

Equality, Inclusion and Diversity at the Council Working Group

Accessibility Assessment.

Please use this form as a guide to your visit. If you feel there are areas of concern or areas that are missed, please make notes and inform your guide that this is the case.

This assessment checklist will help you on your journey to reviewing how accessible our premises and services are. This checklist isn't exhaustive and some may not apply to all buildings and areas. However, please let us know where you may think we need to make improvements. If you answer 'No' to any of the questions, take the opportunity to investigate further; Read up on guidance available.

Area / service	Yes	No	Your notes
We have designed our public website and intranet pages to allow people with varying disabilities to use them.			
We can provide disabled people with information on request e.g. how to get to our locations via the best accessible routes and the accessible features of our premises.			
Disabled car parking spaces we provide meet current guidelines.			
Reception areas/service counters of our premises are accessible for seated and standing disabled people and, we have an induction loop.			

Overview and Scrutiny Working Group

Disabled people can move about our premises and use facilities provided without facing hazards (temporary and permanent) such as:

- Changes in floor level or floor surfaces e.g. thick carpet and gravel
- Clear glass (i.e. without manifestations)
- Staircases without handrails
- Poor lighting
- Noise distractions.

REFERENCE

Area / service	Yes	No	Your notes
Facilities provided are within easy reach for disabled users e.g. counter tops are at the recommended height ranges.			
Doors throughout our premises are easy for disabled people to use independently and are within recommended ranges of force to use them.			
Stairs provided meet guidance.			
Passenger lifts and/or vertical lifts are provided, and they meet guidance.			
Welfare facilities provided for disabled people (toilets, showers etc.) meet the required guidance and are fitted with handles.			
We provide furniture (e.g. tables and seating) that ranges in height to accommodate a variety of disabled users.			
Disabled customers/audiences have accessible facilities provided (e.g. seating, viewing distances, assisted listening systems etc.).			
Our premises are provided with signage and wayfinding information to allow disabled people to use our premises independently.			

Area / service	Yes	No	Your notes
We openly accept all assistance dogs into our premises.			
We have a means to assess reasonable adjustments we can make for employees.			
We can implement evacuation plans for disabled people (including staff, visitors, customers etc.) so they can escape in the event of a fire at our premises.			
We have given our employees disability and discrimination awareness training to support each other as well as disabled customers/clients.			

Guidance:

- BS 8300-1:2018 Design of an accessible and inclusive built environment. External Environment. Code of practice
- BS 8300-2:2018, Design of an accessible and inclusive built environment. Buildings. Code of practice
- Approved Document M: Access to and use of buildings, volume 2: buildings other than dwellings.