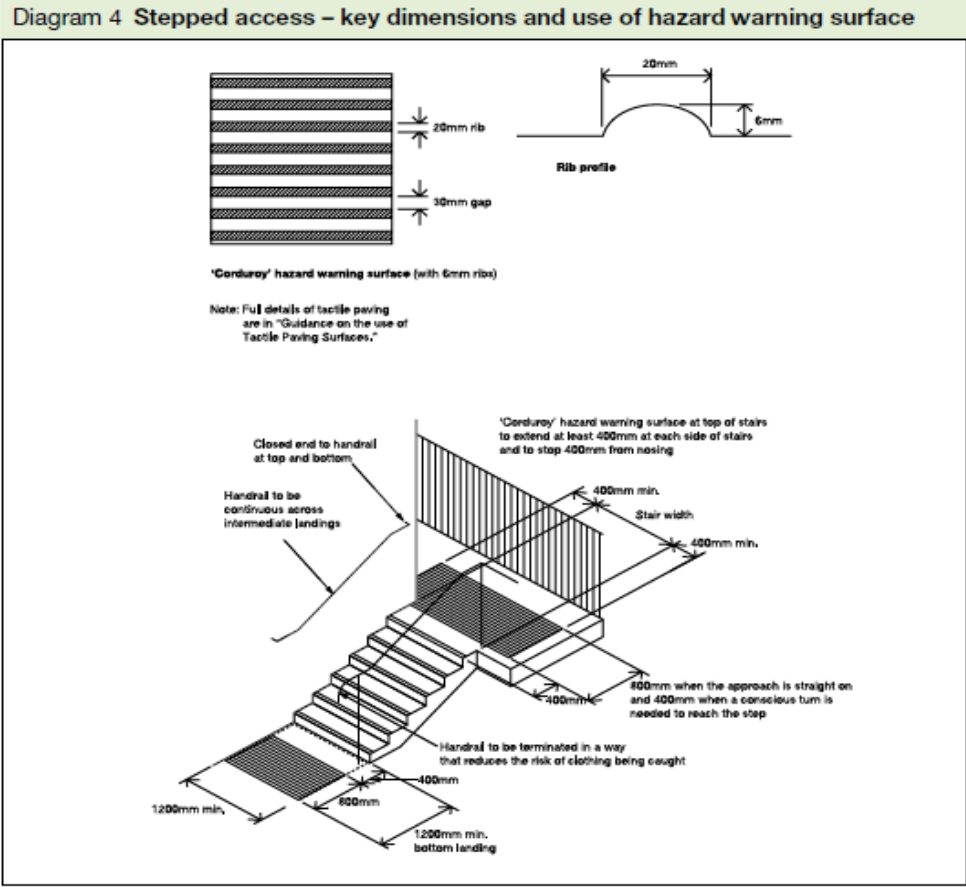


## Category &amp; definition

- A - An item which gives immediate concern to the health and safety of disabled people, or others, which should be dealt with immediately;
- B - An item which may be dealt with immediately as part of a management procedure or routine maintenance programme;
- C - An item which may be part of planned works and not require significant design or construction work;
- D - An item which may require considerable design, structural and/or construction work.

Question	Access Criteria	Pictures for Help	Observation	Recommendation	Category	Comment
Is car parking provided? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO [if no please go to section (2)]						
Are there correctly sized designated parking bays? Is there a marked transfer space at the side of the vehicle?	Bays that will enable a wheelchair user to transfer in and out will measure 4800 x 3600mm (with a strip 1.2m clear behind). See diagram for further information. The bays should be marked on the ground and at eye level. Management should ensure that non-disabled people do not take the accessible spaces.		The bays inspected are fully compliant with adequate transfer space. The car parking are not provided with eye line signage.	Install eye level signage.	ACCEPTABLE	
How many accessible bays are provided? (Please indicate No. within public car park and No. in secure car parks, separately and overall total)	Part M states: at least one bay designated for disabled people is provided. The best practice from BS 8300: For work places where the number of disabled motorists is known one space for each employee plus one space or 2% of the total capacity for visitors (whichever is the greater) should be designated.		2No. Both Parking spaces are provide in a secure location to the rear of the site.	Undertake Access management audit to confirm number of required spaces.	ACCEPTABLE	
Does the route to the main entrance from parking bays have a smooth, slip resistant surface? Are kerbs to crossing points dropped?	The route should be level and even. The route also should be a non-slip surface. Loose materials (e.g. gravel) should never be used. Kerbs along the route should be dropped to be flush with the roadway. Where there are dropped kerbs provided, appropriate tactile paving should be installed.		No - No Tactile paving provided to footpaths to identify change of direction.	Install tactile paving to all change of direction.	ACCEPTABLE	

Question	Access Criteria	Pictures for Help	Observation	Recommendation	Category	Comment
Is the accessible parking near to a building main entrance?	50m is the maximum travel distance recommended before a resting place is provided. (If over 50m please indicate if a resting place is provided or there is space to create one).		Yes	No works required	ACCEPTABLE	
Are there ramps and stairs to get to the building main entrance?						
Are the steps suitable for use by people with ambulant disabilities?	<p>Steps will have even risers 150-170mm (risers should not be open). The going of each step will be 280-425mm. The maximum height of a flight between landings contains no more than 12 risers. Landings will be a minimum of 1200mm deep, clear of any door swing. The steps will have an unobstructed width of at least 1200mm.</p> <div><p>Diagram 5 External steps and stairs – key dimensions</p></div>	<div><p>Diagram 4 Stepped access – key dimensions and use of hazard warning surface</p></div>			ABLE	
Do the steps have a 'corduroy' hazard warning surface at top and bottom landings?					PLIANT y: C	
Do the steps have colour contrasting inlaid strips or nosing's? Are the leading edges of steps clearly discernible by a colour contrasting inlaid strip or flush nosing?	All nosing's should be made apparent by a permanently contrasting material 55mm wide on both tread and riser.		No - No nosing to entrance steps	Repaint nosing with white paint.	NON -COMPLIANT Category: C	
Are there good light levels over the steps?	In addition to colour contrasting step nosing's, it is important to provide good light levels over steps.		Yes	No Works required	COMPLIANT	

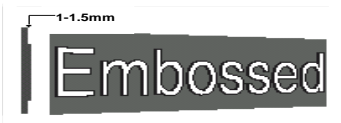
Question	Access Criteria	Pictures for Help	Observation	Recommendation	Category	Comment
Are there suitable handrails, are they easy to grip on each side of a flight of steps?	Handrails should be circular in section with a diameter of 40-45mm or preferably oval shaped with a width of 50mm. Where unobstructed width of steps is greater than 1.8m additional rails should divide steps to ensure gaps between hand rails no less than 1m and no greater than 1.8m. The clearance between the handrails and any wall surface should be between 60mm and 75mm.	<p><b>Diagram 7 Handrail design</b></p>	N/A	N/A	COMPLIANT	
Does the handrail extend by at least 300mm beyond the top and bottom tread in a stair flight?		<p><b>Diagram 5 External steps and stairs – key dimensions</b></p>	N/A	N/A	COMPLIANT	
Is the handrail 900mm to 1000mm high above the flight pitch line? The continuous handrails (circular or oval in section) should be on both sides at 900mm to 1000mm above the flight pitch line of ramp or steps.			N/A	N/A	COMPLIANT	
Are the handrails extended without a break around the half landings on both sides of a stair flight?			N/A	N/A	COMPLIANT	

