**Checklist – Entrance**

It may be stating the obvious but is the entrance obvious or clearly signposted? The main entrance should be the one that everyone uses, but if level access is available at a different entrance, you should give consideration to encouraging people to make an informed choice about whether they wish to use the alternative entrance. The alternative entrance should never be referred to as the ‘back door’, rather call it the north or west door as appropriate.

If you do not have a level entrance, ensure that any ramp in place over steps is safe and also legal. The maximum permissible gradient is 1:12 (the preferred is 1:20), so for each 1” of the step you will need 1’ in length of the ramp. Anything steeper than this is illegal and potentially dangerous. Ramps need to be made safe with handrails and adequate turning space. Thought should be given to the direction in which doors open. Temporary ramps should have upstands along the edges for rigidity and also to help prevent accidents and must be able to withstand the weight of a powerchair (minimum 100kg) plus user (may be much more than 100kg).

All steps, changes of level and edges of ramps must be clearly painted, taped or otherwise marked with a strongly contrasting colour or design. The contrast marking needs to be on both horizontal and vertical edges of steps. What appears to be a little step to a person who does not use a wheelchair can be an insurmountable object for a powerchair (a step 2.5 cm high will prevent chair access and a step 1 cm high will jolt the user’s lower back painfully).

If you have any glass doors it is vital that these have “manifestation” which helps to make them visible to people with sight impairment. There should also be high-contrast marking all around the door(s) to distinguish them from their surroundings.

Here is a checklist of things to bear in mind when thinking about access to your buildings:

|  |  |
| --- | --- |
| Item to consider | Check when complete/reviewed |
| Is the entrance obvious or clearly signposted? |  |
| Are people encouraged to use either door if there is more than entrance? |  |
| Are terms like ‘north and south’ used to describe the location of the entrances rather than the terms front and back? |  |
| If there is no level access, are there suitable ramps and if portable, do people know how to place them properly? |  |
| Are changes of level clearly marked? |  |
| Are glass doors or panels clearly adapted to make them easier for people living with visual impairment to see? |  |

**Further Information**

* Easy Access to Historic Buildings – A Historic England PDF – [click here](https://historicengland.org.uk/images-books/publications/easy-access-to-historic-buildings/heag010-easy-access-to-historic-buildings/)
* Disabled access to buildings, worship & ministry – A Diocese of Oxford YouTube Resource – [click here](https://youtu.be/s82ySbLAOXs)