**9.4 Access Audit**

**Key**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Approach to the building | **Key** | **Yes** | **No** | **Comment/Action** |
| Are there disabled parking facilities? |  |  |  |  |
| Are kerbs lowered?  |  |  |  |  |
| Is the entrance gate wide enough for wheelchair users? |  |  |  |  |
| Are there orientation landmarks for visual impairment? |  |  |  |  |
| Is the route clearly signed? |  |  |  |  |
| Are support rails or resting platforms provided on inclines? |  |  |  |  |
| Are all surface coverings even and non-slip? |  |  |  |  |
| Are pathways clear of obstructions? |  |  |  |  |
| Are all areas adequately lit? |  |  |  |  |
| Do steps and handrails accompany ramps? |  |  |  |  |
| Are steps suitable and highlighted for differentiation? |  |  |  |  |
| Are resting platforms available and highlighted? |  |  |  |  |
| Is there adequate lighting at the front and along the route to the building? |  |  |  |  |
| **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? |  |  |  |  |
| Is there a level or flush threshold? |  |  |  |  |
| Are doors easy to open and doorways wide enough for all users to pass through and clear the door swing? |  |  |  |  |
| Are glazed doors marked for safety/visibility? |  |  |  |  |
| Are door closer mechanisms appropriately adjusted (so as not to close too quickly)? |  |  |  |  |
| Are door controls (handles/knobs) at a suitable height, clearly located and easy to use? |  |  |  |  |
| Is the information on the welcome board in a range of formats and at an appropriate height to suit varying needs? |  |  |  |  |
| Is the entrance signposted and easy to find? |  |  |  |  |
| Is the route to the destination clearly marked? |  |  |  |  |
| If applicable, is the doormat in a good condition and flush with the floor? |  |  |  |  |
| If an induction loop is fitted, is it working? |  |  |  |  |
| Can people either side of the door be seen? |  |  |  |  |
| Are surfaces non-slip? |  |  |  |  |
| Is lighting adequate? |  |  |  |  |
| **Inside the building** | **Key** | **Yes** | **No** | **Comment/Action** |
| Are all floor surfaces suitable? |  |  |  |  |
| Are the acoustics of the building suitable for children/adults with hearing impairments? |  |  |  |  |
| Are there colour and tonal contrasts to help distinguish fixtures and fittings from surfaces, walls and floors? |  |  |  |  |
| Is there a disabled WC facility? |  |  |  |  |
| Is there a handrail in one of the children’s WCs? |  |  |  |  |
| Are support rails available in relevant areas? |  |  |  |  |
| Is the environment free from unnecessary noise? |  |  |  |  |
| Are audible, manual and mechanical alarm systems supplemented with visual and verbal warnings? |  |  |  |  |
| Are all areas in the building wide enough for adults and children using mobility equipment to manoeuvre? |  |  |  |  |
| Are fittings fixed without dangerous edges? |  |  |  |  |
| Are travel routes clutter free (e.g. from shoes and buggies)? |  |  |  |  |
| Is there control of natural/artificial light to avoid glare/silhouettes and is lighting adequate? |  |  |  |  |
| Are door closer mechanisms appropriately adjusted (so as not to close too quickly)? |  |  |  |  |
| Are door controls (handles/knobs) at a suitable height, clearly located and easy to use? |  |  |  |  |

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| **Completed by (name):** |  | **Date:** |  |
| **Date of next audit:** |  |  |  |