

Accessibility checklist

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

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?			
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 no, how can people with mobility impairments enter your building?			
Do you have a map available showing entrances and access?			

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 no, 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?			

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: e.g. two gongs down, one gong up?			
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 for people using New Zealand Sign Language or lip reading to communicate in?			
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)?			

Seating and service: continued	Yes	No	Comments
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 (eg. reception, ticketing booths or bars) at an accessible height of 775mm?			
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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 awareness	Yes	No	Comments
Do you provide disability awareness 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).

Your responses to this accessibility checklist should help you answer the Q and A Template. These questions also provide a useful guide for identifying what information to put on your publicity and marketing materials.

> **Other online resources: Marketing to the Disabled Community Checklist | Q and A Template**



For the full picture about arts and accessibility in New Zealand, you can download *Arts For All | Ngā toi mo te katoa*, published by Creative New Zealand in partnership with Arts Access Aotearoa, 2009.

> www.artsaccess.org.nz/index.php/arts-and-disability

Arts Access Aotearoa acknowledges Accessible Arts (www.aarts.net.au) for the use of its resources in developing this checklist.



Disclaimer:

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