

Accessibility Audit for Health Centres

General information

Name of access auditor:	
Date of accessibility audit:	
Type of premise:	
Name of the institute or company:	
Address:	
Contact person, title:	
Contact telephone number:	
E-mail:	

Checklist

No	Concern item	Yes/No	Recommendations	Status Update
A.	Getting to the health centre			
<i>i).</i>	<i>Approach and route to health centre</i>			
1.	Is the distance to the health centre from the main road/bus station/park \leq 500 m?			
2.	Is the route leading to the main gate /entrance clearly labelled?			
3.	Is the route wide enough for wheelchair use (\geq 900mm)?			
4.	Is the route free of such hazardous barriers as; tree roots, open drains, ditches, litter bins, garbage, unused equipment, outward opening windows and doors or overhanging projections?			
5.	Does the route provide ample aural and tactile information, as well as visual clues			

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	to help people with sight impairments (also at night)?			
6.	Is the route surface suitable for wheelchair use (i.e. no gradient steeper than 1:20 and no steps)?			
7.	Are surface materials firm, slip-resistant in all weather, well laid and maintained?			
ii)	Main entrance/Gate			
1.	Are there clear and visible signage indicating the entrance from all approaches to the premises?			
2.	Is the main entrance adequately lit?			
3.	Is the main entrance/gate wide enough for wheelchair use? (1000m)?			
4.	Is there a door bell or any other entry system? (is it at a reasonable height: 1200mm from the ground)?			
5.	Does the main entrance have a ramp? What are the dimensions of the ramp? $\geq 1:20$			
iv).	Car Parking			
1.	Is there a car park on site?			
2.	Is there any designated accessible parking space?			
3.	Is the reserved parking space well labelled? does the label comply with the standard size and lay out?(width: 3200mm and length 5000mm) height: $\leq 1.2m$			
4.	Is the designated car parking space (if any) near the entrance to the reception ($X \leq 50m$)?			

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5.	Is the ground surface of the car park gravel or tarmac?			
6.	Is there a designated pathway from the parking to the reception?			
7.	Is the pathway from the designated car park wide enough for wheelchair use and free from loose stones and other obstructions?			
8.	Is the designated car parking kept free from misuse?			
B. Getting into the premises/buildings				
i. Doors				
1.	Is there a doorbell or entry system (is at a reasonable height: 1200mm from the ground)?			
2.	Is the entrance door automatic or manual?, if manual, who operates it?			
3.	Is the door clearly distinguishable from the façade / wall with signage?			
4.	Are the handles and the locks within an easy to reach height? (Height: 1200mm)			
5.	Does the clear door opening, or one leaf when opened permit passage of a wheelchair? (width clear opening 800mm)			
6.	Is there a minimum 300mm wide wheelchair maneuver space beside the leading edge of the door to clear door swing?			
7.	Can the door fixture be easily grasped /opened and at a reasonable height for sitting/standing (1200mm from ground)?			
8.	If the door has a closer mechanism, does it have (delayed closure action, slow-action or minimal closure pressure)?			

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9.	If the door is power-operated, does it have visual and tactile information?			
ii). Steps				
1.	Are there hand/grab rails provided on both sides of the steps?			
2.	Is the rise of the step at an adequate (≤ 170 mm height and 1000mm width)? Are the steps of equal depth?			
3.	Do the hand/grab rails extend 300mm beyond the top and bottom of any flight?			
4.	Do the hand/grab rails distinguish from background by colour and brightness?			
5.	Is lighting located either above or at the side of the flight avoiding people to negotiate the stairs in their own shadow?			
6.	Are the nosings/ends of steps colour contrasted?			
7.	Is there a tactile warning strip at the bottom and top of the steps?			
8.	Is a ramp provided alongside the steps as an alternative?			
iii). Ramps				
1.	Does the entrance have a ramp to facilitate easy entry by people with difficulty in mobility?			
2.	Is the length and gradient suitable ($\geq 1:20$)?			
3.	Are hand/grab rails provided on both sides of the ramp? What are the dimensions?			
4.	Are landings spacious enough to permit passing and turning manoeuvres above ramp (1300mm)?			
5.	Are surface materials of the ramp slip-resistant, firmly fixed and easy to maintain?			

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iv) Reception				
1.	Is there visible signage indicating the entrance to the reception?			
2.	Are there seats in the reception waiting area? Do they have cushions?			
3.	Does the waiting area at the reception have space for wheelchairs?			
4.	Does the reception desk have a low-height counter?			
5.	Is reception area fitted with a hearing device? Are users informed of its availability?			
6.	Does the reception phone have a text phone facility? Is it placed at a reasonable height for all users?			
C) Getting around the premises				
i). Pathways on site				
1.	Are there pathways leading to the difference places in the health centre? Are they well lit?			
2.	Do the pathways have clear direction signage?			
3.	Is the pathway surface suitable for wheelchair use (i.e. no gradient steeper than 1:20 and no steps)?			
4.	Are the pathways wide enough for wheelchair use ($\geq 900\text{mm}$)?			
5.	Are pathways free of hazardous barriers as; tree roots, open drains, ditches, litter bins, garbage, unused equipment, outward opening windows and doors or overhanging projections?			
6.	Do pathways provide ample aural and tactile information, as well as visual clues (also at night)?			

