**01.1b Access audit form**

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| Checked Area | **Evident** | | **Comments/Action i.e. further risk assessment to be undertaken** |
| **Approach to the building** | **Yes** | **No** |  |
| Are there disabled parking facilities? |  | No |  |
| Are kerbs lowered? | Yes |  |  |
| Is the entrance gate wide enough for wheelchair users? | Yes |  |  |
| Are there orientation landmarks for visual impairment? |  | No |  |
| Is the route clearly signed? |  | No |  |
| Are support rails/resting platforms provided on inclines? |  |  | N/A |
| Are all surface coverings, even and non-slip? | Yes |  |  |
| Are pathways clear of obstructions? | Yes |  | Apart from when we have to leave the bins out (not during opening hours) |
| Are all areas adequately lit? |  |  | Street lighting |
| Do steps and handrails accompany ramps? |  |  | N/A |
| Are steps suitable and highlighted for differentiation? |  |  | N/A |
| Are resting platforms available and highlighted? |  |  | NA |
| Are all surface coverings, even and non-slip? |  |  | Where applicable |
| Is there adequate lighting at the front and on the route to the building? |  |  | N/A – General public do not access when dark. There is street lighting. |
| **Entrances** | **Yes** | **No** |  |
| Is there an entry phone and/or a doorbell and is at a reasonable height for wheelchair users? | Yes |  | Doorbell |
| Is there a level or flush threshold? |  | No | Only very slight step is at the fire exit door – approx. 2” |
| Are doors easy to open and doorways wide enough for all users to pass through and clear door swing? | Yes |  |  |
| Are glazed doors marked for safety/visibility? |  |  | N/A |
| Door close mechanism appropriately adjusted (to ensure they do not close too quickly)? | Yes |  |  |
| Door control (handle/knob) at a suitable height/clearly located and easy to use? | Yes |  |  |
| Information on welcome board in a range of formats and at an appropriate height to suit varying needs? | Yes |  |  |
| Is the entrance signposted and easy to find? | Yes |  |  |
| Is the route to the destination clearly marked? | Yes |  |  |
| If applicable, is the doormat in a good condition and flush with floor? | Yes |  |  |
| If an induction loop is fitted, is it working? |  |  | N/A |
| Can people either side of the door be seen? | Yes |  |  |
| Are surfaces non-slip? | Yes |  |  |
| Is lighting adequate? | **Yes** |  |  |
| **Inside the building** | **Yes** | **No** |  |
| Are all floor surfaces suitable? | Yes |  |  |
| Are the acoustics of the building suitable for adults with hearing impairments? | Yes |  |  |
| Are there colour and tonal contrast to help distinguish fixtures and fittings from surfaces, walls and floors? | Yes |  |  |
| Is there a disabled WC facility no further than one floor away from the room being used? | Yes |  |  |
| Handrails available at varying heights in the WC? | Yes |  |  |
| Support rails available in relevant areas? | Yes |  |  |
| Is the environment free from unnecessary noise? | Yes |  |  |
| Audible, manual and mechanical alarm systems supplemented with visual and verbal warnings? | Yes |  |  |
| Are all areas in the building wide enough for adults using mobility equipment to manoeuvre? | Yes |  |  |
| Internal lobbies/doorways sufficient for manoeuvring? | Yes |  |  |
| Fittings fixed without dangerous edges? | Yes |  |  |
| Control of natural/artificial light to avoid glare/silhouettes and is lighting adequate? | Yes |  |  |
| Clutter-free travel routes (coats, bags on floor) | Yes |  |  |
| Door control (handle) suitable height/clearly located and easy to use? | Yes |  |  |

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Rosalind Hambidge (Director) Date: 26/01/2023

Signed on behalf of Little Oak Pre-school (Witney) Ltd

Policy review due: September 2023