Question	Access Criteria	Pictures for Help	Observation	Recommendation	Category	Comment																		
Is there a suitable ramp to the front door?	If there is a ramp, is it a compliant gradient? (See gradient calculator in column J row 4) Design criteria for ramps include a requirement for handrails on both sides and kerb upstands of at least 100mm high.	<table><tr><th colspan="3">Table 1 Limits for ramp gradients</th></tr><tr><th>Going of a flight</th><th>Maximum gradient</th><th>Maximum rise</th></tr><tr><td>10m</td><td>1:20</td><td>500mm</td></tr><tr><td>5m</td><td>1:15</td><td>333mm</td></tr><tr><td>2m</td><td>1:12</td><td>166mm</td></tr></table> <p><b>Note:</b> For goings between 2m and 10m, it is acceptable to interpolate between the maximum gradients, i.e. 1:14 for a 4m going or 1:16 for a 9m going (see Diagram 3).</p>	Table 1 Limits for ramp gradients			Going of a flight	Maximum gradient	Maximum rise	10m	1:20	500mm	5m	1:15	333mm	2m	1:12	166mm	No	All accessible users are sent to the West Green access point.	ACCEPTABLE				
Table 1 Limits for ramp gradients																								
Going of a flight	Maximum gradient	Maximum rise																						
10m	1:20	500mm																						
5m	1:15	333mm																						
2m	1:12	166mm																						
Is there a level landing outside the entrance door?	If ramps or steps are provided, ensure the door approach is level for a minimum of 1200mm clear of any door swing.		No	All accessible users are sent to the West Green access point.	ACCEPTABLE																			
Building Entrance (Public)																								
Is the door easily distinguishable from the facade?	The door and/or its frame should contrast with the surrounding wall and be identified as the entrance.		Yes	No Works required	ACCEPTABLE																			
Does the door open automatically?	Sliding automatic doors are preferred. If automatic swing doors are fitted, the timing must be finely tuned and barriers erected to protect users from injury.		No - The doors are man's by security guards and opened by them accordingly.	No Works required	ACCEPTABLE																			
Are the doors manually opened? Is the door very heavy to open?	The recommended maximum opening weight of a door is 20 Newtons. Where mechanical closers are fitted they can usually be adjusted to reduce the weight.		Yes - The doors are man's by security guards and opened by them accordingly.	No Works required	ACCEPTABLE																			
Is the door wide enough?	External doors to public buildings used by the general public should have the following effective clear widths for <u>one door leaf</u> : 775mm (existing building), 1000mm (new building). If the minimum opening width is less than 775mm please indicate as No, but please confirm if it is 750mm or over.	<table><tr><th colspan="3">Table 2 Minimum effective clear widths of doors</th></tr><tr><th>Direction and width of approach</th><th>New buildings (mm)</th><th>Existing buildings (mm)</th></tr><tr><td>Straight-on (without a turn or oblique approach)</td><td>800</td><td>750</td></tr><tr><td>At right angles to an access route at least 1500mm wide</td><td>800</td><td>750</td></tr><tr><td>At right angles to an access route at least 1200mm wide</td><td>825</td><td>775</td></tr><tr><td>External doors to buildings used by the general public</td><td>1000</td><td>775</td></tr></table> <p><b>Note:</b> The effective clear width is the width of the opening measured at right angles to the wall in which the door is situated from the outside of the door stop to the door closing stile to any obstruction on the hinge side, whether this be projecting door opening furniture, a weather board, the door or the door stop (see Diagram 9). For specific guidance on the effective clear width of doors in sports accommodation, refer to "accessible sports facilities".</p>	Table 2 Minimum effective clear widths of doors			Direction and width of approach	New buildings (mm)	Existing buildings (mm)	Straight-on (without a turn or oblique approach)	800	750	At right angles to an access route at least 1500mm wide	800	750	At right angles to an access route at least 1200mm wide	825	775	External doors to buildings used by the general public	1000	775	Yes - Double doors are 1500mm wide	All accessible users are sent to the West Green access point.	ACCEPTABLE	
Table 2 Minimum effective clear widths of doors																								
Direction and width of approach	New buildings (mm)	Existing buildings (mm)																						
Straight-on (without a turn or oblique approach)	800	750																						
At right angles to an access route at least 1500mm wide	800	750																						
At right angles to an access route at least 1200mm wide	825	775																						
External doors to buildings used by the general public	1000	775																						
Does the door have a level threshold?	15mm is the maximum lip that can be overcome by the majority of wheelchair users.		Yes	All accessible users are sent to the West Green access point.	ACCEPTABLE																			



Question	Access Criteria	Pictures for Help	Observation	Recommendation	Category	Comment																		
Is there level access or a ramp to the front door?			No	NA	ACCEPTABLE																			
Is there a level landing outside the entrance door?	If ramps or steps are provided, ensure the door approach to be level for a minimum of 1200mm clear of any door swing.		NA	NA	ACCEPTABLE																			
Is the door easily distinguishable from the facade?	The door and/or its frame should contrast with the surrounding wall and be identified as the entrance.		NA	NA	ACCEPTABLE																			
Does the door open automatically?	Sliding automatic doors are preferred. If automatic swing doors are fitted, the timing must be finely tuned and barriers erected to protect users from injury.		NA	NA	ACCEPTABLE																			
Are the doors manually opened? Is the door very heavy to open?	The recommended maximum opening weight of a door is 20 Newtons. Where mechanical closers are fitted they can usually be adjusted to reduce the weight.		NA	NA	ACCEPTABLE																			
Is the door wide enough?	External doors should have the following clear opening widths for one door leaf when accessed straight on: 750mm (existing building), 800mm (new building). When accessed at right angles from an access route at least 1500mm wide: 750mm (existing buildings), 800mm (new building). When accessed at right angles to an access route at least 1200mm wide: 775mm (existing building), 800mm (new building).	<table><tr><th colspan="3">Table 2 Minimum effective clear widths of doors</th></tr><tr><th>Direction and width of approach</th><th>New buildings (mm)</th><th>Existing buildings (mm)</th></tr><tr><td>Straight-on (without a turn or oblique approach)</td><td>800</td><td>750</td></tr><tr><td>At right angles to an access route at least 1500mm wide</td><td>800</td><td>750</td></tr><tr><td>At right angles to an access route at least 1200mm wide</td><td>825</td><td>775</td></tr><tr><td>External doors to buildings used by the general public</td><td>1000</td><td>775</td></tr></table> <p><b>Note:</b> The effective clear width is the width of the opening measured at right angles to the wall in which the door is situated from the outside of the door strip on the door closing side to any obstruction on the hinge side, whether this be projecting door opening furniture, a weather board, the door or the door stop (see Diagram 9). For specific guidance on the effective clear widths of doors in sports accommodation, refer to "accessible sports facilities".</p> <p><b>Diagram 9 Effective clear width of doors</b></p>	Table 2 Minimum effective clear widths of doors			Direction and width of approach	New buildings (mm)	Existing buildings (mm)	Straight-on (without a turn or oblique approach)	800	750	At right angles to an access route at least 1500mm wide	800	750	At right angles to an access route at least 1200mm wide	825	775	External doors to buildings used by the general public	1000	775	NA	NA	ACCEPTABLE	
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Does the door have a level threshold?	15mm is the maximum lip that can be overcome by the majority of wheelchair users.		NA	NA	ACCEPTABLE																			
Is the handle easy to grip?	Door handles should be either lever action or D-handles and push plates and mounted at 1000mm above floor level. Lever door handles are preferred to doorknobs. The section of handles should preferably be circular. Door furniture should contrast in colour to the door.		NA	NA	ACCEPTABLE																			
Is there any visibility through the door?	Vision panels should be provided between 500 and 1500mm above floor level. The minimum zone of visibility should be 500mm to 800mm and 1150mm to 1500mm from floor level. Fully glazed doors should be identified by a permanent and visible manifestations on the glass at two levels, 850mm to 1000mm and 1400mm to 1600mm above floor level.		NA	NA	ACCEPTABLE																			

Question	Access Criteria	Pictures for Help	Observation	Recommendation	Category	Comment
Can a wheelchair user manoeuvre to open the door?	There should be a space at least 300mm wide beyond the leading edge of the door.	<p><b>Note:</b> The effective clear width is the width of the opening measured at right angles to the wall in which the door is situated from the outside of the door stop on the door closing side to any obstruction on the hinge side, whether this be protruding door opening furniture, a weather board, the door or the door stop (see Diagram 9). For specific guidance on the effective clear widths of doors in sports accommodation, refer to "accessible sports facilities".</p> <p><b>Diagram 9 Effective clear width of doors</b></p>	NA	NA	ACCEPTABLE	
If there are revolving doors, do the side doors provide access? If the side access doors are locked, is there CCTV covering the access linked to a security base?	Revolving doors obstruct access for the majority of disabled users. Revolving doors should be avoided wherever possible and where unavoidable, adjacent swing doors should be provided. If adjacent swing door is kept locked, an assistance call bell should be provided.		NA	NA	ACCEPTABLE	
Is the door mat flush with the surrounding floor?	Loose mats should be avoided; they present a tripping hazard and an obstacle to wheelchair users. Mats should be recessed into shallow mat wells, smooth and firm in texture and flush with the surroundings.		NA	NA	ACCEPTABLE	
Could a wheelchair user negotiate the lobby?	There should be length 1570mm space clear of door swings for a wheelchair user to enter the lobby and close the door behind him/her and then manoeuvre to open the second. The inner door should meet the same specification as the outer.		NA	NA	ACCEPTABLE	
Is the door security protected? If so, is it usable by people with hearing or sight loss or who use wheelchairs?	Bells and intercoms should be sited no higher than 1200mm above ground level. They should be colour contrasted with their surroundings, fitted with tactile controls, an inductive coupler and preferably a visual link. Video-linked intercoms are preferred instead of intercoms, as these may help people with hearing, speech impairments and/or deaf people. Combination locks that require two-handed use should be avoided. Swipe cards or proximity-activated devices are preferred. Where keypads and swipe card readers are used as a means of access, ensure that the operating mechanism is mounted no higher than 1200mm from ground level for the convenience of wheelchair users.		NA	NA	ACCEPTABLE	
Is there a Reception area?	<p><input type="checkbox"/> If no please go to Section 6</p>					

