

REEDHAM

VILLAGE

HALL



Reedham Village Hall "Accessible"



Appendix A:

Community Building Access Check

Organisation Name: Reedham Community Association

Check carried out by: Chris Bradbury

Date of check: 20th August 2023

1. General

Have you carried out a fire risk assessment?

Yes			Note.
-----	--	--	-------

Have you carried out a general H&S risk assessment?

Yes			Note.
-----	--	--	-------

2. Getting there

Can people access the facility conveniently by:

Public transport?

Yes			Note. Train, some bus service.
-----	--	--	--------------------------------

On foot?

Yes			Note.
-----	--	--	-------

Wheelchair?

Yes			Note.
-----	--	--	-------

Bicycle?

Yes			Note.
-----	--	--	-------

Car/taxi?

Yes			Note.
-----	--	--	-------

Coach/minibus?

Yes			Note.
-----	--	--	-------

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3. Local Environment

Is there a steep hill or set of steps near the entrance?

	No		Note.
--	----	--	-------

Is the service based on a busy street?

	No		Note.
--	----	--	-------

Is the road narrow?

Yes			Note. Pottles Lane.
-----	--	--	---------------------

Is the pavement narrow?

		N/A	Note. No Pavements.
--	--	-----	---------------------

Does the street have even paving stones/surfaces?

	No		Note. Driveway and car park is crushed Granit.
--	----	--	--

Does the paving have dropped kerbs for easier access to pavement/road?

		N/A	Note.
--	--	-----	-------

Does the paving have textured surfaces to indicate crossings/entrances?

	No		Note.
--	----	--	-------

Is setting clearly marked by a sign?

		N/A	Note.
--	--	-----	-------

4. Car Parking and Approach to Building

Describe the access to the building:

Is there a car park?

Yes			Note
-----	--	--	------

Paths:

Contrast colour with adjacent land? Smooth surface?

Yes			Note.
-----	--	--	-------

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Clear markings?

		N/A	Note.
--	--	-----	-------

Signs easy to understand, visible and of sufficient number?

		N/A	Note.
--	--	-----	-------

Well lit?

Yes			Note. At night the hall is on Dust to Dawn sensor.
-----	--	--	--

Is path clear of hazards such as opening windows or doors?

Yes			Note.
-----	--	--	-------

Free of hazards such as bollards, litter bins?

Yes		N/A	Note.
-----	--	-----	-------

Is there a drop-off point?

	No		Note.
--	----	--	-------

Is it near the entrance?

Yes			Note.
-----	--	--	-------

Are there dropped kerbs?

	No		Note.
--	----	--	-------

Are kerbs colour contrasted with the pavement?

		N/A	Note.
--	--	-----	-------

5. Designated disabled persons parking bays

Are there any designated disabled persons parking bays?

	No		Note. sign on wall od village hall.
--	----	--	-------------------------------------

Accessible bays clearly signposted from car park entrance?

	No		Note. no bays.
--	----	--	----------------

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Is the area lined or signed only?

Yes			Note. Sign only.
-----	--	--	------------------

Are the correct dimensions being used for lines?

		N/A	Note.
--	--	-----	-------

Is the surface non-slip?

Yes			Note. Crushed Granit.
-----	--	--	-----------------------

Is the surface in good repair? Free from loose stones?

	No		Note. Driveway and car park is crushed Granit.
--	----	--	--

Is the car park near the building?

Yes			Note.
-----	--	--	-------

6 External Ramps, Steps and Main Entrance

Is there sufficient lighting in the car park and at the main entrance?

Yes			Note.
-----	--	--	-------

Are there steps leading up to the entrance? If yes, how many and how steep?

	No		Note.
--	----	--	-------

Do any steps have colour contrasting handrails? Are there visual and tactile warnings (i.e. cord rib) at top and bottom of steps?

		N/A	Note.
--	--	-----	-------

Are the intercom/doorbell at a height that wheelchair users could use?

	No		Note.
--	----	--	-------

Is there ramped access? Permanent or portable?

Yes			Note. Permanent.
-----	--	--	------------------

If ramped, is the slope gentle?

