



Accessible Sports Facilities

Use with the *Accessible Sports Facilities* Design Guidance Note

Foreword

Sport England believes that good design of sports facilities needs to be based on a sound understanding of all key issues identified in the design guidance publications available for download from the Sport England web site.

Good design needs to be embraced within the earliest vision statement for a particular project and enshrined in the initial briefing stage through to the final detailed specifications and operational arrangements.

Purpose

These audit sheets are intended to be a 'flexible' and 'easy to use' tool for reviewing projects at their various stages of development. For example, they might be used to help with:

- Establishing the initial brief
- Customer attitude surveys
- Detailed 'sign off' process for a new design, as it moves through the various stages of development¹.

These sheets are set out in the form of a check list of the main issues covered in Sport England's Design Guidance Note *Accessible Sports Facilities (ASF)*². Each heading has a page cross-reference to the original ASF document and there are columns for the user to make comments or to note future actions as might be deemed necessary. Users will need to exercise judgment to decide which headings are relevant to the particular audit processes to be undertaken. Additional sheets at the back of the document can be printed for any sections requiring further detailed checklist criteria.

By necessity, these audit sheets are intended only to give an abbreviated overview of the issues covered within Sections 1-13 of *Accessible Sports Facilities* Design Guidance Note. For Sections 14-18 (not included in this check list) and further information, reference should always be made to the main ASF document for full details. Reference should also be made to other Sport England guidance³, relevant National Governing Body (NGB) guidance and specialist publications and technical standards for sport specific requirements.



¹ See RIBA Outline Plan of Work:
[http://www.architecture.com/Files/RIBAProfessionalServices/Practice/OutlinePlanofWork\(revised\).pdf](http://www.architecture.com/Files/RIBAProfessionalServices/Practice/OutlinePlanofWork(revised).pdf)

² Current updated version is available for download from the Sport England web site.

³ See 'Design and cost guidance' web link on back cover for guidance downloadable from the Sport England web site.

1.0 Introduction

Disabled people are disabled by poorly designed environments; providing add-on or special facilities creates segregation rather than inclusion.

For example:

The reason a wheelchair user cannot use the fitness equipment room in a sports centre is not because he or she is in a wheelchair. The design and management of the facility creates the barriers and limitations that disable. Consequently, the correct view would be that:

- *'A wheelchair user cannot use the fitness equipment room because the equipment is inappropriate and / or the room is located on an inaccessible floor', or*
- *'The person cannot use the fitness equipment room because the staff have not had adequate training'.*

2.0 The Inclusive Design Process

Inclusive design should be seen as a continuous process including:

- The initial concept, the design brief or master plan, through to the detailed design
- The planning and Building Control approval processes
- The construction
- The operation, management and maintenance of the completed facility.

Each of these stages should be an inclusive process involving potential users and disabled people.

In order to inform the brief for the project, the Inclusive Design Consultant should carry out an Access Audit of the existing sports facility, or an Access Appraisal of any preliminary design proposals, prior to the development of maintenance programmes, redevelopment schemes or the design of new facilities or extensions.

An Access Statement should be prepared to explain how any new build or redevelopment proposals will address the principles of *Inclusive Design* and meet current good practice including the standards set out in *Accessible Sports Facilities* and other Sport England guidance ⁴.

Sport England's Design Guidance Note Audit Check List sheets aim to:

- ***Increase awareness of good design in sports facilities***
- ***Help key building professions, clients, user representatives and other stakeholders to follow best practice***
- ***Encourage well designed sports facilities that meet the needs of sports and are a pleasure to use.***

⁴ See 'Design and cost guidance' weblink on back cover for guidance downloadable from the Sport England website.

2.0 The Inclusive Design Process (cont/d...)

| Page | Requirement | Further reference | ✓ | ✗ | N/A | Observation | Comment / Action |
|------|---|---|---|---|-----|-------------|------------------|
| 8 | <p>How will people use the facility? / Accommodating sports chairs</p> <p><i>Note: It is essential that there is unhindered access for athletes and their sports chairs</i></p> <p>Sports chairs</p> <p>Sports chairs are wider than wheelchairs used for everyday mobility. Some sports chairs require a design width of 1.2 m. Will sports chairs be used within the facility?</p> | ASF: Pages 9, 25 and 74 | | | | | |
| | <p>Sports Chair Storage</p> <p>Is there an appropriate, secure storage point, close to the changing areas, where sports chairs can be left whilst athletes are changing or using other facilities?</p> | ASF: Pages 9 and 74 | | | | | |
| | <p>General Circulation</p> <p>Is there a route to the facility suitable for the athlete to access in a standard wheelchair whilst pushing their sports chair?</p> <ul style="list-style-type: none"> To the entrance and reception area From entrance / reception to the secure storage area From the storage area to the activity point From the activity point to a place of safety? | ASF: Page 15 Figure 3 | | | | | |
| | <p>Lobbies</p> <p>Where provided, are the lobbies appropriately sized for facilities with sports chair zones.</p> | ASF: Page 25 Figures 8 and 9 | | | | | |
| | <p>Corridors</p> <p>Do corridors leading to and from the sports chair zone meet the recommendations in Figure 7.</p> | ASF: Page 25 Figure 7 | | | | | |
| | <p>Sports chairs are wider than wheelchairs used for everyday mobility.</p> <ul style="list-style-type: none"> Are lift cars large enough to accommodate them Are lift doors wide enough? | ASF: Page 30 Figure 13 and Table 6, page 31 Table 7 and page 74 | | | | | |

If not, what needs to be done to address this?