Question	Access Criteria	Pictures for Help	Observation	Recommendation	Category	Comment
Are clear directions provided?	A floor index should be provided. Directional and locational signage should be provided. Signs should be mounted between 1400mm and 1700mm above floor level and contrast with the wall/background. They should be produced in sans serif font and the characters should contrast with their background. Individual characters should be between 15 and 50mm high and, if tactile, be embossed and raised by 1-1.5mm. Engraved signage should be avoided. Braille signage would be of benefit to people with visual impairments who are Braille readers. Signage should be continuous and consistent throughout.		No	Replace signage. Include braille. Consider colour coding to help aid orientation.	NON-COMPLIANT C	
Is the reception desk/counter accessible to wheelchair users?	The clear manoeuvring space in front of a reception desk should be 1200mm deep and 1800mm wide if there is a recess at least 500mm deep, or 1400mm deep and 2200mm wide if there is no recess. At least one section of the reception desk/counter should be at least 1500mm wide, with a surface no higher than 760mm, and a knee recess not less than 700mm above floor level.		Yes	No works required	COMPLIANT	
Is the reception area accessible to hearing aid users?	An induction loop should be installed at reception desks with glazed screens or where background noise is high. There should be clear signage to indicate this facility		Yes	No works required	COMPLIANT	
Are lighting levels adequate in the reception area?	Lighting should be diffused and even. Spotlights should be avoided. Lighting should also be at a level not significantly lower than that outside. The face of the receptionist should be clearly illuminated, with back lighting or strong down lighting avoided, to facilitate lip reading.		No - Lighting Level to the main hall is poor. Is not suitable for partially sighted users	Look to improve lighting to main hall.	NON-COMPLIANT C	
Is the decoration in the reception area visually confusing?	Reflective and highly patterned surfaces should be avoided. A clear tonal distinction should be drawn between the floor, walls and ceiling and between fixtures and fittings in the space.		No	No works required	COMPLIANT	
If there is a waiting area, is the seating suitable for people with ambulant disabilities and for the integration of wheelchair users?	A mixture of seating, at 450-475mm above floor level, with and without armrests should be provided in the waiting area to facilitate access for all users. Waiting areas should have a clear area set aside for wheelchair users.		Yes	No works required	COMPLIANT	
Are reception staff trained in disability awareness?	Communication at reception is important and will require basic disability awareness training for staff to include an understanding of the physical barriers that might face a disabled visitor and effective communication skills.		Yes	No works required	COMPLIANT	
<b>Horizontal Circulation</b> <b>Please note if more than one floor, then copy and complete these pages for each floor.</b> <b>Please cover both secure and non-secure areas.</b> <b>Floor Number (e.g. Ground, First, Second etc.): All floors</b>						
Are corridors wide enough for a wheelchair user and an ambulant person to pass each other?	Corridors should be at least 1200mm wide. Where corridors have an unobstructed width of less than 1800mm, passing places should be provided. These should be at least 1800mm long with an unobstructed width of 1800mm at reasonable intervals, for example, at corridor junctions to allow wheelchair users to pass.		Yes - Corridors exceed 1200mm wide	None	COMPLIANT	
Are the corridors clear of obstruction?	Corridors and circulation areas should be unobstructed, appliances such as radiators and fire fighting equipment should be recessed to avoid projection into circulation space. Avoid doors opening into corridors.		Yes - Doors do not open into the corridors	None	COMPLIANT	

Question	Access Criteria	Pictures for Help	Observation	Recommendation	Category	Comment																			
Could a wheelchair user negotiate internal lobbies?	There should be length 1570mm space clear of door swings for a wheelchair user to enter the lobby and close the door behind him/her and then manoeuvre to open the second.		Yes - Sufficient room to manure	None	COMPLIANT																				
Are the floor surfaces suitable to travel across for wheelchair users and/or people with walking difficulties?	Floor finishes should be smooth, firm and non-slip surfaces. Deep pile carpet or other textured floor covering should be avoided.		Yes - Smooth stone flooring allows for suitable travel for wheelchair users	None	COMPLIANT																				
Are there any changes of level within floors? Are they provided with ramps, platform lifts or stair lifts? If not would there be space to install one? If there is no ramp or lift and no room to install one, is there an alternative accessible route to the facilities beyond the change of level? If so, is that route convenient, well maintained and sign posted?	Platform lifts should be designed for independent use and be regularly maintained. Stair lifts are generally unsatisfactory since they require users to transfer from their wheelchair to the seat and cannot be used by wheelchair users independently. Where ramps are provided they should be accompanied by an alternative easy-going flight of steps. Alternative routes should not involve a lengthy or unpleasant detour.		No - Level is consistent throughout floor	None	COMPLIANT																				
If there are ramps, do they follow suitable design criteria and are the gradients compliant (See gradient calculator in column J row 4).	Internal ramps should adopt the same design criteria as apply externally, with handrails on both sides and kerb upstands of at least 100mm high.	<table><tr><th colspan="3">Table 1 Limits for ramp gradients</th></tr><tr><th>Going of a flight</th><th>Maximum gradient</th><th>Maximum rise</th></tr><tr><td>10m</td><td>1:20</td><td>500mm</td></tr><tr><td>5m</td><td>1:15</td><td>333mm</td></tr><tr><td>2m</td><td>1:12</td><td>166mm</td></tr></table> <p><b>Note:</b> For goings between 2m and 10m, it is acceptable to interpolate between the maximum gradients, i.e. 1:14 for a 4m going or 1:16 for a 6m going (see Diagram 3).</p> <table><tr><th colspan="2">Diagram 3 Relationship of ramp gradient to the going of a flight</th></tr><tr><td></td><td></td></tr></table>	Table 1 Limits for ramp gradients			Going of a flight	Maximum gradient	Maximum rise	10m	1:20	500mm	5m	1:15	333mm	2m	1:12	166mm	Diagram 3 Relationship of ramp gradient to the going of a flight				NA - No ramps	NA	COMPLIANT	
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5m	1:15	333mm																							
2m	1:12	166mm																							
Diagram 3 Relationship of ramp gradient to the going of a flight																									
Does the natural/ artificial lighting in the corridors and/or lobbies avoid the disorientating effects of glare? Is the lighting adequate?	Artificial lights can be fitted with diffusing shades and windows fitted with blinds, shutters or canopies to eliminate glare.		No - Lighting is adequate throughout floor	None	COMPLIANT																				
Is the decoration in the corridors visually confusing?	Reflective and highly patterned surfaces should be avoided. Clear distinction should be drawn between the floor, walls, and ceiling and with other fixtures, such as columns.		No - The decorations show a clear contrast from wall to floor and are not confusing	None	COMPLIANT																				
Are the corridor doors wide enough?	Doors should have the following clear opening widths for <u>one door leaf</u> . When accessed straight on: 750mm (existing building), 800mm (new building). When accessed at right angles from an access route at least 1500mm wide: 750mm (existing buildings), 800mm (new building). When accessed at right angles to an access route at least 1200mm wide: 775 (existing building), 800mm (new building).		Yes - Doors exceed 750mm when accessed straight on	None	COMPLIANT																				
Are the corridor doors easy to open and close?	The recommended maximum opening weight of a door is 20 Newtons. Where mechanical closers are fitted they can usually be adjusted to reduce the weight. The preference would be for the doors, wherever possible to be held open possibly on electromagnetic catches that are released in an emergency.		Yes - All doors handles are either push pad or lever action, and are easy to open	None	COMPLIANT																				

Question	Access Criteria	Pictures for Help	Observation	Recommendation	Category	Comment
Can a wheelchair user manoeuvre to open the doors?	A space 300mm wide should be provided beyond the leading edge of the door to enable a wheelchair user to access the handle.	<p><b>Note:</b> The effective clear width is the width of the opening measured at right angles to the wall in which the door is situated from the outside of the door stop on the door closing side to any obstruction on the hinge side, whether this be protruding door opening furniture, a weather board, the door or the door stop (see Diagram 9). For specific guidance on the effective clear widths of doors in specific accommodation, refer to 'accessible sports facilities'.</p> <p><b>Diagram 9 Effective clear width of doors</b></p>	Yes - Space beyond the leading edge exceeds 300mm	None	COMPLIANT	
Are the handles easy to grip?	Door handles should be either lever action or D-handles and push plates and mounted at 1000mm above floor level. Lever door handles are preferred to doorknobs. The section of handles should preferably be circular.		Yes - All doors handles are either push pad or lever action, and are easy to open	None	COMPLIANT	
Where confidentiality is not required are there vision panels in the door?	Vision panels should be provided between 500 and 1500mm above floor level. The minimum zone of visibility should be 500mm to 800mm and 1150mm to 1500mm from floor level. Fully glazed doors should be identified by a permanent and visible manifestations on the glass at two levels, 850mm - 1000mm and 1400mm - 1600mm above floor level.		Yes - Doors that are not courtroom or private meeting rooms have vision panels	None	COMPLIANT	
Are directional/ locational clues provided?	In addition to signage, corridors might be colour coded or otherwise themed to aid orientation. This should be consistent on directional signage.		Rooms are signposted but lacking directional signs	Consider implementing colour coded directional signs	NON -COMPLIANT Category: C	
<b>Horizontal Circulation</b> Please note if more than one floor, then copy and complete these pages for each floor. Please cover both secure and non-secure areas. Floor Number (e.g. Ground, First, Second etc.): All floors						
Are corridors wide enough for a wheelchair user and an ambulant person to pass each other?	Corridors should be at least 1200mm wide. Where corridors have an unobstructed width of less than 1800mm, passing places should be provided. These should be at least 1800mm long with an unobstructed width of 1800mm at reasonable intervals, for example, at corridor junctions to allow wheelchair users to pass.		Yes - Corridors exceed 1200mm wide	None	COMPLIANT	
Are the corridors clear of obstruction?	Corridors and circulation areas should be unobstructed, appliances such as radiators and fire fighting equipment should be recessed to avoid projection into circulation space. Avoid doors opening into corridors.		Yes - Doors do not open into the corridors	None	COMPLIANT	
Could a wheelchair user negotiate internal lobbies?	There should be length 1570mm space clear of door swings for a wheelchair user to enter the lobby and close the door behind him/her and then manoeuvre to open the second.		Yes - Sufficient room to manure	None	COMPLIANT	
Are the floor surfaces suitable to travel across for wheelchair users and/or people with walking difficulties?	Floor finishes should be smooth, firm and non-slip surfaces. Deep pile carpet or other textured floor covering should be avoided.		Yes - Smooth stone flooring allows for suitable travel for wheelchair users	None	COMPLIANT	
Are there any changes of level within floors? Are they provided with ramps, platform lifts or stair lifts? If not would there be space to install one? If there is no ramp or lift and no room to install one, is there an alternative accessible route to the facilities beyond the change of level? If so, is that route convenient, well maintained and sign posted?	Platform lifts should be designed for independent use and be regularly maintained. Stair lifts are generally unsatisfactory since they require users to transfer from their wheelchair to the seat and cannot be used by wheelchair users independently. Where ramps are provided they should be accompanied by an alternative easy-going flight of steps. Alternative routes should not involve a lengthy or unpleasant detour.		No - Level is consistent throughout floor	None	COMPLIANT	

