

ACCESS TO SCOUTING



Supported by



ACCESS Audit for Scouting Properties

Tony Hawkins
Freelance Awareness trainer for RNIB
Official Speaker for
Guide Dogs for the Blind



Introduction

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Access Auditing for Scouting Properties

Buildings used for Scouting activities will need to comply with the Disability Discrimination Act 1995 (DDA) which comes into total effect on 1st October 2004. This Access Audit proforma has been designed to help you with this task along with the accompanying “Accessibility By Design” guide.

To carry out a meaningful and usable Access Audit, it would be useful if you read through both the proforma and guide before you start the audit on your particular building. When you carry out the audit, try to work through the proforma item by item, making additional notes where necessary, along with photographs, sketches etc.

The completed audit will highlight areas for improvement and development and these can be prioritised by need, importance, cost etc. These can then be fed into an action plan detailing item, programmed completion, cost, progress, etc.

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has been made possible by support from:

Berkshire Scout Enterprises Ltd,

Wycombe Area Access For All

Tony Hawkins, who is a Freelance Awareness trainer for RNIB and Official Speaker for Guide Dogs for the Blind.



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“Accessibility By Design” has been compiled by, and provided for our use by, the Local Authority Building Control Managers of Buckinghamshire.

Details of Property:	
Address:	
Ownership / Leasing	
Local Contact: Name: <input style="width: 150px;" type="text"/>	tel: <input style="width: 100px;" type="text"/> Y / N Other: <input style="width: 150px;" type="text"/>
Completion of Questionnaire:	
Name of building auditor: <input style="width: 300px;" type="text"/>	Date: <input style="width: 100px;" type="text"/>
Signature: <input style="width: 300px;" type="text"/>	Tel: <input style="width: 100px;" type="text"/>

Introduction: Completion of this questionnaire will provide information to help improve access to Scouting in line with the Disability Discrimination Act. This requires *reasonable access* for all visitors to premises, including people with physical and / or sensory disabilities. Please read the **Guidance Notes** covering basic dimensions needed for items such as parking bays, toilets, ramps etc. Please note any doubts over a response under **‘relevant / qualifying issues’**

	TOPIC / Accessibility Question	yes	no	n/a	please note any relevant / qualifying issues
	PARKING AND APPROACH (also see SIGNAGE)				
1	Is there parking at the Property? If ‘yes’, please state number of places	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	n ^o .
2	Are suitable and sufficient identified bays provided for Disabled People? If ‘yes’, please state number of places <i>qualify if they are beyond 50m of entrance:</i>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	n ^o .

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	TOPIC / Accessibility Question	yes	no	n/a	please note any relevant / qualifying issues
3	Is there a kerb surrounding the car park? If 'yes', is there a ramp or dropped kerb?	<input type="checkbox"/>	<input type="checkbox"/>		
4	Is the approach and between car park / pavement and entrance free of obstacles? If 'no' please specify (eg loose paving, street furniture [including bollards if obstructive], signs, benches etc) ALSO type of Surface Finish. qualify if any bollards are NOT <ul style="list-style-type: none"> • 1m or higher • colour contrasted with background • colour contrast banded around neck. 	<input type="checkbox"/>	<input type="checkbox"/>		
5	Are the premises conveniently accessible by public transport?	<input type="checkbox"/>	<input type="checkbox"/>		
ENTRANCES (also see SIGNAGE)					
6	Is the entrance of contrasting colour scheme to background building?	<input type="checkbox"/>	<input type="checkbox"/>		
7	Is there suitable ramp (if levels require it) to Main Entrance?	<input type="checkbox"/>	<input type="checkbox"/>		

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	TOPIC / Accessibility Question	yes	no	n/a	please note any relevant / qualifying issues
8	Do any steps/ramps have:				
a	hazard warning paving, indicating caution, at both top and bottom?	<input type="checkbox"/>	<input type="checkbox"/>		
b	colour contrasted nosing extending the full width of each step?	<input type="checkbox"/>	<input type="checkbox"/>		
c	colour contrasted handrail?	<input type="checkbox"/>	<input type="checkbox"/>		
	If yes, is rail on both sides or only on left or right? (please specify)	<input type="checkbox"/>	<input type="checkbox"/>		
9	If main entrance is not level or ramped, is there suitable alternative entrance for people with disabilities?	<input type="checkbox"/>	<input type="checkbox"/>		
10	Is bell installed to summon assistance where necessary?	<input type="checkbox"/>	<input type="checkbox"/>		
a	is it audible?	<input type="checkbox"/>	<input type="checkbox"/>		
b	does push illuminate to show when it is activated?	<input type="checkbox"/>	<input type="checkbox"/>		
c	is it at the appropriate height? (see end notes)	<input type="checkbox"/>	<input type="checkbox"/>		
11	Is there a level entrance to building? (please answer 'no' if doormats, flooring etc. could present obstacle or tripping hazard) If 'no' please specify problem(s)	<input type="checkbox"/>	<input type="checkbox"/>		
12	If entrance door(s) open outwards, is there enough space for them to open without obstructing passage of wheelchair?	<input type="checkbox"/>	<input type="checkbox"/>		

