

C H E Y N E S TRAINING

DDA Access & Facilities Self-assessment for _____ (salon)

Location		Yes	No	N/a	Comment
1	Is the building within convenient walking distance of a public highway				
2	Is the building within convenient walking distance of public transport?				
3	Is the building within convenient walking distance of a public car park?				
4	Is the route free of kerbs?				
5	Are the surfaces even and slip-resistant?				
6	Is the route clearly lit?				
7	Is the route free of hazards such as bollards, litterbins?				
Car Parking		Yes	No	N/a	Comment
8	Are there accessible bays clearly signposted from car park entrance?				
9	Are the bays identified as provision for disabled drivers or passengers only?				
10	Can car doors be fully opened to allow disabled drivers and passengers to transfer to a wheelchair parked alongside?				
11	Is the car park surface smooth, even and free from loose stones?				
External / Internal ramps / steps		Yes	No	N/a	Comment
12	Is there a permanent access ramp?				
13	If a permanent ramp cannot be constructed, is a portable ramp, platform lift or stair lift available?				
14	Do steps accompany a ramp for ambulant disabled people?				
15	Are steps wide enough and suitably graded?				
16	Are there suitable handrails on each side? (Extending above and below the steps?)				
17	Is lighting adequate and well positioned?				
18	Are nosings readily identifiable?				
19	Are landings big enough and provided at intermediate levels in a long flight?				
Entrances / Reception areas and lobbies		Yes	No	N/a	Comment
20	Are there entry phones and security systems detailed to allow use by people with sensory or mobility impairments?				
21	Do glazed entrance doors have markings for safety and visibility?				
22	Do automatically operated doors remain open long enough for slow-moving person to pass through?				

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		Yes	No	N/a	Comment
23	Does a non-revolving door supplement a revolving door, which is in regular use?				
24	Is any weather mat of firm texture and fitted flush with floor?				
25	Is the lobby big enough to allow wheelchair users to move clear of the first door before negotiating the second?				
26	Are signs designed and located to convey information to visitors with sight impairments and wheelchair users with lower eye levels?				
27	Is the reception desk suitable for approach and use from both sides by people either standing or seated?				
28	Has an induction loop been fitted?				
29	Does the waiting area have seating designed for ease of use?				
30	Does the waiting area have space for wheelchair users?				
31	Is information given about how to reach other parts of building by appropriate signs and by tactile information?				
Way Finding		Yes	No	N/a	Comment
32	Is the overall layout of building reasonably clear and logical?				
33	Are signs in a logical position?				
34	Are signs easily identifiable against their background?				
35	Are they easy to read?				
Corridors		Yes	No	N/a	Comment
36	Are corridors wide enough for a wheelchair user to manoeuvre and for others to pass?				
37	Are all corridors free from obstruction to wheelchair users and from hazards to people with impaired sight?				
38	Is there enough turning space for wheelchair users?				
Internal doors		Yes	No	N/a	Comment
39	Is the door absolutely necessary for safety or functional reasons?				
40	Are glass doors clearly visible when closed?				
41	Can people each side of the door, either standing or seated in a wheelchair, see each other and be seen?				
42	Is there a clear opening width sufficient for a wheelchair user?				
43	Is the door control at a height suitable for both standing and seated users?				
44	Is the control clearly distinguishable from door itself?				

