**Accessibility: a checklist**

This checklist will help arts organisations and venues assess their current accessibility. It refers to access requirements set down in NZS 4121: 2001 – Design for Access and Mobility but is not a legal compliance document.

Arts For All is an Arts Access

Aotearoa/Creative New Zealand partnership programme. It aims to encourage arts

organisations, venues and producers to improve their

access to disabled audiences.

Download the guide *Arts For All,* published in 2014 by Arts Access Aotearoa, at artsaccess.org.nz

or call 04 802 4349 for a hard copy.

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| **Transport** | **Yes** | **No** | **Comments** |
| Can people get to the venue by public transport? If so, do you have a list of public transport and times if anyone enquires? |  |  |  |
| How far are public transport stops from your venue? |  |  |  |
| Can people be dropped off and picked up outside the main entrance? |  |  |  |
| Is there a well-lit, secure and covered waiting area inside or outside your venue? |  |  | Art For All Word-03.jpg |
| Is the path to your venue clear and free of hazards? |  |  |  |
| Is there parking at your venue? |  |  |  |
| Are there designated accessible parking spaces? If yes, how many? |  |  |  |
| Can parking spaces be booked or reserved? |  |  |  |
| If parking is not available, where is the nearest place people can park (including accessible spaces)? |  |  |  |
| Do you have the contact details of an accessible taxi/ shuttle available? |  |  |  |
| **Entrance access** | **Yes** | **No** | **Comments** |
| If your building has stairs, is there ramped access via the main entrance? |  |  |  |
| If not, how can people with mobility impairments enter your building? |  |  |  |
| Do you have a map available showing entrances and access? |  |  |  |

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| **General access** | **Yes** | **No** | **Comments** |
| Is the main entrance to your venue free of trip hazards: e.g. doormat or ledges? |  |  |  |
| Is your venue free of hazards that block pathways: e.g. pot plants, display boards or furniture? |  |  |  |
| Are any hazards clearly marked (including glass doors)? |  |  |  |
| Are the aisles/pathways on accessible routes a minimum of 1200mm? |  |  |  |
| Are all the public spaces in your venue wheelchair accessible? |  |  |  |
| If not, which areas are inaccessible to a person using a wheelchair, and why? |  |  |  |
| Do you use tactile indicators in your space: e.g. changes in surface that can be felt with a cane, marking on edging of stairs, and braille lift buttons? |  |  |  |
| Do you use luminous indicators in your venue: e.g. flare paths or tread lights for theatre paths when lights are down? |  |  |  |
| Do you use high-colour contrast in your venue: e.g. highly visible contrasting colours to indicate stair rises, door frames and signage? |  |  |  |
| Do you publicise the noise levels of the event: i.e. if noise in the event may be scary, disorienting or distressing? |  |  |  |
| Are there any quiet areas in the venue where people can rest? |  |  |  |
| Is there enough room on pathways and ramps for people to move with a companion (minimum of 1200mm)? |  |  |  |
| Do ramps have handrails? |  |  |  |

