

Extracts from Building Bulletin 91: Access for Disabled People to School Buildings Section 7 Appendix 'B' Accessibility Audit Pro-forma

ACCESS AUDIT CHECKLIST

ref	title	sheet no.
A	Approach and car parking	01
B	Routes and external level change, including ramps and steps	02
C	Entrances, including reception	03/04
D	Horizontal movement and assembly	05/06
E	Vertical movement and internal level charge	07/08/09
F	Doors	10
G	Lavatories	11/12/02
H	Fixtures and fittings	13
J	Information	14
K	Means of escape	15
S	Supplementary (referenced S/01, S/02 etc)	S/

- Checklist sheets should be completed with relevance to all the specific areas to which they apply.
- Supplementary sheets should be attached as necessary. More than one checklist sheet should be used for differing areas when appropriate, e.g. when a number of individual buildings or departments may be involved.
- Boxes should be completed, or left blank, in relation to those areas surveyed, and deletions made where choices can be eliminated. A blank should be seen as a positive means of completing the pro-forma, reflecting a situation a situation which can be assessed as essentially neutral or satisfactory.
- It is intended that the checklist sheets should be photocopied.

BB91: November 2003

An accessibility audit enables barriers to access to be identified so that reasonable adjustments can be made. These checklists have been update on *excel* format to include a comments box, in which items should be noted in relation to accessibility for people who have disabilities listed below:

Wheelchair users

Ambulant

Dexterity

Visual

Auditory

Comprehension

ACCESS AUDIT CHECKLIST

'A' Approach and car parking

Date: 11.12.2014

Location: English Bicknor C of E School Main Building

No.	Question	Y	N	Comments	Strategy
1.	Is the building within convenient walking distance of:	✓			
	a) a public highway?	✓			
	b) public transport?				
	c) car parking?	✓		Car parking is available in the church yard	
2.	Is the route clearly marked/found?	✓			
3.	Is the route full of kerbs		✓		
4.	Is the surface smooth and slip resistant?	✓			
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 it adequately lit?	✓		Lighting at start and end of route	Additional lighting is planned
8.	Is it identified by visual, audible and tactile information?	✓		Directional signage provided	
9.	Is there car parking with people with reduced mobility?		✓	There is no car parking within the school site	
10.	Is it clearly marked out, signed, easily found and kept free from misuse?				
11.	Is it as near the entrance as possible?				Consider providing a drop off point
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 (ie. No gradient steeper than 1:20 and no steps)?		✓	The approach is naturally sloping with a steep gradient due to	

	see checklist B, sheet 2			the location of the building	
--	--------------------------	--	--	------------------------------	--

**'B' Routes and external level change.
Including ramps and steps**

		Y	N	Comments	Strategy
1.	Is there a ramp, with level surface at top/ /bottom ?		✓	Only steps are provided at the front entrance	
2.	Is it wide enough and suitability graded?				
3.	Is the surface slip resistant?				
4.	Are there kerbs and are there edges protected to prevent accidents?				
5.	Are there handrails to both sides?				
6.	If a permanent ramp (or regarded levels) cannot be formed (perhaps to a Listed Building) is a portable ramp available?		✓	Access is available via the rear door to the hall	
7.	Are there alternative steps?	✓			
8.	Identified by visual/tactile information?		✓	There is no tactile surface provided	
9.	Are there handrails both sides?	✓		Hand rails do not extend 300mm beyond flight	
10.	Are ramps and steps adequately lit?	✓			
11.	Are treads and risers consistent in depth and height?	✓			
12.	Are all nosing marked and/or readily identifiable ?	✓			
13.	Are landings of adequate size?	✓			
14.	If safe and convenient ramps and steps cannot be provided is vertical movement by powered means an alternative? see checklist E, sheets 8 and 9		✓		