Question	Access Criteria	Pictures for Help	Observation	Recommendation	Category	Comment												
If there are ramps, do they follow suitable design criteria and are the gradients compliant (See gradient calculator in column J row 4).	Internal ramps should adopt the same design criteria as apply externally, with handrails on both sides and kerb upstands of at least 100mm high.	<div>Table 1 Limits for ramp gradients</div> <table><thead><tr><th>Gearing of a flight</th><th>Maximum gradient</th><th>Maximum rise</th></tr></thead><tbody><tr><td>10m</td><td>1:20</td><td>500mm</td></tr><tr><td>5m</td><td>1:15</td><td>330mm</td></tr><tr><td>2m</td><td>1:12</td><td>160mm</td></tr></tbody></table> <div>Note: For ramps between 2m and 10m, it is acceptable to interpolate between the maximum gradients, i.e. 1:14 for a 4m going or 1:16 for a 6m going (see Diagram 3).</div> <div>Diagram 3 Relationship of ramp gradient to the going of a flight</div>	Gearing of a flight	Maximum gradient	Maximum rise	10m	1:20	500mm	5m	1:15	330mm	2m	1:12	160mm	NA - No ramps	NA		
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Does the natural/ artificial lighting in the corridors and/or lobbies avoid the disorientating effects of glare? Is the lighting adequate?	Artificial lights can be fitted with diffusing shades and windows fitted with blinds, shutters or canopies to eliminate glare.		No - Lighting is adequate throughout floor	None	COMPLIANT													
Is the decoration in the corridors visually confusing?	Reflective and highly patterned surfaces should be avoided. Clear distinction should be drawn between the floor, walls, and ceiling and with other fixtures, such as columns.		No - The decorations show a clear contrast from wall to floor and are not confusing	None	COMPLIANT													
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Are directional/ locational clues provided?	In addition to signage, corridors might be colour coded or otherwise themed to aid orientation. This should be consistent on directional signage.		Rooms are signposted but lacking directional signs	Consider implementing colour coded directional signs	NON -COMPLIANT Category: C	
<b>Horizontal Circulation</b> <b>Please note if more than one floor, then copy and complete these pages for each floor.</b> <b>Please cover both secure and non-secure areas.</b> <b>Floor Number (e.g. Ground, First, Second etc.): All floors</b>						
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Are the corridors clear of obstruction?	Corridors and circulation areas should be unobstructed, appliances such as radiators and fire fighting equipment should be recessed to avoid projection into circulation space. Avoid doors opening into corridors.		Yes - Doors do not open into the corridors	None	COMPLIANT	
Could a wheelchair user negotiate internal lobbies?	There should be length 1570mm space clear of door swings for a wheelchair user to enter the lobby and close the door behind him/her and then manoeuvre to open the second.		Yes - Sufficient room to manure	None	COMPLIANT	
Are the floor surfaces suitable to travel across for wheelchair users and/or people with walking difficulties?	Floor finishes should be smooth, firm and non-slip surfaces. Deep pile carpet or other textured floor covering should be avoided.		Yes - Smooth carpet tiles are used throughout	None	COMPLIANT	
Are there any changes of level within floors? Are they provided with ramps, platform lifts or stair lifts? If not would there be space to install one? If there is no ramp or lift and no room to install one, is there an alternative accessible route to the facilities beyond the change of level? If so, is that route convenient, well maintained and sign posted?	Platform lifts should be designed for independent use and be regularly maintained. Stair lifts are generally unsatisfactory since they require users to transfer from their wheelchair to the seat and cannot be used by wheelchair users independently. Where ramps are provided they should be accompanied by an alternative easy-going flight of steps. Alternative routes should not involve a lengthy or unpleasant detour.		No - Level is consistent throughout floor	None	COMPLIANT	

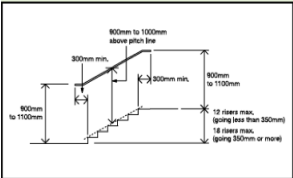
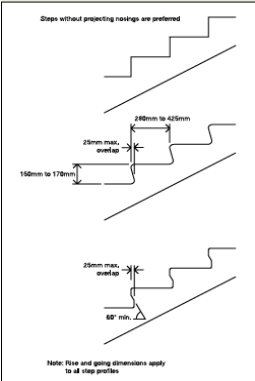
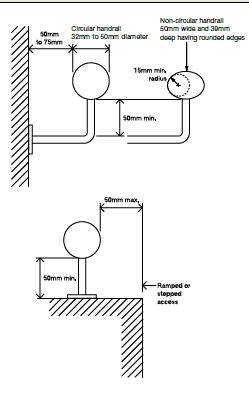
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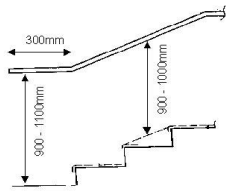
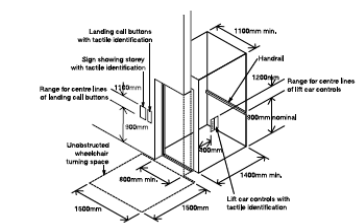
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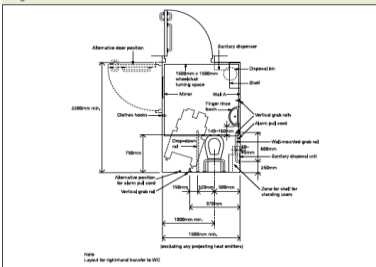

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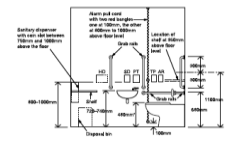
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Vertical Circulation Internal (Stairs) Are internal stairs provided within the building?						
<div><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If no please go to section 8)</div>						
Are stairs suitable for use by people with ambulant disabilities?	<p>Internal stairs follow the same criteria as external steps, except that no tactile hazard warning surfaces should be applied top and bottom. Stairs will have even risers 150-170mm (risers should not be open). The going of each step will be 280-425mm. The maximum height of a flight between landings contains no more than 12 risers. Landings will be a minimum of 1200mm deep, clear of any door swing. The steps will have an unobstructed width of at least 1200mm.</p> <div><div>Diagram 5 External steps and stairs – key dimensions</div></div>	<div><div>Diagram 6 Examples of acceptable step profiles and key dimensions for external stairs</div></div>	Main Public Stairs to rear elevation - risers of 182mm and going steps of 260mm, landings are of a sufficient depth and width exceeds 1200mm Public stairs from GF to SF - Risers of 170mm and going steps of 250mm, landing are of a sufficient depth and width exceeds 1200mm Lift Stairs - Risers of 170mm and going steps of 250mm, landings are of a sufficient depth and width exceeds 1200mm	Although the risers do not all meet requirements, it is not reasonably practical to make any changes	NON -COMPLIANT Category: C	
Are there suitable handrails, are they easy to grip on each side of a flight of stairs?	<p>Handrails should be circular in section with a diameter of 40-45mm or preferably oval shaped with a width of 50mm. Where unobstructed width of steps is greater than 1.8m additional rails should divide steps to ensure gaps between hand rails no less than 1m and no greater than 1.8m. The clearance between the handrails and any wall surface should be between 60mm and 75mm.</p>	<div><div>Diagram 7 Handrail design</div></div>	Main Public Stairs to rear elevation - No, 50mm width, 40mm from wall Central Public Stairs from GF to SF - No, 55mm width and sufficient distance from wall Lift Stairs - No, 35mm width and 50mm from wall	When replacing handrails during future refurbishments this issue should be considered.	NON -COMPLIANT Category: C	

