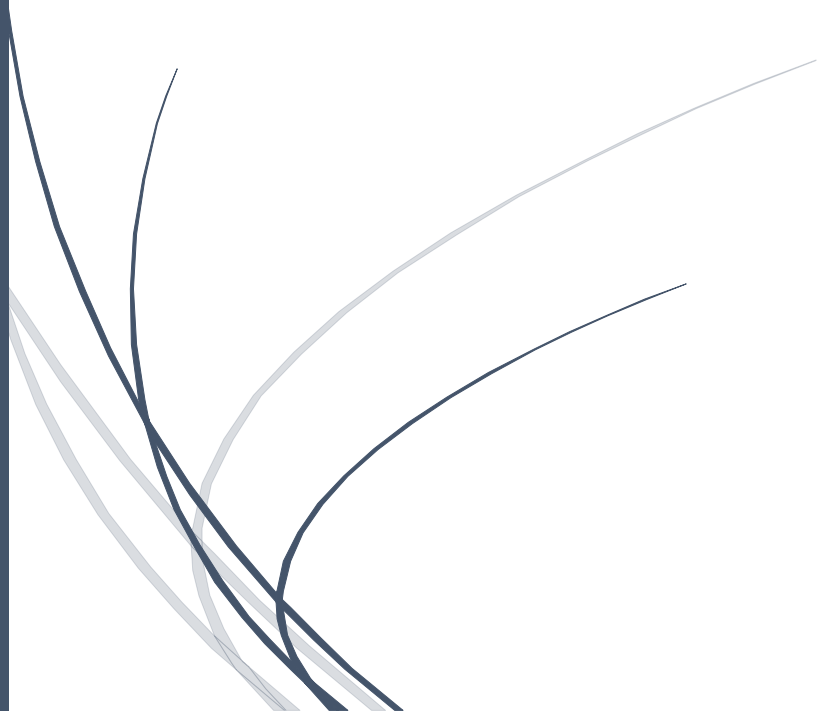
Basic Accessibility Checklist



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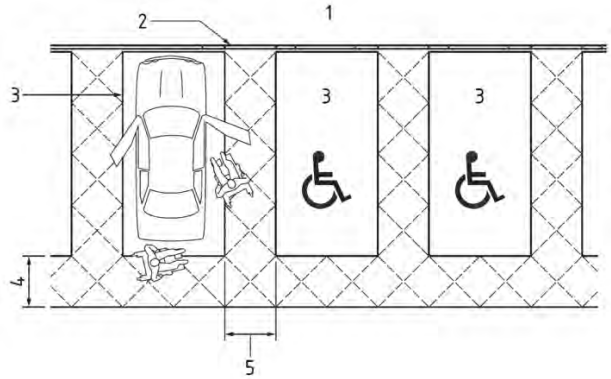
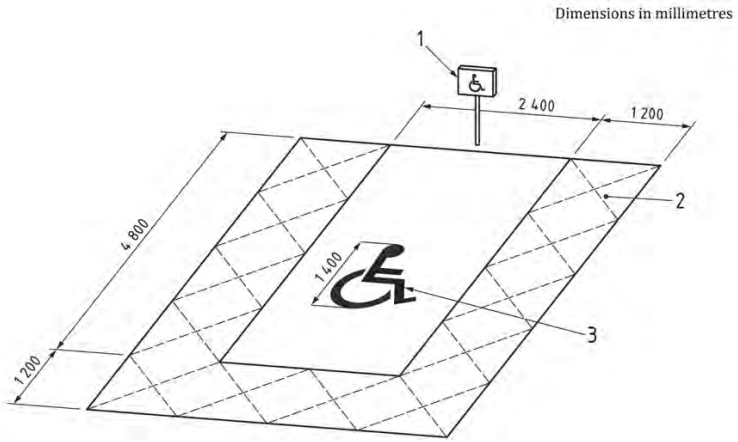
Enable Accessibility CIC Accessibility Checklist

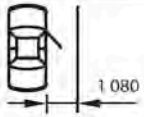
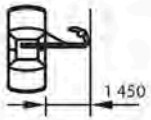
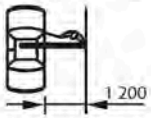
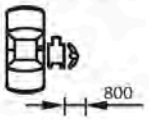
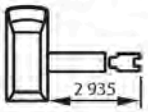
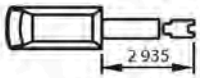
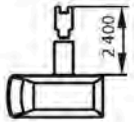
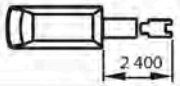
1. **Parking** – 2. **Pathways and Routes** – 3. **Gradients, ramps and ramped access** – 4. **Stepped access** – 5. **Main entrances**

