



How accessible are your buildings?

Through the premises accessible checklist

Inside the building

This guide has been developed with support from the Business Disability Forum (BDF), to explore how accessible your premises are.

It is good practice to have an Access Audit carried out so that you know how accessible your buildings are and are aware of any barriers that someone with a disability might encounter. If you cannot remove these barriers, you should develop strategies or put adjustments in place to overcome them.

This guide can be used by a Facilities Manager or a Diversity/HR Professional as an aide-memoire for ensuring accessibility within your premises is maintained.

It should be noted that this checklist does not take the place of a full access audit carried out by suitably qualified professionals.

Physical Considerations

Yes / No

1. Is the space between entrance and reception desk clear of obstacles?

2. Can people on either side of the reception desk see each other? (e.g. boxes or papers not obscuring the view)

3. Is clearance under desks or counters free from clutter to enable wheelchair users to get close enough to fill in forms?

Yes / No

- 4. Is the reception area well lit, to enable people with hearing impairments to lip read easily and people with visual impairments to navigate the areas easily?
- 5. Is your amplifying device or induction loop at reception and is there clear signage advertising this?
- 6. Is your reception seating area tidy and free from obstructions?
- 7. Have you provided Fire Safety and Emergency information in a clearly printed format and have alternative formats available?
- 8. Are reception and security staff confident in interacting with disabled people?



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For more information go to
businessdisabilityforum.org.uk
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