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| **Stairs**  | **Yes** | **No** | **Comments** |
| Do stairs have continuous handrails with domed buttons at the top and bottom of the flight? |  |  |  |
| Are the stair steps set at a standard height (maximum rise of 180mm between steps)? |  |  |  |
| Is the edge of stairs rounded and colour contrasted? |  |  |  |
| Are stairs slip-resistant? |  |  |  |
| **Lifts** | **Yes** | **No** | **Comments** |
| Can the lift be used independently by a person in a wheelchair: e.g. are buttons at a suitable height (between 900-1350mm from floor), and is the door opening a minimum width of 900mm? |  |  |  |
| Is the lift large enough to accommodate a number of people, including a wheelchair (minimum interior space of 1400mm x 1400mm)? |  |  |  |
| Does the lift have a continuous support rail? |  |  |  |
| Does the lift have braille alongside buttons on the faceplate and tactile distinctions for call buttons? |  |  |  |
| Does the lift have audio announcements?  |  |  |  |
| Are light indicators used to show floors: e.g. illuminated arrows or LCD display? |  |  |  |
| Is the lift clearly signposted and easy to find? |  |  |  |
| **Doors and doorways** | **Yes** | **No** | **Comments** |
| Are automatic doors provided in the venue? If yes, do the doors remain open for a minimum of 5 seconds? |  |  |  |
| Can doors be opened with one hand? |  |  |  |
| Are all door handles a lever-action type, which open outwards? |  |  |  |
| Are all door handles at an optimum height of 1000mm above the floor? |  |  |  |
| Do doors have a minimum opening width of 760mm and a clear approach space?  |  |  |  |
| Do all glass doors have hazard markings and/or glazing panels? |  |  |  |
| **Floor surfaces** | **Yes** | **No** | **Comments** |
| Are floor surfaces even and stable? |  |  |  |
| Are ramps, stairs and tile surfaces slip-resistant? |  |  |  |
| Are floor surfaces easy for a person using a wheelchair to move over: e.g. even, free of hazards and with a short-pile carpet? |  |  |  |
| **Lighting** | **Yes** | **No** | **Comments** |
| Is lighting even in the venue, with any changes made gradually? |  |  |  |
| Are there well-lit areas suitable for people using New Zealand Sign Language or lip reading to communicate? |  |  |  |
| Are any hazards well-lit? |  |  |  |
| Are polished surfaces and glare minimised? |  |  |  |
| Are any sudden lighting changes or special effects in your arts event publicised? |  |  |  |
| **Toilets/bathroom** | **Yes** | **No** | **Comments** |
| Does the venue have accessible toilets? |  |  |  |
| Are accessible toilets all-gender? |  |  |  |
| Are accessible toilets clearly identified? |  |  |  |
| Do doors open outwards with lever-action handles? |  |  |  |
| Is there enough room for a person using a wheelchair to turn 360 degrees, and a companion? (minimum dimensions of 1900mm by 1600mm) |  |  |  |
| Can fittings and controls be operated with one hand? |  |  |  |
| Are there L-shaped grab rails? |  |  |  |
| Are all amenities (washbasin, buttons, mirror, hand dryers etc) at an accessible height? |  |  |  |
| **Hearing augmentation systems****(hearing loops and infra–red)** | **Yes** | **No** | **Comments** |
| Is a hearing augmentation system available in the venue? |  |  |  |
| If yes, what type of system is available? |  |  |  |
| Are there signs to indicate the availability of the system and where it is located? |  |  |  |
| What areas of the venue or seating areas are linked to the system? |  |  |  |
| Can people use the system without having to book? |  |  |  |
| Is the system regularly checked and maintained? |  |  |  |
| **Signage** | **Yes** | **No** | **Comments** |
| Is signage clear and legible throughout the venue? |  |  |  |
| Are signs and labels displayed between 1200mm and 1675mm? |  |  |  |
| Are signs provided to indicate pathways through the venue? |  |  |  |
| Is the colour of signs easy to read and in high contrast? |  |  |  |
| Is the font and point size of signs easy to read (sans serif, at least 22 point text)? |  |  |  |
| Are Braille signs used in the venue? |  |  |  |
| Is signage well-lit at night? |  |  |  |
| Do you publicise if strobe lighting, smoke or explosive sounds are used in the venue? |  |  |  |
| **Food and beverages** | **Yes** | **No** | **Comments** |
| Is bar height at an accessible level?  |  |  |  |
| Can people have food and beverages delivered if they use a wheelchair and cannot access the bar/cafe? |  |  |  |
| Can people bring their own food and beverages into the venue, if they require them for taking medication?  |  |  |  |
| Is water freely available? |  |  |  |
| Are straws available, if needed? |  |  |  |
| **Seating and service** | **Yes** | **No** | **Comments** |
| Is rest seating available throughout public spaces in the venue? |  |  |  |
| Does rest seating have armrests? |  |  |  |
| Is seating easy to get up from(450mm-520mm high, or 350mm high for small people and children)? |  |  |  |
| In theatre areas or auditoriums, where can people using wheelchairs sit? |  |  |  |
| Do wheelchair seating spaces allow people to sit with their companions? |  |  |  |
| Do you provide aisle seats with removable arm rests for people who wish to transfer from a wheelchair? |  |  |  |
| Does seating allow a service dog to sit underneath, or alongside, a chair? |  |  |  |
| Are service counters (e.g. reception, ticketing booths or bars) at an accessible height of 775mm? |  |  |  |
| Are furniture and fittings free of hazards: e.g. no sharp corners, no flip chairs, colour-contrasted? |  |  |  |
| Are row and seat numbers displayed in a large, clear way? |  |  |  |
| **Wheelchairs and hire** | **Yes** | **No** | **Comments** |
| Do you have a “recharge” area for people using motorised wheelchairs? |  |  |  |
| Can people hire or borrow a wheelchair at your venue? |  |  |  |
| If so, how is this arranged and what are the booking procedures? |  |  |  |
| **Service dogs** | **Yes** | **No** | **Comments** |
| Is water available for a service dog? |  |  |  |
| Is there an area where a service dog can be toileted? |  |  |  |
| Is there a quiet area where a service dog can rest? |  |  |  |
| **Emergency exits and procedure** | **Yes** | **No** | **Comments** |
| Are emergency exits accessible to everyone? |  |  |  |
| Is there a system of allocating staff to assist disabled patrons in the event of emergency? |  |  |  |
| Are both visual and audio warnings provided in an emergency? |  |  |  |
| **Communication** | **Yes** | **No** | **Comments** |
| Is information about the venue available in a range of formats: e.g. printed material, large print, audio, website? |  |  |  |
| Is information about goods and services available in a range of formats: e.g. programmes, synopses or menus? |  |  |  |
| Is printed information easy to read, with the option of providing it in a larger font? |  |  |  |
| **Telephones** | **Yes** | **No** | **Comments** |
| Does the venue have a TTY phone system? |  |  |  |
| If yes, do you know how to use it? |  |  |  |
| Is there a public telephone at an accessible height?(no higher than 1200mm above ground) |  |  |  |
| **Staff responsiveness** | **Yes** | **No** | **Comments** |
| Do you provide disability responsiveness training for staff? |  |  |  |
| Do staff have experience assisting disabled people and understanding their requirements? |  |  |  |
| Are staff available to provide assistance to disabled people? |  |  |  |
| Do any staff members know New Zealand Sign Language? |  |  |  |
| Is there a staff member responsible for access requirements? Who is this? |  |  |  |

For more information on compliance with the Building Code and providing an accessible venue, contact the Barrier Free New Zealand Trust ([www.barrierfreenz.org.nz](http://www.barrierfreenz.org.nz/)).

Your responses to this accessibility checklist should help you answer the questions on the *Getting started: commonly asked questions* information sheet. These questions also provide a useful guide for identifying what information to put on your publicity and marketing materials.

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**Disclaimer:**

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