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	TOPIC / Accessibility Question	yes	no	n/a	please note any relevant / qualifying issues
13	Is the entrance area of the building (inside and outside) well lit?	<input type="checkbox"/>	<input type="checkbox"/>		
14	<p>ENTRANCE DOORS (also see SIGNAGE page 9)</p> <p>Does the building have automatic doors? If 'yes' which way do they open?</p> <p><i>qualify if <u>sliding door not wide enough</u> for escorted blind person: 1.2m width</i></p>	<input type="checkbox"/>	<input type="checkbox"/>		In / out / sliding
15	<p>Do they remain open long enough for slow moving people to pass through easily?</p> <p><i>qualify by noting if there is a problem</i></p>	<input type="checkbox"/>	<input type="checkbox"/>		
16	<p>If there are manual doors:</p> <p>a are they easy to open?</p> <p><i>qualify by noting if there is a problem</i></p> <p>b do they remain open during entry?</p> <p><i>qualify by noting if there is a problem</i></p>	<input type="checkbox"/>	<input type="checkbox"/>		

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	TOPIC / Accessibility Question	yes	no	n/a	please note any relevant / qualifying issues
21	Can wheelchair users, blind person and guide dog, blind person and escort, move clear of one door before using the next?	<input type="checkbox"/>	<input type="checkbox"/>		
22	Can the inner and outer doors of the lobby open other than towards each other?	<input type="checkbox"/>	<input type="checkbox"/>		
INSIDE THE BUILDING (also see SIGNAGE)					
23	Is there a reception desk / facility in this building (if 'no' move to question 24)	<input type="checkbox"/>	<input type="checkbox"/>		
	is the reception facility:				
a	clearly & logically placed?	<input type="checkbox"/>	<input type="checkbox"/>		
b	clearly signed and easily identifiable?	<input type="checkbox"/>	<input type="checkbox"/>		
c	colour contrasted with immediate surroundings?	<input type="checkbox"/>	<input type="checkbox"/>		
d	provided with 'hearing loop' or other hearing aid?	<input type="checkbox"/>	<input type="checkbox"/>		
e	of suitable height for wheelchair users?	<input type="checkbox"/>	<input type="checkbox"/>		
f	in a quiet area so that background noise will not cause confusion or other problems?	<input type="checkbox"/>	<input type="checkbox"/>		
	<i>qualify if needed where the above are deemed to apply inadequately</i>				
24	Is there a waiting area in this building (if 'no' move to question 25)	<input type="checkbox"/>	<input type="checkbox"/>		
	Is the waiting area:				
a	furnished in colours contrasting with floor & walls?	<input type="checkbox"/>	<input type="checkbox"/>		

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	TOPIC / Accessibility Question	yes	no	n/a	please note any relevant / qualifying issues
b c d	suitably large & laid-out for wheelchair users? if subdivided into areas are these colour contrasting? is there a variety of seating available (eg with/without arms)? <i>qualify if needed where the above are deemed to apply inadequately</i>	<input type="checkbox"/>	<input type="checkbox"/>		
25	Are public service only on the ground floor? if 'no' please indicate how many levels above?	<input type="checkbox"/>	<input type="checkbox"/>		
26	(if over one storey) Are there internal stairs? (for escape facilities please see Q 49)	<input type="checkbox"/>	<input type="checkbox"/>		
27	(if over one storey) Is there a lift of a size to suit a wheelchair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28	Are all internal floors level throughout? <i>qualify where there are changes of level that can / do cause accessibility problems</i>	<input type="checkbox"/>	<input type="checkbox"/>		
29 a b c	Is the floor surface in the building: a free of any access or tripping hazard? b of a matt finish like carpet or matt linoleum / vinyl? c colour contrasting with wall or skirting colour contrast?	<input type="checkbox"/>	<input type="checkbox"/>		

