**01.1a Access audit form**

|  |  |  |  |
| --- | --- | --- | --- |
| Checked Area | **Evident** | | **Comments/Action i.e. further risk assessment to be undertaken** |
| **Approach to the building** | **Yes** | **No** |  |
| Are there disabled parking facilities? |  | ✓ |  |
| Are kerbs lowered? | ✓ |  | Pavement outside school has dropped kerb with zigzag lines |
| Is the entrance gate wide enough for wheelchair users? |  |  | N/A |
| Are there orientation landmarks for visual impairment? |  | ✓ |  |
| Is the route clearly signed? |  | ✓ |  |
| Are support rails/resting platforms provided on inclines? | ✓ |  | By fire exit main hall |
| Are all surface coverings, even and non-slip? |  | ✓ |  |
| Are pathways clear of obstructions? | ✓ |  |  |
| Are all areas adequately lit? | ✓ |  | Outside lights by entrance door |
| Do steps and handrails accompany ramps? | ✓ |  |  |
| Are steps suitable and highlighted for differentiation? |  | ✓ |  |
| Are resting platforms available and highlighted? |  | ✓ |  |
| Are all surface coverings, even and non-slip? |  | ✓ |  |
| Is there adequate lighting at the front and on the route to the building? | ✓ |  | Main entrance at front on road |
| **Entrances** | **Yes** | **No** |  |
| Is there an entry phone and/or a doorbell and is at a reasonable height for wheelchair users? |  | ✓ | Inner front door secured by safety chain |
| Is there a level or flush threshold? | ✓ |  |  |
| Are doors easy to open and doorways wide enough for all users to pass through and clear door swing? |  | ✓ | Fire exit main hall |
| Are glazed doors marked for safety/visibility? |  | ✓ | some |
| Door close mechanism appropriately adjusted (to ensure they do not close too quickly)? | **✓** |  |  |
| Door control (handle/knob) at a suitable height/clearly located and easy to use? |  | ✓ | Inner front door high level handle by nature of the age of the door. Also for security. |
| Information on welcome board in a range of formats and at an appropriate height to suit varying needs? |  | ✓ |  |
| Is the entrance signposted and easy to find? | ✓ |  | Front porch on road |
| Is the route to the destination clearly marked? |  | ✓ |  |
| If applicable, is the doormat in a good condition and flush with floor? |  |  |  |
| If an induction loop is fitted, is it working? |  |  |  |
| Can people either side of the door be seen? |  | ✓ | Frosted glass by nature of the design/age of the door. Spyhole used from inside |
| Are surfaces non-slip? |  | ✓ |  |
| Is lighting adequate? | **✓** |  |  |
| **Inside the building** | **Yes** | **No** |  |
| Are all floor surfaces suitable? | ✓ |  |  |
| Are the acoustics of the building suitable for adults with hearing impairments? | **✓** |  | Soft coverings are used on tables |
| Are there colour and tonal contrast to help distinguish fixtures and fittings from surfaces, walls and floors? | ✓ |  |  |
| Is there a disabled WC facility no further than one floor away from the room being used? | ✓ |  |  |
| Handrails available at varying heights in the WC? | ✓ |  |  |
| Support rails available in relevant areas? | ✓ |  |  |
| Is the environment free from unnecessary noise? | ✓ |  |  |
| Audible, manual and mechanical alarm systems supplemented with visual and verbal warnings? | ✓ |  | Flashing light on control panel |
| Are all areas in the building wide enough for adults using mobility equipment to manoeuvre? |  | ✓ | Gents/ladies toilets not |
| Internal lobbies/doorways sufficient for manoeuvring? |  | ✓ |  |
| Fittings fixed without dangerous edges? | **✓** |  |  |
| Control of natural/artificial light to avoid glare/silhouettes and is lighting adequate? | **✓** |  |  |
| Clutter-free travel routes (coats, bags on floor) | **✓** |  |  |
| Door control (handle) suitable height/clearly located and easy to use? | ✓ |  | Internal doors |