**Accessibility Checklist**

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| --- | --- | --- |
|  | **Yes** | **No** |
| **Location and transport links** | | |
| Are there transport links that are step-free within 500m to the venue? |  |  |
| Is an accessible route map available? (This would show step-free routes and transport hubs to the venue)   * Individuals accessing your community venue can [plan an accessible journey on the TFL Website](https://tfl.gov.uk/transport-accessibility/plan-an-accessible-journey?intcmp=5331) |  |  |
| **Parking** | | |
| Are there accessible parking spaces for disabled people?   * *These should be clearly signposted and meet the dimensions outlined in* [*Access to and use of buildings, Government Guidance*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/990362/Approved_Document_M_vol_2.pdf)*, pg.18.* |  |  |
| **Entrance and reception** | | |
| Is the entrance accessible to wheelchair users?   * Entrance door are wide enough for wheelchair users (see These should be clearly signposted and meet the dimensions outlined in [Access to and use of buildings, Government Guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/990362/Approved_Document_M_vol_2.pdf)) * Ramps not too steep * Pathway to entrance has a smooth, non-slippery texture * It is easy for a wheelchair user to communicate they need the ramp * Reception desk has multiple levels and is suitable for a wheelchair user |  |  |
| **Room accessibility** | | |
| Is the room level to the ground floor and entrance? |  |  |
| Does the room have an accessible route to it from the entrance? (Minimal corridors and doorways). |  |  |
| If using PowerPoint or a screen, is the screen big enough for those with visual impairments?   * Advice on making presentations accessible to visually impaired individuals is available [here](https://vocaleyes.co.uk/services/resources/digital-accessibility-and-inclusion/guidelines-for-making-your-conference-presentation-more-accessible-to-blind-and-partially-sighted-people/) |  |  |
| Does the room have even and adequate lighting?   * See [HSE guidance on lighting](https://www.hse.gov.uk/pubns/priced/hsg38.pdf) for more information on how to assess lighting levels. |  |  |
| **Accessible toilets** | | |
| Are toilet facilities accessible? ([Please see government guidance on accessibility requirements here](https://assets.publishing.service.gov.uk/media/66f6c59fe84ae1fd8592eac2/ADM__V2_Amendment_Booklet_2024.pdf)) |  |  |
| Is there an outward opening access door? |  |  |
| Does the toilet have a paddle toilet flush? |  |  |
| Are there suitable supportive grab rails? |  |  |
| Is there an emergency assistance alarm system? |  |  |
| Is the toilet on the same level as the event? |  |  |
| Are the hygiene facilities such as soap, the taps, sinks, hand drier/drying papers accessible and easy to use? |  |  |
| Are there baby-changing facilities? |  |  |
| **Seating** | | |
| Is there background noise which could interfere with the experience of people with a hearing impairment? |  |  |
| If hosting a speaker, is there a hearing/induction loop facility? |  |  |
| Are individuals who lip read offered the opportunity to reserve seats with clear view of speaker? |  |  |
| Are comfortable chairs available with good back support? |  |  |
| Are the chairs provided comfortable enough to sit in for extended periods of time? |  |  |
| Do some of the chairs have armrests (to support standing up)? |  |  |
| **Emergency evacuation procedures** | | |
| Is there an emergency evacuation procedure from the floor of the event (such as a lift that works during fire alarms) for individuals unable to use stairways or fire escape ladders? |  |  |
| Are emergency evacuation routes signposted clearly for those unable to use stairs? |  |  |
| Do the fire alarms include visual signals (for example, flashing lights) for those with hearing impairments? |  |  |
| Do fire doors have push-handles and opens in the direction of the exit? |  |  |
| **Guide/Assistance dogs** |  |  |
| Are guide or assistance dogs permitted in the venue?   * Please note it is unlawful to refuse access to a disabled person accompanied by an assistance dog except in the most exceptional circumstances (for example, in certain hospital wards). |  |  |
| Is there water available for guide/assistance dogs? |  |  |
| Is there a separate space for them to go to exercise and relieve themselves? |  |  |
| If there is a ‘no dogs policy’ is the venue able to make exception for guide/assistance dogs? |  |  |

**Further information and advice:**

* Practical information on organising accessible events is available at:   
  <https://www.seedsforchange.org.uk/access>   
    
  Information on the Equality Act 2010 and reasonable adjustments is available at: <https://www.legislation.gov.uk/ukpga/2010/15/section/20>
* TfL- Accessible route maps   
  <https://tfl.gov.uk/transport-accessibility/plan-an-accessible-journey?intcmp=5331>
* Communication support for Deaf People
* Royal Association for Deaf people

<https://royaldeaf.org.uk/>

* Transport for All  
  <https://www.transportforall.org.uk>