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	TOPIC / Accessibility Question	yes	no	n/a	please note any relevant / qualifying issues
d	colour contrasted if change in level such as a step? <i>qualify if needed where the above are deemed to apply inadequately</i>	<input type="checkbox"/>	<input type="checkbox"/>		
30	Are accessible areas of the building adequately lit? If 'no' please specify	<input type="checkbox"/>	<input type="checkbox"/>		
31	Are the following specific facilities provided within the building? please add note if answer is 'no'				
a	tactile surfaces?	<input type="checkbox"/>	<input type="checkbox"/>		
b	Braille message 'signs', tactile, colour tone contrasted?	<input type="checkbox"/>	<input type="checkbox"/>		
c	visual (as well as audible) alarms?	<input type="checkbox"/>	<input type="checkbox"/>		
d	spaces engineered for acoustic clarity ?	<input type="checkbox"/>	<input type="checkbox"/>		
e	provision of hearing loops in 'public' areas?	<input type="checkbox"/>	<input type="checkbox"/>		
f	provision of visual contrast (steps, in corridors etc)?	<input type="checkbox"/>	<input type="checkbox"/>		
32	INTERNAL STAIRS & LIFTS (also see SIGNAGE) Do stairs have:			<input type="checkbox"/>	
a	colour contrasted nosings and risers across full width of each step?	<input type="checkbox"/>	<input type="checkbox"/>		
b	colour contrasted handrail on both sides?	<input type="checkbox"/>	<input type="checkbox"/>		
c	As 32b extending 300mm beyond top and bottom step?	<input type="checkbox"/>	<input type="checkbox"/>		
	<i>Qualify if needed where the above are deemed to apply inadequately</i>				

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	TOPIC / Accessibility Question	yes	no	n/a	please note any relevant / qualifying issues																													
33	<p>Do lift(s) have:</p> <p>a external well-grouped tactile floor number & lift buttons?</p> <p>b large colour contrasted internal tactile control buttons?</p> <p>c external well-grouped tactile floor number & lift buttons?</p> <p>d large colour contrasted internal control buttons?</p> <p>e internal control buttons at accessible height i.e. 1200mm from floor?</p> <p>f audible directions provided?</p> <p>g change in floor finish indicating hazard in front lift door?</p> <p>qualify if needed where the above are deemed to apply inadequately</p>	<table border="1"> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </table>															<table border="1"> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </table>															<table border="1"> <tr><td></td></tr> </table>		
	<p>INTERNAL DOORS AND CORRIDORS (also see SIGNAGE)</p> <p>34 Are internal doors (& gates) wide enough for:</p> <p>a wheelchairs (750mm min)?</p> <p>b blind person & guide dog (1100mm)?</p> <p>c blind person & sighted escort (1200mm)?</p> <p>qualify if needed where the above are deemed to apply inadequately</p>	<table border="1"> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </table>																																
35	<p>Are the spaces into which the doors open unobstructed?</p> <p>If 'no' please specify</p>	<table border="1"> <tr><td></td><td></td></tr> </table>																																

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	TOPIC / Accessibility Question	yes	no	n/a	please note any relevant / qualifying issues
36	<p>Are the internal doors:</p> <p>a colour contrasted against background & door furniture?</p> <p>b fitted with push plates showing which side opens?</p> <p>c clear of problems of visibility, weight etc (ref Qs 14-22)?</p> <p><i>qualify if needed where the above are deemed to apply inadequately</i></p>	<input type="checkbox"/>	<input type="checkbox"/>		
37	<p>Do all corridors used by visitors have min. width of 1200mm for reasonable circulation?</p> <p>If 'no' please see also following question</p>	<input type="checkbox"/>	<input type="checkbox"/>		
38	<p>If 'no' to Q 33, will likely frequency of wheel chair users mean that usage is practicable?</p> <p>If not please specify where problems foreseen</p>	<input type="checkbox"/>	<input type="checkbox"/>		
CHAIRS, TABLES and DESKS					
39	<p>Are relevant tables / desks large enough for person to sit under in a wheelchair? (min. height 650mm - 750mm will clear wheelchair armrests)</p> <p>If 'no' please specify need</p>	<input type="checkbox"/>	<input type="checkbox"/>		

