

ACCESS AUDIT CHECKLIST: Sheet 3 of 10



Block: Entrances including Reception. Date of survey: September 2019

C – ENTRANCES, INCLUDING RECEPTION

Consider each question from the perspective of each type of disability:

- **Wheelchair**
- **Ambulant**
- **Dexterity**
- **Visual**
- **Auditory**
- **Comprehension**

Tick the Y or N column as appropriate and add notes if necessary

A mark in the 'N' column indicates that the element should be given consideration in the school's Accessibility Plan.

	Y	N	Notes
C01. Is the door clearly distinguishable from the facade?	Y		
C02. If glass is it visible when closed?	Y		
C03. Does the clear door opening or one leaf when opened permit passage of a wheelchair or double buggy?	Y		
C04. Does it have a level or flush threshold, and a recessed matwell?	Y		
C05. Is there visibility through the door/way from both sides at standing and seated levels?	Y		
C06. Is there a minimum 300mm wide wheelchair manoeuvre space beside the leading edge of the door to clear doorswing?	Y		
C07. Can the door furniture be used at both standing and seated height?	Y	N	Door release is at the top of the door for safeguarding reasons. If egress is required a member of the office team will assist.
C08. Can it be easily grasped and operated?			
C09. If the door has a closer mechanism does it have:			
(a) delayed closure action?	Y		
(b) slow-action closer?	Y		
(c) minimal closure pressure?	Y		
C10. If the door is power-operated does it have visual and tactile information?			N/A
C11. If the door is security-protected is the system suitable for use by and within reach of people with sensory or mobility impairments?	Y		Swipe cards and number pads are used.
C12. If there is a lobby, do the inner and outer doors meet the same criteria?			N/A
C13. Do lobby layouts enable all users to clear one door before going through the next?	Y		
C14. Are signs designed and positioned to inform those with visual impairments and wheelchair users with reduced eye-levels?		N	Signs are not in place for those with visual impairment. If required in the future consideration would be made as to what is required.

C15. Does the lighting installation take account of the needs of visually disabled people?		N	
C16. Are floor surfaces:			
(a) slip-resistant, even when wet?	Y		
(b) of a quality that is sympathetic to acoustics – i.e. not so “hard” as to cause acoustic confusion?			Unknown. However, our HI children are able to hear and use implants without issues.
(c) firm for wheelchair manoeuvre?	Y		
C17. Are junctions between floor surfaces arranged in a way that avoids presenting tripping hazards and causing visual confusion?	Y		
C18. Is any reception point suitable for approach and use from both sides by people in standing and seated positions?	Y		
C19. Is it fitted with an induction loop?		N	
C20. If public telephone is available (say at reception, is it, and its instructions):			N/A
(a) at a height suitable for all users?			N/A
(b) equipped with inductive coupling?			N/A
C21. For those progressing to other parts of the building is information provided by signs, supported by tactile information such as a map or model?		N	