**9.4 Access Audit**

**Key**

A: Annual check; M: Monthly check; W: Weekly check; D: Daily check; H: Hourly check.

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| Approach to the building – Front | **Key** | **Yes** | **No** | **Comment/Action** |
| Are there disabled parking facilities? | A |  | X | Beyond our control |
| Are kerbs lowered? | A | X |  |  |
| Is the entrance gate wide enough for wheelchair users? | A | X |  |  |
| Are there orientation landmarks for visual impairment? | A | X |  | School, trees, gates and fences |
| Is the route clearly signed? | A | X |  | Sign on wall outside by gate and on the front of the building |
| Are support rails or resting platforms provided on inclines? | A |  | X | Beyond our control |
| Are all surface coverings even and non-slip? | A | X |  | Path recently resurfaced to make it level |
| Are pathways clear of obstructions? | D | X |  | Checked daily |
| Are all areas adequately lit? | A | X |  | We do not use the building in the dark |
| Do steps and handrails accompany ramps? | A |  |  | N/A |
| Are steps suitable and highlighted for differentiation? | A |  |  | N/A |
| Are resting platforms available and highlighted? | A |  |  | N/A |
| Is there adequate lighting at the front and along the route to the building? | A | X |  | Sensor light for low light conditions building not used in the dark |
| **Entrances** | **Key** | **Yes** | **No** | **Comment/Action** |
| Is there an entry phone and/or a doorbell and are they at a reasonable height for wheelchair users? | A | X |  | On wall outside by gate recently installed by council approved company |
| Is there a level or flush threshold? | A | X |  |  |
| Are doors easy to open and doorways wide enough for all users to pass through and clear the door swing? | A | X |  |  |
| Are glazed doors marked for safety/visibility? | A | X |  |  |
| Are door closer mechanisms appropriately adjusted (so as not to close too quickly)? | D | X |  | Door checked daily |
| Are door controls (handles/knobs) at a suitable height, clearly located and easy to use? | D | X |  | Checked daily |
| Is the information on the welcome board in a range of formats and at an appropriate height to suit varying needs? | M | X |  | Ordered new ones 8/11/16 |
| Is the entrance signposted and easy to find? | A | X |  |  |
| Is the route to the destination clearly marked? | A | X |  |  |
| If applicable, is the doormat in a good condition and flush with the floor? | D | X |  |  |
| If an induction loop is fitted, is it working? |  |  |  | N/A |
| Can people either side of the door be seen? | D | X |  |  |
| Are surfaces non-slip? | D | X |  |  |
| Is lighting adequate? | D | X |  |  |
| **Inside the building** | **Key** | **Yes** | **No** | **Comment/Action** |
| Are all floor surfaces suitable? | A + D | X |  | Cleared regularly |
| Are the acoustics of the building suitable for children/adults with hearing impairments? | A | X |  | Reviewed when child/adult with hearing impairment comes to the setting |
| Are there colour and tonal contrasts to help distinguish fixtures and fittings from surfaces, walls and floors? | A | X |  | Multi coloured resources such as tables and chairs |
| Is there a disabled WC facility? | D | X |  |  |
| Is there a handrail in one of the children’s WCs? | A |  | X | Can be fitted if necessary |
| Are support rails available in relevant areas? | A |  | X | Can be fitted if necessary |
| Is the environment free from unnecessary noise? | A | X |  | !!! |
| Are audible, manual and mechanical alarm systems supplemented with visual and verbal warnings? | W | X |  | Door alarm, smoke alarm all light and audible. Emergency warning verbal and whistle |
| Are all areas in the building wide enough for adults and children using mobility equipment to manoeuvre? | A | X |  | Altered when needed |
| Are fittings fixed without dangerous edges? | D | X |  |  |
| Are travel routes clutter free (e.g. from shoes and buggies)? | D | X |  | Checked during the session |
| Is there control of natural/artificial light to avoid glare/silhouettes and is lighting adequate? | D | X |  | Blinds to prevent glare |
| Are door closer mechanisms appropriately adjusted (so as not to close too quickly)? | D | X |  | Door checked daily |
| Are door controls (handles/knobs) at a suitable height, clearly located and easy to use? | A | X |  |  |

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| **Completed by (name):** | **Rebecca Peppard** | **Date:** | **08/11/16** |
| **Date of next audit:** | **November 2017** |  |  |