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	TOPIC / Accessibility Question	yes	no	n/a	please note any relevant / qualifying issues
	ACCESS TO INFORMATION				
40	<p>Are all relevant facilities / materials / equipment within reach of wheelchair users? (For comfortable adult reaching limits see)</p> <p style="text-align: center;">If 'no' please specify those out of reach (please provide separate note if necessary)</p>	<input type="checkbox"/>	<input type="checkbox"/>		
41	<p>(if necessary) Can such items be readily adapted or moved to be within reach?</p> <p style="text-align: center;">If 'no' please specify items causing problems (please provide separate note if necessary)</p>	<input type="checkbox"/>	<input type="checkbox"/>		
42	<p>Is written information (if needed) produced in standardised format e.g. 14pt Arial font?</p>	<input type="checkbox"/>	<input type="checkbox"/>		
43	<p>Is information (if needed) available in alternative formats e.g. large print, audio cassette & Braille?</p>	<input type="checkbox"/>	<input type="checkbox"/>		
44	<p>Are you able to provide access to translator & interpreter services?</p>	<input type="checkbox"/>	<input type="checkbox"/>		

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	TOPIC / Accessibility Question	yes	no	n/a	please note any relevant / qualifying issues
	TOILETS (and Bathroom if applicable) (also see SIGNAGE)				
45	<p>a) Is there a designated and properly equipped Accessible toilet in the building?</p> <p>b) Is the Accessible toilet facility adequate? If 'no' please specify need</p> <p>c) Is there clear access for users (eg not used for storage)</p> <p>d) Do fittings colour contrast with walls & floor?</p> <p>e) Are emergency & lighting cords easily distinguished?</p> <p>f) Is specialist (eg CLOSIMATS) provision adequate? If 'no' please specify need</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46	<p>If no Accessible toilet, is there one that could be accessed / used By a wheelchair user? (2200mm long x 1600mm wide. See guidance notes)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	SIGNAGE				
	Not all these aspects of signage are relevant to all buildings, though important for some. Guidance on this will be important. Good practice fundamentals are applicable in all cases.				
47	<p>Is signage:</p> <p>a) in visual form?</p> <p>b) in embossed/Braille Form?</p> <p>c) in audible form?</p> <p>d) consistently used e.g. with colouring themes?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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	TOPIC / Accessibility Question	yes	no	n/a	please note any relevant / qualifying issues
e	well positioned e.g. room signs at eye level?	<input type="checkbox"/>	<input type="checkbox"/>		
f	clear & related to user needs (i.e. not technical)?	<input type="checkbox"/>	<input type="checkbox"/>		
g	consistent from entrance to actual room door?	<input type="checkbox"/>	<input type="checkbox"/>		
h	concisely helpful to enable user to find way?	<input type="checkbox"/>	<input type="checkbox"/>		
i	using both Upper and Lower case (aids legibility)?	<input type="checkbox"/>	<input type="checkbox"/>		
j	in readily legible typeface?	<input type="checkbox"/>	<input type="checkbox"/>		
k	employing easily recognisable symbols?	<input type="checkbox"/>	<input type="checkbox"/>		
l	adequate in symbols relating to disabilities?	<input type="checkbox"/>	<input type="checkbox"/>		
m	well maintained, clean, undamaged, complete?	<input type="checkbox"/>	<input type="checkbox"/>		
n	avoiding temporary signs: eg hand or PC written?	<input type="checkbox"/>	<input type="checkbox"/>		
	<i>qualify if needed where the above are deemed to apply inadequately</i>				
	GENERAL				
48	Are Leaders trained in disability awareness? (including awareness for visual & hearing disabilities) If so, please specify number and (if 'yes') please specify type of training: (ie Module 36) or (if 'no') note proposed training plans:	<input type="checkbox"/>	<input type="checkbox"/>		
49	Are fire escapes satisfactory for use by people with disabilities?	<input type="checkbox"/>	<input type="checkbox"/>		

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	TOPIC / Accessibility Question	yes	no	n/a	please note any relevant / qualifying issues
	If 'no' please specify needs / issues / problems:				
50	Are there visual alarms or other ways for helping visitors with hearing disabilities?	<input type="checkbox"/>	<input type="checkbox"/>		
51	If storage is required related to disabled-user facilities (eg for frames, w/chairs etc) is this adequate? If 'no' please specify needs / issues / problems:	<input type="checkbox"/>	<input type="checkbox"/>		
52	Do you have any other comments about the user-friendliness of the building for people with disabilities? (Please specify)	<input type="checkbox"/>	<input type="checkbox"/>		

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	TOPIC / Accessibility Question	yes	no	n/a	please note any relevant / qualifying issues
53	What comments have been received from visitors / users with disabilities about access both outside and inside the building?				