Checklist must be used in conjunction with the Sport England Design Guidance Note 'Accessible Sports Facilities'

3.0 Arriving At The Facility

| Page | Requirement | Further reference | ✓ | ✗ | N/A | Observation | Comment / Action |
|------|--|-----------------------|---|---|-----|-------------|------------------|
| 12 | Generally | | | | | | |
| | Can people access the facility safely and conveniently by: <ul style="list-style-type: none"> public transport on foot wheelchair bicycle car / taxi coach / minibus? | | | | | | |
| | Does clear and logical signage indicate routes to the facility from the public highway / public footpaths? | Sign Design Guide | | | | | |
| | Does clear and logical signage indicate routes to and from: <ul style="list-style-type: none"> car parking areas accessible car parking areas drop-off point principal entrance to the facility? | Sign Design Guide | | | | | |
| 12 | Car parking | | | | | | |
| | Note: A car is essential for many disabled people to access sport and leisure facilities. It is vital to provide suitable parking with unhindered access to the entrance. | | | | | | |
| | Are there sufficient dedicated accessible car parking spaces appropriate for the scale and type of facility? | ASF: Page 13 Table 2 | | | | | |
| | Are the dedicated bays logically grouped together and clearly signposted from the site entrance? | | | | | | |
| | Are the dedicated bays correctly laid out and clearly marked with access symbols on the parking surface? <ul style="list-style-type: none"> Are there vertical signs? | ASF: Page 13 Figure 1 | | | | | |

If not, what needs to be done to address this?

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| Page | Requirement | Further reference | ✓ | ✗ | N/A | Observation | Comment / Action |
|-----------|--|--|---|---|-----|-------------|------------------|
| | Are the accessible bays located as close as possible to the main entrance of the facility? <ul style="list-style-type: none"> • What is the distance to the facility? • Is the route covered? • Are there seats en route? | | | | | | |
| | Is the car park surface smooth and even? | | | | | | |
| 14 | Setting-down point | | | | | | |
| | Is the setting down point: <ul style="list-style-type: none"> • immediately adjacent to the main entrance? If not, what is the distance from the main entrance? • sheltered? • long enough to allow tail loading? • Is there level access between the setting down point and the footpath? | ASF: Page 14 Figure 2 | | | | | |
| | Are barriers / controls located en route to the parking / drop-off points? If there is oral instruction and / or information, is this supported visually? Are the barriers easy to use and operate? <ul style="list-style-type: none"> • barrier control systems • gates • vehicle height barriers less than 2.6 m • other? | | | | | | |
| 14 | Cycle Parking | | | | | | |
| | Provision should be made for parking cycles in secure locations away from pedestrian routes. Is the cycle parking protected from the weather? | | | | | | |
| | Is there space for adapted cycles and tandems? | | | | | | |
| | Are cycle racks designed for easy detection so that they can be avoided by blind and partially sighted people? | DTI publication Inclusive Mobility | | | | | |

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| Page | Requirement | Further reference | ✓ | ✗ | N/A | Observation | Comment / Action |
|------|--|----------------------------------|---|---|-----|-------------|------------------|
| 14 | Routes to the facility | | | | | | |
| | Are traffic routes clearly distinguishable from pedestrian routes - for example, by correct use of layout, colour and texture? | | | | | | |
| | Are pedestrian and traffic routes clearly signposted? | | | | | | |
| | Do footpaths meet the minimum design requirements? See 'Accommodating sports chairs' in Section 2.0 | ASF: Page 8 and Page 15 Figure 3 | | | | | |
| | Are footpaths as level as possible, with a maximum cross fall of 1:60 and a maximum gradient of 1:21? | | | | | | |
| | Are there flush dropped kerbs where footpaths cross vehicle routes? | | | | | | |
| | Where there are flush kerbs on direct footpath routes, are they easily identified by blind or partially sighted people? | | | | | | |
| | Is the route clear of obstacles or hazards, such as overhanging planting, street furniture or gratings? | | | | | | |
| | Is seating provided at 50 m intervals? | ASF: Page 15 Figure 3 | | | | | |
| | Are drainage channels located beyond the boundaries of the access route? | | | | | | |
| | Are all surfaces: <ul style="list-style-type: none"> • slip-resistant in all weather conditions • level and even? | | | | | | |
| | Does the route provide help for blind and partially sighted people, for example: <ul style="list-style-type: none"> • aural and tactile information • visual clues • definition to path edges • adequate illumination? | | | | | | |

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| Page | Requirement | Further reference | ✓ | ✗ | N/A | Observation | Comment / Action |
|------|--|-------------------|---|---|-----|-------------|------------------|
| 16 | External features | | | | | | |
| 17 | <p>Ramps</p> <p>Note: Where it is not possible to incorporate a level route, a ramp will enable safe and convenient access for pushchairs and wheelchairs, and for deliveries. However, the ramp must be accompanied by a short flight of steps for those who find negotiating ramps difficult?</p> <p>Is the gradient as level as possible?</p> <p>Maximum gradients are:</p> <ul style="list-style-type: none"> ramp not exceeding 10 m, 1:20 ramp not exceeding 5 m, 1:15 ramp not exceeding 2 m, 1:12. | | | | | | |
| | Is the ramp easily distinguished from the footpath? | | | | | | |
| | Does the ramp provide the necessary clear unobstructed width along its whole length? | | | | | | |
| | Are the landings level, unobstructed and at least 1.5 m deep? | | | | | | |
| | Does the ramp have a slip-resistant surface that is firmly fixed and easy to maintain? | | | | | | |
| | Is there a stepped alternative? | | | | | | |