ACCESS AUDIT CHECKLIST

'C' Entrances, including reception

N o.	Question	Y	N	Comments	Strategy
1.	Is the door clearly distinguished from the facade?	✓			
2.	If glass is it visible when closed?	✓			
3.	Does the clear door opening or one leaf when opened permit passage of a wheelchair or double buggy?		✓	Rear external door to hall f has a clear opening of only 700mm	
4.	Does it have a level or flush threshold?		✓	Rear external door to hall has a 35mm up stand on the threshold	
5.	Is there visibility through the door/way from both sides at standing and seated levels?	✓			
6.	Is there a minimum 300mm wide wheelchair manoeuvre space beside the leading edge of the door to clear doorswing?			Not all doors re wheelchair accessible	
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?			NA	
10.	If the door is power-operated does it have visual and tactile information?			NA	
11.	If the door is security-protected is the system suitable for use by and within reach of people with sensory or mobility impairments?		✓	It is not possible to reach the call point from the bottom of the entrance steps. There is also no weather protection for those who cannot gain immediate access	Consider providing a call point at the base of the steps and a covered area.

1 2.	If there is a lobby, do the inner and outer doors meet the same criteria?			NA	
1 3.	Do lobby layouts enable all users to clear one door before going through the next?	✓			
1 4.	Are signs designed and positioned to inform those with visual impairments and wheelchair users with reduced eye-levels?			NA	
1 5.	Does the lighting installation take account of the needs of visually disabled people?	✓			
1 6.	Are the floor surfaces: a) slip-resistant, even when wet? b) so hard that they cause acoustic confusion? c) firm for wheelchair manoeuvre	✓ ✓	✓		
1 7.	Do junctions between floor surfaces present tripping hazard or cause visual confusion?		✓		
1 8.	Is any reception point suitable for approach and use from both sides by people in standing and seated positions		✓		
1 9.	Is it fitted with an induction loop?		✓		
2 0.	If public telephone is available (say at reception, is it, and its instructions): (a) at a height suitable for all users? (b) equipped with inductive coupling?			NA	
2 1.	For those progressing to other parts of the building is information providing by signs, supported by tactile information such as a map or model?			Not required in this location	

ACCESS AUDIT CHECKLIST

'D' Horizontal movement and assembly

N o.	Question	Y	N	Comments	Strategy
1.	Is any corridor/passageway/aisle wide enough for a wheelchair user to manoeuvre and for other people to pass?		✓	The corridor past reception towards the hall has a narrow pinch point	
2.	Is any corridor, etc, free from obstruction wheelchair users and hazards to people with impaired vision?	✓			
3.	Do any lobbies allow users, (inc, w.ch users) to clear on one door before approaching the next with minimal manoeuvre?	✓			
4.	Is turning space available for w.ch. 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 wheelchair users? (b) avoid light reflection and sound reverberation?	✓ ✓			
8.	Do textured surfaces convey useful information for people with impaired vision??		✓		
9.	Are direction and information signs (inc means of escape) visible from both sitting and standing eye levels, and are they in upper and lower case and large enough type to be read by those with impaired vision?	✓		Running man signs used	
10.	Are there tactile signs and information for those with impaired vision?		✓	The only signage is fire exits.	
11.	Is the maintenance of these items checked regularly?				

N o.	Question	Y	N	Comments	Strategy
1 2.	Is lighting designed to meet a wide range of needs?	✓			
1 3.	Is sufficient circulation space allowed for wheelchair users?		✓	Constraints of the original building mean corridors are narrow	
1 4.	Is it maintained clear of obstructions which could create hazards for people with visual disabilities?	✓			
1 5.	Are seating arrangements/spaces suitable for use by people with visual disabilities?	✓			
1 6.	Are all areas for assembly/meeting equipped with an induction loop system?		✓		
1 7.	If the use of an induction loop system is precluded is an infra-red system checked regularly?				
1 8.	Is the functioning and operation of the induction loop or infra-red system checked regularly?				
1 9.	Are telephones fitted with inductive loop couplers?			NA	
2 0.	Is a minicom available for use by people with hearing disabilities		✓		

