

## Self-Assessment Access Checklist



This form has been adapted from a self-assessment access checklist developed by WECIL (West of England Centre for Inclusive Living) as part of their access audit procedure.

**Date**

**Name of Building**

**Key Contact Name**

**Preferred contact details**

\*These measures must be met in order for a venue to be used as part of the Bristol Community Festival venues. If you need support finding an accessible venue, you can email [investmentandgrants@bristol.gov.uk](mailto:investmentandgrants@bristol.gov.uk).

For further guidance please refer to [Environment Access Report](#).

	Yes	No
Is there car parking on site? <i>If this isn't available, public transport or a pick/up drop off point must be available 50m from the venue entrance.</i>		
Is there designated parking for Disabled Parking Badge Holders (accessible parking spaces)?		
How many accessible parking spaces are there?		
Do the accessible parking spaces have rear and side transfer areas on both sides?		
What are the dimensions of the accessible parking bay's? Width Length <i>Width should be 2500mm minimum and length 5000mm but this depends on surrounding environment. Please check the <a href="#">guidance</a> if unsure.</i>		
What are the measurements for the transfer areas? Side width Depth <i>Side width should be at least 6600mm and 3300mm</i>		
Is there lighting in the carpark?		
Is the main entrance clearly signed?		

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Is the access route level or are there dropped kerbs or ramps?		
Is the access route clearly signposted?		
*Is the main entrance level (no steps or ramps)? <i>Main entrance must be accessible</i>		
Is there a ramp?		
Are there steps?		
Is there a bus stop within 50 meters		
If yes what number buses are serviced by the bus stop		
	<b>Yes</b>	<b>No</b>
Is the entrance door automatic? <i>If the door is manual, please ensure there is someone available to provide assistance</i>		
What is the clear opening width of the entrance door? <i>Please check your door type against this <a href="#">guidance</a> if unsure.</i>		
Is there a hearing induction loop in where your event will take place?		
Will there be a trained member of staff available to work the hearing induction loops?		
	<b>Yes</b>	<b>No</b>
Will your event take place on the ground floor?		
If it is on the ground floor is the ground floor level (no steps/ramps)		
Are there internal ramps if not one level?		
If it is not on the ground floor is there a lift?		
Lift measurements (if applicable): Clear door opening Length Width <i>Needs to be 1500mm Length and 1500mm Width</i>		
	<b>Yes</b>	<b>No</b>
*Is there an accessible toilet? <i>Accessible toilets must be available on the ground floor</i>		
Accessible toilet measurements: Clear door opening width? Length Width Side transfer space width <i>Door should have clear space of 700x1100mm, 1000mm side transfer space</i>		
*Is the side transfer space clear of any obstacles; e.g. bins etc.? <i>Accessible toilets must be clear of any obstacles</i>		

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*Is an alarm installed inside the toilet?		
Is there a changing places toilet with hoist and changing bench? <i>Changing space should be provided for parents of Disabled children and where possible an adjustable changing bench for use by carers of Disabled adults.</i>		
	<b>Yes</b>	<b>No</b>
Is the venue dog friendly? All dogs Assistance/Service dogs only		
*Is there a quiet space/room available within the welcoming space? <i>A quiet space can be created to fit the event</i>		
	<b>Yes</b>	<b>No</b>
Do you have a clear fire evacuation process with evac chairs available if your space is not on ground floor level? <i>If an evac chair is unavailable, please ensure this is factored into your fire evacuation policy</i>		
How many evac chairs do you have?		

**If you would like to find out more about how your group/organization can better support Disabled people, please contact WECIL [disability.inc@wecil.org.uk](mailto:disability.inc@wecil.org.uk).**