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| Page | Requirement | Further reference | ✓ | ✗ | N/A | Observation | Comment / Action |
|------|--|--|---|---|-----|-------------|------------------|
| 17 | <p>Steps <i>Note: Where it is not possible to incorporate a level route, a ramp will enable safe and convenient access for pushchairs and wheelchairs, and for deliveries. However, the ramp must be accompanied by a short flight of steps for those who find negotiating ramps difficult.</i></p> <p>Are the steps clearly identified and distinguished from the footpath?</p> | <p>Building Regulations Approved Document M (ADM): 1.27</p> | | | | | |
| | <p>Are treads:</p> <ul style="list-style-type: none"> • of consistent going • between 280 mm and 425 mm • of appropriate width • slip resistant • with highlighted nosings • without projecting nosings? | <p>ADM: Diag 6</p> | | | | | |
| | <p>Are risers:</p> <ul style="list-style-type: none"> • of consistent rise • not open • between 150 mm and 170 mm? | | | | | | |
| | <p>Are flight lengths satisfactory?</p> | <p>ADM: 1.33 and Diag 5</p> | | | | | |
| | <p>Are the landings:</p> <ul style="list-style-type: none"> • level • free from door swings • unobstructed • at least 1.2 m long? | <p>ADM: 1.33 and Diag 4</p> | | | | | |

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| Page | Requirement | Further reference | ✓ | ✗ | N/A | Observation | Comment / Action |
|------|---|-----------------------|---|---|-----|-------------|------------------|
| 17 | <p>Handrails <i>Note: Handrails must be provided at all changes in level, however small, and give adequate grip and support.</i></p> <p>Do the handrails contrast against the background so that they are easily distinguishable?</p> | BS8300 and ADM diag 7 | | | | | |
| | Are handrails easy to grip, with an outside diameter of 45 – 50 mm and smooth finish? | ADM diag 7 | | | | | |
| | When against walls, is the gap between handrail and wall between 60 and 75 mm? | ADM diag 7 | | | | | |
| | Are there continuous handrails on both sides of the stair or ramp? | | | | | | |
| | Are the handrails continued beyond the top and bottom of the stair or ramp? | ADM diag 5 | | | | | |
| | Do the handrails have return ends? | | | | | | |
| | Are the handrails robustly fixed? | | | | | | |
| | Do balustrades provide physical and visual security? | | | | | | |

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4.0 The Entrance

| Page | Requirement | Further reference | ✓ | ✗ | N/A | Observation | Comment / Action |
|------|---|--|---|---|-----|-------------|------------------|
| 19 | Generally | | | | | | |
| | <i>Note: The entrance design should be recognisable, inviting and accessible.</i> | | | | | | |
| | Is the entrance easily distinguished from the facade as a whole? | | | | | | |
| | Is the route to the entrance clear of doors and windows that open out causing hazards? | | | | | | |
| | Are the entrances and the routes to them clearly signed? | | | | | | |
| | Is the entrance threshold level? | | | | | | |
| | Is the entrance lobby of sufficient size for people to clear the outer door before opening the inner door? See 'Accommodating sports chairs' in Section 2.0 | ASF: Page 8 and Page 24 / 25 Figures 8 and 9 | | | | | |
| | Does the lobby lighting help people adjust to changes between indoor and outdoor levels of light? | | | | | | |
| 19 | External doors | | | | | | |
| | <i>Note: The entrance design should be recognisable, inviting and accessible.</i> | | | | | | |
| | Is the entrance distinguishable from the facade as a whole? | | | | | | |
| | Are glazed doors and screens highlighted with appropriate manifestations | | | | | | |
| | Is the door furniture: | | | | | | |
| | <ul style="list-style-type: none"> • Contrasting with the door • Easy to grip and operate? | | | | | | |
| | Are the entrance doors sited logically in relation to approach routes? | | | | | | |
| | Is the entrance wide enough to accommodate all anticipated user groups, and is it appropriate for the facility type? | ASF: Page 19 Table 3 | | | | | |
| | Are thresholds level? | | | | | | |

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| Page | Requirement | Further reference | ✓ | ✗ | N/A | Observation | Comment / Action |
|------|---|--|---|---|-----|-------------|------------------|
| | Are the main doors automatic? Do they remain open long enough for slow moving people to pass through? See 'Accommodating Sports Chairs' in Section 2.0 | ASF: Page 19 Table 3 ASF: Page 9 | | | | | |
| | If not, is there adequate space beside the leading edge for access by a wheelchair user? | | | | | | |
| | If there are door closers on manually operated doors, are the opening forces within acceptable tolerances? | | | | | | |
| 20 | Entrance lobbies | | | | | | |
| | Note: layout and dimensions of the entrance need to be appropriate to the facility's size and type. Where inner and outer (lobby) doors are provided the dimensions are critical for wheelchair users as they will need to be able to move clear of the first set of doors before encountering the second. Is the lobby large enough to allow for a wheelchair user pushing either their sports chair or day chair in front of them as they enter the facility? See 'Accommodating sports chairs' in Section 2.0 | ASF: Page 8 and Page 25 Figure 8 | | | | | |
| | Is there a clear view from outside | ASF: Page 21 Figure 4 | | | | | |
| | Is there a firm, smooth cleaning mat fitted flush with the floor? | | | | | | |
| | Is the inner door equal to the entrance door? | | | | | | |
| | Do the lighting levels in the lobby provide a transition between inside and outside? | | | | | | |
| 20 | Foyer / reception area | | | | | | |
| | Note: The layout of the reception area should be clear and logical and minimise the need for signs to guide people through it. Is there sufficient space with defined, unobstructed route ways so that everyone has easy access to the stairs, lift, reception desk, WCs and other facilities? | ASF: Page 21 Figure 4 | | | | | |
| | Is the area well lit and acoustically quiet to allow people to talk at the reception desk, in seating areas, and when using the public telephone? | | | | | | |

If not, what needs to be done to address this?

