

ACCESS AUDIT CHECKLIST

Church:

Building:

Date:

1. General and background

	<input type="checkbox"/> / <input type="checkbox"/> (where appropriate)
Is the church open to visitors during the day?	
Is the church attended when open?	
Is the church listed or in the curtilage of another listed building?	
Is the church in a conservation area?	
How many services are held each week?	
Is the church used for public events other than worship?	
How many members of the regular congregation have impaired mobility, hearing or vision?	
Any other remarks concerning matters not covered by the above	

ACCESS AUDIT CHECKLIST

Church:

Building:

Date:

2. Exterior and approach

		Yes/No/ N/A	Overall assessment
Signage and lighting	Is there shared or equivalent access for disabled people?		
	Is the entry route adequately signed and obvious?		
	Is it clear of any trees or bushes overhanging by a height of less than 2.5m above the ground?		
	Is it adequately lit?		
	Are the notice boards lit and do they have full information about the service being provided?		
Condition	Is the route free of steps or kerbs?		
	Is the surface smooth, firm and slip-resistant?		
	Is it free of hazards?		
	Is it at least 1.2m wide?		
	Is it level or near-level (i.e. if there is a gradient is it 1 in 20 or less)?		
Car Parking	Are there at least two adjacent (preferably) car parking spaces for those with mobility impairments?		

ACCESS AUDIT CHECKLIST

Church:

Building:

Date:

Ramp:	Is there ramped access to bypass steps?		
	Is gradient less than 1 in 12 (8.3%) with a 1.2m landing every 5m? (N.B. a gradient of 1 in 15/6.7% with a 1.2m landing every 10m is		
	Are there passing places every 5m?		
	Is the ramp 1.2m wide?		
	Are there protective kerbs?		
	Are there handrails?		
	Do the ramp and steps have a non-slip floor surface?		
	If no permanent ramp is possible, is a portable one feasible?		
Steps:	Do all steps have handrails on both sides?		
	And are the treads and risers all equal?		
	Are the steps adequately lit?		
	Are there clearly marked nosings?		

ACCESS AUDIT CHECKLIST		
Church:	Building:	Date:

	Are there landings every 15 steps?		
	If there are no ramps or steps that meet these provisions then is there any form of alternative vertical		
Overall approach	Do ambulant visitors and wheelchair users approach and enter the building by the same route?		

3. Entrance area

		<i>Yes/No/N/A</i>	<i>Overall assessment</i>
Access to building	Is there a space for disabled driver to drop off and pick up passengers?		
	Is there a level threshold at the entrance?		
	If the entrance has steps, is there a level approach via an alternative route?		
	Is there assisted vertical access to other levels?		
Entrance door (s)	Is the door opening (including the frame) wide enough to accommodate a wheelchair, i.e. at		
	Are/is the door(s) clearly distinguishable?		
	Are there glazed doors with visibility through their full height?		

ACCESS AUDIT CHECKLIST

Church:

Building:

Date:

	Is there door furniture at standing/wheelchair height?		
	Is the door furniture easily operated by all?		
	Is there is a door closer (slow action/delayed closing) and does it have a heavy resistance?		
	Do glazed screens have toughened glazing with sight banding at eye height for adults/children/wheelchair		
Floor surfaces	Is the floor surface non-slip in wet conditions?		
	Do the door mats restrict access? (Taper-edged mats are best; recessed mats should be regularly		
	If there is a change in floor finish does this present a trip hazard?		
	Can any change in floor surfaces be easily visually distinguished?		
Reception Area	If there is a reception point does the height make it convenient to use for wheelchair users as well as for		
	Is there an induction loop in this area and is there a sign to show it?		
	Is all signage at a height that is convenient for wheelchair users and in large type?		
	Is there braille signage and/or a tactile plan of the building?		

ACCESS AUDIT CHECKLIST

Church:

Building:

Date:

	Is there a public telephone?		
	If so, is it at a convenient height for all users?		
	Is it fitted with an induction loop and is there a notice to indicate this?		
	Is there a church member on hand in the reception area to advise and assist?		

4. Interior

		Yes/No/ N/A	Overall assessment
Access Spaces	Are all passages, corridors and aisles at least 1.2m wide?		
	And are they free of obstructions?		
	If there are lobbies is there space between the inner and outer doors for wheelchairs?		
	Is there a space 1.5m wide and deep to allow wheelchairs to turn round?		
	Are there places wide enough (1.8m) to allow two wheel chairs to pass?		
Floors	Do the floors have a non-slip surface?		

ACCESS AUDIT CHECKLIST		
Church:	Building:	Date:

	Are steps and other hazards properly lit?		
	Is there step-free access at each floor level?		
	Are there handrails on both sides to all steps?		
Doors and glazed screens	Is the door opening (including the frame) wide enough to accommodate a wheelchair, i.e. at		
	Is there door furniture at standing/wheelchair height?		
	Can it be operated by all?		
	Is there is a door closer (slow action/delayed closing) and does it have a heavy resistance?		
	Is there at least 300mm of clear space beside the opening edge of all doors?		
	Do glazed screens have toughened glazing with sight banding at eye height for adults/children/wheelchair		
Signage and use of spaces	Is there well defined signage to all areas and facilities?		
	Is there appropriate space or seating with clear sightlines for all people with disabilities and		
	Is movable seating stable enough to lean on?		