Yes			Note.
-----	--	--	-------

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Does the ramp have a colour contrast handrail fitted?

	No		Note. No ramps.
--	----	--	-----------------

Is the weather strip negotiable?

Yes			Note.
-----	--	--	-------

Free of hazardous building features such as outward- opening doors, windows or overhangs?

		N/A	Note.
--	--	-----	-------

Are there any steps immediately inside the building?

	No		Note.
--	----	--	-------

Do any steps have colour contrasting handrails?

		N/A	Note.
--	--	-----	-------

Are there any sets of steps that lead to indoor / outdoor areas?

	No		Note.
--	----	--	-------

If yes, what height are the steps?

		N/A	Note.
--	--	-----	-------

Do any steps have colour contrasting handrails?

		N/A	Note.
--	--	-----	-------

7. Main reception areas

Do reception counters have variable heights?

		N/A	Note. No reception counter, only a Foyer.
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Is the flooring non-slip?

Yes			Note. Carpet.
-----	--	--	---------------

Are all of the signs clear, easy to read and easily seen?

Yes			Note.
-----	--	--	-------

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Is seating suitable for use by a range of disabled people?

		N/A	Note. No seating in Foyer.
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Is there sufficient room to move around and access?

Yes			Note.
-----	--	--	-------

Are contrasting colours used?

	No		Note.
--	----	--	-------

8. Stairs

Are there any sets of stairs that lead to more floors?

		N/A	Note. No stairs.
--	--	-----	------------------

Do the stairs have colour contrasting handrails?

		N/A	Note.
--	--	-----	-------

If yes, what height are the steps?

		N/A	Note.
--	--	-----	-------

9. Platform Stair lifts/Lifts

Are signs easy to read and understand?

		N/A	Note. No stairs or Lifts.
--	--	-----	---------------------------

Do they have audio instructions?

		N/A	Note.
--	--	-----	-------

Are there signs outside lifts stating the floor number?

		N/A	Note.
--	--	-----	-------

Are the lifts wheelchair accessible?

		N/A	Note.
--	--	-----	-------

Can a wheelchair turn around in the lift?

		N/A	Note.
--	--	-----	-------

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Are emergency controls suitable for persons with disabilities?

		N/A	Note.
--	--	-----	-------

10. Kitchen

Is there clear floor space for a wheelchair user?

Yes			Note.
-----	--	--	-------

Unobstructed space or knee recesses to one side of Knee recesses, lower work surface or pull-out boards?

	No		Note.
--	----	--	-------

Are there lever topped taps?

Yes			Note.
-----	--	--	-------

How high are switched sockets?

Height	138cm	N/A	Note.
--------	-------	-----	-------

How high is the work surface?

Height	91cm	N/A	Note.
--------	------	-----	-------

Is first aid box accessible? How high from ground?

Yes			Note. Height from top of first aid kit is 110cm
-----	--	--	---

Are contrasting colours used?

Yes			Note.
-----	--	--	-------

11. Stage

Description of the stage: Are there any sets of stairs that lead to the stage?

Yes			Note.
-----	--	--	-------

Do the stairs have colour contrasting handrails?

Yes			Note. Green carpet and white hand rail.
-----	--	--	---

Is there ramped access?

	No		Note. No ramps.
--	----	--	-----------------

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Accessible routes to enter the stage by both stage left and stage right?

Yes			Note. On stage left.
-----	--	--	----------------------

A level backstage crossover route from stage left to stage right?

Yes			Note.
-----	--	--	-------

A direct route that could be used by a wheelchair user from the stage to the auditorium?

	No		Note.
--	----	--	-------

A direct route suitable for a wheelchair user from backstage to front of house?

	No		Note.
--	----	--	-------

Dressing room areas incorporating accessible toilets, shower and changing facilities?

Yes			Note. Toilet and changing facilities only, we have two changing rooms.
-----	--	--	--

Do the stairs have colour contrasting handrails?