Checklist must be used in conjunction with the Sport England Design Guidance Note 'Accessible Sports Facilities'

| Page | Requirement | Further reference | ✓ | ✗ | N/A | Observation | Comment / Action |
|------|--|--------------------------|---|---|-----|-------------|------------------|
| | Is there clear and logical signage, correctly and consistently located to assist people entering the building? | Sign Design Guide | | | | | |
| | Is the reception counter designed and located to permit use by members of staff and customers who are wheelchair users? | ASF: Page 22 Figure 5 | | | | | |
| | Is there a raised area of the counter to enable use in a standing position? | ASF: Page 22 Figure 5 | | | | | |
| | Is the reception counter positioned so that the receptionist's face is visible to lip readers? | | | | | | |
| | Is the counter fitted with an induction loop and is this clearly indicated by the standard symbol? <ul style="list-style-type: none"> Do the reception staff understand how the loop works Is it switched on? | | | | | | |
| | Is a suitably installed public telephone provided? | | | | | | |
| | Is an easy to locate seating area provided? | ASF: Page 21 Figure 4 | | | | | |
| | Is a mixture of seating options provided? For example, fixed, removable, with and without arm rests? | | | | | | |
| | Is there sufficient space for wheelchair users and assistance dogs? | ASF: Page 21 Figure 4 | | | | | |
| | Is there a secure, quiet rest area for assistance dogs? | ASF: Page 21 Figure 4 | | | | | |

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5.0 Internal Circulation

| Page | Requirement | Further reference | ✓ | ✗ | N/A | Observation | Comment / Action |
|------|---|--------------------------------|---|---|-----|-------------|------------------|
| 23 | Corridors | | | | | | |
| | Are corridors wide enough for use by wheelchair users? | | | | | | |
| | Are convenient wheelchair turning and passing spaces provided? | ASF: Page 24 Figure 6 | | | | | |
| | Are corridors simple and safe to negotiate? Are they clear of obstructions that could be hazardous to people who are blind or partially sighted and people using wheelchairs? | ASF: Page 24 Figure 6 | | | | | |
| | Where sports wheelchairs are used in the facility, do corridors meet the recommendations in Figure 7? | ASF: Page 25 Figure 7 | | | | | |
| | Is the circulation area free of unnecessary doors that hinder free movement around the facility? | | | | | | |
| | Are any doors that open onto the circulation area potential hazards? | | | | | | |
| | Is the circulation area free of unnecessary lobbies that hinder free movement around the facility? | | | | | | |
| | Where provided, are the lobbies appropriately sized for the facility? | ASF: Page 25 Figure's 8 & 9 | | | | | |
| | Are all signs visible by people standing and by people using wheelchairs? | | | | | | |
| | Are circulation areas well lit? | | | | | | |
| | Are windows and light fittings located to avoid creation of glare and / or silhouettes? | | | | | | |
| | Are there visual clues to aid circulation? | | | | | | |
| | Does the colour scheme help differentiate between critical elements, for example the wall from the floor, doors from adjacent walls? | | | | | | |
| | Do wall and floor materials minimise confusing light reflections and provide a suitable acoustic environment? | | | | | | |

If not, what needs to be done to address this?

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| Page | Requirement | Further reference | ✓ | ✗ | N/A | Observation | Comment / Action |
|------|--|-------------------|---|---|-----|-------------|------------------|
| 26 | Ramps | | | | | | |
| | <i>Note: See also External Ramps section.</i> | | | | | | |
| | Is the gradient as level as possible? | | | | | | |
| | Do ramp widths meet the recommendations of the Guidance Note? | | | | | | |
| | Is the maximum rise of a single ramp no more than 0.5 m? | | | | | | |
| | Is the maximum rise of a series of ramps no more than 2.0 m? | | | | | | |
| 26 | Stairs | | | | | | |
| | <i>Note: All stairs and steps must be suitable for use by ambulant disabled people.</i> | | | | | | |
| | Does the stair have at least 1.1 m clear width? | | | | | | |
| | Is the maximum rise of the stair less than 1.8 m, with risers no more than 170 mm, and treads no less than 250 mm? | | | | | | |
| | Are all risers solid? | | | | | | |
| | Is the staircase fitted with suitable continuous handrails on both sides? | | | | | | |
| | Are all stair nosings: | | | | | | |
| | <ul style="list-style-type: none"> clearly visible by people going up and down the staircase correctly detailed? | | | | | | |
| | Are all surfaces: | | | | | | |
| | <ul style="list-style-type: none"> slip-resistant in all weather conditions level and even? | | | | | | |
| | Is each level clearly indicated by tactile and visual information? | | | | | | |
| | Is the staircase: | | | | | | |
| | <ul style="list-style-type: none"> easy to locate suitably signed? | | | | | | |

