A close-up of a logo

Description automatically generatedA blue and white logo

Description automatically generatedAccess Audit for:

Completed By: Completed on: Review Needed:

Below are questions to consider

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| Finding your church | Y/N | Comments | | Actions |
| Is information on ‘a church near you’ up-to-date? |  |  |  | |
| Does your website include:  access details |  |
| public transport information |  |
| parking information |  |
| Location map |  |
| Has your website been checked for use of a screen reader? |  |

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| Getting to your church | Y/N | Comments | | Actions |
| Is there a system for offering lifts to people? |  |  |  | |
| How would new members know about this? |  |
| Are there services at times other than Sunday morning? |  |
| Do you offer an online service? How do people know about that? |  |

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| Signs and notice boards | Y/N | Comments | | Actions |
| How clear are notices to read? |  |  |  | |
| Are signs in bold face with good contrast between text and background? |  |
| Are signs fixed to the door they refer to? |  |
| Are signs for doors and exits particularly clear? |  |
| Is there a contrast between the sign and the surface it is on which allows people to recognise it as a sign? |  |
| Is there signage that indicates facilities for disabled people? |  |
| Is signage inside and outside appropriate for disabled people? Braille, symbols, etc. |  |

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| Car Parking | Y/N | Comments | | Actions |
| Where do people park? |  |  |  | |
| Is this obvious? |  |
| Is there disabled parking available? |  |

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| Hearing loops | Y/N | Comments | | Actions |
| Is there a hearing induction loop? |  |  |  | |
| Is it always used? |  |
| How do people know about it? |  |
| Does it include the chancel? Is it regularly tested? |  |

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| Approaching your church building | Y/N | Comments | | Actions |
| What is the distance from car parking to the church gate? |  |  |  | |
| Is your church gate easy to open? |  |
| How suitable is the path surface? - gradient, surface, condition – |  |
| Do slopes have a suitable rail? |  |
| Are there any external changes of level? |  |
| Are there any trip hazards? |  |
| Is there adequate lighting? |  |
| Is the path wide enough for wheelchairs – 1.2m |  |

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| Lighting and Vision | Y/N | Comments | | Actions |
| Are lighting levels constant throughout the building? |  |  |  | |
| Is there adequate artificial/natural lighting? |  |
| Are people leading worship etc well lit from in front? |  |
| Can people easily sit near to speakers if they need to? |  |
| Are there any obstacles to free movement of the visually impaired through the building? |  |

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| Entrances | Y/N | Comments | | Actions |
| Is the main entrance clear? |  |  |  | |
| Do you have a separate level access entrance?  Is it clearly signed? |  |
| Do you have a ramp? |  |
| Is it permanent or temporary? |  |
| Have you checked it’s gradient? |  |
| If temporary how do people access it? |  |
| Do ramps and steps have suitable hand rails? |  |
| Are they well lit? |  |
| Are changes in level and entrances/exits marked with colour-or texture-contrasting materials? |  |
| Are doors easy to open? |  |
| Are they wide enough for wheelchairs? (1000mm is standard, most wheelchairs will pass through 760mm) |  |
| Do glass doors have manifestation? |  |
| Do doors have sufficient contrast around them? |  |
| Where are people welcomed? |  |
| What height is it? |  |
| Are your welcome team trained in disability awareness and support and dementia awareness? |  |

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| Moving around inside the church | Y/N | Comments | | Actions |
| Can all areas be reached by a wheelchair? |  |  |  | |
| Are there any elements which may cause difficulty for access/movement e.g. uneven floors, stepped pew bases? |  |
| Are any steps or ramps well it and have rails? |  |
| If people cannot access communion are they asked if they’d like it brought to them? |  |
| Can everyone access the emergency exits? |  |
| If not what measures have been taken to ensure safety of disabled people? |  |
| Is there public access to lower/upper floors? |  |
| Is there a quiet space people can withdraw to if they become anxious during a service? |  |

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| Seating | Y/N | Comments | | Actions |
| Do wheelchair users have a choice of places to sit? |  |  |  | |
| Are there any comfortable chairs for people who need them? |  |
| If there are no pews are there some chairs with arms? |  |
| Are cushions available? |  |

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| Text and Worship Resources | Y/N | Comments | | Actions |
| Do you service orders etc comply with the diocesan accessible text guidelines? |  |  |  | |
| Do you normally offer large print service orders and hymns? |  |
| Do you offer other accessible formats on request? |  |
| Would people know who to ask for this? |  |
| If a projector & screen is used: does it meet diocesan guidelines for PowerPoint displays? |  |
| Are written copies of everything projected available? |  |
| If graphics or films are used are these described for those with visual impairments and subtitled for those with hearing difficulties? |  |
| Are hymns always announced by their first line as well as number? |  |

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| Diet | Y/N | Comments | | Actions |
| Do you regularly have gluten free wafers available? |  |  |  | |
| Do you offer gluten/dairy free etc refreshments? |  |

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| Toilets | Y/N | Comments | | Actions |
| Do you have a toilet? |  |  |  | |
| If not what arrangements are available for people? |  |
| Is it fully accessible? |  |
| Does it have an alarm system? |  |
| Is the toilet seat a contrasting colour to the surrounding walls? |  |

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| Medical Needs | Y/N | Comments | | Actions |
| Do you have any facilities for those with medical needs? |  |  |  | |
| Have you considered how you would support someone who was taken ill in church? |  |

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| Policy and Personnel | Y/N | Comments | | Actions |
| Ensure the PCC has a member with responsibility for overseeing accessibility |  |  |  | |
| Create a church Accessibility Policy |  |

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| Additional needs | Y/N | Comments | | Actions |
| Have you considered how you can welcome and include the following people from the following groups into your church life? |  |  |  | |
| People with learning difficulties |  |
| Neurodivergent people (includes Autistic people) |  |
| people with dementia |  |
| Have you considered how you can support someone whose behaviour others may find challenging? |  |
| Do you have fidget toys, or activities available? |  |
| How are children with additional needs included in your children’s work? |  |
| How are their parents or carers supported? |  |

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Description automatically generatedHere is a list of Resulting Actions and their priority between 1 and 5, highlight at least 2 that are chosen to work on.   
1 - Urgent, requiring immediate attention  
 2 - Requires attention within 12 months   
3 - Requires attention within the next 12 - 24 months  
 4 - Requires attention within the quinquennial period   
5 - A desirable improvement with no timescale.

Access Actions for:

Completed By: Completed on: Review Needed by :

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| Action | Priority | Stages needed to get it done |
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