Yes			Note. Back wall, white handrails.
-----	--	--	-----------------------------------

12. Doors (NOT including Fire Exits)

Door (1) = Foyer to main hall

Door (2) = Foyer to Lounge

Door (3) = Foyer to Toilets

Door (4) = Storerooms

Door (5) = Main hall to Kitchen

Door (6) = Main hall to back stage

Door (7) = Changing rooms

Door (8) = Office

Are doors easy to identify from the surroundings through colour-contrasting?

	No		Note. White doors with Mahogany walls.
--	----	--	--

Can the door be opened easily? i.e. it's not heavy or needs forcing.

Yes			Note. Some children would need help in opening doors.
-----	--	--	---

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Are door handles at different levels?

Yes			Note. Silver door handles.
-----	--	--	----------------------------

Is the door wide enough for modern wheelchairs and equipment?

Yes			Note. Width 89cm toilets doors, 148cm foyer doors.
-----	--	--	--

Is the door fitted with appropriately positioned viewing panels?

Yes			Note. On back stage and kitchen doors only viewing panels are not suitable for wheelchair users.
-----	--	--	--

Does the route to the fire exit have the appropriate signs? Running figure and the words 'Fire Exit', with arrows if necessary?

Yes			Note.
-----	--	--	-------

13. Fire Exits

Door (1) = Foyer to outside.

Door (2) = Main hall to outside.

Door (3) = Kitchen to outside.

Are all fire exits accessible?

Yes			Note.
-----	--	--	-------

Have accessible routes to assembly point? Ramps if the exit is not level with the outside surface?

Yes			Note.
-----	--	--	-------

Is the door wide enough for modern wheelchairs and equipment?

Yes			Note.
-----	--	--	-------

Does the door have the legal requirement of the running figure and the words "Fire Exit"?

Yes			Note.
-----	--	--	-------

Are emergency exit lights in place?

Yes			Note.
-----	--	--	-------

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Are they maintained according to manufacturer instructions?

Yes			Note. Annually.
-----	--	--	-----------------

Does the fire procedure include a safe area or specific route for people using wheelchairs?

	No		Note.
--	----	--	-------

Are flashing fire alarms fitted?

YES			Note. New fitted 17 th August 2023
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Are contrasting colours used?

Yes			Note.
-----	--	--	-------

14. Corridors

Are handrails fitted along corridors?

If not is there furniture along the corridor that could be used when manoeuvring?

	No		Note. Back stage.
--	----	--	-------------------

Are corridors wide enough?

Yes			Note.
-----	--	--	-------

Are corridors kept clear of obstruction?

Yes			Note.
-----	--	--	-------

Are contrasting colours used?

	No		Note.
--	----	--	-------

15. Floors

Are floor surfaces even? i.e. not bunched up or heavy pile carpet or uneven surface.

Yes			Note.
-----	--	--	-------

Are floors non-slip?

Yes			Note. Carpets or slip resistant floors.
-----	--	--	---

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Are changes in floor levels marked? i.e. steps edged in a contrasting colour.

	No		Note.
--	----	--	-------

16. Toilets

Is there an accessible toilet? If not go to next section.

Yes			Note.
-----	--	--	-------

If yes, is it an independent unisex toilet, not integrated

	No		Note.
--	----	--	-------

Is it clearly signed?

Yes			Note. Also, baby changing sign clearly signed.
-----	--	--	--

Is accessible toilet large enough for wheelchair and a carer?

Yes			Note.
-----	--	--	-------

Are handrails fitted?

Yes			Note.
-----	--	--	-------

Are they a contrasting colour?

	No		Note.
--	----	--	-------

Are there changing facilities for older children - with changing mat available?

	No		Note. However, there is baby changing mat which folds down on walls.
--	----	--	--

Are contrasting colours used?

	No		Note.
--	----	--	-------

Are swing handle taps fitted?

Yes			Note.
-----	--	--	-------

Is room fitted with:

Alarms for hearing impaired? Water temperature controls? Low surface radiators?

	No		Note.
--	----	--	-------

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Alarm for emergency use?

	No		Note.
--	----	--	-------

Two clothes hooks at conventional height and one at height for wheelchair user?

Yes			Note.
-----	--	--	-------

Is the mirror located away from wash basin suitable for seated and standing persons?