Question	Access Criteria	Pictures for Help	Observation	Recommendation	Category	Comment
Does the handrail extend by at least 300mm beyond the top and bottom tread in a stair flight?			Main Public Stairs to rear elevation - No Central Public Stairs from GF to SF - No Lift Stairs - No	When replacing handrails during future refurbishments this issue should be considered.	NON -COMPLIANT Category: C	
Is the handrail 900mm to 1000mm high above the flight pitch line?	The continuous handrails (circular or oval in section) should be on both sides at 900mm to 1000mm above the flight pitch line of ramp or steps.		Main Public Stairs to rear elevation - Yes 990 Central Public Stairs from GF to SF - Yes 940 Lift Stairs - No 890	Although the lift stairs is non-compliant, it is only 10mm out so no change is required	ACCEPTABLE	
Are the handrails extended without a break around the half landings on both sides of a stair flight?			Main Public Stairs to rear elevation - Yes Central Public Stairs from GF to SF - Yes Lift Stairs - Yes	None	COMPLIANT	
Do the stairs have colour contrasting inlaid strips or nosing's? Are the leading edges of steps clearly discernible by a colour contrasting inlaid strip or flush nosing?	All nosing's should be made apparent by a permanently contrasting material 55mm wide on both tread and riser.		Main Public Stairs to rear elevation - Yes Central Public Stairs from GF to SF - Yes Lift Stairs - Yes	None	COMPLIANT	
Are there good light levels over the stairs?			Main Public Stairs to rear elevation - Yes Central Public Stairs from GF to SF - Yes Lift Stairs - Yes	None	COMPLIANT	
Is there a floor directory on the ground floor? Are there floor level indicators and/or directional signage displayed on each floor level landing?	Floor level information and directions should be given in an accessible format on each landing. Floor numbers and basic information describing the accommodation on each floor should be displayed at each floor level landing. The lettering should be bold, sans serif and contrast in tone with its background.		Main Public Stairs to rear elevation - No Central Public Stairs from GF to SF - No Lift Stairs - No	Provide colour coded and embossed signage for clear directions	NON -COMPLIANT Category: C	
<b>Vertical Circulation (Lifts)</b> Are lifts provided within the building? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [If No please go to Section 9]						
Is there an accessible lift provided? Is it big enough for wheelchairs? Is there space available where a lift could be installed? (Provide details for all lift types and dimensions)	An accessible lift car should measure internally. A larger lift car of internal size 2000 x 1400mm will facilitate a 180 degree turn for wheelchair users.	<b>Key dimensions associated with passenger lifts</b> 	Yes - Public lift, 802 x 1260	Although the lift does not meet size regulation it is not reasonably practical to alter it	ACCEPTABLE	

Question	Access Criteria	Pictures for Help	Observation	Recommendation	Category	Comment
Are there handrails in the lift car? Is there a mirror?	There should be a handrail on three sides of the lift at 900mm above floor level. On lifts with smaller dimensions (at least 1100mm wide x 1400mm deep) the wall opposite the door should be mirrored above the handrail to allow a wheelchair user to reverse safely.		Public Lift - No, 2 handrails	No action reasonably practical	ACCEPTABLE	
Do the car doors open automatically? Is the opening not less than 800mm?	The doors should open automatically and provide a clear opening width of at least 800mm. The lift door system should be designed to allow adequate time for people and assistance dogs, to enter or leave the lift without coming into contact with closing doors.		Public Lift - No, 804mm wide automatic doors Judge Lift - No, 750mm wide automatic doors	No action reasonably practical	ACCEPTABLE	
Is there enough space on the landing in front of the lift?	There should be a clear landing at least 1500 x 1500mm in front of the open doors.		Public Lift - No, sufficient space on the landing in front of the lift	No action reasonably practical	ACCEPTABLE	
Are lift buttons tactile and embossed with Braille? Are the lift buttons readable and reachable by a wheelchair user?	Controls should be embossed so that they can be read through touch. The lift controls should be located between 900 and 1200mm (1100mm preferred) above floor level and at least 400mm from any corner. Lift controls should be illuminated and of contrasting colour to the background.		Public Lift - No, The call button is tactile and embossed but not brail, no access to internal buttons	Consider installing braille buttons	NON -COMPLIANT Category: C	
Are their audible announcements for each floor level?	Lifts servicing more than 2 floors should have audible announcements for visually impaired people.		Public Lift - Yes Judge Lift - Yes	None	COMPLIANT	
Are the emergency alarm facilities accessible?	Consideration should be given to the alarm system, i.e. tactile alarm buttons with Braille and visual as well as audible messages to acknowledge receipt of call.		Public Lift - NA Judge Lift - The lift has emergency alarm facilities and embossed/tactile buttons	Consider installing braille buttons	ACCEPTABLE	
Is there a floor directory on the ground floor? Are there floor level indicators and/or directional signage visible from the open doors of the lift at each level served?	Floor level information and directions should be given in an accessible format on each landing. Floor numbers and basic information describing the accommodation on each floor should be displayed on the wall opposite the open doors of the lift. The lettering should be bold, sans serif and contrast in tone with its background.		Public Lift - Yes Judge Lift - Yes	Provide floor level information signs that are embossed	ACCEPTABLE	
Is there an evacuation or firefighter lift that can be used to evacuate disabled people?			No	None	ACCEPTABLE	
Are there Evac-Chairs that are sited at landing level to assist disabled people up or downstairs when lifts are out of action? Are there trained staff at all times to facilitate this?			Yes	None	COMPLIANT	
<b>Toilets (wheelchair-accessible toilets)</b>						
Are there any wheelchair-accessible toilets provided? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [If no please go to section 10]						
Where are accessible toilets located?	It should be no more difficult for a disabled person to reach a toilet than it is for a non-disabled person. Part M states that at least one wheelchair-accessible unisex toilet is provided at each location in a building where sanitary facilities are provided for use by visitors or staff.  Within HMCTS buildings there needs to be sufficient provision to maintain the segregation of public and other court users along with facilities on both the secure and non-secure areas within the building (rather than the minimum referenced above) Please indicate areas with insufficient facilities in the comments.		Ground Floor - Public access	No Works required	COMPLIANT	

Question	Access Criteria	Pictures for Help	Observation	Recommendation	Category	Comment
Are they well signposted?	Signs should be mounted between 1400mm and 1700mm above floor level and contrast with the wall/background. They should be produced in sans serif font and the characters should contrast with their background. Individual characters should be between 15 and 50mm high and, if tactile, be embossed and raised by 1-1.5mm. Engraved signage should be avoided. Braille signage would be of benefit to people with visual impairments who are Braille readers. Signage should be continuous and consistent throughout.		No - Directional signage for toilets and disabled toilets is of a visual nature only. New signage with braille information installed at a suitable height should be fitted throughout the public areas of the court.	Provide signage with good colour and tonal contrast, using a sans serif typeface with lower case letters almost as large as the upper case to comply with RNIB guidelines.	NON -COMPLIANT Category: C	
Does the layout of the wheelchair accessible cubicles conform to the minimum provisions of Approved Document M?	Wheelchair WC compartments should measure at least 1500mm x 2200mm. The door should open outwards.	Diagram 18 Unisex wheelchair-accessible toilet with corner WC 	Ground Floor - No, mm x 2480mm with an outward opening door, door width of 890mm	Although the dimensions do not meet requirements, it is not reasonably practice to increase the size	ACCEPTABLE	
In buildings where there is more than one WC are the layouts handed?	It is recommended that users are offered a choice of left or right hand transfer wherever possible. The layout should be indicated on the door.		NA	NA		
Are the sanitary fittings contrasted in colour with the floor and walls?	Bathrooms tend to be provided in white throughout and as such offer no clues to visually impaired people.		Ground Floor - Yes First Floor Public - Yes Second Floor - Jury - No, all elements of the room are white and offer no clues to visually impaired people	Consider contrasting specific elements of the disabled WC to the decoration, for example the handles.	ACCEPTABLE	