6. **Reception / Service counter** – 7. **Communication** – 8. **Internal circulation** – 9. **Refreshment facilities** – 10. **Toilets**

	Outdoor Area	Yes	No	N/A	Comments
1	**Parking**				
1.1	Is the car park clearly signed?	☐	☐	☐	
1.2	Does your car park have a solid, firm, non-slip, durable surface, i.e. no loose materials such as gravel or sand?	☐	☐	☐	
1.3	Is the car park level? I.e. gradient no greater than 1:20 (3-degree angle). If gradient is greater this should be designed as ramped access.	☐	☐	☐	
1.4	Is there a suitable pathway running from parking spaces to the entrance? Ideally pathways should be a minimum width of 1500mm, with passing places at least 1800mm wide and 2000mm long.	☐	☐	☐	
1.5	If required to cross a vehicular route, has tactile paving and a dropped curb been used? Is there a controlled crossing point such as a zebra crossing?	☐	☐	☐	
1.6	Does your car park have designated accessible car parking spaces and are they clearly marked?	☐	☐	☐	
1.7	Where there are up to 34 bays, the minimum requirement is 2 accessible bays; otherwise 6% of the total number of bays must be accessible. Does your car park have a suitable number?	☐	☐	☐	

1.8	Accessible bays should be 3600mm wide (3200 minimum) and 6000mm deep (Inc.1200mm rear transfer zone). Do yours fit these criteria?  Key 1 Preferred access route avoiding travel behind parked cars 2 Dropped kerb or level access 3 Standard 2 400 mm × 4 800 mm designated accessible parking space 4 1 200 mm wide safety zone for boot access and cars with rear hoists, outside the traffic zone 5 1 200 mm wide marked access zone between and at either end of designated accessible parking spaces	☐	☐	☐	
1.8a	 Key 1 Sign, with its lower edge 1 000 mm above the ground, to identify parking space when road markings are obscured, e.g. by snow or fallen leaves, with the words “Blue Badge holders only” 2 1 200 mm wide access zone between designated accessible parking spaces 3 International Symbol for Access (see BS 8300-2:2018, Figure 9) NOTE Dimensions of parking space are to centre lines of markings.	☐	☐	☐	

		Yes	No	N/A	
1.8b	Wheelchair Accessible Vehicles (WAV) These are additional measurements to an Accessible Parking Space: 1.8 & 1.8a above Widths for access at the side and the rear of a vehicle or between vehicles in a car park	☐	☐	☐	

Activity by a person in a self-propelled wheelchair	Space required [A] mm
a) Opening a vehicle door (two-door vehicle)	
b) Using a roof hoist with an assistant	
c) Using an internal hoist with an assistant	
d) Being helped by an assistant (width for the assistant) (see BS 8300-2:2018, Table G.1, Table G.2, Table G.3, Table G.4 and Table G.5 for widths of wheelchairs and electric mobility scooters)	
e) Using a ramp at the side of a vehicle (max.) (height from ground to vehicle floor = 560 mm)	
f) Using a ramp at the rear of a vehicle (height from ground to vehicle floor = 560 mm)	
g) Using a side-lift (perpendicular)	
h) Using a tail-lift (parallel)	
[A] Based on CAD measurements.	

<table>
<tr><td>1.8c</td><td>Width required at the side of a vehicle or between vehicles in a car park

