



Bentham Town Council Disabled Access Audit Template

This document details the Accessibility Audits Bentham Town Council will undertake on their buildings and services, highlighting any improvements that can be made to improve access for residents, employees, and visitors.

1. Legal Responsibility & Policy Support

- Equality Act 2010 (legislation.gov.uk)

2. Car Park

Criteria

YES/NO Comments

Do you have a section on your website about transport and parking facilities?

Is the car park easy to access and close to the building?

Yes - behind the building

Is there accessible parking close to the building which is step-free?

Yes

Is there adequate space for drop off/pick-ups?

On road double yellow s

Is the flooring solid, even and in good condition?

Yes - ramp access with handrail from main door.

3. Entering the Building

Criteria

YES/NO Comments

Is the main entrance step-free?

Yes

Is the route wide enough for wheelchair access?

Yes

Is the route well maintained?

Yes - always clear non-slip paint,

Is the flooring solid, even and in good condition?

Yes Red

Is the entrance doorway easily opened?

Automatic door

Is it an automatic door?

Yes

Is access across the door threshold level or is there a gradient? Can all wheelchairs pass through without difficulty?

Small gradient

Are the doors (single leaf) at least 75cm in width?

Yes

Is there adequate space both sides of the door?

Yes

Is the entrance easily visible to staff so they can see if someone needs assistance?

CCTV from Clerk's Office.

4. A Comfortable Environment

Criteria	YES/NO Comments
Does the reception desk have a lowered height section?	N/A
Is there a range of seating available to accommodate for different needs?	Yes
Are the seats of different heights and firmness?	Yes
Are there induction loop facilities available?	Yes
Do all staff know how to use the induction loop?	Yes - simple switch
Are radios turned off and windows closed to reduce background noise? Or can the disabled person be seated in a quiet location if required?	Yes
Are maps of the building and other areas available to help people navigate around the facility?	No only fire evacuation.
Is the building well-lit throughout?	Yes
Does the floor surface create a glare?	No
Are staff/servers well trained and informed to assist with access requirements?	Staff are.

5. Stairs

Criteria	YES/NO Comments
Is there step-free access to all floors?	Lift to BR No - WR
If rooms/floors are inaccessible, can visitors be hosted in alternative accessible spaces?	Yes
Are corridor widths at least 120cm wide?	Yes
Are handrails on both sides of the stairs?	Yes - More than 1m wide
Are the steps consistent in size and shape?	Yes
Are the edges of the steps clearly visible?	Yes
Are access routes well maintained and always kept clear?	Yes - daily checked
Are the doors (single leaf) at least 75cm in width?	Yes
Is there adequate space both sides of the door?	Yes

6. Lifts

Criteria

YES/NO Comments

Are the lifts well signposted?

Yes

Do you have lifts available to all floors?

In main building

Is the lift at least 110cm wide and 140cm deep?

Yes 145x110cm

Are the controls within the lift accessible? (e.g. easy to reach, buttons with braille)

Yes

Have the lifts been mentioned on your website?

Yes

Do any lift issues get shared externally prior to someone's arrival?

Issues are addressed.

Is someone responsible for regular maintenance and daily checks?

Yes caretaker daily
Stannah every
two months.

7. Accessible Features

Criteria

YES/NO Comments

Is there an accessible toilet on the ground floor?

Yes

Are there support bars to help with transfers between the chair and the toilet?

Yes

Does the toilet have an assistance alarm which drops all the way to ground level and isn't tied around anything?

Yes

Does the cord have two red handles, one 10cm and another 80-100cm above ground level?

NO - clicker
top handle

Is the toilet clear of obstacles and wide enough for a wheelchair user to turn around inside? (Standard: 220cm x 150cm)

Yes

Are facilities positioned at an appropriate height for wheelchair users or those of short stature?

Yes

Are these well maintained and frequently checked?

Yes - daily by
caretaker

8. Communal Spaces

Criteria

YES/NO Comments

Are recreational spaces accessible?

Yes

Are routes open and wide enough for wheelchair access?

Yes

Criteria**YES/NO Comments**

Do payment points and counters have a lowered height section?

N/A

Are staff/servers trained to make adjustments/changes for disabled people?

Staff - yes.

Is there space for wheelchairs at tables?

Yes

Are there height adjustable surfaces?

No

Is table service available in the canteen?

N/A

Is the space suitable for service/assistance dogs?

Yes

Is there easy access to toileting space for service/assistance dogs?

No

Are there induction loop facilities?

Yes - halls

9. Meetings**Criteria****YES/NO Comments**

Is the equipment/furniture easily accessible?

Yes - handles

Do meeting rooms have adequate space for wheelchairs?

Yes

Are meeting rooms soundproof?

No

What are the acoustics like in the meeting room? Is there an echo?

No echo

Do you have policies for inclusive meetings?

?

Do you have guidelines for accessible meetings?

Yes

10. Evacuation Procedures**Criteria****YES/NO Comments**

Are there policies and procedures in place for assisting disabled people with evacuation from your building?

Yes - circulated
to users

Are first aiders available?

Clerk often
warned through
monitors

Are any fire drills expected and has this been communicated in advance?

monitors

Are the fire alarms audible and visible to all? Do you have flashing lights as well as sound alarms?

Yes

Are the fire alarms audible and visible to all?

Yes.

This document is reviewed annually by the Executive Officer.