**Logo, company name

Description automatically generated01.1b Access audit form**

|  |  |  |  |
| --- | --- | --- | --- |
| Checked Area | **Evident** | | **Comments/Action i.e. further risk assessment to be undertaken** |
| **Approach to the building** | **Yes** | **No** |  |
| 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/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? |  |  |  |
| Are all surface coverings, even and non-slip? |  |  |  |
| Is there adequate lighting at the front and on the route to the building? |  |  |  |
| **Entrances** | **Yes** | **No** |  |
| Is there an entry phone and/or a doorbell and is 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 door swing? |  |  |  |
| Are glazed doors marked for safety/visibility? |  |  |  |
| Door close mechanism appropriately adjusted (to ensure they do not close too quickly)? |  |  |  |
| Door control (handle/knob) at a suitable height/clearly located and easy to use? |  |  |  |
| Information on 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 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** | **Yes** | **No** |  |
| Are all floor surfaces suitable? |  |  |  |
| Are the acoustics of the building suitable for adults with hearing impairments? |  |  |  |
| Are there colour and tonal contrast to help distinguish fixtures and fittings from surfaces, walls and floors? |  |  |  |
| Is there a disabled WC facility no further than one floor away from the room being used? |  |  |  |
| Handrails available at varying heights in the WC? |  |  |  |
| Support rails available in relevant areas? |  |  |  |
| Is the environment free from unnecessary noise? |  |  |  |
| Audible, manual and mechanical alarm systems supplemented with visual and verbal warnings? |  |  |  |
| Are all areas in the building wide enough for adults using mobility equipment to manoeuvre? |  |  |  |
| Internal lobbies/doorways sufficient for manoeuvring? |  |  |  |
| Fittings fixed without dangerous edges? |  |  |  |
| Control of natural/artificial light to avoid glare/silhouettes and is lighting adequate? |  |  |  |
| Clutter-free travel routes (coats, bags on floor) |  |  |  |
| Door control (handle) suitable height/clearly located and easy to use? |  |  |  |