

## Free Access Checklist Tool

Please note this checklist does not constitute a DDA access audit and it provides no assurances in regard to meeting your responsibilities under the DDA.

The form is meant as a free tool to assist a smaller business in reviewing their accessibility. It is designed to provide guiding questions for service providers to ask themselves in relation to their accessibility, it is meant to prompt thought in regards to some of the more obvious obstacles people often face and which can be easily altered or avoided. It should be used with appropriate further guidance such as our Guide To Accessibility or Part M of the building regs which will assist when looking at making reasonable adjustments to physical features. Remember that the DDA stipulates only that you act reasonably - this means taking into account issues such as finance, size and nature of business. There are usually various options when attempting to act reasonably and it will often be cheaper than you may think. It is strongly advised that wherever possible a full access audit is completed by a qualified DDA auditor with relevant experience by a company such as Inclusion.

For further guidance please contact Inclusion via telephone 07812034533 or email [info@inclusion.me.uk](mailto:info@inclusion.me.uk), please also see our website for further details on our range of DDA access auditing & access equipment services or to order our Guide To Accessibility - [www.inclusion.me.uk](http://www.inclusion.me.uk).



Have you or any of your staff had disability equality training? Yes /No

Do you offer assistance to customers who may require it? Yes /No

Do you have car parking facilities & if so are there any designated accessible spaces? Yes /No

Where are the nearest accessible car parks & what alternative public transport is available?

Is there a drop-off point close to the main entrance? Yes /No

Check car park facilities meet the recommended specifications - contact Inclusion or see Part M.

Is the outside of the building well lit? Yes /No

Are there any other issues regarding the approach to your premises that may cause difficulty?  
i.e. Cobbled streets, narrow pavements, no street lighting etc.

Where are your main entrance points & are they clearly marked / signed? Yes /No

What is the most accessible entrance for wheelchair users? Main /Alternative

Is the access to your building level or is there a permanent ramp? Yes / No

Do you have temporary/portable ramps if required? Yes /No

Check that any ramps meet recommended specifications - contact Inclusion.

Do you have an intercom at the building entrance for visitors to attract attention if required?  
Yes /No

Check that the intercom meets the recommended height specification - contact Inclusion.

Are there any steps into your building & do these steps have handrails? Yes /No

It is advised that you check that the steps & handrails meet the recommended specifications.  
Please contact Inclusion on 07812034533 or [info@inclusion.me.uk](mailto:info@inclusion.me.uk) for further guidance.



Are your main entry doors wide enough for easy wheelchair access? Yes / No

Are the doors easy to open & are they easily identifiable? Yes / No

Check that the all other doors meet the recommended width & general specifications.

Do you have easy to use lever style door ironmongery? Yes / No

Check that handles and door pulls meet the recommended specifications.

Can a wheelchair user enter your building unaided? Yes /No

If a wheelchair user would need assistance to enter your building, what assistance or alternative service would you be able to offer?

Once inside your building can a wheelchair user get to use all customer areas unaided?  
Yes /No

Is someone with a mobility impairment, e.g someone using a walking stick, able to use your services without assistance? Yes /No

Are you able to offer an alternative service such as home delivery? Yes /No

Would a wheelchair user be able to get to the payment counters or can you provide an alternative such as a portable chip and pin unit or lap tray? Yes /No

Can a wheelchair user get to the reception/information counter (low counters)? Yes /No

Check that the clearance under counters meets recommended guidance - contact Inclusion. Please contact Inclusion on 07812034533 or [info@inclusion.me.uk](mailto:info@inclusion.me.uk) for further guidance.



If you have a lift, can a wheelchair user use it (size, controls, etc)? Yes /No

Are lift locations clearly signed? Yes /No

Check that the lift cars meet the recommended specifications - contact Inclusion.

Do you have internal steps & if so do they have hand rails or banisters for people to use?  
Yes /No

We suggest that you check that internal staircases meet the recommended specifications.

Do you have an area where people can sit down and rest should they need to? Yes /No

Do you offer any literature or advertising material in any of the following formats:  
Large Print / Audio Tapes / Braille

Have you got induction loops (portable or permanent) for hard of hearing people? Yes /No

Can you offer any sign language interpreters? Yes /No

How would you assist a hard of hearing or visually impaired person, to use your business?

Are signs clear and appropriately placed to ensure easy way finding? Yes / No

Do you offer customer toilets & if so have they been adapted to allow a wheelchair user to use them? Yes /No

Are access routes to the toilets & other areas kept clear? Yes /No

Can a wheelchair user get in to the W.C cubicle and shut the door easily? Yes /No





Can a wheelchair be reversed alongside the toilet? Yes /No

Is there room for a large electric wheelchair to turn within the W.C area? Yes /No

Do you have grab rails within the W.C and at any other appropriate locations? Yes /No

Do you have an assistance alarm within the accessible W.C & does it work? Yes /No

Check that the toilets meet recommended specifications - contact Inclusion Tel 07812034533.

Do you provide baby changing facilities & are these facilities accessible for a wheelchair user?  
Yes /No

Do you offer customer fitting rooms & if so have they been adapted to allow a wheelchair user  
or people with restricted mobility to use them? Yes /No /Not Applicable

Fire Evacuation.....detail how you meet the needs of disabled customers in the event of a fire?

Do you have a fire risk assessment detailing these arrangements? Yes /No

Is there anyone within your business specifically responsible for disabled access? Yes / No

General Comments / queries:

Please contact Inclusion on 07812034533 or [info@inclusion.me.uk](mailto:info@inclusion.me.uk) for further guidance.

See our website [www.inclusion.me.uk](http://www.inclusion.me.uk) for further information about our range of services.

