**Accessible Venue Checklist**

|  |  |  |
| --- | --- | --- |
| **Name of venue** | **Name of assessor** | **Date** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **External considerations** | **Yes** | **No** | **Comments** |
| **Access and Signage** |  |  |  |
| Accessible parking within 50 meters of entrance |  |  |  |
| Bus stop within 250 meters walking distance |  |  |  |
| Drop off area within 50 meters of entrance |  |  |  |
| Clear entrance signage |  |  |  |
| Ramped or level access to venue |  |  |  |
| Handrails to stepped areas |  |  |  |
| Step edges clearly marked |  |  |  |
| Powered doors |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Internal considerations** | **Yes** | **No** | **Comments** |
| **Reception** |  |  |  |
| Clearly marked reception |  |  |  |
| Induction loop availability |  |  |  |
| Access to language line/ interpreting facilities |  |  |  |
| Low and high counter heights |  |  |  |
| Seated waiting areas, space for wheelchairs/buggies |  |  |  |
| Leaflet dispenser accessible to wheelchair users |  |  |  |
| Clearly marked signage, accessible formats/languages |  |  |  |
| **General** |  |  |  |
| Lifts – are they accessible? |  |  |  |
| Assistance available for disabled staff |  |  |  |
| Clear and visible signs to accessible toilets |  |  |  |
| Accessible toilets – changing facilities |  |  |  |
| Accessible toilets – audible/visual alarm |  |  |  |
| Accessible toilets – handrails |  |  |  |
| **Event Room** |  |  |  |
| Wide doors for wheelchair users |  |  |  |
| Well lit |  |  |  |
| Space to move around for wheelchair users |  |  |  |
| Induction loop available |  |  |  |
| **Fire and Safety** |  |  |  |
| Fire evacuation procedure in place |  |  |  |
| Accessible refuge meeting point |  |  |  |
| Accessible evacuation routes/alternatives in place |  |  |  |
| First aider available |  |  |  |

Continued..

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Internal considerations** | **Yes** | | **No** | | **Comments** |
| **Refreshments** |  |  | |  | |
| Layouts are accessible |  |  | |  | |
| Table heights appropriate |  |  | |  | |
| Seating available for buffet style refreshments |  |  | |  | |
| Serving points at low/high positions |  |  | |  | |
| Menu available in different formats/languages |  |  | |  | |
| Food labels clearly visible |  |  | |  | |
| Vegetarian and meat products kept separately |  |  | |  | |
| Dietary dishes clearly labelled |  |  | |  | |
| Range of beverage options and cup types |  |  | |  | |
| Other Comments |  |  | |  | |
|  |  |  | |  | |