

## 9.4 Access Audit

### Key

A: Annual check; M: Monthly check; W: Weekly check; D: Daily check; H: Hourly check.

### Approach to the building

Are there disabled parking facilities?

**Key Yes No Comment/Action**

Are kerbs lowered?

Is the entrance gate wide enough for wheelchair users?

Are there orientation landmarks for visual impairment?

Is the route clearly signed?

Are support rails or resting platforms provided on inclines?

Are all surface coverings even and non-slip?

Are pathways clear of obstructions?

	Key	Yes	No	Comment/Action
Are there disabled parking facilities?	A		No	As we are situated on a main high street we do not have designated parking facilities
Are kerbs lowered?	A	Yes		There are areas of the path where kerbs are lowered along the high street
Is the entrance gate wide enough for wheelchair users?	A	Yes		We do not have an entrance gate. The front door entrance is wide enough
Are there orientation landmarks for visual impairment?	A		No	
Is the route clearly signed?	A	Yes		
Are support rails or resting platforms provided on inclines?	A		No	As our building is a listed building we have not been granted permission from Bolesworth Estate
Are all surface coverings even and non-slip?	D	Yes		
Are pathways clear of obstructions?	D	Yes		Children are educated to put their belongings away on their pegs and to put

			their resources back away in the correct boxes. Staff carry out daily checks in the morning, evening and throughout the day to ensure pathways are clear from hazards.
Are all areas adequately lit?	D	Yes	
Do steps and handrails accompany ramps?	A		No Please see above (handrails)
Are steps suitable and highlighted for differentiation?	D	Yes	
Is there adequate lighting at the front and along the route to the building?	D	Yes	Yes there is ample street lighting

**Entrances**

**Key Yes No Comment/Action**

Is there an entry phone and/or a doorbell and are they at a reasonable height for wheelchair users?	M		No	We will look in to this and see what resources are available
Is there a level or flush threshold?	A		No	See above (handrail)
Are doors easy to open and doorways wide enough for all users to pass through and clear the door swing?	A	Yes		
Are door closer mechanisms appropriately adjusted (so as not to close too quickly)?				N/A

Are door controls (handles/knobs) at a suitable height, clearly located and easy to use?

A	Yes		

Is the information on the welcome board in a range of formats and at an appropriate height to suit varying needs?

M	Yes		
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Is the entrance signposted and easy to find?

A	Yes		
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Is the route to the destination clearly marked?

M	Yes		
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If applicable, is the doormat in a good condition and flush with the floor?

D	Yes		Our mats are heavy duty and changed monthly
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If an induction loop is fitted, is it working?

			N/A
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Can people either side of the door be seen?

A		No	You can see out of the door but for safeguarding purposes we would not want people able to look in.
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Are surfaces non-slip?

	Yes		
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Is lighting adequate?

D	Yes		
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**Inside the building**

**Key    Yes    No    Comment/Action**

Are all floor surfaces suitable?

D	Yes		
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Are the acoustics of the building suitable for children/adults with hearing impairments?

<b>M</b>	<b>Yes</b>		
A	Yes		
A	Yes		Staff toilet
A		No	This is something we will look into
A		No	This is something we will look into
M	Yes		
A	Yes		Our intercom we can see and hear the visitor. Fire alarm to inform anyone with hearing impairment
M	Yes		
<b>D</b>	<b>Yes</b>		
<b>D</b>	<b>Yes</b>		

Are there colour and tonal contrasts to help distinguish fixtures and fittings from surfaces, walls and floors?

Is there a disabled WC facility?

Is there a handrail in one of the children's WCs?

Are support rails available in relevant areas?

Is the environment free from unnecessary noise?

Are audible, manual and mechanical alarm systems supplemented with visual and verbal warnings?

Are all areas in the building wide enough for adults and children using mobility equipment to manoeuvre?

Are fittings fixed without dangerous edges?

Are travel routes clutter free (e.g. from shoes and buggies)?

Is there control of natural/artificial light to avoid

Are door closer mechanisms appropriately adjusted (so as not to close too quickly)?

Are door controls (handles/knobs) at a suitable height, clearly located and easy to use?

<b>A</b>	<b>Yes</b>		<b>Blinds recently installed</b>
<b>A</b>	<b>Yes</b>		
A	Yes		

Completed by (name): Astone Richardson Date: December 2018  
December 2019

Date of next audit: \_\_\_\_\_