Venue Details	
Name	Rotary 🔅
Address & Postcode	Mercia & Marches
Telephone / email / website	
Access Audit	
Date Visited	
Name of Rotary Club / Contact Name	
Contact Telephone / email	
Transport	
Is there a bus stop in the vicinity - within 50 metres?	
What is the nearest Train Station?	
Parking	
Is there any parking on site or in the vicinity?	
What is the surface of the car park – gravel, tarmac etc?	
Is the car park well lit?	
Is payment or Registration required to park?	
Is there any designated parking for Disabled Parking Badge Holders?	
How far is the designated parking from the main entrance?	
Does it comply with the standard size & layout? (Appendix A)	
Outside	
Is the route to the main entrance clearly signed?	
Is the surface flat and safe under foot?	
Is the route suitably lit?	
Is the route suitable for wheelchair users?	
Are there dropped kerbs where necessary?	

Entrance to Venue	
Is the main entrance level, ramped or stepped?	
If stepped are there handrails on both sides?	
Is there a ramp alternative to the steps?	
Is there a level platform at the top of the ramp?	
Is the entrance door automatic or manual	
Does at least one leaf give minimum clear opening width of 80cm?	
Is the door furniture and entry system around 120cm from the ground & colour contrasted?	
Reception Area	
Is there a hearing loop or other amplifying device fitted in reception?	
Is at least part of the reception desk at wheelchair accessible height?	
Is there any seating in the waiting area?	
If yes, is there a mix of seats with arms & seats without arms?	
Is there space for a wheelchair user to wait?	
Access to other Rooms	
Is all of the ground floor accessible?	
Do internal doors open automatically?	
Do all internal doors give a minimum clear opening width of 750mm?	
Is the route to the meeting room wheelchair accessible?	
Is the main hall fitted with a hearing loop?	
Is there sufficient space within the room for wheel chair access and manoeuvrability?	
Is there easy access to a seating place?	
Is there sufficient space to accommodate a carer?	
If kitchen facilities are available, are they at a wheelchair accessible height?	

First Floor Access	
Is there a passenger lift in the building?	
What type of lift and is it suitable for a wheelchair user?	
Is the staircase suitable for ambulant people with disabilities?	
Are there any intermediate landings?	
Are the handrails continuous on both sides?	
Rest Rooms	
Are there Baby Changing facilities?	
Is there an accessible WC?	
Does it comply with dimensions in BS8300 220cmx150cm?	
Is there an emergency pull-chord that reaches down to the floor?	
FIRE ESCAPES	
Is the fire escape suitable for wheelchair exit?	
Is the fire escape suitable for use with other disabilities?	
Remote Connections	
Is free Wi-Fi available to facilitate zoom meetings or similar?	
Do the Club use Zoom at their Meetings?	
	Contact us at www.mercia-marchesrotary.org

Appendix A

# Car Parking

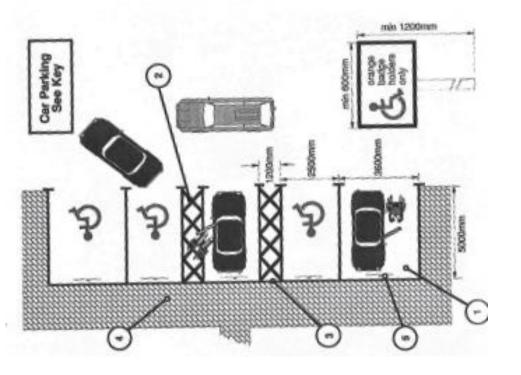
## Key

Accessible parking bay.

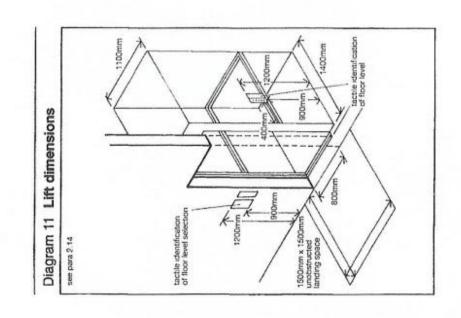
The width of 3600mm is required because wheelchair transfer may be needed from the drivers or the passengers side.

The length of 5000mm is required because some people store their wheelchair in the boot of the car.

- A wheelchair transfer zone shared between two bays increases the number of bays where space is limited.
- Totally level access from the front of bays is to be encouraged.
- 4. Footpaths should be provided to the front of parking bays, so that bay users do not have to move behind parked vehicles and into the flow of traffic. This is especially hazardous for wheelchair users where they may be below the line of other motorists vision.
- Where level access is provided to the front of bays, signs can be used to prevent vehicles from overrunning parking space.



## Appendix B



### Appendix C

#### Provisions

An internal stair will satisfy requirement M2 if;

- It has flights whose unobstructed widths are at least 100mm;
- All step nosings are distinguishable through contrasting brightness
- C. The rise of a flight between landings is not more than 1800mm;
- D It has top and bottom, and if necessary intermediate landings, each of whose lengths is not less than 1200mm clear of any door swing in to it
- E. The rise of each step is uniform and not more than 170mm
- F. The going of each step is uniform and not less than 250mm, which for tapered treads should be measured at a point 270mm from the "inside" of the stair
- Risers are not open

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There is a continuous handrall on each side of flights and landings, if the rise of the stair comprises two or more risers.

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