



How accessible are **Your Buildings**

Four guides have been developed with support from the Business Disability Forum (BDF), to explore how accessible your premises are.

They will walk you through:

- The arrival at the building
- At reception
- Moving around inside the building, and
- Means of escape in an emergency

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

This checklist does not take the place of a full access audit carried out by suitably qualified professionals. An audit can help you to assess how accessible your buildings are and make you 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.





How accessible are **Your Buildings**

Arriving at the building - physical considerations

Yes / No / Action

- | | | | | |
|----|---|--------------------------|--------------------------|--------------------------|
| 1. | Does signage make it easy to find the main entrance to your building? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | If your main entrance is not accessible for disabled people is it obvious where the alternative entrance is? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Do you have designated parking spaces for disabled people? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | If not, do you indicate where the nearest space is? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Is the walkway to your building free from potholes, weeds or loose paving stones? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | Is your exterior signage easily visible with nothing obscuring the signage and is it in good working order if electric? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | Is the exterior lighting of the building adequate? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. | If you have a temporary ramp, is it in good order and available for use? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |





How accessible are **Your Buildings**

Yes / No / Action

9. Do your staff know where to access the ramp and how to fit it?

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10. If you have a buzzer or intercom is it in good working order?

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11. If you have an entry phone system with an induction loop, is this in good order?

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12. If you have automatic doors, are they in good working order?

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13. Is door matting set into a mat well and not loose?

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14. Is there a call bell for those who need assistance to enter the building?

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15. Are your reception or security staff confident in assisting people who may have problems opening heavy doors?

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16. Are your reception or security staff confident in helping people who cannot use an intercom or entry phone system. This might be due to a hearing or visual impairment.

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How accessible are **Your Buildings**

At reception - physical considerations

Yes / No / Action

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|----|---|--------------------------|--------------------------|--------------------------|
| 1. | Is the space between entrance and reception desk clear of obstacles? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Is the reception desk clear of obstacles so that people on either side of the reception desk see each other? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Is there a lower section of the desk for wheelchair users? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Is clearance under desks or counters free from clutter to enable wheelchair users to get close enough to use the desk when necessary? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | 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? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | Is there an amplifying device or induction loop at reception? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | If yes, is there clear signage advertising this? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. | Does the reception area have different height seating and some seating with arms? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |





How accessible are **Your Buildings**

Yes / No / Action

9. Have you provided Fire Safety and Emergency information in a clearly printed format and have alternative formats available?

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10. Are reception and security staff confident in interacting with disabled people?

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Moving around inside the building - physical considerations

Yes / No / Action

1. Is there an up-to-date map of the building layout near the entrance

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2. Does the map have a high colour contrast and use an accessible font and size? (see accessible documents guidance)

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3. Is internal signage in good order and lit adequately?

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4. Is any temporary signage in an accessible size and font?

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How accessible are **Your Buildings**

Yes / No / Action

5. Is flooring cover slip-resistant and safely secured to the floor?
6. Are corridors well lit?
7. Are automatic doors working?
8. Are hold open devices for fire doors in good working order?

Lifts

9. Is there a lift available to access other floors?
10. Is the location of the lift signposted so visitors are aware?
11. Is the lift in good working order?
12. Are the floor announcers and visual signals in the lift working?
13. Is there an adequate delay on the lift door closing mechanism?
14. Is the access to the lift clear of obstructions?





How accessible are **Your Buildings**

Toilet

Yes / No / Action

15. Is there an accessible toilet available?

16. Is the location of the toilet signposted so visitors are aware?

17. Is the assistance alarm in the toilet in good order?

18. Are the toilets clean and clear of obstructions?

Hearing loop and assistance

19. Are your amplifying devices or induction loops in good working order

20. Do staff know how to access and operate amplifying devices or hearing loops

21. Are your staff trained to respond to and deal with calls for help raised using the assistance alarm in WC?





How accessible are **Your Buildings**

Means of escape in an emergency - physical considerations

Yes / No / Action

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|----|--|--------------------------|--------------------------|--------------------------|
| 1. | Are the ground floor exit and entrance routes accessible to all, including wheelchair users? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Are exit routes free from obstructions? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | If some disabled people cannot completely evacuate the building, can they reach places of safety or refuges? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Are refuges free from obstruction and clutter? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Is your audible alarm system in good working order? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | Is your visual alarm system in good working order? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | Do all disabled employees have a Personal Emergency Egress Plan (PEEP) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. | Are staff trained to direct and assist disabled people in case of an emergency? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

