

Venue Details

Name

Address & Postcode

Telephone / email / website

**Access Audit**

Date Visited

Name of Rotary Club / Contact Name

Contact Telephone / email

Transport

Is there a bus stop in the vicinity - within 50 metres?

What is the nearest Train Station?

Parking

Is there any parking on site or in the vicinity?

What is the surface of the car park – gravel, tarmac etc?

Is the car park well lit?

Is payment or Registration required to park?

Is there any designated parking for Disabled Parking Badge Holders?

How far is the designated parking from the main entrance?

Does it comply with the standard size & layout? (Appendix A)

Outside

Is the route to the main entrance clearly signed?

Is the surface flat and safe under foot?

Is the route suitably lit?

Is the route suitable for wheelchair users?

Are there dropped kerbs where necessary?

Entrance to Venue

Is the main entrance level, ramped or stepped?
If stepped are there handrails on both sides?
Is there a ramp alternative to the steps?
Is there a level platform at the top of the ramp?
Is the entrance door automatic or manual
Does at least one leaf give minimum clear opening width of 80cm?
Is the door furniture and entry system around 120cm from the ground & colour contrasted?

Reception Area

Is there a hearing loop or other amplifying device fitted in reception?
Is at least part of the reception desk at wheelchair accessible height?
Is there any seating in the waiting area?
If yes, is there a mix of seats with arms & seats without arms?
Is there space for a wheelchair user to wait?

Access to other Rooms

Is all of the ground floor accessible?
Do internal doors open automatically?
Do all internal doors give a minimum clear opening width of 750mm?
Is the route to the meeting room wheelchair accessible?
Is the main hall fitted with a hearing loop?
Is there sufficient space within the room for wheel chair access and manoeuvrability?
Is there easy access to a seating place?
Is there sufficient space to accommodate a carer?
If kitchen facilities are available, are they at a wheelchair accessible height?

First Floor Access

Is there a passenger lift in the building?

What type of lift and is it suitable for a wheelchair user?

Is the staircase suitable for ambulant people with disabilities?

Are there any intermediate landings?

Are the handrails continuous on both sides?

Rest Rooms

Are there Baby Changing facilities?

Is there an accessible WC?

Does it comply with dimensions in BS8300 220cmx150cm?

Is there an emergency pull-chord that reaches down to the floor?

FIRE ESCAPES

Is the fire escape suitable for wheelchair exit?

Is the fire escape suitable for use with other disabilities?

Remote Connections

Is free Wi-Fi available to facilitate zoom meetings or similar?

Do the Club use Zoom at their Meetings?

Contact us at www.mercia-marchesrotary.org

