



How accessible are your buildings?

Through the premises accessible checklist

This guide has been developed with support from the Business Disability Forum (BDF), to explore how accessible your premises are.

It is good practice to have an Access Audit carried out so that you know how accessible your buildings are and are aware of any barriers that someone with a disability might encounter. If you cannot remove these barriers, you should develop strategies or put adjustments in place to overcome them.

This guide can be used by a Facilities Manager or a Diversity/HR Professional as an aide-memoire for ensuring accessibility within your premises is maintained.

Arriving at the building Checklist - Physical Considerations

Yes / No

1. It should be noted that this checklist does not take the place of a full access audit carried out by suitably qualified professionals.
2. Is the main entrance to your building easy to find? (adequate signage on display)
3. If your main entrance is not accessible for disabled people is it obvious where the alternative entrance is?
4. Are your designated parking spaces kept available for disabled people? (e.g. have you made it clear these spaces are not for use by non-disabled people)
5. Is the walkway to your building free from potholes, weeds or loose paving stones?

Yes / No

- 6. Is your exterior signage in good order? (e.g. nothing obscuring the signage, not faded, or in good working order if electric)
- 7. Is the exterior lighting adequate?
- 8. If you have a temporary ramp, is it in good order and available for use?
- 9. If you have a buzzer or intercom is it in good working order?
- 10. If you have an entry phone system with an induction loop, is this in good order?
- 11. If you have automatic doors, are they in good working order?
- 12. Is door matting set into a mat well and not loose?
- 13. If difficulties are experienced, is there a bell for assistance which will be responded to?
- 14. Are your reception staff trained in assisting disabled people who drive their own cars to the entrance?
- 15. Are your reception or security staff confident in assisting disabled people who may have problems opening heavy doors?
- 16. Are your reception or security staff confident in making adjustments for disabled people who cannot use an intercom or entry phone system? (e.g. due to a hearing or visual impairment)



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