

# Venue Access Checklist

Project Name:

URE Lead:

Project Dates:

Client Lead:

Project Type:

This checklist aims to support staff to help eliminate barriers for those who have extra accessibility needs and attending a service design or user research activity (workshops, interviews, usability testing). We are required to anticipate potential barriers and make reasonable adjustments to reduce potential barriers<sup>1</sup> (physical, cultural, economic, attitudinal) for participation. To ensure research is inclusive we should consider the below requirements for venues.

## General venue awareness

**Yes No**

Is the venue aware of Disability Discrimination Act

Has the venue had an accessibility Audit

Have the venue staff been trained in disability awareness

## Getting to event

**Yes No**

Budget for financial assistance for participants

Accessible routes to the venue

Accessible parking available close to venue (within 50 m)

Accessible public transport

Audio system at traffic crossing for visually impaired

Written/visual directions for directions

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<sup>1</sup> Barriers include physical, cultural, economic, attitudinal and organisational

## Meeting facility

Yes No

Entrance equipped with automatic doors

Instructions for buzzer entry with how feedback is provided

Working accessibility equipment

Floors firm and slip resistance with no deep carpets

Tactile signage on glare-free finish

If no signage, staff to greet and assist with directions

Public elevators that can accommodate wheelchairs/scooters

All doors/corridors can accommodate wheelchairs/scooters

Public elevators with audio floor indicators

Public elevators with buttons easily usable from a low position

Public elevators with brail buttons

Accessible bathrooms close to meeting room

Accessible water fountain

Dog bowl with water for service dog

Braille and/or large print menus in eating facilities

Bathroom equipped with visual alarm in case of emergency

Hearing aid compatible public telephones

## Meeting room

Yes No

Spacious room to accommodate signer, captioning

Accessible meeting room entrance

Room setup for freedom of movement

Reserved areas for wheelchairs/scooters/service dog

Reserved seating for interpreters/note-takers/text operator

Reserved seating for English interpreter if non-English speaker

Separate facilities for those unable to cope (sensory issues)

Separate facilities for breast feeding if required

Tables at accessible height

Background noise not excessive

Loop induction systems available

## Planning of day

Yes No

Expected outcomes for even stated before event

Include equalities statement in event information (app 1)

Booked support workers (interpreters etc.) and equipment

Factored in extra moving time for anyone with mobility issues

Breaks planned for interpreters/note-takers/text operators

Extra Refreshment breaks for those living with diabetes

Briefed facilitators/speakers on support required

## Safety and evacuation

Yes No

Stairwells free of debris

Detailed evacuation plan in place

List of participants with evacuation needs given to management

Written evacuation instructions for those who require this

Designated person to assist with evacuation for above

Evacuation chairs provided at strategic points

Designated safety points for wheelchairs

For a more detailed breakdown on requirements for events and information go to Accessible Events<sup>3</sup> webpage.



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<sup>2</sup> Teletypewriter

<sup>3</sup> [http://www.staffs.ac.uk/assets/TechDis%20Accessible%20events%20HE\\_tcm44-28432.pdf](http://www.staffs.ac.uk/assets/TechDis%20Accessible%20events%20HE_tcm44-28432.pdf)

## Appendix 1

“We are working towards being fully inclusive. We endeavour to arrange events in fully accessible locations. We would appreciate your co-operations in meeting these requirements, so could you inform us immediately if you require additional facilities. If you require a loop system, BSL interpreter or other personal requirements please contact us on the details provided. We may need to pass this information on to a third party to support your requirements. Please contact us if you are happy for this to happen.”