

Access Audit for:

Completed By:

Completed on:

Review Needed:

Below are questions to consider

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?			

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?			

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.			

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

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 channel? Is it regularly tested?			

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			

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?			

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?			

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?			

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?			

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?			

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

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?			

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?			

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

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:

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Action	Priority	Stages needed to get it done