Question	Access Criteria	Pictures for Help	Observation	Recommendation	Category	Comment
Are the measurements for the fittings within the accessible wk. as indicated in the diagram?		Diagram 19 Heights and arrangement of fittings in a unisex wheelchair-accessible toilet (looking towards wall A in diagram 18)  Notes: Height subject to manufacturing tolerance at 10% max. R20 - Transfer position for automatic hand dryer (see also Diagram R8) P1 - Paper dispenser T1 - Toilet paper dispenser Hinged or slapper door calls to be the same as the other restricted grade calls.	Ground Floor - Yes First Floor Public - Yes	None	COMPLIANT	
Are door handles and locks easy to use?	Handles should be lever action, and circular in section. Locks should be of a simple thrown lever type. Both should contrast with the door.		Ground Floor - Yes, lever action and contrast	None	COMPLIANT	
Are taps safe and easy to use for somebody with limited manual dexterity?	The wash hand basin and tap should be positioned within reach of the toilet bowl, with the tap on the toilet side of the basin. The tap should be a single mixer with lever action control.		Ground Floor - Yes	None	COMPLIANT	
Is a suitable alarm system installed?	In wheelchair accessible cubicles an alarm should be fitted, operated via a red pull cord that drops to the floor within the transfer area.		Ground Floor - Yes, red pull cord to sound alarm	None	COMPLIANT	
Are the toilets well maintained and kept clear of storage or cleaning materials?	An accessible toilet becomes useless if access to it and/or the transfer area within is obstructed.		Ground Floor - Yes	None	COMPLIANT	
<b>Are there courts/hearing rooms?</b> [If no please go to Section 11] <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
Are clear directions provided?	Signs should be mounted between 1400mm and 1700mm above floor level and contrast with the wall/background. They should be produced in sans serif font and the characters should contrast with their background. Individual characters should be between 15 and 50mm high and, if tactile, be embossed and raised by 1-1.5mm. Engraved signage should be avoided. Braille signage would be of benefit to people with visual impairments who are Braille readers. Signage should be continuous and consistent throughout.		Not compliant	Install colour coded signage with braille to assist those with sight difficulties	NON - COMPLIANT Category: C	
Is the court furniture accessible to wheelchair users?	The bench tops should be no higher than 850mm above floor level. The benches should preferably have space beneath of at least 700mm to enable a wheelchair user to pull up under it.		Yes		COMPLIANT	
Are lighting levels adequate?	Lighting should be diffused and even. Spotlights should be avoided.		Yes		COMPLIANT	
Is the decoration in visually confusing?	Reflective and highly patterned surfaces should be avoided. Clear distinction should be drawn between the floor, walls, and ceiling and with other fixtures, like incidental columns.		No		COMPLIANT	

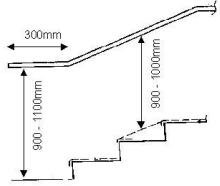
Question	Access Criteria	Pictures for Help	Observation	Recommendation	Category	Comment
Are the circulation spaces clear of obstruction?	Circulation spaces should be at least 1200mm wide. Tables should be detailed to allow ease of approach by customers in wheelchairs.		Yes		COMPLIANT	
Is the seating arrangement flexible for disabled people?	Moveable seating is preferred to fixed seating. A mixture of with or without armrests is recommended.		Yes		COMPLIANT	
Is there step free Access to: Public Area Legal reps area; Witness/Claimant/Defendant boxes; Jury Boxes?	Given the raised dais within courts, are there ramps (fixed or temporary) or other provisions to allow access to at least one position within each court?		No	Provide temporary access ramps to manage wheelchair users and handrails to one side for ambulant users.	NON - COMPLIANT Category: C	
<b>Witness Areas</b> Is there a witness suite? <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;">[If no please go to Section 12]</span>						
Are clear directions provided?	Signs should be mounted between 1400mm and 1700mm above floor level and contrast with the wall/background. They should be produced in sans serif font and the characters should contrast with their background. Individual characters should be between 15 and 50mm high and, if tactile, be embossed and raised by 1-1.5mm. Engraved signage should be avoided. Braille signage would be of benefit to people with visual impairments who are Braille readers. Signage should be continuous and consistent throughout.		No signs are provided	Provide tactile and colour coded signs to give clear directions	NON - COMPLIANT Category: C	
Is the area accessible to wheelchair users? Is there step free access to and from the facilities to all areas that a witness needs to access?			Yes - level access is provided throughout	None	COMPLIANT	
Are lighting levels adequate in the area?	Lighting should be diffused and even. Spotlights should be avoided.		Yes, lighting levels do not cause glare.	None	COMPLIANT	
Is the decoration visually confusing?	Reflective and highly patterned surfaces should be avoided. Clear distinction should be drawn between the floor, walls, and ceiling and with other fixtures, like incidental columns.		No, decoration are not highly patterned and would not be considered confusing. Walls, floors and ceilings are all easily distinguishable	None	COMPLIANT	
Are the circulation spaces clear of obstruction?	Circulation spaces should be at least 1200mm wide. Tables should be detailed to allow ease of approach by customers in wheelchairs.		Yes - no obstruction and the width exceeds 1200mm through	None	COMPLIANT	
Is the seating arrangement flexible for disabled people?	Moveable seating is preferred. A mixture of with or without armrests is recommended. Fixed seating forming alcoves should not preclude by layout wheelchair users.		Yes - The seating throughout is not fixed and can be moved to allow for wheelchair users	None	COMPLIANT	
Are the floor surfaces suitable to travel across for wheelchair users and/or people with walking difficulties?	Floor finishes should be smooth, firm and non-slip surfaces. Deep pile carpet or other textured floor covering should be avoided.		Yes - Smooth carpet tiles are used throughout	None	COMPLIANT	
<b>Jury Waiting and Retiring</b> Are there Jury Areas? <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;">[If no please go to Section 13]</span>						
Is the Jury Waiting desk/counter accessible to wheelchair users?	The clear manoeuvring space in front of a reception desk should be 1200mm deep and 1800mm wide if there is a recess at least 500mm deep, or 1400mm deep and 2200mm wide if there is no recess. At least one section of the reception desk/counter should be at least 1500mm wide, with a surface no higher than 760mm, and a knee recess not less than 700mm above floor level.		NA	NA		

Question	Access Criteria	Pictures for Help	Observation	Recommendation	Category	Comment
Are lighting levels adequate in the jury waiting area and retiring rooms?	Lighting should be diffused and even. Spotlights should be avoided. Lighting should also be at a level not significantly lower than that outside (back lighting or strong down lighting avoided).		Yes, lighting levels do not cause glare.	None	COMPLIANT	
Is the decoration in the jury areas visually confusing?	Reflective and highly patterned surfaces should be avoided. Clear tonal distinction should be drawn between the floor, walls and ceiling and between fixtures and fittings in the space.		No, decoration are not highly patterned and would not be considered confusing. Walls, floors and ceilings are all easily distinguishable	None	COMPLIANT	
If there is the seating suitable for people with ambulant disabilities and for the integration of wheelchair users?	A mixture of seating, at 450-475mm above floor level, with and without armrests, should be provided in the jury waiting and retiring area to facilitate access for all users. Waiting areas should have a clear area set aside for wheelchair users.		Yes - The seating throughout is not fixed and can be moved to allow for wheelchair users	None	COMPLIANT	
Are Jury area staff trained in disability awareness?	Communication is important and will require basic disability awareness training for staff to include an understanding of the physical barriers that might face a disabled juror and effective communication skills.		Yes	None	COMPLIANT	
Are clear directions provided?	Signs should be mounted between 1400mm and 1700mm above floor level and contrast with the wall/background. They should be produced in sans serif font and the characters should contrast with their background. Individual characters should be between 15 and 50mm high and, if tactile, be embossed and raised by 1-1.5mm. Engraved signage should be avoided. Braille signage would be of benefit to people with visual impairments who are Braille readers. Signage should be continuous and consistent throughout.		Only room name signs are provided	Provide tactile and colour coded signs to give clear directions	NON -COMPLIANT Category: C	
Are the circulation spaces in the jury waiting area clear of obstruction?	Circulation spaces should be at least 1200mm wide. Tables should be detailed to allow ease of approach by customers in wheelchairs.		Yes - no obstruction and the width exceeds 1200mm through	None	COMPLIANT	
Are the floor surfaces suitable to travel across for wheelchair users and/or people with walking difficulties?	Floor finishes should be smooth, firm and non-slip surfaces. Deep pile carpet or other textured floor covering should be avoided.		Yes - Smooth stone flooring allows for suitable travel for wheelchair users	None	COMPLIANT	
Is there any other justice partner (CPS/Probation/CAFCASS, other) accommodation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>(If no please go to Section 14)</b> Please list organisations: (If different levels of accessibility between organisations exist please describe within the comments)						
Are clear directions provided?	Signs should be mounted between 1400mm and 1700mm above floor level and contrast with the wall/background. They should be produced in sans serif font and the characters should contrast with their background. Individual characters should be between 15 and 50mm high and, if tactile, be embossed and raised by 1-1.5mm. Engraved signage should be avoided. Braille signage would be of benefit to people with visual impairments who are Braille readers. Signage should be continuous and consistent throughout.		No signs are provided	Provide tactile and colour coded signs to give clear directions	NON -COMPLIANT Category: C	
Is the area accessible to wheelchair users?	Is there step free access to and from the facilities to all areas that a Justice Partner needs to access or until they return to the public area?		Yes	None	COMPLIANT	
Are lighting levels adequate?	Lighting should be diffused and even. Spotlights should be avoided.		Yes - level access is provided throughout	None	COMPLIANT	
Is the decoration visually confusing?	Reflective and highly patterned surfaces should be avoided. Clear distinction should be drawn between the floor, walls, and ceiling and with other fixtures, like incidental columns.		Yes, lighting levels do not cause glare.	None	COMPLIANT	

