

Checklist for Accessible Meetings

Highlighted items are most critical

Getting into and around venue

Step free entrance? (Thresholds <3cm high) If accessible entrance isn't usual front door, clear signs needed	Yes/No
1m wide routes from step free entrance to bar/food service area, to toilet, quiet room, and to room for event?	Yes/No
Does lift or stair lift work? Provide info on weight limit on venue description. Venue knows to contact your team if lift goes out of order.	Yes/No/Not applicable

Access in the room for the event

Is there step free access to room for the meeting or event?	Yes/No
Is there a PA system? If not, can you bring one in?	Yes/No
Good lighting on speaker	Yes/No
Step free access to any stage	Yes/No
Hearing loop / hearing technology	Yes/No
Good ventilation (<800ppm CO ₂ or typically 10 l/s/person)	Yes/No
Temporary issues? e.g. building works, that need alternate access routes	Yes/No

Refreshments

Is there a lowered counter for serving people in wheelchairs?	Yes/No/Not applicable
Is the card payment machine reachable if you are seated in a wheelchair? (NB can it be reached if you cannot raise your arms above shoulder height)	Yes/No/Not applicable
Is there a hearing loop / hearing technology at the serving counter?	Yes/No/Not applicable
Is there information on allergens in any food or drink served?	Yes/No/Not applicable
Can they provide separately wrapped food to prevent cross-contamination?	Yes/No/Not applicable
Are there facilities to reheat pureed food?	Yes/No/Not applicable
Will they provide straws on request?	Yes/No/Not applicable

Toilets

Is there an accessible toilet?	Yes/No
Step free access to accessible toilet?	Yes/No
Check no extra furniture stored in toilet. This includes free standing baby changing tables.	Clear / Cluttered
Red alarm cord? (Check this is not tied up, the alarm works, and that the alarm will be responded to)	Yes/No
Check which side the toilet transfers to (as you face it) and provide that information on your venue guide	Right / left / centre
Is the accessible toilet well signposted? (If not put up signs)	Yes/No
Does it have bins suitable to accommodate incontinence pads?	Yes/No
Are the toilets clean? (All types and genders)	Yes/No
Does the venue have a Changing Place accessible toilet? (If not, is there one nearby that will be open at the time of the event?)	Yes/No

Fire Safety

Have you had a discussion with the venue's fire officer about safe evacuation of people with impaired mobility/hearing/vision? (May restrict numbers e.g., a maximum number of wheelchair users allowed).	Yes/No
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Travel & Parking

Is there accessible parking nearby? (Please provide info on location and number of spaces for venue guide)	Yes / No
Is the venue near public transport links?	Yes/No
Map of car and public transport routes to venue / video showing venue entrance from car park, bus stop etc	Yes/No

Quiet Room

Is it possible to have a quiet room?	Yes/No
Is access to the quiet room step free?	Yes/No

