

01.1b Access audit form

Checked Area	Evident		Comments/Action i.e. further risk assessment to be undertaken
	Yes	No	
Approach to the building			
Are there disabled parking facilities?	Yes		
Are kerbs lowered?	N/A		
Is the entrance gate wide enough for wheelchair users?	Yes		
Are there orientation landmarks for visual impairment?		No	
Is the route clearly signed?	Yes		
Are support rails/resting platforms provided on inclines?	Yes		Rails on Ramp
Are all surface coverings, even and non-slip?		No	
Are pathways clear of obstructions?	Yes		
Are all areas adequately lit?	Yes		
Do steps and handrails accompany ramps?	Yes		
Are steps suitable and highlighted for differentiation?			Not Applicable
Are resting platforms available and highlighted?			Not Applicable

Are all surface coverings, even and non-slip?		No	
Is there adequate lighting at the front and on the route to the building?	Yes		
Entrances	Yes	No	
Is there an entry phone and/or a doorbell and is at a reasonable height for wheelchair users?	Yes		
Is there a level or flush threshold?			Very Shallow Step
Are doors easy to open and doorways wide enough for all users to pass through and clear door swing?	Yes		
Are glazed doors marked for safety/visibility?			No Visible Kite Marks – supplied by HCC
Door close mechanism appropriately adjusted (to ensure they do not close too quickly)?		No	
Door control (handle/knob) at a suitable height/clearly located and easy to use?			Yes on Internal Doors but double handle for children's safety on external entrance
Information on welcome board in a range of formats and at an appropriate height to suit varying needs?	Yes		
Is the entrance signposted and easy to find?	Yes		
Is the route to the destination clearly marked?		No	Reliant on HCC Signage

If applicable, is the doormat in a good condition and flush with floor?	Yes		
If an induction loop is fitted, is it working?			Not Applicable
Can people either side of the door be seen?	Yes		
Are surfaces non-slip?	Yes		
Is lighting adequate?	Yes		
Inside the building	Yes	No	
Are all floor surfaces suitable?	Yes		
Are the acoustics of the building suitable for adults with hearing impairments?			Unknown
Are there colour and tonal contrast to help distinguish fixtures and fittings from surfaces, walls and floors?	Yes		
Is there a disabled WC facility no further than one floor away from the room being used?	Yes		
Handrails available at varying heights in the WC?	Yes		
Support rails available in relevant areas?			Not Applicable
Is the environment free from unnecessary noise?	Yes		

Audible, manual and mechanical alarm systems supplemented with visual and verbal warnings?	Yes		
Are all areas in the building wide enough for adults using mobility equipment to manoeuvre?	Yes		
Internal lobbies/doorways sufficient for manoeuvring?	Yes		
Fittings fixed without dangerous edges?	Yes		
Control of natural/artificial light to avoid glare/silhouettes and is lighting adequate?	Yes		
Clutter-free travel routes (coats, bags on floor)	Yes		
Door control (handle) suitable height/clearly located and easy to use?			Yes on Internal Doors but double handle for children's safety on external entrance
Exit plan in place for children and adults with mobility requirements	Yes		