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7.	Are surface materials firm, slip-resistant in all weather, well laid and maintained?			
8.	Are appropriate landings provided especially on long or sloping pathways?			
ii)	Floors and walls			
1.	Is the entrance mat of firm texture and flush with the floor?			
2.	Are the floor coverings slip resistant and firm even when wet?			
3.	Is the floor of a quality that is sympathetic to acoustics – i.e. not so “hard” as to cause acoustic confusion / echoing?			
4.	Is there an indication of changes in floor surfaces and tonal contrast in colour schemes to avoid tripping?			
5.	Is a clear circulation width of ≥1200mm provided and maintained when furniture layouts are altered?			
6.	Are walls textured to alert people to the presence of facilities such as toilets or lifts?			
7.	Are controls and switches fitted at an easy to reach and operate height?			
8.	Is there a good circulation space to enable people using mobility aids such as wheelchairs or walking frames to open and go through all doorways?			
iii)	Lift			
1.	Is a lift or ramp provided as an alternative to the stairs/steps inside the buildings?			
2.	Does the lift door open widely enough for wheelchair user access? (≥800mm wide open)			
3.	Does door operation allow slow entry and exit? (at least 2 minutes)			

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4.	Does the lift display audible and visible information telling passengers what floor they arrive at?			
5.	Do the control buttons have raised tactile and braille information and are they at a height and in a position that can be reached by all users? ≤1200mm from the ground			
6.	Are the hand/grab rails provided in the lift?			
7.	Is the space inside the lift wide enough (at least 2000mm) to allow someone using a wheelchair or walking frame to enter and turn around to access the control panel?			
D) Using the services and facilities				
i) Toilets and bathrooms				
1.	Do toilets have clear identification signs including tactile and braille information?			
2.	Is the distance for persons with disabilities to travel to an accessible toilet from the waiting room/ hospital bed/ work space not more than 40m?			
3.	Is there a specially designed toilet for people with disabilities?			
4.	Does the size comply with the minimum standards (2000mmX1500mm)?			
5.	Are the door fittings/locks, taps, <u>hand washing and drying facilities, light switches and toweling fixed</u> at a reasonable height that can be easily reached and operated (1200mm) from the ground)?			
6.	Are suitable grab rails fitted in all the appropriate positions to facilitate use of the toilets, bathrooms and shower?			

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7.	Do the toilets have a flush system to operate? Are the flush handles user friendly?			
8.	Does the cleanliness of the toilet meet acceptable standards?			
9.	Are the toilets fitted with alarms in case of emergency?			
ii)	<i>Kitchen</i>			
1.	Are kitchen facilities, where applicable, such as hand washing and drying, drawers, towel stands, fitted at an accessible height (900mm – 1200mm) from the ground?			
iii)	<i>Examination and waiting rooms</i>			
1.	Is there sufficient circulation space for wheelchair users to move around?			
2.	Are resting facilities provided at an interval of 20 m?			
3.	Do resting facilities provide sufficient space for a wheelchair user?			
4.	Are public seats between 450 mm and 500 mm high and the top of tables between 750 mm and 900 mm high with knee space at least 700 mm high and 600 mm deep?			
iv)	<i>Communication, signage, visibility</i>			
1.	Does lighting installation of the building take into account the needs of people with visual disabilities?			
2.	Are signs and noticeboards designed and positioned to inform those with visual and intellectual impairments, wheelchair users and those with reduced eye-levels?			
3.	Are relevant locations (step/stairs/ramp/lifts/rooms) clearly labelled by use of			

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	signs/print/icons/colour/contrast/texture/lighting?			
4.	Are stairways, landings and passages well lit?			
5.	Is a sound system installed in the buildings to provide good, clear sound with adequate voice levels?			
6.	Is simple language information available for persons with intellectual disabilities?			
7.	Is 'braille' information available for people with visual disabilities?			
8.	Is large-print information available for persons with partial visual disabilities?			
9.	Is audio information available for persons with visual disabilities?			
10.	Is anyone available to provide sign language interpretation to those with hearing impairments?			
11.	Are there functioning photocopiers and printers to produce notes, etc? are they placed at an accessible height? 900mm – 1200mm			
E) Getting out of the premises				
i) In Normal situation				
1.	Are there exit routes (different from entry routes) from the premises/buildings? Are they labeled?			
2.	If different from the entry routes, are the alternative exit routes accessible?			
ii) Emergency warning and evacuation systems				
1.	Are there escape routes in the event of an emergency?			
2.	Are escape routes visible and well labelled?			

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3.	Do emergency call/warning systems exist? Are they visible and fitted at an accessible height?			
4.	Which equipment are available for use in emergency? e.g visual or audio alarms, signage, <u>evacuation chairs</u> , <u>fire extinguishers</u> ?			
5.	Where are the emergency equipments kept? Who operates them? Are the equipment placed at a suitable height (1200mm) that can be reached and operated by all users including those in wheelchairs?			
6.	Is an evacuation plan in place? Does the plan provide for assistance to people with disabilities during evacuations?			
F) Management of the premises				
1.	Who is responsible for the premises?			
2.	Is the premise leased? How does this affect accessibility?			
3.	What are the main functions carried out in the premises?			
4.	Do patients and staff use the premises the same way? (free to move around, security measures, restricted areas?)			
5.	What security measures are in place and how does this affect access?			
6.	When does most of the maintenance work take place? How often is it done?			
7.	What are the future intentions of the health centre (moving into a new premise, planning extensions and renovations etc?)			