Question	Access Criteria	Pictures for Help	Observation	Recommendation	Category	Comment
Are the circulation spaces clear of obstruction?	Circulation spaces should be at least 1200mm wide. Tables should be detailed to allow ease of approach by customers in wheelchairs.		Yes	None	COMPLIANT	
Is the seating arrangement flexible for disabled people?	Moveable seating is preferred to fixed seating. A mixture of with and without armrests is recommended. Fixed seating forming alcoves should not preclude by layout those in wheelchairs.		No - seating is fixed	None	NON -COMPLIANT Category: C	
Are the floor surfaces suitable to travel across for wheelchair users and/or people with walking difficulties?	Floor finishes should be smooth, firm and non-slip surfaces. Deep pile carpet or other textured floor covering should be avoided.		Yes - Smooth carpet tiles are used throughout	None	COMPLIANT	
<b>Robing Areas (Legal Representatives) Are there facilities available for members of the legal profession?</b> <div> <input checked="" type="checkbox"/> Yes           <input type="checkbox"/> No           [If no please go to Section 15]         </div>						
Are clear directions provided?	Signs should be mounted between 1400mm and 1700mm above floor level and contrast with the wall/background. They should be produced in sans serif font and the characters should contrast with their background. Individual characters should be between 15 and 50mm high and, if tactile, be embossed and raised by 1-1.5mm. Engraved signage should be avoided. Braille signage would be of benefit to people with visual impairments who are Braille readers. Signage should be continuous and consistent throughout.		Yes - Clear directions, sign is not tactile	Consider providing tactile and colour coded signs	NON -COMPLIANT Category: C	
Is the area and furniture accessible to wheelchair users?	Is there step free access to and from the facilities to all areas that a Legal professional needs to access or until they return to the public area?		Yes	None	COMPLIANT	
Are lighting levels adequate in the Robing Room?	Lighting should be diffused and even. Spotlights should be avoided.		Yes - lighting levels are adequate throughout	None	COMPLIANT	
Is the decoration in the corridors visually confusing?	Reflective and highly patterned surfaces should be avoided. Clear distinction should be drawn between the floor, walls, and ceiling and with other fixtures, like incidental columns.		No - Walls, floors and ceiling all contrast	None	COMPLIANT	
Are the circulation spaces clear of obstruction?	Circulation spaces should be at least 1200mm wide. Tables should be detailed to allow ease of approach by customers in wheelchairs.		Yes	None	COMPLIANT	
Is the seating arrangement flexible for disabled people?	Moveable seating is preferred. A mixture of with and without armrests is recommended. Fixed seating forming alcoves should not preclude by layout those in wheelchairs.		Yes	None	COMPLIANT	
Are the floor surfaces suitable to travel across for wheelchair users and/or people with walking difficulties?	Floor finishes should be smooth, firm and non-slip surfaces. Deep pile carpet or other textured floor covering should be avoided.		Yes - Smooth carpet tiles are used throughout	None	COMPLIANT	
<b>Restaurant, Canteen or Cafe</b> <b>Is there a restaurant, canteen or cafe available?</b> <div> <input type="checkbox"/> Yes           <input checked="" type="checkbox"/> No [If no please go to Section 16]         </div>						
Are clear directions provided?	Signs should be mounted between 1400mm and 1700mm above floor level and contrast with the wall/background. They should be produced in sans serif font and the characters should contrast with their background. Individual characters should be between 15 and 50mm high and, if tactile, be embossed and raised by 1-1.5mm. Engraved signage should be avoided. Braille signage would be of benefit to people with visual impairments who are Braille readers. Signage should be continuous and consistent throughout.		NA	NA		

Question	Access Criteria	Pictures for Help	Observation	Recommendation	Category	Comment
Is the restaurant counter accessible to wheelchair users?	The servery counter should be no higher than 850mm above floor level. The counter should preferably have space beneath of at least 700mm to enable a wheelchair user to pull up under it.		NA	NA		
Are lighting levels adequate in the restaurant area?	Lighting should be diffused and even. Spotlights should be avoided.		NA	NA		
Is the decoration in the Restaurant / Café visually confusing?	Reflective and highly patterned surfaces should be avoided. Clear distinction should be drawn between the floor, walls, and ceiling and with other fixtures, like incidental columns.		NA	NA		
Are the circulation spaces clear of obstruction?	Circulation spaces should be at least 1200mm wide. Tables should be detailed to allow ease of approach by customers in wheelchairs.		NA	NA		
Is the seating arrangement flexible for disabled people?	Moveable seating is preferred. A mixture of with and without armrests is recommended. Fixed seating forming alcoves should not preclude by layout those in wheelchairs.		NA	NA		
Are the floor surfaces suitable to travel across for wheelchair users and/or people with walking difficulties?	Floor finishes should be smooth, firm and non-slip surfaces. Deep pile carpet or other textured floor covering should be avoided.		NA	NA		
<b>Custody Areas and Circulation.</b> Is there a custody area? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <span style="float: right;">[If no please go to Section 18]</span>						
Are corridors wide enough for a wheelchair user and an ambulant person to pass each other?	Corridors should be at least 1200mm wide. Where corridors have an unobstructed width of less than 1800mm, passing places should be provided. These should be at least 1800mm long with an unobstructed width of 1800mm at reasonable intervals, for example, at corridor junctions to allow wheelchair users to pass.		Yes - 1200mm wide corridors suitable accessible individuals.		COMPLIANT	
Are the floor surfaces suitable to travel across for wheelchair users and/or people with walking difficulties?	Floor finishes should be smooth, firm and non-slip surfaces. Deep pile carpet or other textured floor covering should be avoided.		Yes	No Works recommended	COMPLIANT	
Are there any changes of level within floors? Are they provided with ramps, platform lifts or stair lifts? If not would there be space to install one? If there is no ramp or lift and no room to install one, is there an alternative accessible route to the facilities beyond the change of level? If so, is that route practical?	Internal ramps should adopt the same design criteria as above. Platform lifts should be designed for independent use and be regularly maintained. Stair lifts are generally unsatisfactory since they require users to transfer from their wheelchair to the seat and cannot be used by wheelchair users independently. Where ramps are provided they should be accompanied by an alternative easy-going flight of steps. <u>Alternative routes should not involve exiting the secure area.</u>		N/A	No works recommended.	COMPLIANT	

Question	Access Criteria	Pictures for Help	Observation	Recommendation	Category	Comment												
If there are ramps, do they follow suitable design criteria and are the gradients compliant (See gradient calculator in column J row 4).	Internal ramps should adopt the same design criteria as apply externally, with handrails on both sides and kerb upstands of at least 100mm high.	<div>Table 1 Limits for ramp gradients</div> <table><thead><tr><th>Going of a flight</th><th>Maximum gradient</th><th>Maximum rise</th></tr></thead><tbody><tr><td>10m</td><td>1:20</td><td>500mm</td></tr><tr><td>5m</td><td>1:15</td><td>330mm</td></tr><tr><td>2m</td><td>1:12</td><td>165mm</td></tr></tbody></table> <div>Note: For goings between 2m and 10m, it is acceptable to interpolate between the maximum gradients, i.e. 1:14 for a 4m going or 1:16 for a 6m going (see Diagram 3).</div> <div>Diagram 3 Relationship of ramp gradient to the going of a flight</div>	Going of a flight	Maximum gradient	Maximum rise	10m	1:20	500mm	5m	1:15	330mm	2m	1:12	165mm	Not applicable.	No works recommended.	COMPLIANT	
Going of a flight	Maximum gradient	Maximum rise																
10m	1:20	500mm																
5m	1:15	330mm																
2m	1:12	165mm																
Are any accompanying steps suitable for use by people with ambulant disabilities?	Internal stairs follow the same criteria as external steps, except that no tactile hazard warning surfaces should be applied top and bottom. Stairs will have even risers 150-170mm (risers should not be open). The going of each step will be 280-425mm. The maximum height of a flight between landings contains no more than 12 risers. Landings will be a minimum of 1200mm deep, clear of any door swing. The steps will have an unobstructed width of at least 1200mm. <div>Diagram 5 External steps and stairs – key dimensions</div>	<div>Diagram 6 Examples of acceptable step profiles and key dimensions for external stairs</div>	Not applicable.	No works recommended.	COMPLIANT													
Are there suitable handrails, are they easy to grip on each side of a flight of stairs?	Handrails should be circular in section with a diameter of 40-45mm or preferably oval shaped with a width of 50mm. Where unobstructed width of steps is greater than 1.8m additional rails should divide steps to ensure gaps between hand rails no less than 1m and no greater than 1.8m. The clearance between the handrails and any wall surface should be between 60mm and 75mm.	<div>Diagram 7 Handrail design</div>	Not applicable.	No works recommended.	COMPLIANT													

