

Community Building Access Check

Organisation Name: Ibberton, Belchalwell & Woolland Village Hall

Check carried out by: A. Newman

Date of check: 2nd April, 2024

1. General	YES	NO	Notes
Have you carried out a fire risk assessment? If no, contact your local ACRE Network member for support.	Yes		
Have you carried out a general H&S risk assessment? If no, contact your local ACRE Network member for support	Yes		
2. Getting there			
Can people access the facility conveniently by:			
Public transport?		NO public transport	
On foot?	Yes		
Wheelchair?	Yes		
Bicycle?	Yes		
Car/taxi?	Yes		
Coach/minibus?	Yes		
3. Local Environment			
Is there a steep hill or set of steps near the entrance?		Not really	

Is the service based on a busy street?		No	
Is the road narrow?		Rural village road	
Is the pavement narrow?		No pavement – rural location	
Does the street have even paving stones/ surfaces?		No	
Does the paving have dropped kerbs for easier access to pavement/road?		No paving	
Does the paving have textured surfaces to indicate crossings/entrances?		No paving	
Is setting clearly marked by a sign?	Yes		

4. Car Parking and Approach to Building

Describe the access to the building:

Is there a car park?	Yes		
Paths: Contrast colour with adjacent land? Smooth surface? Clear markings? Signs easy to understand, visible and of sufficient number? Well lit? Is path clear of hazards such as opening windows or doors? Free of hazards such as bollards, litter bins?	Yes – concrete, tarmac, grass Yes Trigger lights, 15 minutes delay when you lock up the hall No hazards		
Is there a drop-off point?	In the car park		
Is it near the entrance?	Yes		
Are there dropped kerbs?		Not necessary	
Are kerbs colour contrasted with the pavement?		No pavement	

5. Designated disabled persons parking bays

Are there any designated disabled persons parking bays?	Yes		
Accessible bays clearly signposted from car park entrance?		No – cone in place when necessary	

Is the area lined or signed only?		No – cone marked	
Are the correct dimensions being used for lines? (See this ACRE Information Sheet for		No - cone marked	
Is the surface non-slip?	Yes tarmac		
Is the surface in good repair? Free from loose stones?	Yes		
Is the car park near the building?	Yes – surround on two sides		

6 External Ramps, Steps and Main Entrance

Is there sufficient lighting in the car park and at the main entrance?	Yes – three external lights		
Are there steps leading up to the entrance? If yes, how many and how steep? Do any steps have colour contrasting handrails? Are there visual and tactile warnings (i.e. cord rib) at top and bottom of steps?		No	
Are the intercom/doorbell at a height that wheelchair users could use?		No door bell	
Is there ramped access? Permanent or portable?	Yes – permanent		
If ramped, is the slope gentle?	Yes		
Does the ramp have a colour contrast handrail fitted?	Yes		
Is the weather strip negotiable?	Yes		
Free of hazardous building features such as outward- opening doors, windows or overhangs?	Yes		

Are there any steps immediately inside the building? Do any steps have colour contrasting handrails?	Yes – but not the disabled door Edges of step painted white – floor in wooden		
Are there any sets of steps that lead to indoor / outdoor areas? If yes, what height are the steps? Do any steps have colour contrasting handrails?	1. Main door - One step 10 cm high 2. Kitchen fire door and disabled access	No handrails because it is a front door way – double doors open outwards No steps / handrails required	

7. Main reception areas

Do reception counters have variable heights?		No	
Is the flooring non-slip?	Yes – wooden but polished with non-slip polished		
Are all of the signs clear, easy to read and easily seen?	Yes		
Is seating suitable for use by a range of disabled people?	Yes – fabric / plastic bases		
Is there sufficient room to move around and access all	Yes		
Are contrasting colours used?	Yes – wooden walls and floor with skirting board – all different shades of wood -		

8. Stairs

Are there any sets of stairs that lead to more floors?		No stairs	
Do the stairs have colour contrasting handrails?		No stairs	
If yes, what height are the steps?		No stairs	

9. Platform Stair lifts/Lifts

Are signs easy to read and understand?		NO LIFT	
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Do they have audio instructions?			
Are there signs outside lifts stating the floor number?			
Are the lifts wheelchair accessible?			
Can a wheelchair turn around in the lift?			
Are emergency controls suitable for persons with disabilities?			

10. Kitchen

Is there clear floor space for a wheelchair user?	Yes		
Unobstructed space or knee recesses to one side of		No	
Knee recesses, lower work surface or pull out boards?		No	
Are there lever topped taps?	Yes		
How high are switched sockets?	Adult height		
How high is the work surface?			
Is first aid box accessible? How high from ground?	Yes – under counter cupboard		
Are contrasting colours used?	Yes		

