

Is your office accessible?

Disabled people face barriers with day-to-day activities because facilities and services haven't been designed in an accessible way. But there are ways you can remove barriers. Review your office and the surrounding areas to see what areas need addressing.

Transportation to your venue		
Criteria	✓	Comments
Do you have a section on your website about transport and parking facilities?		
Is the car park easy to access and close to the building?		
Is there a gate? Is there an intercom? Do you need to enter a passcode?		
Is there accessible parking close to the building which is step-free?		
Is there adequate space for drop off/pick-ups?		
Is the flooring solid, even and in good condition?		
Do you have clear signage and directions to reception?		

Entering the building		
Criteria	✓	Comments
Is the main entrance step-free?		
If there are steps, is there an external lift to provide step-free access to the entrance?		
Are there clear instructions on how to use the lift?		
Is the lift large enough to hold a wheelchair and a support worker?		

Is there someone available to provide assistance?		
Is the route wide enough for wheelchair access?		
Is the route well maintained?		
Is the flooring solid, even and in good condition?		
Is the entrance doorway easily opened?		
Is it an automatic door?		
Is the door power assisted?		
Is the intercom/entry pass system easily accessible?		
Is there a buzzer or speaker entry system? Is this accessible to people who cannot speak or hear?		
Is access across the door threshold level or is there a gradient? Can all wheelchairs pass through without difficulty?		
Are the doors (single leaf) at least 75cm in width?		
Is there adequate space both sides of the door?		
Is the entrance easily visible to staff so they can see if someone needs assistance?		

A comfortable environment		
Criteria	✓	Comments
Is the reception desk easy to locate from the entrance? Is it clearly signposted?		
Does the reception desk have a lowered height section, so visitors are clearly seen?		
Is there adequate space in the reception area?		
Is there a range of seating available to accommodate for different needs?		
Are the seats of different heights and firmness?		
Are there induction loop facilities available?		

Do all staff know how to use the induction loop?		
Are radios turned off and windows closed to reduce background noise? Or can the disabled person be seated in a quiet location if required?		
Are maps of the building and other areas available to help people navigate around the facility?		
Is the building well-lit throughout? Do bear in mind some people will have different lighting requirements		
Does the floor surface create a glare?		
Are staff/servers well trained and informed to assist with access requirements?		

Stairs		
Criteria	✓	Comments
Is there step-free access to all floors?		
If rooms/floors are inaccessible, can visitors be hosted in alternative accessible spaces?		
Are corridor widths at least 120cm wide?		
Are there handrails on both sides of the stairs?		
Are the steps consistent in size and shape?		
Are the edges of the steps clearly visible?		
Are the access routes well maintained and always kept clear?		
Are the doors (single leaf) at least 75cm in width?		
Is there adequate space both sides of the door?		

Lifts		
Criteria	✓	Comments
Are the lifts well signposted?		
Do you have lifts available to all floors?		
Is the lift at least 110cm wide and 140cm deep?		
Are the controls within the lift accessible? (E.g. easy to reach, buttons with braille)		
Have the lifts been mentioned on your website?		
Do any lift issues get shared externally prior to someone's arrival?		
Is someone responsible for regular maintenance and daily checks?		

Accessible facilities		
Criteria	✓	Comments
Is there an accessible toilet on the ground floor?		
Are there support bars to help with the transfer between the chair and the toilet?		
Does the toilet have an assistance alarm which drops all the way to ground level and isn't tied around anything? Does the cord have two red handles, one 10cm and another 80cm-100cm above ground level?		
Is the toilet clear of obstacles and wide enough for a wheelchair user to turn their chair around inside? Standard size should be at least 220cm long x 150cm wide.		
Are facilities positioned at an appropriate height for wheelchair users or those of short stature? E.g.		

sinks, hand dryers, mirrors		
Do you have an accessible showering facility?		
Does the shower have plenty of space for wheelchair users with appropriate seating?		
Are these well maintained and frequently checked?		

Recreational spaces		
Criteria	✓	Comments
Are recreational spaces accessible?		
Are routes open and wide enough for wheelchair access?		
Do payment points and counters have a lowered height section so customers can clearly be seen?		
Are staff/servers trained to make adjustments/changes for disabled people?		
Is there space for wheelchairs at tables?		
Are there height adjustable surfaces?		
Is table service available in the canteen?		
Is the space suitable for service/assistance dogs?		
Is there easy access to toileting space for service/assistance dogs?		
Are there induction loop facilities?		

Meetings		
Criteria	✓	Comments
Is the equipment/furniture easily accessible?		
Do meeting rooms have adequate space for wheelchairs?		

Are meeting rooms soundproof?		
What are the acoustics like in the meeting room? Is there an echo?		
Do you have policies for inclusive meetings?		
Do you have guidelines for accessible meetings?		

Evacuation procedures

Criteria	✓	Comments
Are there policies and procedures in place for assisting disabled people with evacuation from your building?		
Are first aiders available?		
Are any fire drills expected and has this been communicated in advance?		
Are the fire alarms audible and visible to all? Do you have flashing lights, for example, rather than an alarm alone, as well as sound alarms?		
Are the fire alarms audible and visible to all?		