

BU Accessibility and Inclusion Checklist

Pathways

Parking

Can you move from the accessible parking by the pathway easily and safely (i.e. without having to move behind parked vehicles)

Question Yes No NA
 Is the main entrance easy to find? (adequate signage on display)
 Is the door clearly distinguishable from façade?
 Are there wide, easy to open or automatic doors (does at least one door leaf give a minimum clear opening width of 800mm)
 If main entrance is not accessible for all disabled people is it obvious where the alternative entrance is?
 If you have a buzzer or intercom is it at accessible height and in good working order?
 If you have an entry phone system with an induction loop, is this in good order?
 If you have automatic doors, are they in good working order?
 Are glass doorways and side panels easy to see (solid contrast strip for full width)?
 Is door matting set into a mat well and not loose?

Question Yes No NA
 Is the space between entrance and reception desk clear of obstacles?
 Is the reception area well lit, to enable people with hearing impairments to lip read easily and people with visual impairments to navigate the area easily?
 Can people on either side of the reception desk see each other? (e.g. boxes or papers not obscuring the view)
 Is clearance under desks or counters free from clutter to enable wheelchair users to get close enough to fill in forms?
 Is at least part of the reception counter at a wheelchair accessible height?
 Is there a hearing induction loop or other amplifying device fitted at reception?
 Is your reception seating readily and free from obstructions?
 If difficulties are experienced is there a bell for assistance which will be responded to?
 Have you provided Fire Safety and Emergency information in a clearly printed format and have alternative formats available?
 If there is seating in the waiting area, is there a mix of seats with armrests and backs and without armrests?
 Is there a space for a wheelchair to wait?

Question Yes No N/A
 Are kitchenettes at a wheelchair accessible height?
 Is it possible for wheelchair users and people with other disabilities to approach and use all vending machines drinking fountain etc.?
 Is there a baby changing facility and is it accessible for a wheelchair user?

Question Yes No N/A
 Is the location of accessible toilet clearly signed?
 Are access routes to accessible toilets kept clear?
 Is the accessible toilet large enough for a person using a wheelchair and a carer (if required) to move within?
 Is the assistance alarm in the WC in good order?
 Are the door fittings/locks and light switches easily reached and operated from both sitting and standing height?
 Are there colour contrasting grab rails and toilet seat?
 Is there a basin high enough (with leg clearance) and deep enough for a wheelchair user?

Question Yes No NA
 Is floor covering slip resistant and safely secured to the floor?
 Are corridors operated

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Signage

Is there an up to date map of the building layout near the entrance?
 Does the map have a high colour contrast and use an accessible font and size, for the benefit of people with sight problems?
 Is internal signage in good order and lit adequately?
 Is any temporary signage in an accessible size and font? (e.g. sans serif)
 Is the signage clear and easy to read and can it be read from both sitting and standing eye levels?

Question Yes No NA
 Are corridors wide enough or provided with passing spaces for two people using mobility aids to pass each other?
 Is there clear space between furniture for a person to manoeuvre a mobility aid?
 Are corridors and passageway free from obstruction to wheelchair users and from hazards to people with impaired vision?
 Means of escape in an emergency

Question Yes No NA
 Are ground floor exit and entrance routes accessible to all, including wheelchair users?
 Are exit routes free from obstructions?
 If some disabled people cannot completely evacuate the building, can they reach places of safety or refuges?
 Are refuges free from obstructions/ clutter?
 Are refuges clearly signposted?
 Is your audible alarm system in good working order?
 Is your visual alarm system in good working order?

Design for neuro diverse conditions and sensory processing differences

Question
 What acoustic control is in place to minimise background noise, echo and reverberation?
 Is glass panelling extensively used in rooms? If so what is available to minimise external distractions?
 Is the building designed with logical and replicated sequences in mind? (i.e. does the layout support routine and predictability?)
 Are areas within the building colour coded or 'zoned' to aid orientation and navigation?
 Are quiet spaces and breakout areas available to provide respite from sensory overstimulation?
 Is building design neutral, using low arousable décor, to reduce risk of sensory overstimulation?
 Is signage presented in a variety of styles to appeal to different ways of processing information? (i.e. text, recognisable pictures, icons)
 Are areas of activity grouped so that quieter activities are located near to each other