11. Stage

Description of the stage: Are there any sets of stairs that lead to the stage?		No stage is portable and stored outside the building in storage shed	
Do the stairs have colour contrasting handrails?		N/A	
Is there ramped access?		N/A	
Accessible routes to enter the stage by both stage left and stage right?		N/A	
A level backstage crossover route from		N/A	

stage left to stage right?			
A direct route that could be used by a wheelchair user from the stage to the auditorium?		N/A	
A direct route suitable for a wheelchair user from backstage to front of house?		N/A	
Dressing room areas incorporating accessible toilets, shower and changing facilities?		N/A	
Do the stairs have colour contrasting handrails?		N/A	
12. Doors (NOT including Fire Exits)			
Door (1) = Kitchen door Door (2) = disabled toilet door Door (3) = unisex toilet door			
Are doors easy to identify from the surroundings through colour-contrasting?	Yes – contrasting wooden surface		
Can the door be opened easily? i.e. it's not heavy or needs forcing.	Yes		
Are door handles at different levels?		No all the same height	
Is the door wide enough for modern wheelchairs and equipment? (See Information Sheet for measurements).	Width: minimum ??		
Is the door fitted with appropriately positioned viewing panels?	Yes		
Does the route to the fire exit have the appropriate signs? Running figure and the	Yes – running figure – fire exit - arrows		

words 'fire exit', with arrows if necessary?			
13. Fire Exits			
Door (1) = Front door Door (2) = Kitchen Door			
Are all fire exits accessible? Have accessible routes to assembly point? Ramps if the exit is not level with the outside surface?	Yes – plus one ramp Yes -		
Is the door wide enough for modern wheelchairs and equipment? (See Village Hall Information Sheet for measurements).	Yes		
Does the door have the legal requirement of the running figure and the words "fire exit"?	Yes		
Are emergency exit lights in place? Are they maintained according to manufacturer instructions?	Yes Yes		
Does the fire procedure include a safe area or specific route for people using wheelchairs?	Yes – through the kitchen		
Are flashing fire alarms fitted?		No – not required only one room and kitchen plus two toilets	
Are contrasting colours used?	Yes		
14. Corridors			
Are handrails fitted along corridors? If not is there furniture along the corridor that could be used when manoeuvring?		No corridors	
Are corridors wide enough?			

Are corridors kept clear of obstruction?			
Are contrasting colours used?			
15. Floors			
Are floor surfaces even? i.e. not bunched up or heavy pile carpet or uneven surface.	Yes – non-slip or wooden floor boards		
Are floors non-slip?	Yes - Kitchen & toilets		
Are changes in floor levels marked? i.e. steps edged in a contrasting colour.	Yes – steps have a white edge		
16. Toilets (see this Information Sheet for measurements)			
Is there an accessible toilet? If not go to next section.	Yes		
If yes, is it an independent unisex toilet, not integrated	Unisex		
Is it clearly signed?	Yes		
Is accessible toilet large enough for wheelchair and a carer?	Yes		
Are handrails fitted? Are they a contrasting colour?	Yes		
Are there changing facilities for older children - with changing mat available?	No		
Are contrasting colours used?	Yes – cream walls wooden doors		
Are swing handle taps fitted?	Yes – both toilets		
Is room fitted with: Alarms for hearing impaired?		No – hall too small	
Water temperature controls? Low surface radiators? Alarm for emergency use?	Yes Yes	No	
Two clothes hooks at conventional height		No	

and one at height for wheelchair user?			
Is the mirror located away from wash basin suitable for seated and standing persons?	Yes – suitable height	No	
The relationship of the WC to the finger rinse basin and other accessories should allow the person to wash and dry hands while seated on the WC:	Yes		
The toilet flush is on the open/offside of the space?	Yes		
Easy to reach and use finger rinse basin?	Yes		
Easy to reach and use soap dispenser with colour contrasted control?	Yes		
Easy to reach and use hand blower?	Yes		
Easy to reach and use, well located, toilet tissue dispenser?	Yes		
Easy to reach and use auto hand dryer for those with poor manual dexterity. Height?	Yes		
Where possible, light switches with large push pads should be used in preference to pull cords. Height?	Yes – ordinary light switch wheelchair height		
All controls such as light switches, hand dryers, etc, within easy reach of the user?	Yes		
Padded backrest?	Yes		
Clear minimum width entrance?	Yes		
Doors are preferably outward opening with a horizontal closing bar fixed to the inside face?	Yes		
Are easy to use locks available?	Yes		

18. Communication and signage

Are notice boards accessible and sturdy?	Yes		
Is information available in different formats? Large print, audio-tape computer disk.	Yes – large print	No audio-tape	
Is information provided in different ways? Mobile texting, email, print.	Yes – QR code, website, notices, email		
Is it in contrasting colours? i.e. black print and white paper, or white print on dark blue paper.	Yes		
Is it in clear language? i.e. in plain English, free of complicated sentence structures and confusing vocabulary.	Yes		
Are there welcoming statements? Who to contact in an emergency?	Yes		
Is there an induction loop system installed? If no, is a portable induction loop available to use on site?	No		
Are the toilet signs in words or symbols?	Yes		
Are the fire exit signs in words or symbols?	Yes		
Are other area signs in words or symbols?	Yes		

19. Lighting and Furniture

Is the lighting controllable? i.e. can you make some areas lighter/darker – using a dimmer switch, by turning off some of the strip lighting or by	Yes – 3 strips lights each are independent		
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using a free standing lamp.			
Are some tables of an appropriate height to be used by wheelchair users?	Yes		
Is there a mixture of chairs provided?	Yes		
Do they give adequate support?	Yes		
Is the furniture in the room easy to manoeuvre around?	Yes – chair trolley		