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| Page | Requirement | Further reference | ✓ | ✗ | N/A | Observation | Comment / Action |
|-----------|---|--|---|---|-----|-------------|------------------|
| | Are stair and landing surfaces slip resistant? | | | | | | |
| | Are the stairs correctly lit? | | | | | | |
| 27 | Handrails | | | | | | |
| | <i>Note: See also Section 3.0 Arriving at the Facility: Handrails</i> | BS8300 and ADM | | | | | |
| | Do the handrails meet the recommendations of the Guidance Note? | | | | | | |
| | Are handrails easy to grip, with an outside diameter of 45 - 50 mm? | ADM: Diag 7 | | | | | |
| | When against walls, is there a 60 - 75 mm gap between handrail and wall? | ADM: Diag 7 | | | | | |
| | Are there continuous handrails on both sides of the stair or ramp? | | | | | | |
| | Are the handrails continued beyond the top and bottom of the stair or ramp? | | | | | | |
| | Do the handrails have return ends? | | | | | | |
| | Are the handrails robustly fixed? | | | | | | |
| | Do balustrades provide physical security? | | | | | | |
| 27 | Doors | | | | | | |
| | <i>Note: The number of doors in a building should be kept to a minimum, since doors obstruct movement through a building for many disabled people as well as people with large sports bags.</i> | | | | | | |
| | Is the minimum clear door opening appropriate to the type and scale of the facility? See also 'Accommodating sports chairs' in Section 2.0 | ASF: Page 8, page 27 Figure 10 and page 28 Table 5 | | | | | |
| | Does the single leaf of all double doors provide a clear opening wide enough for the passage of a wheelchair? See also 'Accommodating sports chairs' in Section 2.0 | ASF: Page 24 Figure 6 | | | | | |
| | Is there a clear wall space of at least 0.3 m to the leading edge of the door? Is this 0.5 m in sport specific situations? | ASF: Page 27 Figure 11 | | | | | |
| | Can all doors swing to at least 90°? | ASF: Page 27 Figure 10 | | | | | |

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| Page | Requirement | Further reference | ✓ | ✗ | N/A | Observation | Comment / Action |
|-----------|--|--|---|---|-----|-------------|------------------|
| | Where doors swing into corridors, are they fully recessed or protected by a guardrail? | | | | | | |
| | Are there vision panels on all appropriate doors? | ASF: Page 28 Figure 12 | | | | | |
| | Are doors easily identified, contrasting with wall or door surround? | | | | | | |
| | Are fully glazed doors clearly identified by manifestation? | | | | | | |
| | Do glazed doors contrast with adjacent fixed glazing? | | | | | | |
| | Is the leading edge of the door highlighted? | | | | | | |
| | If fitted, is the door closer set to the minimum force? | BS8300: 6.5.2 | | | | | |
| 29 | Lifts | | | | | | |
| | <i>Note: All lifts should be designed for independent use by a wheelchair user. Platform lifts are only acceptable in a limited number of situations. Stairlifts are not acceptable.</i> | | | | | | |
| | Do the lift and door dimensions at least meet the minimum dimensions appropriate for the scale and type of facility? See also 'Accommodating sports chairs' in Section 2.0 | ASF: Page 8, Page 30 Table 6 and Page 31 Table 7 | | | | | |
| | In front of the lift doors at each level, is there an unobstructed space of sufficient size to allow waiting and manoeuvring by wheelchair users? | ASF: Page 30 Figure 13 | | | | | |
| | Are there appropriate controls in the car and at each floor level? | ASF: Page 30 Figure 13 | | | | | |
| | Are the lift controls: <ul style="list-style-type: none"> • correctly located • with raised markings? | | | | | | |
| | Is there an audible / voice announcement at each floor level? | | | | | | |
| | Does the emergency telephone incorporate an inductive coupler? | | | | | | |

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| Page | Requirement | Further reference | ✓ | ✗ | N/A | Observation | Comment / Action |
|------|---|-------------------|---|---|-----|-------------|------------------|
| | Is the lift a designated evacuation lift? | ASF: Page 35 | | | | | |
| | Does the lift comply with all the necessary requirements? | BS9999:2008 | | | | | |
| | Are there associated refuge areas? | | | | | | |
| | Are all surfaces: <ul style="list-style-type: none"> • slip-resistant in all weather conditions • level and even? | | | | | | |
| | Does the lift door closing mechanism have an adequate time delay? See also 'Accommodating sports chairs' in Section 2.0 | | | | | | |
| | Opposite and adjacent to the lift doors are there raised numerals/ letters indicating the floor level? | | | | | | |

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6.0 Emergency Escape

| Page | Requirement | Further reference | ✓ | ✗ | N/A | Observation | Comment / Action |
|------|--|---|---|---|-----|-------------|------------------|
| 33 | Generally | | | | | | |
| | Note: Detailed guidance on means of escape for disabled people is given in BS 9999:2008 Code of Practice for fire safety in the design, management and use of buildings, Section 9 part 46 Evacuation of disabled people. | BS9999:2008 9:46 | | | | | |
| | Is there an emergency evacuation strategy? | | | | | | |
| | Does every part of the building have a safe means of escape? | | | | | | |
| | Are all escape routes accessible to everyone? | | | | | | |
| | Are personal emergency evacuation plans (PEEPs) available for all people requiring assistance to evacuate the building? | BS9999:2008 Section 9 Clause 46.7 | | | | | |
| | In buildings of more than one storey, is there horizontal evacuation to a place of safety? | | | | | | |
| | Where refuge provided within stairwell: | BS5839:2003 | | | | | |
| | <ul style="list-style-type: none"> Is it of adequate size Is it properly identified Is there an intercom system? | | | | | | |
| | Are there visual alarms located in areas where a deaf or hard of hearing person might be alone? | | | | | | |

If not, what needs to be done to address this?