	No		Note.
--	----	--	-------

The relationship of the WC to the finger rinse basin and other accessories should allow the person to wash and dry hands while seated on the WC:

Yes			Note.
-----	--	--	-------

The toilet flush is on the open/offside of the space? Easy to reach and use finger rinse basin? Easy to reach and use soap dispenser with colour contrasted control?

Yes			Note.
-----	--	--	-------

Easy to reach and use paper towel dispenser? Easy to reach and use, well located, toilet tissue dispenser?

Yes			Note.
-----	--	--	-------

Easy to reach and use auto hand dryer for those with poor manual dexterity. Height?

		N/A	Note.
--	--	-----	-------

Where possible, light switches with large push pads should be used in preference to pull cords. Height?

		N/A	Note. PIR Sencer fitted.
--	--	-----	--------------------------

All controls such as light switches, hand dryers, etc, within easy reach of the user?

		N/A	Note.
--	--	-----	-------

Padded backrest?

Yes			Note. One in each toilet.
-----	--	--	---------------------------

Clear minimum width entrance?

Yes			Note.
-----	--	--	-------

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Doors are preferably outward opening with a horizontal closing bar fixed to the inside face?

<input type="checkbox"/>	No	<input type="checkbox"/>	Note.
--------------------------	----	--------------------------	-------

Are easy to use locks available?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	Note.
--------------------------	-----	--------------------------	-------

17. Male & Female Toilets

If no wheelchair accessible unisex toilet:

<input type="checkbox"/>	No	<input type="checkbox"/>	Note. No unisex toilets.
--------------------------	----	--------------------------	--------------------------

Are doorways wide enough to fit an adult wheelchair?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	Note.
--------------------------	-----	--------------------------	-------

Are the cubicles accessible to people using walking aids?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	Note.
--------------------------	-----	--------------------------	-------

Is there room under the washbasins for wheelchairs?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	Note. Disabled only.
--------------------------	-----	--------------------------	----------------------

Is a cubicle within the main toilets of suitable size for a wheelchair user to use?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	Note.
--------------------------	-----	--------------------------	-------

Are there any obstructions under the drying facilities, e.g. rubbish bin?

<input type="checkbox"/>	No	<input type="checkbox"/>	Note.
--------------------------	----	--------------------------	-------

Are doors easy to open? i.e. not heavy or need to be forced.

<input type="checkbox"/>	Yes	<input type="checkbox"/>	Note.
--------------------------	-----	--------------------------	-------

Are contrasting colours used?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	Note.
--------------------------	-----	--------------------------	-------

Is there a changing area?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	Note.
--------------------------	-----	--------------------------	-------

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How high are mirrors? Height: 116cm

How high are coat hooks? Bottom 90cm Top 170cm

Are easy to use locks available?

Yes			Note.
-----	--	--	-------

Are swing handle taps fitted to washbasins?

Yes			Note. Disabled only.
-----	--	--	----------------------

Water temperature controls?

Yes			Note.
-----	--	--	-------

18. Changing areas - general

Is there direct access from the changing area to the shower area?

		N/A	Note. No showers.
--	--	-----	-------------------

Can the changing area accommodate a team of athletes in wheelchairs?

		N/A	Note.
--	--	-----	-------

Does the layout of the changing area allow sufficient space for a wheelchair user to move freely without obstructing?

	No		Note.
--	----	--	-------

Is there suitable toilet provision in close proximity?

Yes			Note.
-----	--	--	-------

Are individual accessible changing cubicles provided for those who prefer more privacy?

	No		Note.
--	----	--	-------

Are changing mats available?

	No		Note.
--	----	--	-------

Are the changing benches a suitable width, with a smooth surface, and set at a height which allows easy transfer from a wheelchair?

		N/A	Note.
--	--	-----	-------

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Two clothes hooks at conventional height and one at height for wheelchair user?

Yes			Note. Two clothes hooks fitted.
-----	--	--	---------------------------------

Are there sufficient lockers?

	No		Note.
--	----	--	-------

Are at least 10% of the lockers at a height to accommodate mobility aids?

	No		Note.
--	----	--	-------

Do locks and lockers incorporate tactile numbers? Are the locks easy to use?

