	Dexterity	Visual	Comprehension	NOTES
1		Is any corridor/passageway/aisle wide enough for a wheelchair user to manoeuvre and for other people to pass?						
2		Is any corridor, etc., free from obstruction to wheelchair users and hazards to people with impaired vision?						
3		Do any lobbies allow users (including wheelchair users) to clear one door before approaching the next with minimal manoeuvre?						
4		Is turning space available for wheelchair users?						
5		Do natural and artificial lighting avoid glare and silhouetting?						
6		Are there visual clues for orientation?						
7		Do floor surfaces:						
		a). Allow ease of movement for wheel-chair users?						
		b). Avoid light reflection and sound reverberation?						
8		Do textured surfaces convey useful information for people with impaired vision?						
9		Are direction or information signs (including means of escape) visible from both sitting and standing eye levels, and are they in upper and lower case, and large enough to be read by those with impaired vision?						

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10		Are there tactile signs and information for those with impaired vision?						
11		Is the maintenance of these items checked regularly?						
12		Is lighting designed to meet a wide range of needs?						
13		Is sufficient circulation space allowed for wheelchair users?						
14		Is it maintained clear of obstructions which could create hazards for people with visual disabilities?						
15		Are seating arrangements/spaces available for use by people with visual disabilities?						
16		Are all areas for assembly/meeting equipped with an induction loop system?						
17		If the use of an induction loop system is precluded, is an infra-red system available.						
18		Is the functioning and operation of the induction loop or infra-red system checked regularly?						
19		Are telephones fitted with inductive loop couplers?						
20		Is a minicom available for use by people with hearing disabilities?						
Vertical movement and internal level								
E change								
1		Is the location of any steps/stairs/ramp clearly indicated by use of sign/colour/contrast/textured/lighting?						

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2		Does any steps/stairs/ramp have a handrail to one/both side(s), and do(es) it/they extend 300mm beyond the top and bottom of any flight?						
3		Is any level change clearly lit?						
4		Is the pitch (risers and treads) of steps/stairs or any ramp consistent, and are nosings clearly identifiable?						
5		If there are landings, are they large enough to permit passing and turning manoeuvres, and are they provided in any long flight?						
6		Is any short rise within a single storey ramped, if so is the ramped surface indicated, and is it slip-resistant.						
7		Does any ramp pitch steepness exceed 1:12/1:15/1:20/1:20 + ?						
8		If a permanent ramp cannot be provided, can a moveable ramp be made available?						
9		Are steps available as an alternative to any ramp or ramped surface?						
10		Where level change is less than a full storey in height is a power-operated system appropriate? (platform lift/stair lift/lift - see 11, 12 &13).						
11		Platform Lift						
		a). Are the controls at both levels identifiable and reachable from sitting and standing levels?						
		b). Is the platform adequate for wheel-chair use and manoeuvre?						

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		c). In the event of a power failure does the platform return to lower level?						
		d). Is the equipment maintained and its operation checked regularly?						
12		Stairlift						
		a). Are the controls at all levels identifiable and reachable from sitting and standing levels/						
		b). Is the platform adequate for wheel-chair use and manoeuvre?						
		c). Is approach convenient and safe at all appropriate landings?						
		d). Does the stairlift have a 'soft-start' action?						
		e). When not in use, is the platform powered to fold away to avoid obstruction?						
		f). In the event of a power failure, does the platform return to lower level?						
	g). Is the equipment maintained and its operation checked regularly?							
13		Lift						
		a). Is the lift's location clearly defined by visual and tactile information?						
		b). Are controls at all floors visible, identifiable and reachable from sitting and standing levels?						
		c). Is there adequate, unobstructed space at each floor lift entry for wheelchair manoeuvre?						

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		d). Does the lift door open widely enough for wheelchair user access?						
		e). Does door operation allow slow entry and exist.						
		f). Do the lift car internal dimensions allow sufficient space for a wheelchair user and carer?						
		g). Does the car have appropriate support rails?						
		h). Are the lift car controls, including emergency call, located within reach of all users and with visual and tactile information?						
		i). Is there audible floor indication?						
		j). Is the lift an evacuation lift? (see means of escape, sheet 15).						
		k). Is the lift regularly maintained and its functional operation routinely checked?						

Entrances, including reception

F

1		Do the doors serve a functional/safety purpose?						
2		Can they be readily distinguished?						
3		If glass, are they visible when shut?						
4		Can people standing, or sitting in a wheel-chair see each other, and be seen from either side of the door?						