Checklist must be used in conjunction with the Sport England Design Guidance Note 'Accessible Sports Facilities'

7.0 Changing Areas

| Page | Requirement | Further reference | ✓ | ✗ | N/A | Observation | Comment / Action |
|------|--|---|---|---|-----|-------------|------------------|
| 36 | Main changing areas | | | | | | |
| | <i>Note: All changing areas must be designed so that disabled people can use them. A well-designed layout is critical to ensure maximum access. Careless layout can reduce people's independence and, at worst, prevent use of the facility.</i> | | | | | | |
| | Do the changing facilities meet the requirements set out in Table 8? | ASF: Page 44 Table 8 | | | | | |
| | Does the layout of the changing area allow sufficient space for a wheelchair user to move freely without obstructing other users? | ASF: Page 36 Figure 14 and page 37 Figure 15 | | | | | |
| | Can the changing area accommodate a team of athletes in wheelchairs? | | | | | | |
| | Is there direct access from the changing area to the shower area? | | | | | | |
| | Is there suitable WC provision in close proximity? | | | | | | |
| | Are individual accessible changing cubicles provided for those who prefer more privacy? | | | | | | |
| | Are there family changing cubicles? | ASF: Page 61 Table 10 and Page 43 Figure 20 | | | | | |
| | Are the changing benches a minimum width of 450 mm, with a smooth surface, and set at a height of 480 mm? | | | | | | |
| | Are changing mats available? | | | | | | |
| | Are alternate coat hooks positioned 1050 and 1400 mm above floor level? | | | | | | |
| | Are there sufficient lockers? | | | | | | |
| | <ul style="list-style-type: none"> • Are at least 10% of the lockers 1200 mm high • Do locks and lockers incorporate tactile numbers • Are the locks no higher than 1150 mm and easy to use? | | | | | | |

If not, what needs to be done to address this?

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| Page | Requirement | Further reference | ✓ | ✗ | N/A | Observation | Comment / Action |
|-----------|--|--|---|---|-----|-------------|------------------|
| | Are hairdryers, mirrors, drinking fountains and so on, located so that everyone can use them? | | | | | | |
| 38 | Equipment | | | | | | |
| | For general provision of equipment see the Design Guidance Note pages 38 and 39 | | | | | | |
| | For the provision of equipment in swimming pool buildings see Design Guidance Note Table 11 | ASF: Page 61 Table 11 | | | | | |
| 38 | Unisex changing areas | | | | | | |
| | Provision | | | | | | |
| | Generally, unisex accessible changing facilities should be provided in addition to other accessible provision. | ASF: Page 44 Table 8 | | | | | |
| | Is there sufficient unisex accessible changing provision? | | | | | | |
| | Is the changing room close to the sports facility for convenient access? | | | | | | |
| | Does the layout and specification of the changing area comply with the critical dimensions | ASF: Figures 16, 17, 18, 20 and 21 | | | | | |
| | From Table 8, does the facility require a 'Changing Places' changing room? | ASF: Page 42 Figure 19 and page 44 Table 8 | | | | | |
| | Is the location of the changing room clearly signposted? | | | | | | |
| | Are there dedicated full-size lockers to enable use by more than one person? | | | | | | |
| | Are they conveniently located? | | | | | | |
| | Has consultation with user groups indicated a need for permanent hoists? | | | | | | |
| | Is an alarm provided? | | | | | | |
| | Is the alarm linked to a suitable audible and visible alarm point to enable early recognition of a person in difficulty? | | | | | | |

If not, what needs to be done to address this?

Checklist must be used in conjunction with the Sport England Design Guidance Note 'Accessible Sports Facilities'

| Page | Requirement | Further reference | ✓ | ✗ | N/A | Observation | Comment / Action |
|------|---|-------------------------------------|---|---|-----|-------------|------------------|
| | Showers | | | | | | |
| | Does the shower area comply with the critical dimensions in Figure 22? | ASF: Page 45 Figure 22 | | | | | |
| | Are the shower controls easily accessible? | ASF: Page 45 Figure 22 Note 4 | | | | | |
| | Is the shower area fitted with a tip-up seat and grab rail? | ASF: Page 45 Figure 22 Note 1 | | | | | |
| | Is the shower area free of tripping hazards, such as raised thresholds? | ASF: Page 45 Figure 22 | | | | | |
| | Does the shower area have a slip resistant surface laid to falls to a gully? | | | | | | |
| | Is the area free of complex falls that make standing or manoeuvring difficult? | | | | | | |
| | Are shower chairs available and are they conveniently located? (For swimming pools see Table 11) | ASF: Page 61 Table 11 | | | | | |
| | Is there an adjustable, folding changing bench within the shower area? | ASF: Page 45 Figure 22 Note 6 | | | | | |
| | Is there an accessible shower cubicle within the main shower cubicle area? | ASF: Page 45 Figure 23 | | | | | |
| | | | | | | | |
| | | | | | | | |

If not, what needs to be done to address this?