<table>
<tr><th>Activity
(90% of users accommodated)</th><th>Self-propelled wheelchair [A]</th><th>Electrically propelled wheelchair [A]</th><th>Attendant pushed wheelchair [A]</th><th>Electric mobility scooter [A]</th></tr>
<tr><td></td><td>mm</td><td>mm</td><td>mm</td><td>mm</td></tr>
<tr><td>Moving in a straight line, e.g. going to the front of the vehicle after alighting  </td><td>1 050</td><td>950</td><td>950 [B]</td><td>1 000 [B]</td></tr>
<tr><td>Turning 180° at the side of a vehicle, e.g. to gain access to the boot  </td><td>1 500</td><td>1 625</td><td>1 800 [B]</td><td>2 200 [B]</td></tr>
</table>
[A] Based on trial measurements.
[B] These widths, which relate to the small samples of scooters (n = 5) and attendant pushed wheelchairs (n = 6), are those needed to accommodate the whole sample.</td><td>☐</td><td>☐</td><td>☐</td><td></td></tr>
<tr><td>1.9</td><td>Are ticket machines located adjacent to blue badge parking bays and have controls between 750mm and 1200mm above the ground? Is there an alternative to a coin slot for those who cannot use them? Is there an additional parking allowance for disabled people displaying a blue badge?</td><td>☐</td><td>☐</td><td>☐</td><td></td></tr>
<tr><td>1.10</td><td>Do you have a setting down area by the front door where visitors can be dropped off or loaded? Is this clearly marked? Is there a bench or other seating which disabled people can use when waiting?</td><td>☐</td><td>☐</td><td>☐</td><td></td></tr>
<tr><td>2</td><td>Pathways and Routes</td><td>Yes</td><td>No</td><td>N/A</td><td></td></tr>
<tr><td>2.1</td><td>Width of paths – have the following been considered?
2000mm: room for 2 wheelchairs, or two people, side by side.
1500mm: room for 1 wheelchair plus pedestrian alongside.
1000mm: room for 1 wheelchair with no room alongside.

On busy routes, passing places are particularly important. Where appropriate these may also provide seating.

Are benches provided at intervals no more than 50m apart?</td><td>☐</td><td>☐</td><td>☐</td><td></td></tr>
</table>

	Path materials – have the following been considered? Surfaces should be well constructed and should give firm, non-slip, level access. Loose materials, such as gravel, are unsuitable and should not be used for main circulation routes. There is a wide range of materials available and the main ones are outlined below: ⇒ In-situ concrete- use with textured surface to give extra grip. ⇒ Asphalt and Tarmac: Low cost, low maintenance and durable. Should be laid between solid edges. 'Stickiness' in hot weather can be a problem. ⇒ Hoggin: Informal appearance, good grip and level firm surface as long as it is well prepared and constructed. Has a tendency to rut easily, particularly under wet conditions and can be muddy. ⇒ Self-binding gravel: Notes as per hoggin. ⇒ Brick paviour's: Useful for introducing contrast into hard surfaces, or for edging. Good construction is essential - poorly laid bricks are a hazard. ⇒ Wood: Risk of becoming slippery. Can be coated with hot bitumen and sharp sand to improve grip. Must be laid at right angles to direction of travel so as not to trap wheelchair wheels. ⇒ Cobbles: Should be avoided – slippery and uncomfortable. ⇒ Epoxy-bonded resin aggregate: High cost. Attractive with range of colours and grades. Can be a useful contrast material.	☐	☐	☐	
3	**Gradients, ramps and ramped access**	**Yes**	**No**	**N/A**	
3.1	Any routes that include a gradient are potentially hazardous and exhausting to people with limited mobility. Sometimes a slightly steeper gradient over a shorter length may be preferred to a very long ramp. Gradient: 1:15 - recommended maximum gradient (4 degrees) 1:20 - preferred maximum gradient (3 degrees) Length–Ramp 1:15 should not exceed 10m without resting platform. Ramp 1:20 should not exceed 30m without resting platform	☐	☐	☐	

	Resting platforms should be 1.8m long Width: 900mm: minimum for one-way traffic. 1800mm: minimum for two-way traffic. A ramped building approach should be a minimum of 1200mm. Use textured surfaces on the approaches to ramps to provide warnings to people with visual impairments. Handrails and kerbs: Handrails should be provided on both sides. Low kerbs, minimum 40mm height, should be incorporated along the sides of ramps as wheel stops. Lighting: If used after dark, ramps should be lit. Materials: Select materials that provide a firm, level surface and are non-slip when wet or dry.	☐	☐	☐	
3.2	Where ramps exist do steps run alongside as some ambulant disabled people find steps easier than ramps?	☐	☐	☐	
3.3	Are ramps slip resistant particularly when wet?	☐	☐	☐	
3.4	Does the colour of the ramp contrast visually with the landing?	☐	☐	☐	
3.5	Are landings a minimum of 1200mm long?	☐	☐	☐	
3.6	Are handrails between 900-1000mm from the ground?	☐	☐	☐	
3.7	Does the ramp exceed 2m long, if so is there a handrail on each side?	☐	☐	☐	
4	**Stepped access**	**Yes**	**No**	**N/A**	
4.1	Has a hazard warning surface been used at the head and foot of the flight of stairs? The usual warning surface is corduroy.	☐	☐	☐	

