

01.1b Access audit form

Church Hall

Checked Area	Evident		Comments/Action i.e. further risk assessment to be undertaken
	Yes	No	
Approach to the building			
Are there disabled parking facilities?	/		
Are kerbs lowered?	/		Kerb lowered at front entrance of church for alternative access
Is the entrance gate wide enough for wheelchair users?	/		
Are there orientation landmarks for visual impairment?		/	Staff guide children/parents/visitors along key routes Staff give verbal instructions during transition Staff supervise areas where landmarks are absent
Is the route clearly signed?		/	Staff to guide visitors or new children during transition. Brief visitors and new parents on layout of entrance before arrival.
Are support rails/resting platforms provided on inclines?			N/A
Are all surface coverings, even and non-slip?	/		Responsibility of church to salt paths and entrances in wet/cold weather
Are pathways clear of obstructions?	/		
Are all areas adequately lit?	/		
Do steps and handrails accompany ramps?			Ramps are deployed as required for wheelchair users and staff provide assistance and support when navigating outside steps
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?	/		
Entrances	Yes	No	
Is there an entry phone and/or a doorbell and is at a reasonable height for wheelchair users?		/	No entry phone or doorbell is installed. Staff monitor the entrance throughout the day to ensure safe access for all children, staff and visitors.
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?	/		
Are glazed doors marked for safety/visibility?			N/A
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?	/		
Information on welcome board in a range of formats and at an appropriate height to suit varying needs?			N/A
Is the entrance signposted and easy to find?		/	Staff guide children/parents/visitors along key routes Staff give verbal instructions during transition Staff supervise areas where landmarks are absent
Is the route to the destination clearly marked?		/	Staff guide children/parents/visitors along key routes Staff give verbal instructions during transition Staff supervise areas where landmarks are absent
If applicable, is the doormat in a good condition and flush with floor?	/		

If an induction loop is fitted, is it working?			N/A
Can people either side of the door be seen?		/	Although the door itself is not transparent, staff can see who is at the door through the side window, ensuring they are aware of visitors before entry.
Are surfaces non-slip?	/		Responsibility of church to salt paths and entrances in wet/cold weather
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?	/		
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?	/		Staff provide appropriate support for anyone with hearing impairment, including the use of visual cues and assistive devices.

Are all areas in the building wide enough for adults using mobility equipment to manoeuvre?	/		
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)	/		Staff keep floors and routes clear of toys and obstacles to maintain safety
Door control (handle) suitable height/clearly located and easy to use?	/		

Scouts Hut

01.1b Access audit form

Checked Area	Evident		Comments/Action i.e. further risk assessment to be undertaken
	Yes	No	
Approach to the building			
Are there disabled parking facilities?		/	Staff assist visitors/parents/children with mobility difficulties from nearby parking areas Encourage parents/visitors to park safely close to the nursery entrance if possible
Are kerbs lowered?	/		
Is the entrance gate wide enough for wheelchair users?	/		
Are there orientation landmarks for visual impairment?		/	Staff guide children/parents/visitors along key routes Staff give verbal instructions during transition Staff supervise areas where landmarks are absent
Is the route clearly signed?	/		
Are support rails/resting platforms provided on inclines?	/		
Are all surface coverings, even and non-slip?	/		
Are pathways clear of obstructions?	/		
Are all areas adequately lit?	/		
Do steps and handrails accompany ramps?			N/A
Are steps suitable and highlighted for differentiation?			N/A
Are resting platforms available and highlighted?			N/A
Are all surface coverings, even and non-slip?	/		

Is there adequate lighting at the front and on the route to the building?	/		
Entrances	Yes	No	
Is there an entry phone and/or a doorbell and is at a reasonable height for wheelchair users?		/	The doorbell is not at a suitable height for wheelchair users; however, staff monitor the entrance throughout the morning and daytime to ensure all visitors are admitted safely and appropriately.
Is there a level or flush threshold?		/	Staff assist children, parents and visitors over the raised doorstep to ensure safe access to the building. Staff provide verbal warnings to children, parents and visitors regarding the raised doorstep.
Are doors easy to open and doorways wide enough for all users to pass through and clear door swing?	/		
Are glazed doors marked for safety/visibility?		/	Staff supervision in areas with glazed doors. Verbal warnings when children are moving through area. Attach bright stickers at eye level for children and adults.
Door close mechanism appropriately adjusted (to ensure they do not close too quickly)?		/	Staff control the doors at all times to ensure safe operation and prevent them from closing too quickly.
Door control (handle/knob) at a suitable height/clearly located and easy to use?	/		
Information on welcome board in a range of formats and at an appropriate height to suit varying needs?			N/A
Is the entrance signposted and easy to find?	/		
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?			N/A
Can people either side of the door be seen?	/		
Are surfaces non-slip?		/	Staff monitor the plastic door ledge at all entry and exit times, providing support and verbal warnings to maintain safety for children, parents and visitors
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?	/		
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?	/		Staff provide appropriate support for anyone with hearing impairment, including the use of visual cues and assistive devices.

Are all areas in the building wide enough for adults using mobility equipment to manoeuvre?	/		
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)	/		Staff keep floors and routes clear of toys and obstacles to maintain safety
Door control (handle) suitable height/clearly located and easy to use?	/		