Checklist must be used in conjunction with the Sport England Design Guidance Note 'Accessible Sports Facilities'

8.0 Toilet Areas

| Page | Requirement | Further reference | ✓ | ✗ | N/A | Observation | Comment / Action |
|------|---|---|---|---|-----|-------------|------------------|
| 46 | Unisex Accessible Provision | | | | | | |
| | <i>Note: All sports facilities should have at least one unisex accessible WC cubicle on every floor of the facility.</i> | | | | | | |
| | Is there appropriate toilet provision to meet the needs of disabled users? | ASF: Page 46 Table 9 | | | | | |
| | Is the toilet provision located conveniently close to the entrance, changing areas and sporting facilities? | | | | | | |
| | What is the maximum travel distance from a facility? | | | | | | |
| | Is flooring slip-resistant throughout, with no raised thresholds? | | | | | | |
| | Do the colour schemes of the walls, floors and fittings provide sufficient contrast to make them distinguishable by partially sighted people? | | | | | | |
| | Is there sufficient manoeuvring space? | ASF: Page 48 Figure 27 | | | | | |
| | Is at least one cubicle suitable for ambulant disabled people? | ASF: Page 48 Figure 27 | | | | | |
| | Are door fittings / locks / light fittings easily accessible and easy to use? | | | | | | |
| 48 | Design | | | | | | |
| | <i>Note: The layout and dimensions are critical to ensure convenient and safe independent use by disabled users.</i> | | | | | | |
| | Does the layout and size for general unisex WC provision comply with Figures 24 and 26? | ASF: Page 46 Table 9 and page 47 Figures 24 and 26 | | | | | |
| | If recommended in Table 9, does the WC compartment comply with Figures 25 and 26? | ASF: Page 47 Figures 25 and 26 | | | | | |
| | Are there unisex toilet facilities of an alternate hand on the same floor? | | | | | | |
| | Is the entrance to the WC screened to prevent direct views from main public areas? | | | | | | |

If not, what needs to be done to address this?

Checklist must be used in conjunction with the Sport England Design Guidance Note 'Accessible Sports Facilities'

| Page | Requirement | Further reference | ✓ | ✗ | N/A | Observation | Comment / Action |
|------|---|-------------------|---|---|-----|-------------|------------------|
| | Is an alarm provided? Is the alarm linked to a suitable audible and visible alarm point to enable early recognition of a person in difficulty? | | | | | | |
| | Are cleaning and maintenance staff aware of the need to keep transfer spaces clear? | | | | | | |

If not, what needs to be done to address this?

Checklist must be used in conjunction with the Sport England Design Guidance Note 'Accessible Sports Facilities'

9.0 Social Areas

| Page | Requirement | Further reference | ✓ | ✗ | N/A | Observation | Comment / Action |
|------|--|-------------------|---|---|-----|-------------|------------------|
| 49 | Generally <i>Note: Generally, social areas must give unhindered access to disabled people either independently or with companions. All corridors and doors leading to refreshment / social areas must comply with the minimum space standards for the facility.</i> | | | | | | |
| | Layout Do gangways between tables have a clear width of 1.2 m | | | | | | |
| | Furniture Is the furniture stable but movable to allow maximum access? Do the tables have a clear undertop height of at least 700 – 750 mm? Are there clear, logical gangways? | | | | | | |
| | Seating Is seating provided at intervals on long internal / external routes, and where waiting is likely? Is there space in seating areas for wheelchair users and guide dogs? Is the seating stable and easy to rise from? Is the seating with and without arms? | | | | | | |
| | Servery / counters Are these accessible to disabled users? | | | | | | |
| | Vending machines Have these been selected and located to be accessible to wheelchair users? Are there clear display panels and instructions? | | | | | | |

If not, what needs to be done to address this?

Checklist must be used in conjunction with the Sport England Design Guidance Note 'Accessible Sports Facilities'

10.0 Communication Systems

| Page | Requirement | Further reference | ✓ | ✗ | N/A | Observation | Comment / Action |
|------|---|---------------------------|---|---|-----|-------------|------------------|
| 50 | Public telephones | | | | | | |
| | Are telephones located where there is minimum background noise? | | | | | | |
| | Is a telephone fixed at a height suitable for children, people of short stature and wheelchair users? | | | | | | |
| | Is there a well signed integral inductive coupler? | | | | | | |
| | Are textphone facilities available? | | | | | | |
| | Is there a shelf for the use of a portable textphone? | | | | | | |
| | Is a textphone available? | | | | | | |
| 50 | Public address systems | | | | | | |
| | Is the public address system clearly audible? | RNID | | | | | |
| | Is the system supplemented by visual information? | | | | | | |
| 50 | Induction loops | | | | | | |
| | Are induction loops fitted: | BS7594 BSEN 60118-4 | | | | | |
| | <ul style="list-style-type: none"> At reception counters In meeting rooms In dance and exercise rooms? | | | | | | |
| 50 | Controls | | | | | | |
| | Are controls: | ASF: Page 51 Figure 28 | | | | | |
| | <ul style="list-style-type: none"> Clearly visible against their background Located logically and consistently Protected against misuse? | | | | | | |

If not, what needs to be done to address this?

Checklist must be used in conjunction with the Sport England Design Guidance Note 'Accessible Sports Facilities'

| Page | Requirement | Further reference | ✓ | ✗ | N/A | Observation | Comment / Action |
|------|---|-------------------|---|---|-----|-------------|------------------|
| 50 | <p>Signs</p> <p><i>Note: Good signage can mean that a deaf or hard of hearing person can use a building without having to ask questions. It enables a newcomer to find their way around a facility with the minimum of effort.</i></p> | Sign Design Guide | | | | | |
| | Are signs positioned at an appropriate height? | | | | | | |
| | Are signs easily identified against their background? | | | | | | |
| | Is the font style appropriate? | | | | | | |
| | Is the font size appropriate for its application and location? | | | | | | |
| | Is there sufficient visual contrast between the font and the background? | | | | | | |
| | Are signs adequately illuminated? | | | | | | |
| | Are tactile signs and Braille correctly located? | | | | | | |
| | Are direction and information signs correctly set out? | | | | | | |

If not, what needs to be done to address this?