‘E’ Vertical movement and internal level change

N o.	Question	Y	N	Comments	Strategy
1.	Is the location of any stairs clearly indicated by use of sign/colour/contrast/texture lighting ?	✓		There is lighting to stairs to 1 st floor resource area	
2.	Does any step/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? (delete)		✓		
3.	Is any level change clearly lit?	✓			
4.	Is the pitch (risers & treads) of step/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?			NA	
6.	Is any short rise within a single storey ramped; if so is the ramped surface indicated, and is it slip-resistant?			NA	
7.	Does any ramp pitch exceed 1:12/1:16/1:20 ? (delete)			NA	
8.	If a permanent ramp cannot be provided (perhaps a Listed Building) can a moveable ramp be made available?		✓		
9.	Are steps available as an alternative to any ramp or ramped surface?			NA	
10.	Where level change is less than a full storey in height is a power-operated system appropriate? (Platform Lift/Stairlift/Lift -see 11, 12 & 13)? (delete)			NA	

N o.	Question	Y	N	Comments	Strategy
1 1.	<p>Platform Lift (delete)</p> <p>(a) Are the controls at both levels identifiable, and reachable from sitting and standing levels? (delete)</p> <p>(b) Is the platform adequate for wheelchair use and manoeuvre?</p> <p>(c) In the event of a power failure does the platform return to lower level?</p> <p>(d) Is the equipment maintained and its operation checked regularly?</p>			NA	
1 2.	<p>Stairlift (delete)</p> <p>(a) Are the controls at all levels identifiable, and reachable from sitting and standing levels? (delete)</p> <p>(b) Is the platform adequate for wheelchair use and manoeuvre?</p> <p>(c) Is approach convenient and safe at all appropriate landings? (delete)</p> <p>(d) Does the stairlift have a 'Soft-start' action?</p> <p>(e) When not in use is the platform powered to fold away to avoid obstruction?</p> <p>(f) In the event of a power failure does the platform return to lower level?</p> <p>(g) Is the equipment maintained and its operation checked regularly?</p> <p><i>(continued)</i></p>			NA	

No.	Question	Y	N	Comments	Strategy
1 3.	<p>Lift</p> <p>(a) Is the lift's location clear[y defined by visual and tactile information? (delete)</p> <p>(b) Are controls at all floors visible, identifiable and reachable from sitting and standing levels? (delete)</p> <p>(c) Is there adequate, unobstructed space at each floor lift entry for wheelchair manoeuvre?</p> <p>(d) Does the lift door open widely enough for wheelchair user access?</p> <p>(e) Does door operation allow slow entry and exit?</p> <p>(f) Do the lift car internal dimensions allow sufficient space for a wheelchair user and carer? (delete)</p> <p>(g) Does the car have appropriate support rails?</p> <p>(h) Are the lift car controls, inc. emergency call, located within reach of all users and with visual and tactile information?</p> <p>(i) Is there audible floor indication?</p> <p>G) Is the lift an 'Evacuation Lift'? (see Means of Escape, Sheet 16)</p> <p>(k) Is the lift regularly maintained and its functional operation routinely checked?</p>			NA	

'F' Doors

N o.	Question	Y	N	Comments	Strategy
1.	Do the doors serve a functional/safety purpose?	✓			
2.	Can they be readily distinguished?	✓			
3.	If glass, are they visible when shut?			NA	
4.	Can people standing or sitting in a wheelchair see each other, and be seen from either side of the door?		✓	Some doors to corridor are not glazed at bottom	Consider future replacement with DDA compliant glazed doors
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 swung past a wheelchair footplate?	✓			
7.	Is any door furniture/handle at a height for standing/sitting use?	✓			
8.	Are door/handles clearly distinguished?	✓			
9.	Can the door furniture/handles be easily operated/grasped ?		✓		
10.	If door closers / mechanisms are fitted do they provide the following: (delete) (a) security linkage? (b) delay-action closure? (c) slow-action closure? (d) minimum closure pressure?				
11.	Is door/mechanism function checked regularly?	✓			

