Appendix: Accessible venue checklist

Checklist	✔	Comments/Notes
Transportation to venue ■ Note nearest tube stations and bus stops/bus numbers		
External environment ■ Is venue located on a busy road ■ Are blue badge car parking spaces nearby		
Approach to premises ■ Is the main entrance level access ■ If not, where is an accessible entrance located – suggest as an alternative route if appropriate		
Entrances ■ Are there steps (even small changes of level over the doorframe) ■ Is the entrance ramped		
Reception areas ■ Where is the event check-in going to be ■ Is it low level ■ Will there be badges or information handed out		
Internal access/circulation ■ Which floor is your event on ■ Is access by lift ■ What type of lift, platform or elevator ■ How many lifts ■ It would be good practice to include a route guide to the main room and breakout rooms in the information sent to the participants		
Toilets ■ Note where the toilets are: ■ For ambulant users ■ For wheelchair users		

Leonard Cheshire

Appendix: Accessible venue checklist

Checklist	✔	Comments/Notes
Main room ■ Note layout ■ Fixed seating ■ Aisle width ■ Space for wheelchairs		
Access to breakout rooms ■ Ensure adequate signage ■ This information needs to be included in route guide		
Breakout room facilities ■ Induction hearing loop ■ Circulation (being able to move around furniture) ■ Space for wheelchairs at desk/ worktables		
Evacuation arrangements ■ Make a note of fire refuge points ■ Way finding and lighting		