ACCESS AUDIT CHECKLIST

Church:

Building:

Date:

	Is there space to park prams and buggies?		
Means of escape	Are means of escape suitable for independent use by all people with disabilities?		
	Are emergency exit routes clearly signed from all parts of the building?		
	Are they clear of all obstructions?		
	Are all the doors openable and operable?		

5. Toilets

		Yes/No/ N/A	Overall assessment
Signing and access	Are the toilets signposted from all parts of building?		
	Is the entry lobby big enough to accommodate wheelchair users?		
	Do both inner and outer doors have glazed sight panels?		
WC facilities	Is there a unisex toilet big enough to accommodate wheelchairs and with equipment suitable for operation by		
	Is the wheelchair-accessible toilet located in the same place as the toilets for ambulant users?		

ACCESS AUDIT CHECKLIST

Church:

Building:

Date:

	Does it have an emergency call system?		
	Does the call system allow the user to communicate with the operator and have you considered how to communicate with users who are		
	Are there cubicles that can be used by ambulant disabled?		
	And do they offer a left and right-handed approach?		
	Are there child-sized WC pans?		
	Are there baby changing facilities?		
	Are there sanitary disposal bins?		
	Are the door fittings and locks easily operable by all?		
	Can the cubicle doors be opened from outside in an emergency?		
Washbasins	Do the basins have lever-action taps?		
	Is there a soap dispenser for each washbasin?		
	Is there a washbasin low enough for use by children?		

ACCESS AUDIT CHECKLIST

Church:

Building:

Date:

	Are there hand dryers at a suitable height for all?		
Floors	Is there a non-slip floor surface?		

6. Kitchen

		<i>Yes/No/ N/A</i>	<i>Overall assessment</i>
Access	Is the door opening (including the frame) wide enough to accommodate a wheelchair, i.e. at		
	Is there door furniture at wheelchair height?		
	And is it operable by all?		
	Is there is a door closer (slow action/delayed closing) and does it have a heavy resistance?		
Facilities	Is there space under worktops to allow wheelchair users to pull up comfortably with their knees		
	Are there lever-action taps?		
	Are switches for lights and power accessible to all?		
Floor	Is there a non-slip floor surface?		

ACCESS AUDIT CHECKLIST		
Church:	Building:	Date:

Registration	Are the premises registered with the local authority for food preparation and have they been approved by its environmental health inspectors?		
---------------------	---	--	--

7. Information about the facilities

		<i>Yes/No/ N/A</i>	<i>Overall assessment</i>
Heating	Is there adequate heating for the infirm, sedentary and arthritic?		
Hearing aids	Is there any assistance for those with impaired hearing, such as induction loops, and, if so, is there a sign to show where the loop is and		
	Are there visual aids for people with impaired hearing?		
Visual aids	Is there adequate lighting for seated persons?		
	Is there any means of controlling glare when a space is lit by natural light?		
	Is there any means of controlling glare when a space is lit by artificial light?		
	Is there large print and Braille literature?		
	Are there audio aids for partially sighted people?		

ACCESS AUDIT CHECKLIST

Church:

Building:

Date:

	Is there access for guide/hearing dogs?		
Accessibility	Are disabled people able to participate in all activities?		
	Is there universal access to all areas in liturgical use?		
	If the church is seated with pews then is there space for wheelchair users and carers?		
	And is it within the body of congregation, not separate?		
	Is there shelving at a convenient height for both the ambulant and wheelchair users?		
	If there is a hatch or counter (say, for a shop) then is it low enough to be convenient for wheelchair users?		
	Are there light and power switches at a universally accessible height?		
Health and Safety	Is there a Health & Safety statement and does it have contact details for the responsible persons?		
	Are there comprehensive first aid resources?		
	Is there an audio alarm system?		
	Is there an emergency lighting system?		

ACCESS AUDIT CHECKLIST

Church:

Building:

Date:

	Is there a visual alarm system?		
	Are all alarm points within 30 meters' reach?		
	Is there public address to all areas?		
	Are there pictorial signs for non-English speaking visitors?		

8. Human Resources

		<i>Yes/No/ N/A</i>	<i>Overall assessment</i>
Administrator	Is there an on-site administrator/supervisor?		
Health & Safety	Is there an appointed Health & Safety officer?		
Medical	Are there any qualified first-aiders?		
	Are there any means of resuscitation and people trained in using them?		
	Are there child care facilities?		
	Are there facilities for care of the elderly?		

ACCESS AUDIT CHECKLIST

Church:

Building:

Date:

Sign language	Can anyone use British Sign Language and, if so, to what level? Are there any qualified interpreters?		
Interpreter	Is there anyone with a good enough command of a/any foreign language(s) to be able to act as an		
Disabled access	Is there anyone with responsibility for disabled access?		

Access Audit from Exeter Diocese based on earlier version from London Diocese

Further information from Sally Farrant, Social Responsibility Officer, Church and Society, Exeter Diocese