



In Your Stride

Progression to Solution

Accessibility Self Audit Toolkit

The Disability Discrimination Act 1995 (DDA) requires all businesses to make reasonable adjustments to enable disabled people to use their services. From the 1st of October 2004 you will also have to consider removal of any physical barriers to your services.

It makes sound business sense to continue to develop your market. The population is ageing and many disabilities are age related. More people with disabilities will therefore want to enjoy the same range of goods and services as everyone else.

We can help you find out how your business currently measures up by looking at each aspect using our specially designed self audit toolkit.

What is the Accessibility Self Audit Toolkit?

Our Self Audit Toolkit is designed to be used in conjunction with the In Your Stride Accessible Solutions Manual and is aimed at smaller businesses that may not warrant our full Business Access Audit service.

The Toolkit will take you through a structured approach to assessing your business from the viewpoint of a wide range of people with different needs. Our objective is to help 'Open your Eyes' to what would be of benefit to your customers. In combination with our Accessible Solutions Manual the Toolkit provides an insight into what adjustments you can make and enables you to formulate an action plan to put them in place. The Toolkit considers each aspect of your business via 16 checklists that can be used as necessary covering everything from Promotional Material to Emergency Exits. There are also general topics such as Signs, Lighting and Employment to assess.

Our manual will provide you with information on a wealth of disability issues which you can then apply to your business

What does the Toolkit cover?

The Toolkit tells you about the needs of people with different disabilities, and provides guidance on how to look at the various aspects of your business to determine how accessible your services are to a range of people with different needs. We look at those with dexterity difficulties, hearing or sight problems as well as mobility issues. Small changes can often make a big difference and will often benefit others too, such as those who's first language is not English, mothers with small children etc. We cover key elements of the Law together with business issues, helping you decide what is reasonable.

We take you through everything from door widths and height of steps, to signs and acoustics. Plus, consider how you relate to your customer from the first contact via promotional material through every aspect of their experience of your service.

Your toolkit will contain separate checklists for:

- | | |
|------------------------------|---------------------------------|
| Promotional Material | Reservations |
| Directions, Car Parking | Approaches and Street Furniture |
| External Steps and Ramps | Entrances, Doors and Corridors |
| Reception Areas and Check-In | Internal Stairs and Ramps |
| Lifts and Platform Lifts | Bedrooms |
| Bathrooms | Conference and Function Rooms |
| Bar and Restaurant | WCs |
| Other Facilities | Emergency Exits |

The following is a sample item from one of the Checklists:

Steps	✓ ✗	Comments and Actions
Visual and tactile indications at the top and bottom	<input type="checkbox"/>	
Tread length consistent 250mm MIN.	<input type="checkbox"/>	
Height consistent 150-170mm	<input type="checkbox"/>	
Nosings readily identifiable up / down	<input type="checkbox"/>	

Having used these to assess where you are now you can decide what changes you wish to make and their priority. If you have any queries, clients can make use of our telephone helpline.

Bear in mind that the Self Audit Toolkit is not intended as a substitute for professional advice as both the Law and Best Practice are evolving quickly. If you have issues or problems that are more complex to solve the best way of determining your current level of accessibility and any reasonable adjustments that are required is a Business Access Audit conducted by an experienced practitioner.

How do I order an Accessibility Self Audit Toolkit?

The Self Audit Toolkit is available in conjunction with the Accessible Solutions Manual at a cost of £45 plus £3 p&p for both from:

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Understand your Business – Perform a ‘Self Audit’ today