



How accessible are your buildings?

Through the premises accessible checklist

Moving around 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 there an up to date map of the building layout near the entrance? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Does the map have a high colour contrast and use an accessible font and size, for the benefit of people with sight problems? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Is internal signage in good order and lit adequately? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Is any temporary signage in an accessible size and font? (e.g. sans serif) | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Is flooring cover slip-resistant and safely secured to the floor? | <input type="checkbox"/> | <input type="checkbox"/> |

Yes / No

- | | |
|--|---|
| 6. Are corridors well lit? | <input type="checkbox"/> <input type="checkbox"/> |
| 7. Are automatic doors working? | <input type="checkbox"/> <input type="checkbox"/> |
| 8. Are hold open devices for fire doors in good working order? | <input type="checkbox"/> <input type="checkbox"/> |
| 9. If you have painted recently, have you used distinctive tones or colours to aid orientation? | <input type="checkbox"/> <input type="checkbox"/> |
| 10. Are elevators in good working order? | <input type="checkbox"/> <input type="checkbox"/> |
| 11. Are the floor announces and visual signals in elevators working? | <input type="checkbox"/> <input type="checkbox"/> |
| 12. Is there an adequate delay on the elevator door closing mechanism? | <input type="checkbox"/> <input type="checkbox"/> |
| 13. Have you ensured a good standard of cleaning and clearance of obstructions in and around all elevator entrances/exits? | <input type="checkbox"/> <input type="checkbox"/> |
| 14. Is the assistance alarm in the WC in good order? | <input type="checkbox"/> <input type="checkbox"/> |
| 15. Are the toilets clean and clear of obstructions? | <input type="checkbox"/> <input type="checkbox"/> |
| 16. Are your amplifying devices or induction loops in good working order, and are they easy to find? | <input type="checkbox"/> <input type="checkbox"/> |
| 17. Are staff trained to direct and assist disabled people in case of an emergency? | <input type="checkbox"/> <input type="checkbox"/> |
| 18. Are your staff trained to respond to and deal with calls for help raised using the assistance alarm in WC? | <input type="checkbox"/> <input type="checkbox"/> |
| 19. Do staff know how to operate amplifying devices or hearing loops? | <input type="checkbox"/> <input type="checkbox"/> |



States of
Guernsey

For more information go to
businessdisabilityforum.org.uk
or gov.gg/disability



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