



**Jane Austin**  
Executive Officer

Moulton Parish Council  
Moulton Community Centre - Sandy Hill  
Reedings, Moulton, Northants, NN3 7AX  
**t: 01604 642202**  
**e:** [info@moultonparishcouncil.org.uk](mailto:info@moultonparishcouncil.org.uk)  
**w:** [www.moultonnorthants-pc.gov.uk](http://www.moultonnorthants-pc.gov.uk)

## Accessibility Audit Template - Buildings

### 1. Purpose and Scope

Moulton Parish Council is committed to removing barriers to allow everyone full access to our buildings, facilities and services.

This document details the Accessibility Audits Moulton Parish council will undertake on their buildings, and services, highlighting any improvements that can be made to improve access for residents, employees and visitors.

### 2. Legal Responsibility & Policy Support

[Equality Act \(2010\) \(legislation.gov.uk\)](http://legislation.gov.uk)

### 3. Car Park

Criteria	YES/NO	Comments
Do you have a section on your website about transport and parking facilities?		
Is the car park easy to access and close to the building?		
Is there accessible parking close to the building which is step-free?		
Is there adequate space for drop off/pick-ups?		
Is the flooring solid, even and in good condition?		
Do you have clear signage and directions to reception?		

### 4. Entering the Building

Criteria	YES/NO	Comments
Is the main entrance step-free?		
Is there someone available to provide assistance?		
Is the route wide enough for wheelchair access?		
Is the route well maintained?		

Is the flooring solid, even and in good condition?		
Is the entrance doorway easily opened?		
Is it an automatic door?		
Is the door power assisted?		
Is access across the door threshold level or is there a gradient? Can all wheelchairs pass through without difficulty?		
Are the doors (single leaf) at least 75cm in width?		
Is there adequate space both sides of the door?		
Is the entrance easily visible to staff so they can see if someone needs assistance?		

### 5. A Comfortable Environment

Criteria	YES/NO	Comments
Is the reception desk easy to locate from the entrance? Is it clearly signposted?		
Does the reception desk have a lowered height section, so visitors are clearly seen?		
Is there adequate space in the reception area?		
Is there a range of seating available to accommodate for different needs?		
Are the seats of different heights and firmness?		
Are there induction loop facilities available?		
Do all staff know how to use the induction loop?		
Are radios turned off and windows closed to reduce background noise? Or can the disabled person be seated in a quiet location if required?		
Are maps of the building and other areas available to help people navigate around the facility?		
Is the building well -lit throughout? Do bear in mind some people will have different lighting requirements.		
Does the floor surface create a		

glare?		
Are staff/servers well trained and informed to assist with access requirements?		

## 6. Stairs

Criteria	YES/NO	Comments
Is there step -free access to all floors?		
If rooms/floors are inaccessible, can visitors be hosted in alternative accessible spaces?		
Are corridor widths at least 120cm wide?		
Are there handrails on both sides of the stairs?		
Are the steps consistent in size and shape?		
Are the edges of the steps clearly visible?		
Are the access routes well maintained and always kept clear?		
Are the doors (single leaf) at least 75cm in width?		
Is there adequate space both sides of the door?		

## 7. Lifts

Criteria	YES/NO	Comments
Are the lifts well signposted?		
Do you have lifts available to all floors?		
Is the lift at least 110cm wide and 140cm deep?		
Are the controls within the lift accessible? ( E.g. easy to reach, buttons with braille )		
Have the lifts been mentioned on your website?		
Do any lift issues get shared externally prior to someone's arrival?		
Is someone responsible for regular maintenance and daily checks?		

## 8. Accessible Features

Criteria	YES/NO	Comments
Is there an accessible toilet on		

the ground floor?		
Are there support bars to help with the transfer between the chair and the toilet?		
Does the toilet have an assistance alarm which drops all the way to ground level and isn't tied around anything? Does the cord have two red handles, one 10cm and another 80cm -100cm above ground level?		
Is the toilet clear of obstacles and wide enough for a wheelchair user to turn their chair around inside? Standard size should be at least 220cm long x 150cm wide.		
Are facilities positioned at an appropriate height for wheelchair users or those of short stature ? E.g. 5 sinks, hand dryers, mirrors.		
Are these well maintained and frequently checked?		

### 9. Communal Spaces

Criteria	YES/NO	Comments
Are recreational spaces accessible?		
Are routes open and wide enough for wheelchair access?		
Do payment points and counters have a lowered height section so customers can clearly be seen?		
Are staff/servers trained to make adjustments/changes for disabled people?		
Is there space for wheelchairs at tables?		
Are there height adjustable surfaces?		
Is table service available in the canteen?		
Is the space suitable for service /assistance dogs?		
Is there easy access to toileting space for service/assistance dogs?		
Are there induction loop facilities?		

## 10. Meetings

Criteria	YES/NO	Comments
Is the equipment/furniture easily accessible?		
Do meeting rooms have adequate space for wheelchairs?		
Are meeting rooms soundproof?		
What are the acoustics like in the meeting room? Is there an echo?		
Do you have policies for inclusive meetings?		
Do you have guidelines for accessible meetings?		

## 11. Evacuation Procedures

Criteria	YES/NO	Comments
Are there policies and procedures in place for assisting disabled people with evacuation from your building?		
Are first aiders available?		
Are any fire drills expected and has this been communicated in advance?		
Are the fire alarms audible and visible to all? Do you have flashing lights, for example, rather than an alarm alone, as well as sound alarms?		
Are the fire alarms audible and visible to all?		

## 12. Related Policies

- Equality, Diversity, and Inclusion Policy

**This policy is reviewed annually by the Executive Officer and submitted to the full council for approval.**

**Last Reviewed: January 2024**

**Review Due: January 2025**