01.1b 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?			
Exit plan in place for children and adults with mobility requirements			