

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?

A	Y		If access is arranged inside the grounds
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Are kerbs lowered?

A		N	N/A to setting
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Is the entrance gate wide enough for wheelchair users?

A	Y		
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Are there orientation landmarks for visual impairment?

A		N	If possible reasonable adjustment can be made if required.
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Is the route clearly signed?

A	Y		
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Are support rails or resting platforms provided on inclines?

A			If possible reasonable adjustment can be made if required.
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Are all surface coverings even and non-slip?

A		N	
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Are pathways clear of obstructions?

A	Y		If possible further reasonable adjustment can be made if required.
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Are all areas adequately lit?

A	Y		
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Do steps and handrails accompany ramps?

A		N	No Steps, only shallow ramp to main entrance
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Are steps suitable and highlighted for differentiation?

A		N	No steps
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Are resting platforms available and highlighted?

A		N	N/A
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Is there adequate lighting at the front and along the route to the building?

A	Y		
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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	Y		
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Is there a level or flush threshold?

A		N	
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Are doors easy to open and doorways wide enough for all users to pass through and clear the door swing?

A	Y		
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Are glazed doors marked for safety/visibility?

A	Y		
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Are door closer mechanisms appropriately adjusted (so as not to close too quickly)?

A	Y		
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Are door controls (handles/knobs) at a suitable height, clearly located and easy to use?

A	Y		
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Is the information on the welcome board in a range of formats and at an appropriate height to suit varying needs?	A	Y	Only in written format
Is the entrance signposted and easy to find?	A	Y	Arrangement for easy access is mentioned in prospectus
Is the route to the destination clearly marked?	A	Y	
If applicable, is the doormat in a good condition and flush with the floor?	A	Y	
If an induction loop is fitted, is it working?			N/A
Can people either side of the door be seen?	A	Y	
Are surfaces non-slip?	A		Tarmac
Is lighting adequate?	A	Y	

Inside the building

Key Yes No Comment/Action

Are all floor surfaces suitable?	A	Y	
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Are the acoustics of the building suitable for children/adults with hearing impairments?	A			This cannot easily be changed. Generally noisy because of children. Soft furnishings help reduce noise.
Are there colour and tonal contrasts to help distinguish fixtures and fittings from surfaces, walls and floors?	A			If possible reasonable adjustment can be made.
Is there a disabled WC facility?	A	Y		
Is there a handrail in one of the children's WCs?	A			If possible reasonable adjustment can be made if required.
Are support rails available in relevant areas?	A			If possible reasonable adjustment can be made if required.
Is the environment free from unnecessary noise?	A	Y		
Are audible, manual and mechanical alarm systems supplemented with visual and verbal warnings?	A			Procedure includes verbal warning. If possible reasonable adjustment can be made if required.
Are all areas in the building wide enough for adults and children using mobility equipment to manoeuvre?	A		N	If possible reasonable adjustment can be made if required.
Are fittings fixed without dangerous edges?	A	Y		As this is a shared provision we do not have total control over fittings

			be made safe those that we can.
Are travel routes clutter free (e.g. from shoes and buggies)?	A	N	If possible reasonable adjustment can be made if required.
Is there control of natural/artificial light to avoid glare/silhouettes and is lighting adequate?	A	N	If possible reasonable adjustment can be made if required.
Are door closer mechanisms appropriately adjusted (so as not to close too quickly)?	A	N	
Are door controls (handles/knobs) at a suitable height, clearly located and easy to use?	A	Y	

Completed by (name): Beverley Feeney **Date:** September 2020

Date of next audit: September 2021