		N/A	Note.
--	--	-----	-------

Are hairdryers, mirrors, drinking fountains and so on, located so that everyone can use them?

Yes			Note. Mirrors only.
-----	--	--	---------------------

Is the shower area free of tripping hazards, such as raised thresholds?

		N/A	Note.
--	--	-----	-------

Is the shower area fitted with a tip-up seat and grab rail?

		N/A	Note.
--	--	-----	-------

Are the shower controls easily accessible?

		N/A	Note.
--	--	-----	-------

Does the shower area have a slip resistant surface laid to fall towards the gully outlet?

		N/A	Note.
--	--	-----	-------

Are shower chairs available and are they conveniently located?

		N/A	Note.
--	--	-----	-------

Is the area free of complex falls that make standing or manoeuvring difficult?

		N/A	Note.
--	--	-----	-------

19. Communication and signage

Are notice boards accessible and sturdy?

Yes			Note.
-----	--	--	-------

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Is information available in different formats? Large print, audio-tape computer disk.

	No		Note.
--	----	--	-------

Is information provided in different ways? Mobile texting, email, print.

Yes			Note. Facebook, Halls WEB site
-----	--	--	--------------------------------

Is it in contrasting colours? i.e. black print and white paper, or white print on dark blue paper.

Yes			Note. Mostly
-----	--	--	--------------

Is it in clear language? i.e. in plain English, free of complicated sentence structures and confusing vocabulary.

Yes			Note.
-----	--	--	-------

Are there welcoming statements? Who to contact in an emergency?

Yes			Note. In hire agreement for hall hirers.
-----	--	--	--

Is there an induction loop system installed? If no, is a portable induction loop available to use on site?

Yes			Note. Not available all the time, mostly film nights or sage performance. And request on hire.
-----	--	--	--

Are the toilet signs in words or symbols?

Yes			Note. Symbols only.
-----	--	--	---------------------

Are the fire exit signs in words or symbols?

Yes			Note. Words
-----	--	--	-------------

Are other area signs in words or symbols?

Yes			Note. Mostly words.
-----	--	--	---------------------

20. Lighting and Furniture

Is the lighting controllable? i.e. can you make some areas lighter/darker – using a dimmer switch, by turning off some of the strip lighting or by using a free standing lamp.

Yes			Note. Main hall only.
-----	--	--	-----------------------

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Are some tables of an appropriate height to be used by wheelchair users?

Yes			Note.
-----	--	--	-------

Is there a mixture of chairs provided?

Yes			Note. On request.
-----	--	--	-------------------

Do they give adequate support?

Yes			Note.
-----	--	--	-------

Is the furniture in the room easy to manoeuvre around?

