

# Accessibility

## Self-Assessment Checklist

Use this self-assessment checklist to get you started on your journey to reviewing how accessible your premises and services are. This checklist isn't exhaustive but will indicate where you may need to make improvements. If you answer 'No' to any of the questions, take the opportunity to investigate further; read up on guidance available or have an independent access audit carried out.

Area / service	Yes	No	Your notes
I have designed my public website and intranet pages to allow people with varying disabilities to use them.			
I can provide disabled people with information on request e.g. how to get to my location via the best accessible routes and the accessible features of my premises.			
Disabled car parking spaces I provide meet guidance.			
Reception areas/service counters of my premises are accessible for seated and standing disabled people and, we have an induction loop.			
Disabled people can move about my premises and use facilities I provide without facing hazards (temporary and permanent) such as: <ul style="list-style-type: none"><li>• Changes in floor level or floor surfaces e.g. thick carpet and gravel</li><li>• Clear glass (i.e. without manifestations)</li><li>• Staircases without handrails</li><li>• Poor lighting</li><li>• Noise distractions.</li></ul>			

Area / service	Yes	No	Your notes
Facilities I provide are within easy reach for disabled users e.g. counter tops are at the recommended height ranges.			
Doors throughout my premises are easy for disabled people to use independently and are within recommended ranges of force to use them.			
Stairs provided meet guidance.			
Passenger lifts and/or vertical lifts are provided, and they meet guidance.			
Welfare facilities I provide for disabled people (toilets, showers etc.) meet the required guidance.			
I provide furniture (e.g. tables and seating) that ranges in height to accommodate a variety of disabled users.			
Disabled customers/audiences have accessible facilities provided (e.g. seating, viewing distances, assisted listening systems etc.).			
My premises is provided with signage and wayfinding information to allow disabled people to use my premises independently.			

Area / service	Yes	No	Your notes
We openly accept all assistance dogs into our premises.			
I have a means to assess reasonable adjustments I can make for my employees.			
I can implement evacuation plans for disabled people (including staff, visitors, customers etc.) so they can escape in the event of a fire at my premises.			
I have given my employees disability and discrimination awareness training to support each other as well as disabled customers/clients.			

Guidance:

- BS 8300-1:2018 Design of an accessible and inclusive built environment. External Environment. Code of practice
- BS 8300-2:2018, Design of an accessible and inclusive built environment. Buildings. Code of practice
- Approved Document M: Access to and use of buildings, volume 2: buildings other than dwellings.



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