Question	Access Criteria	Pictures for Help	Observation	Recommendation	Category	Comment
Does the handrail extend by at least 300mm beyond the top and bottom tread in a stair flight?			Not applicable.	No works recommended.	COMPLIANT	
Is the handrail 900mm to 1000mm high above the flight pitch line?	The continuous handrails (circular or oval in section) should be on both sides at 900mm to 1000mm above the flight pitch line of ramp or steps.		Not applicable.	No works recommended.	COMPLIANT	
Are the handrails extended without a break around the half landings on both sides of a stair flight?			Not applicable.	No works recommended.	COMPLIANT	
Do the stairs have colour contrasting inlaid strips or nosing's? Are the leading edges of steps clearly discernible by a colour contrasting inlaid strip or flush nosing?	All nosing's should be made apparent by a permanently contrasting material 55mm wide on both tread and riser.		Not applicable.	No works recommended.	COMPLIANT	
Are there good light levels over the stairs?			Yes	No works recommended.	COMPLIANT	
Does the natural/ artificial lighting in the corridors and/or lobbies avoid the disorientating effects of glare? Is the lighting adequate?	Artificial lights can be fitted with diffusing shades and windows fitted with blinds, shutters or canopies to eliminate glare.		Yes	No works recommended.	ACCEPTABLE	
Are the corridor, cell and consulting room doors wide enough?	Doors should have the following clear opening widths for <u>one door leaf</u> : When accessed straight on: 750mm (existing building), 800mm (new building). When accessed at right angles from an access route at least 1500mm wide: 750mm (existing buildings), 800mm (new building). When accessed at right angles to an access route at least 1200mm wide: 775 (existing building), 800mm (new building).		Yes - All door widths are exceed the 800mm minimum requirement.	No works recommended.	COMPLIANT	
Is there an Accessible cell within each of the custody areas (male/female/youth) unless stand alone? Is the cell large enough?	The room should allow for a clear turning circle of at least 1500mm diameter clear of any furniture or fittings.		Yes	No works recommended.	COMPLIANT	
Is there an Accessible consultation room within the custody areas? Is the room large enough?	The room should allow for a clear turning circle of at least 1500mm diameter clear of any furniture or fittings.		N/A	All rooms are the same size.	COMPLIANT	

Question	Access Criteria	Pictures for Help	Observation	Recommendation	Category	Comment
Is there a custody lift and is it accessible lift provided? Is it big enough for wheelchairs? Is there space available where a lift could be installed?	An accessible lift car should measure internally. A larger lift car of internal size 2000 x 1400mm will facilitate a 180 degree turn for wheelchair users.	<p><b>Key dimensions associated with passenger lifts</b></p>	No	N/A	COMPLIANT	
Are there handrails in the lift car? Is there a mirror?	There should be a handrail on three sides of the lift at 900mm above floor level. On lifts with smaller dimensions (at least 1100mm wide x 1400mm deep) the wall opposite the door should be mirrored above the handrail to allow a wheelchair user to reverse safely.		N/A	N/A	COMPLIANT	
Do the car doors open automatically? Is the opening not less than 800mm?	The doors should open automatically and provide a clear opening width of at least 800mm. The lift door system should be designed to allow adequate time for people and assistance dogs, to enter or leave the lift without coming into contact with closing doors.		N/A	N/A	COMPLIANT	
Is there enough space on the landing in front of the lift?	There should be a clear landing at least 1500 x 1500mm in front of the open doors.		N/A	N/A	COMPLIANT	
Are lift buttons tactile and embossed with Braille? Are the lift buttons readable and reachable by a wheelchair user?	Controls should be embossed so that they can be read through touch. The lift controls should be located between 900 and 1200mm (1100mm preferred) above floor level and at least 400mm from any corner. Lift controls should be illuminated and of contrasting colour to the background.		N/A	N/A	COMPLIANT	
Are their audible announcements for each floor level?	Lifts servicing more than 2 floors should have audible announcements for visually impaired people.		N/A	N/A	COMPLIANT	
Are the emergency alarm facilities accessible?	Consideration should be given to the alarm system, i.e. tactile alarm buttons with Braille and visual as well as audible messages to acknowledge receipt of call.		N/A	N/A	COMPLIANT	
Are there floor level indicators and/or directional signage visible from the open doors of the lift at each level served?	Floor numbers and basic information describing the accommodation on each floor should be displayed on the wall opposite the open doors of the lift. The lettering should be bold, sans serif and contrast in tone with its background.		N/A	N/A	COMPLIANT	
Is there an evacuation or firefighter lift that can be used to evacuate disabled people?			N/A	N/A	COMPLIANT	
Are there Evac-Chairs that are sited at landing level to assist disabled people up or downstairs when lifts are out of action? Are there trained staff at all times to facilitate this?			Yes- Evac chairs have been installed. In addition suitable protected zone have been provided with call point so that accessible users can	No Works required	COMPLIANT	



Question	Access Criteria	Pictures for Help	Observation	Recommendation	Category	Comment
Are taps safe and easy to use for somebody with limited manual dexterity?	The wash hand basin and tap should be positioned within reach of the toilet bowl, with the tap on the toilet side of the basin. The tap should be a single mixer with lever action control.		Yes - All taps are provided suitable level handles	No Works required	COMPLIANT	
Is a suitable alarm system installed?	In wheelchair accessible cubicles an alarm should be fitted, operated via a red pull cord that drops to the floor within the transfer area.		Yes - All Accessible facilities were provided with a suitable alarm system.	No Works required	COMPLIANT	
Are the toilets well maintained and kept clear of storage or cleaning materials?	An accessible toilet becomes useless if access to it and/or the transfer area within is obstructed.		Yes - The accessible toilets were kept clean and well maintained at the time of the inspection.	No Works required	COMPLIANT	
<b>Emergency Evacuation</b>						
Are fire exits clearly signposted?	This also needs to include accessible signage in alternative formats.		Yes - Fire exits are clearly signposted	None	COMPLIANT	
Is the door ironmongery easy to use on the final exit?	i.e. quick release bars with good colour contrast?		Yes	None	COMPLIANT	
Does the building's fire evacuation procedure take into account the needs of disabled people?	It is useful to develop a hypothetical pan-disability evacuation plan in consultation with disabled staff and to cater for unknown disabled visitors. A buddy system can be provided but all staff and visitors must be asked as to their preference for evacuation.		Yes	None	COMPLIANT	
Is the audible fire alarm supplemented by a flashing light or vibrating pager system?	Particularly in areas where staff and visitors are likely to be alone (e.g. the toilet) it is important that provision is made for deaf people to be alerted to an emergency.		Yes. The fire alarm is audible and is supplemented by flashing beacons throughout.	None	COMPLIANT	
Can all building users use all ground floor exits?			No - The fire exit to the public stairs is raised with no ramp	Alterations would need significant works and Listed Building Consent. Provide management strategy and temporary ramps to aid emergency egress.	ACCEPTABLE	
Is there a choice of two escape routes from each point in the building?			Yes	None	COMPLIANT	
Can the lift be used as an escape route in an emergency?	Is the lift fire-protected and provided with an independent power supply? (See BS9999).		No	NA	ACCEPTABLE	
Are safe refuges provided in or adjacent to protected escape routes?	A refuge for a wheelchair user should be at least 900mm x 1400mm and should be located so a) the emergency services can gain direct and protected access to effect a rescue; b) it does not block the escape route of other building users; c) has an intercom facility and CCTV.		Yes - refuges points are provided in fire escape stairwells. All refuge points have intercom facilities but do not include CCTV.	Consider provision of CCTV cameras in refuge areas.	NON-COMPLIANT Category : C	
Are fire escape stairs accessible to people with ambulant disabilities	Easy-going internal steps will have even risers between 150mm and 170mm (risers should not be open). The going of each step will have at least 250mm. The maximum height of a flight between landings will contain no more than 12 risers. The steps will have an unobstructed width of at least 1200mm. Landings will have a minimum of 1200mm deep, clear of any door swing. The steps will have continuous handrails on both sides at 900mm 1000mm above the flight pitch line. The step nosing's should be highlighted in a contrasting colour. The flight should be well lit. Spiral stairs should be avoided.		Yes	None	COMPLIANT	

Question	Access Criteria	Pictures for Help	Observation	Recommendation	Category	Comment
Can the fire stairs accommodate the assisted escape of wheelchair users?	The width of the stair and dimensions of the landings should provide an unobstructed route at least 1000mm wide. If the flight is narrower than 1000mm it may be necessary for wheelchair user to transfer to Evac chairs. In any event, staff reps and/or the fire services should be briefed and trained in the appropriate procedure.		No - The judge stairs to the second floor have a width of 762, 1000mm is the minimum requirement	No changes are reasonably practical	ACCEPTABLE	
Is an 'Evac' chair installed in each stairwell?	It is preferable that wheelchair users are transported in their own wheelchair but where this is impossible because the chair is too bulky or heavy a user might transfer to an Evac chair for safe assisted escape down a flight of steps.		Yes Evac Chairs are provided.	No Works required		
Are staff trained to provide the safe assisted evacuation of disabled people?	It is recommended that staff will undergo the training course.		Yes - staff are trained to assist disabled people in an evacuation	None	COMPLIANT	