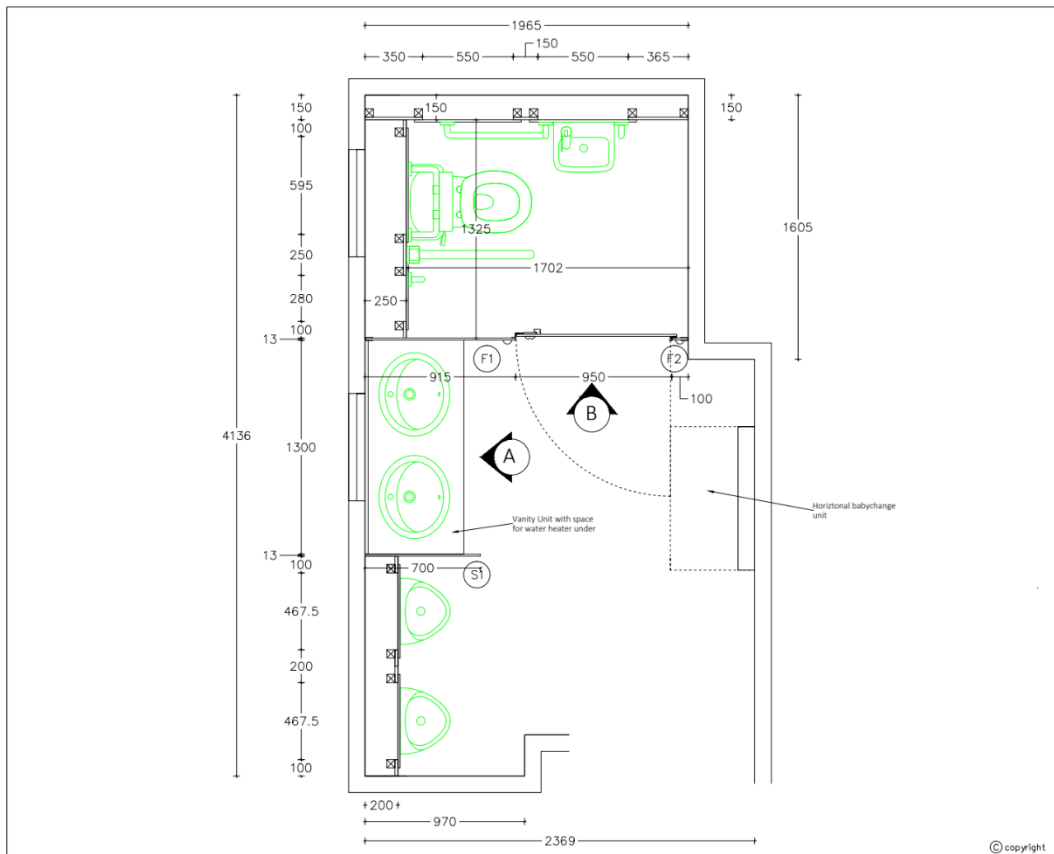
Yes			Note.
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Foyer Toilets.

Colour Information	
Divisions	Orion Grey
Doors	London Red
Pilasters	Orion Grey
Duct Panels	Orion Grey
Duct Shadows	Orion Grey
Vanity Tops	London Red
Vanity Panels	Orion Grey
Vanity Shadows	Orion Grey