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5		Does the clear opening width permit wheelchair access?						
6		On the opening side of the door is there sufficient space (300mm) to allow the door handle to be grasped and the door swing past a wheelchair footplate?						
7		Is any door furniture/handle at a height for standing/sitting use?						
8		Are door furniture/handles clearly distinguished?						
9		Can the door furniture/handles be easily operated/grasped?						
10		If door closers/mechanisms are fitted to they provide the following:-						
		a). Holdopen (alarm linkage)?						
		b). Security linkage?						
		c). Delay-action closure?						
		d). Slow-action closure?						
		e). Minimum closure pressure?						
11		Is door/mechanism function checked regularly?						

G Toilets

1		Is WC provision made for people with disabilities?						
2		Do all toilet areas have slip-resistant floors?						

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3		Are they easy to distinguish by colour contrast from the walls?						
4		Are all fittings readily distinguishable from their background?						
5		Are all door fittings/locks easily gripped and operated?						
6		Can ambulant disabled people manoeuvre, and raise and lower themselves in standard cubicles?						
7		Is provision made for wheelchair users? If so:						
8		Is wheelchair approach free of steps/narrow doors/obstructions, etc.?						
9		Is the location clearly signed?						
10		Is there sufficient space at entry to the compartment for wheelchair manoeuvre and door opening.						
11		Are the door fittings/locks and light switches easily reached and operated?						
12		Is there an emergency call system and is someone designated to respond to it?						
13		Can the emergency call system be operated from floor level?						
14		Is the wheelchair WC compartment large enough to permit manoeuvre for frontal/lateral/angled/backward, with or without assistance.						
15		Are the fittings arranged to facilitate these manoeuvres?						

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16		Are handwashing and drying facilities within reach of someone seated on the WC?						
17		Is the tap appropriate for use by someone with limited dexterity, grip to strength?						
18		Are suitable grab rails fitted in all the appropriate positions to facilitate use of the WC?						
19		Is the manoeuvring area free of obstruction, e.g. boxed-in pipework/radiators/cleaner's equipment/disposal bins/occasional storage, etc., and is a difficulty caused by the activity of service contractors?						
20		If there is more than one standard layout WC compartment provided, are they handed to offer a left-sided approach and a right-sided approach?						

H ***Fixtures and Fittings***

1		Is any baptistry/font accessible to all users, including those with hearing impairments?						
2		If the church has pews are there also spaces for wheelchair users amongst the seating of the congregation?						
3		Is it possible for people with other disabilities to approach the communion rail and receive the sacrament?						
4		Is it possible for people with disabilities to serve as members of the choir?						

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5		Are all fittings readily distinguishable from their background?						
6		Where there are bookstalls are they visible/reachable/accessible for people with disabilities?						
7		In any church hall do tables and chairs and their layout allow for use by wheelchair users and people with sensory disabilities?						
8		In any church hall kitchen is it suitable for use by people with disabilities, including wheelchair users, with slip-resistant floor, reduced level kitchen units and sink and lever/toggle action taps?						
9		Are the relevant location clearly signed?						

J **Information**

1		Is the church/church hall equipped to provide hearing assistance?						
2		Does the lighting installation of the church/church hall take into account the needs of people with visual disabilities.						
3		Is there a tactile plan of the church and/or church hall?						
4		Are there large-print versions of information about the church and activities available?						

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5		Is there Braille information available for people with visual disabilities?						
6		Is there an 'audio' version of information about the church available.						
7		Where there are staff available in the church and at sales and refreshment facilities are they trained in						
8		Where a payphone is provided does it have a hearing aid coupler?						
9		Are relevant locations clearly signed?						

K ***Means of escape***

1		Is there a visible as well as audible fire alarm system?						
2		Are final exist routes as accessible to all, including wheelchair users, as are the entry routes?						
3		Is evacuation from upper and lower levels possible using an evacuation lift/platofrm lift with a protected power supply.						
4		If people with disabilities cannot be evacuate from the building independently are designated and signed refuges available for them?						
5		If refuges are available are they equipped with 'carry-chairs'?						

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6		Is there a 'management evacuation strategy' for staff, congregation and visitors and are staff trained in evacuation procedures?						
7		Is the evacuation strategy reviewed regularly for effectiveness						
8		Are evacuation routes checked routinely and regularly for freedom from combustible materials/obstacles/locked doors?						
9		Are all fire warning devices and detectors checked routinely and regularly?						

S

Supplementary (1-10): Additional comments or observations particular to site and existing restrictions.

1								
2								
3								

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4								
5								
6								
7								
8								
9								
10								

Audit Carried out by:

Position:

(Agent/Consultants/Vestry member etc).

Signed:

Dated:

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General Synod of the Scottish Episcopal Church

Scottish Charity No SC015962