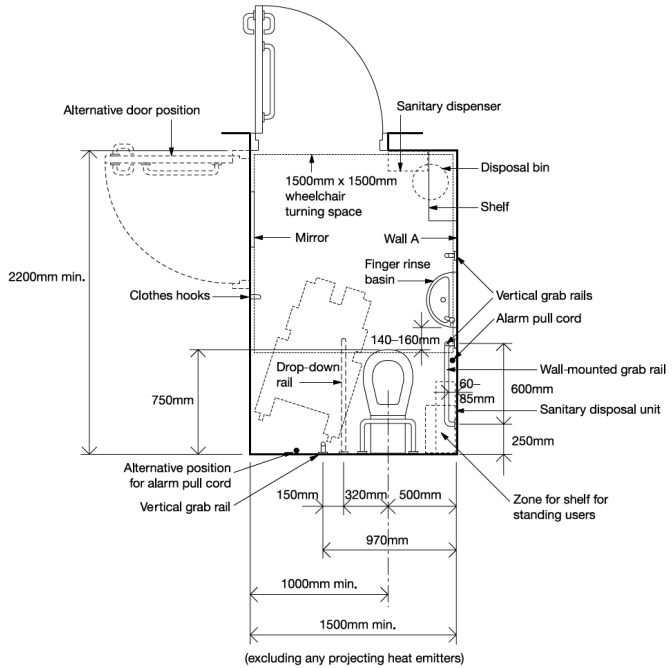
4.2	Does the hazard warning surface extend 400mm past each side of the stair case and stop 400mm from the nosing?	☐	☐	☐	
4.3	Is there a level landing at least 1200mm deep at both the top and bottom of the stairs?	☐	☐	☐	
4.4	Does the hazard warning surface begin 1200mm before the first step and end 400mm from the first step?	☐	☐	☐	
4.5	Do nosing's have a permanently contrasting material 55mm wide on both the tread and the riser? Nosing's should not project if possible, however a maximum overlap of 25mm is acceptable.	☐	☐	☐	
4.6	Is there a handrail present on both sides?	☐	☐	☐	
4.7	Is the rise of steps between 150mm and 170mm?	☐	☐	☐	
4.8	Is the going of each step between 280mm and 425mm?	☐	☐	☐	
4.9	Resting platforms, or landings, of approximately 1.8m should be provided for each 1.2m flight of steps.	☐	☐	☐	
4.10	Is there an alternative to steps to reach higher levels if access is required? An alternative could be a passenger lift, a vertical platform lift or a stair (platform) lift, which would preferably have a fold down seat.	☐	☐	☐	
5	**Main entrances**	**Yes**	**No**	**N/A**	
5.1	Can disabled visitors enter your building by the same entrance as other visitors?	☐	☐	☐	
5.2	Is the entrance clearly signed? Does it incorporate the International Symbol of Disability? Are signs displayed on the leading-edge side of the door so they can be seen when doors are open (except toilets)	☐	☐	☐	
5.3	Is there level access into and through the main entrance?	☐	☐	☐	