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		Yes	No	N/a	Comment
45	Is it easily gripped and operated?				
46	Is the door light enough to open easily?				
47	Are door closers of an appropriate type and with minimum necessary opening pressure?				
Lifts		Yes	No	N/a	Comment
48	Is a passenger lift available for vertical circulation within a building of more than one storey?				
49	Are the dimensions sufficient to allow space for a wheelchair user and companion?				
50	Are support rails in car appropriately designed and positioned?				
51	Do doors open wide enough for wheelchair users?				
52	Is there a delayed-action closer and override (not a door-edge pressure system) to allow slow entry or exit?				
53	Are the controls, including emergency call, located easily using visual or tactile information, and within easy reach of all users?				
54	Is there voice indication of floor reached?				
55	Is the floor indicator clear and call controls within easy reach of all users?				
56	Is the location of lift clearly defined by visual and tactile information?				
57	Is there sufficient unobstructed space for waiting and manoeuvring by wheelchair users immediately outside lift?				
Platform and Stair Lifts		Yes	No	N/a	Comment
58	Can platform lift or stair lift be conveniently and safely approached by wheelchair users at both top and bottom?				
59	Is the platform of adequate size for wheelchair use and manoeuvre?				
60	Are the controls clearly identifiable and within convenient reach of both standing and seated users?				
61	In the event of power failure or emergency, does platform automatically return to lower level and allow egress?				
62	When not in use does stair lift platform automatically revert to folded position so that it does not obstruct stair?				
WCs: General Provisions		Yes	No	N/a	Comment
63	Is there WC provision for people with disabilities?				
64	Is the lobby of sufficient size for easy access?				
65	Is the lobby door light enough to open easily?				
66	Are there slip-resistant floors throughout?				
67	Are all fittings easily distinguishable from background?				

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		Yes	No	N/a	Comment
68	Can compartment door controls be easily gripped and operated?				
69	Is their travel distance to a suitable WC no greater than that for able-bodied people?				
70	Is the compartment large enough to allow manoeuvring into position for frontal, lateral, angled and backward transfer unassisted and with assistance?				
71	Are hand washing and drying facilities within easy reach of someone seated on WC or in a wheelchair?				
72	Are suitable toilet tissue dispensers and hand drying facilities available?				
73	Is the WC approachable by a wheelchair user – i.e. free of steps, corridor obstructions, narrow doors etc?				
74	Is the location clearly signed?				
75	Is there sufficient space available outside the toilet compartment for manoeuvre and door opening?				
76	Are fittings arranged to facilitate easy manoeuvre?				
77	Are suitably designed grab rails fitted in all positions necessary to assist manoeuvring?				
78	Are taps appropriate for use by a person with limited dexterity, grip or strength?				
79	Is the accessible WC kept clear of unsuitable items e.g. not used for storage?				
80	Does the accessible WC have an alarm fitted?				
81	Is the alarm cord long enough to be reached in an emergency and not tied up out of reach?				
Internal Surfaces		Yes	No	N/a	Comment
82	Are floor surfaces suitable for passage of wheelchairs?				
83	Are junctions between floor surfaces correctly detailed?				
84	Are floor and wall surfaces free of confusing glare and reflection?				
85	Are colours, tones and textures varied to help people distinguish between surfaces and fittings/fixtures etc?				
86	Are seats provided at intervals along internal routes or where waiting likely?				

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Lighting		Yes	No	N/a	Comment
87	Are lights positioned where they do not cause glare, reflection, confusing shadows or pools of light and dark?				
88	Workspaces: is lighting controllable to meet the needs of the individual and the task they are working on?				
89	Are windows, lamps and blinds kept clean to maximise available light?				
90	Are blown light bulbs swiftly replaced?				
Acoustics		Yes	No	N/a	Comment
91	Is the environment free of unnecessarily obtrusive noise (e.g. from heating units)?				
92	Is there a good balance of hard and soft surfaces?				
93	Are main power supply cables routed away from public spaces to avoid interference to hearing aid users?				
Means of Escape		Yes	No	N/a	Comment
94	Is an audible alarm system supplemented by visual system?				
95	Are all ground – floor exit routes accessible to all, including wheelchair users, as entrance routes?				
96	Is there a vertical escape from upper or lower floors, using a fire-protected lift with an independent power supply?				
97	If people with disabilities cannot evacuate the building, can they reach places of safety or refuges?				
98	Means of escape: <ul style="list-style-type: none"> ▪ Exit routes checked regularly for freedom from obstacles (including locked doors) and combustible materials? ▪ Alarm systems, including those in WCs, regularly checked? ▪ New staff trained in alarm response procedures? ▪ Overall escape strategy for visitors who may need assistance? 				
99	Are both general escape strategy and personal emergency egress plans checked regularly for efficiency and effectiveness?				
Access Action Plan		Yes	No	N/a	Comment
100	Is there a nominated person to carry forward information and recommendations from this access audit?				

Audit completed by: _____ Role: _____

Signature: _____ Date: _____

Please note. The completion of a DDA self-assessment is the responsibility of the salon.