Checklist must be used in conjunction with the Sport England Design Guidance Note 'Accessible Sports Facilities'

11.0 Finishes

| Page | Requirement | Further reference | ✓ | ✗ | N/A | Observation | Comment / Action |
|---|--|-----------------------|---|---|-----|-------------|------------------|
| | Note: The correct selection of finishes is very important, particularly to assist people with a disability. Unsuitable finishes can make the building difficult to use and can lead to confusion and possibly danger. | | | | | | |
| 53 | Acoustic requirements | | | | | | |
| | Is there sufficient sound absorbent material to provide a quiet acoustic environment? | RNID | | | | | |
| | Are there buffer zones between noisy and quiet areas? | | | | | | |
| 53 | Visual requirements | | | | | | |
| | Is there adequate contrast between ceilings and walls? | BS8300 Annex B | | | | | |
| | Is there adequate contrast between walls and doors? | Rainbow Project Guide | | | | | |
| | Is there adequate contrast between floors and walls? | | | | | | |
| | Is there adequate contrast between floors and stairs or ramps? | | | | | | |
| | Is the leading edge of doors highlighted? | | | | | | |
| | Are wall and floor surfaces non-reflective? | | | | | | |
| 54 | Tactile requirements | | | | | | |
| | Is variation in surface texture used to: | | | | | | |
| | <ul style="list-style-type: none"> Warn of hazards Give information that helps identify location? | | | | | | |
| 54 | Glass walls and screens | | | | | | |
| | Is manifestation sufficient to provide an adequate warning? | BS6262 | | | | | |
| | Are reflections in the glass confusing? | | | | | | |
| | Are exposed edges highlighted? | | | | | | |
| <i>If not, what needs to be done to address this?</i> | | | | | | | |

Checklist must be used in conjunction with the Sport England Design Guidance Note 'Accessible Sports Facilities'

12.0 Services

| Page | Requirement | Further reference | ✓ | ✗ | N/A | Observation | Comment / Action |
|------|--|--------------------------|---|---|-----|-------------|------------------|
| | <i>Note: All services must be carefully located to avoid creating hazards or obstacles to people moving through the facility.</i> | | | | | | |
| 56 | Heating | | | | | | |
| | Are all heat sources located away from contact by users? | | | | | | |
| | Are appropriate temperatures maintained throughout the facility? | | | | | | |
| | Are heating, ventilation and air conditioning systems quiet? | | | | | | |
| 56 | Lighting | | | | | | |
| | <i>Note: Artificial lighting systems must create a confusion-free environment that avoids excessive reflection, glare, deep shadows and wide variations in lighting levels.</i> | CIBSE lighting standards | | | | | |
| | Do lighting levels meet the standard for the intended use? | | | | | | |
| | Are stairs, ramps etc well lit? | | | | | | |
| | Do light fittings cause glare? | | | | | | |
| | Are there fluorescent fittings that can interfere with hearing aids? | | | | | | |

If not, what needs to be done to address this?

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13.0 Management Issues

| Page | Requirement | Further reference | ✓ | ✗ | N/A | Observation | Comment / Action |
|------|---|-------------------|---|---|-----|-------------|------------------|
| | <p>Note: When considering how disabled people will use any part of the facility, ask the following questions:</p> <ul style="list-style-type: none"> How will they find it How will they reach it How will they use it? | | | | | | |
| 67 | <p>Generally</p> <p>Is there an access strategy setting out how equal access will be provided and maintained for disabled users and staff?</p> <ul style="list-style-type: none"> Have disabled people as users and members of staff, been involved in the development of the policy? | | | | | | |
| | <p>Have staff / coaches/ managers received disability awareness training?</p> <ul style="list-style-type: none"> Is there a lead person responsible for access for disabled people, training and policy implementation? | | | | | | |
| | <p>Does the marketing plan include promoting wider access to disabled people to encourage them to use the facilities?</p> <ul style="list-style-type: none"> Is information available in various formats? Does the information include: <ul style="list-style-type: none"> opening times booking conditions travel details? | | | | | | |
| | <p>Does the building maintenance manual identify and emphasise the importance of good management in maintaining quality access to the facility?</p> <ul style="list-style-type: none"> Are essential pieces of equipment regularly checked e.g. induction loops, lifts etc. Is flooring checked to ensure that it is not loose / worn or slippery? | | | | | | |

If not, what needs to be done to address this?

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| Page | Requirement | Further reference | ✓ | ✗ | N/A | Observation | Comment / Action |
|------|--|-------------------|---|---|-----|-------------|------------------|
| | Have the needs of people who are deaf or hard of hearing been considered in the design and management of the facility? | | | | | | |
| | Have the needs of people with learning disabilities been considered in the design and management of the facility? | | | | | | |
| | Have the needs of people with mobility impairment been considered in the design and management of the facility? | | | | | | |
| | Have the needs of people with visual impairment been considered in the design and management of the facility? | | | | | | |

If not, what needs to be done to address this?

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Additional Sheet

Page Requirement Further reference ✓ ✗ N/A Observation Comment / Action

Page Section Title

| Page | Requirement | Further reference | ✓ | ✗ | N/A | Observation | Comment / Action |
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If not, what needs to be done to address this?

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