'G' Lavatories

N o.	Question	Y	N	Comments	Strategy
1.	Is WC provision made for people with disabilities?	✓			
2.	Do all lavatory areas have slip-resistant floors?	✓			
3.	Are they easy to distinguish by colour contrast from walls?	✓			
4.	Are all fittings readily distinguishable from their background?	✓			
5.	Are all door fittings/locks easily gripped and operated?		✓	Lock may not be user friendly	
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? (delete)	✓			
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/ light switches easily reached and operated?	✓			
12.	Is there an emergency call system and is someone designated to respond?	✓			
13.	Can the emergency call system be operated from floor level?		✓	Too short to reach floor	
14.	Is the wheelchair WC compartment large enough to permit manoeuvre for frontal / lateral/angled / backward transfer, with or without assistance?		✓		
1	Are the fittings arranged to	✓			

5.	facilitate these manoeuvres?				
1 6.	Are handwashing and drying facilities within reach of someone seated on the WC?	✓			
1 7.	Is the tap appropriate for use by someone with limited dexterity, grip or strength?		✓		
1 8.	Are suitable grab rails fitted in all the appropriate positions to facilitate use of the WC?		✓		
1 9.	Is the manoeuvring area free of obstruction, eg boxed-in pipework / radiators / cleaner's equipment / disposal bins / occasional storage , etc., and is a difficulty caused by the activity of service contractors ?		✓		
2 0.	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

N o.	Question	Y	N	Comments	Strategy
1.	Is any servery / counter accessible to all users, including those with hearing impairments?				
2.	If the building has fixed seating are there also associated spaces for wheelchair users and at regular intervals on long routes?				
3.	Is it possible for wheelchair users and people with other disabilities to approach and use all vending machines/drinking water dispensers, etc?			NA	
4.	Is it possible for people with disabilities to serve as volunteers?	✓			
5.	Are all fittings readily distinguishable from their background?	✓			
6.	Where there are display stands, bookstalls etc. are they visible / reachable / accessible by people with disabilities?	✓			
7.	In any eating/meeting space do tables, chairs and the layout allow for use by wheelchair users and other people with disabilities?	✓			
8.	In any staff accommodation is it suitable for use by people with disabilities, including wheelchair users, with slip-resistant floor, reduced level kitchen units and sink and lever action taps?	✓			
9.	Are all relevant locations clearly signed?	✓			

'J' Information

N o.	Question	Y	N	Comments	Strategy
1.	Is the building equipped to provide hearing assistance?				
2.	Does lighting installation of the building take into account the needs of people with visual disabilities?				
3.	Is there a tactile plan or diagram of the building?				
4.	Are there large-print versions of information about the building / activities available?				
5.	Is there 'Braille' information available for people with visual disabilities?				
6.	Is there an 'audio' version of information about the building available?				
7.	Where there are staff available in the building at information/refreshment facilities, are they trained in communication with people with physical and sensory disabilities ?				
8.	Where a payphone is provided does it have a hearing aid coupler?				
9.	Are all relevant locations clearly signed?				

'K' Means of escape

N o.	Question	Y	N	Comments	Strategy
1.	Is there a visible as well as audible fire alarm system?		✓		
2.	Are final exit routes as accessible to all, including wheelchair users, as are the entry routes?		✓	Only 1 route suitable for wheelchair users	
3.	Is evacuation from upper and lower levels possible using an evacuation lift / platform lift with a protected power supply? (delete)			NA	
4.	If people with disabilities cannot evacuate from the building independently are designated and signed refuges available?			NA	
5.	If refuges are available are they equipped with 'carry chairs'?			NA	
6.	Is there a 'management evacuation strategy' for staff, congregation and visitors, and are staff trained in evacuation procedures?	✓			
7.	Is the evacuation strategy checked regularly for its 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

N o.	Question	Y	N	Comments	Strategy
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				