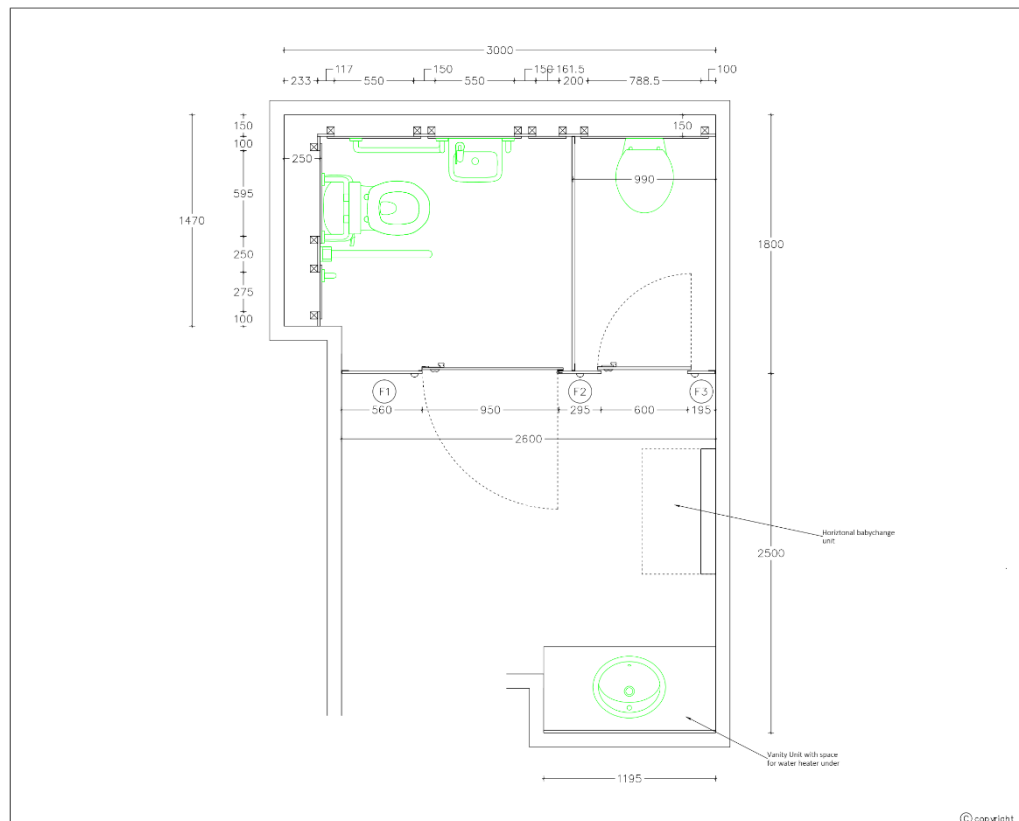
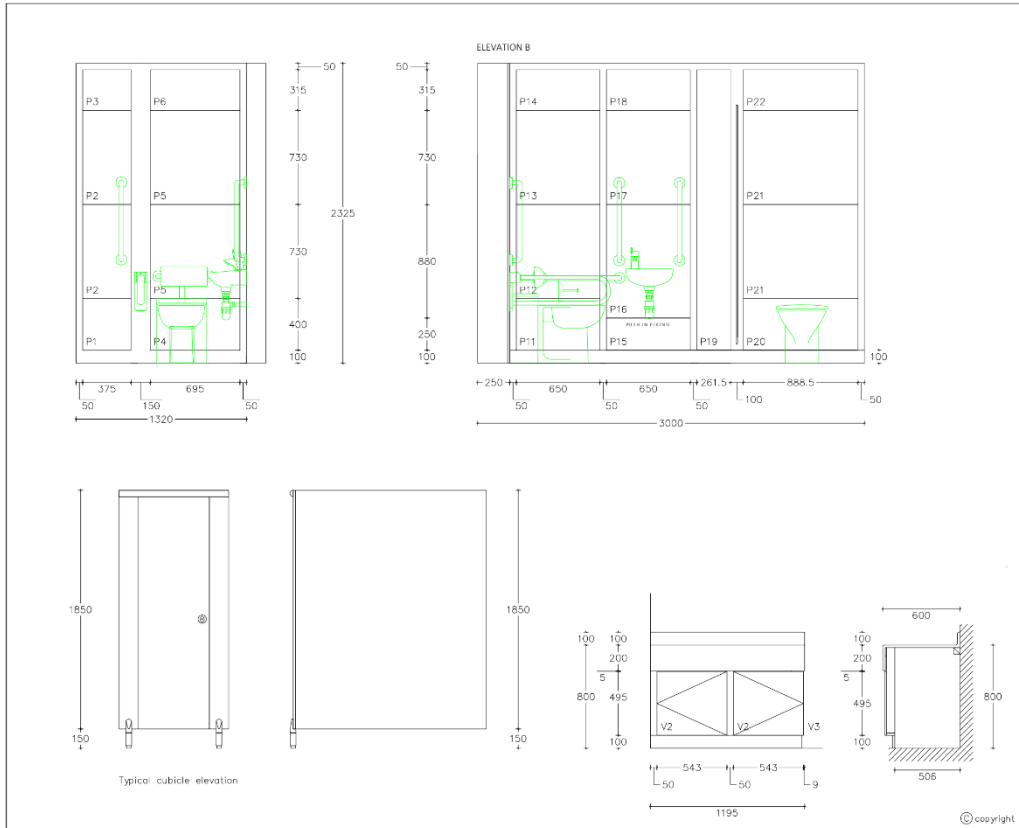
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Wheelchair-accessible corner WC layout/Compartment, Gents: Elevation/Plan



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Wheelchair-accessible corner WC layout/Compartment, Ladies: Elevation/Plan



Appendix D: Signs example only.



1. Wheelchair: this is to be incorporated with an image representing a specific facility e.g. toilet, where that facility is accessible by people in wheelchairs.



2. Parking: to designate parking spaces reserved for people with disabilities, including those using wheelchairs.



3. Guide dogs admitted: to indicate that guide dogs are admitted with their owners.



4. Provision of equipment for people with hearing impairment: to indicate that equipment such as an induction loop is available.



5. Fire Safety signs: must be used where necessary to help people identify escape routes, find firefighting equipment and emergency fire telephones. Signs have to be in pictogram form but can have text as well. Safety signs must not be in text only.