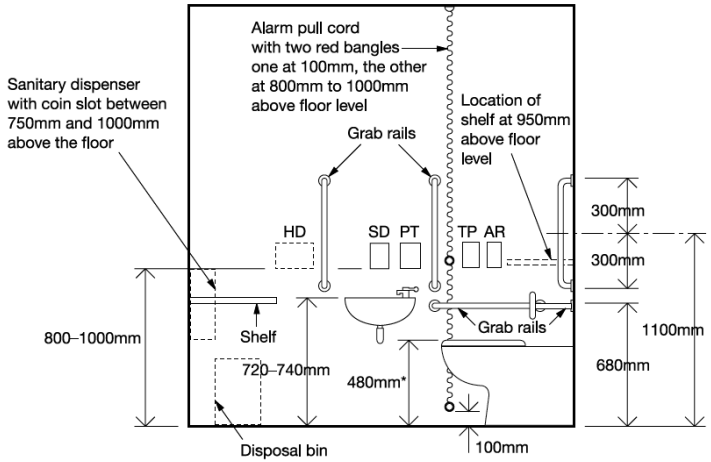
5.4	Is there a level landing at least 1500mm x 1500mm clear of any door swings immediately in front of the entrance?	☐	☐	☐	
5.5	Is the threshold level of a maximum height of 15mm?	☐	☐	☐	
5.6	Has weather protection been offered at non-powered entrance doors?	☐	☐	☐	
5.7	A manual door will be deemed satisfactory if there is an unobstructed space at least 300mm on the pull side of the door to allow wheelchair users room to open the door. Is this space present? Sliding doors are favourable as they avoid the difficulties associated with swing doors and they save space.	☐	☐	☐	
5.8	Is a revolving door present? If so is there an alternative available?	☐	☐	☐	
5.9	Is the main entrance door power operated and if not, do you think a disabled person could easily use it? If not, a power operated door opening and closing system is required either under manual or automatic control, automatic controls' using a sensor is the most suitable solution for all.	☐	☐	☐	
5.10	Is the entrance free from hazards such as raised doormats?	☐	☐	☐	
5.11	Is there a door entry system? If so is this accessible to people who cannot speak or hear?	☐	☐	☐	
5.12	Do glass doors have colour contrasting edging and door handles?	☐	☐	☐	
5.13	Is the entrance lobby big enough for a wheelchair user or person pushing a pram to move clear of one door before opening the second?	☐	☐	☐	
6	**Reception / Service counter**	**Yes**	**No**	**N/A**	
6.1	Has the reception desk or counter been lowered, or does it include a lowered section? (counter height 1100mm and knee recess depth of 500mm.)	☐	☐	☐	

6.2	Is there sufficient space to move on both side of the counter and sufficient space to fill out necessary documentation on the counter?	☐	☐	☐	
6.3	If visitors need to wait to speak to a member of staff, are there chairs available for them to sit down if necessary? Are the chairs of differing heights and some with arms to accommodate those who have difficulty getting on and off chairs?	☐	☐	☐	
6.4	Is there space for wheelchair users to sit alongside their companions in the waiting area?	☐	☐	☐	
7	**Communication**	**Yes**	**No**	**N/A**	
7.1	Are maps of the building and other areas available to help people navigate around the facility?	☐	☐	☐	
7.2	Are the main sections of your building, such as the reception, toilets and waiting area clearly signed?	☐	☐	☐	
7.3	Do the reception and any main meeting rooms have a hearing induction loop?	☐	☐	☐	
7.4	Do you provide information in a range of accessible formats including what is available on your website?	☐	☐	☐	
7.5	Do you use a clear font for your own publicity and information, such as ‘Arial’ and at a minimum size of 12?	☐	☐	☐	
8	**Internal circulation**	**Yes**	**No**	**N/A**	
8.1	If there are internal steps, is there an alternative route?	☐	☐	☐	
8.2	Are manual door handles lever types, at a height range of 800-1050mm, and contrast visually with their backgrounds?	☐	☐	☐	
8.3	If your business operates on more than one floor, can people with disabilities freely access all floors? A passenger lift is the most suitable means of vertical access, where this is not possible a vertical lifting platform (platform lift) may be	☐	☐	☐	

	considered, in exceptional circumstances a wheelchair platform stair lift may be considered as long as it does not form an obstruction in an escape route.	☐	☐	☐	
8.4	Do internal walls have a strong colour contrast compared to the floor?	☐	☐	☐	
8.5	Are your internal doors easy to use for everyone? Do door frames contrast with the wall?	☐	☐	☐	
8.6	Is there an unobstructed space of at least 300mm on the pull side of the door so wheelchair users can open the door unassisted?	☐	☐	☐	
8.7	Are fire doors (particularly corridor) held open using an electromagnetic device which releases the door to self-close when activated by a smoke alarm?	☐	☐	☐	
8.8	Do corridors have an unobstructed width of at least 1200mm? Where the width is less than 1800mm there should be passing places at least 1800mm wide and long at regular intervals, e.g. Corridor junctions.	☐	☐	☐	
8.9	Are floor finishes slip resistant?	☐	☐	☐	
8.10	Is there a clear way finding system?	☐	☐	☐	
9	**Refreshment facilities**	**Yes**	**No**	**N/A**	
9.1	Do all users have access to the facilities?	☐	☐	☐	
9.2	Is there a shared refreshment area for staff (e.g. For tea making) 850mm above the ground with at least 700mm clear floor space beneath?	☐	☐	☐	
9.3	Is there a bar which has part of the working surface no more than 850mm above the ground?	☐	☐	☐	
9.4	Do the restaurant /café areas have adequate space for wheelchair users and those using pushchairs to comfortably manoeuvre around the area and between the aisles?	☐	☐	☐	

