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**Hebden Bridge Disability Access Forum**

**Summary** of Brief Guide to Disability Access Audits

Please contact HBDAF at [sechbdisabilityaccess@gmail.com](mailto:sechbdisabilityaccess@gmail.com), or on 01422 844914, for further guidance or sources of advice and information.

1. **Information & formats**
2. **Local Signage**
3. **Parking, bus stops, taxi rank**
4. **Entrance & call buttons**
5. **Internal Signage/Wayfaring**
6. **Reception – counter, telephone system**
7. **Waiting Areas and seating**
8. **Quiet areas**
9. **Stairs**
10. **Toilets**
11. **Lifts**
12. **PEEPS (Personal Emergency Evacuation Plans)**
13. **Fire Exits & fire doors**
14. **Alarms**
15. **General** colour contrast, clear clutter, lighting, doors, door handles

**Finally**

When thinking about easy access, always consider disabled staff, suppliers, performers, contractors, visitors, customers, clients or anyone else who might use the building. They can all be disabled – 20% of the population are.

Guidance on door widths, level access, ramps and other issues is in the Building Regulations Approved Document M Volume 2, here <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/441786/BR_PDF_AD_M2_2015.pdf>

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