Access 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? |  |

Here 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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