9.5	Do you have some tables which are slightly higher and suitable for wheelchair users who need arms to be folded down or are all tables an adequate height? Minimum requirement for wheelchair users is 28inches from the floor to the surface of the table.	☐	☐	☐	
9.6	Do the table legs allow space for wheelchair users to fit under the table? There should be 30 inches (762mm) between table legs.	☐	☐	☐	
10	**Toilets**	**Yes**	**No**	**N/A**	
10.1	Is there at least one unisex accessible toilet?	☐	☐	☐	
10.2	Is the accessible toilet located at ground level and/or at the same level as other key facilities such as reception and waiting areas?	☐	☐	☐	
10.3	Does the accessible toilet house baby change facilities? This should be avoided where possible; otherwise there should be adequate space to accommodate both.	☐	☐	☐	
10.4	Have lever type controls on flushes, locks and taps been used, as these can be used using a closed fist?	☐	☐	☐	
10.5	Does the toilet have an assistance alarm which drops all the way to ground level? Does the cord have two red handles, one 100mm and another 800mm-1000mm above ground level?	☐	☐	☐	
10.6	Is it clear of obstacles and wide enough for a wheelchair user to turn their chair around inside? Standard size should be at least 2200mm long x 1500mm wide.	☐	☐	☐	
10.7	Is the toilet itself in the centre of one wall allowing a wheelchair user to then transfer from either the left or the right? Otherwise two cubicles might be required as some people are weaker on one side than the other.	☐	☐	☐	

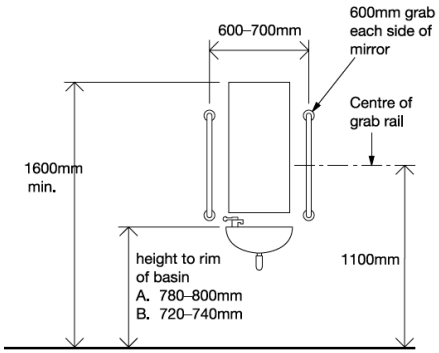
10.8	Is there a cubicle within any toilet block which allows use for ambulant disabled people? This should be fitted with support rails and include space to accommodate crutches etc.	☐	☐	☐	
10.9	Do grab rails contrast visually with the wall?	☐	☐	☐	
10.10	Is the transfer space alongside the toilet kept clear to the back wall?	☐	☐	☐	
10.11	Do doors open outward?	☐	☐	☐	
	Left blank intentionally	☐	☐	☐	
	See drawings for full specifications	**Yes**	**No**	**N/A**	
10.12	 Note Layout for right-hand transfer to WC	☐	☐	☐	



*Height subject to manufacturing tolerance of WC pan

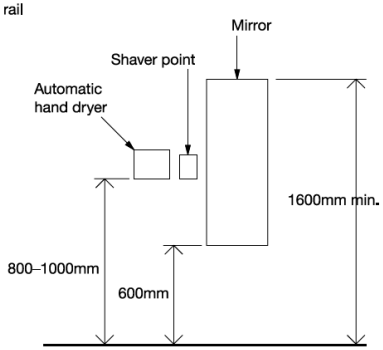
HD: Possible position for automatic hand dryer (see also Diagram 20)
SD: Soap dispenser
PT: Paper towel dispenser
AR: Alarm reset button
TP: Toilet paper dispenser

Height of drop-down rails to be the same as the other horizontal grab rails



Height of independent washbasin and location of associated fittings, for wheelchair users and standing people

A. For people standing
B. For use from WC



Mirror located away from washbasin suitable for seated and standing people (mirror and associated fittings used within a WC compartment or serving a range of compartments)

	☐	☐	☐	
	☐	☐	☐	

Enable Accessibility CIC Accessibility Checklist

Access problem identified	Action to be taken	Date to be completed

Additional space for comments