



bringing cinema to community venues

Access Checklist for Venues

Derbyshire Film intends to promote and secure equality of opportunity for disabled people in Derbyshire. We aim to enable disabled people to participate as full and equal citizens in all aspects of life in the county. To help secure this aim, we want to ensure that all film venues meet at least these minimum standards:

- Access and emergency egress without any steps or trips
- Toilets on an accessible level, preferably adapted toilets
- An inclusive means of getting refreshments (i.e. not by special arrangement or in a different place to other people)
- Preferably, adjacent or reserved parking (not on public streets)
- A route from the parking area which can be negotiated without steps or trips

Please complete the attached checklist for your venue. If you need any further help, please contact the Derbyshire Film Fieldworker, Kay Ogilvie.

Getting in

When we say “completely level”, we mean without any steps, kerbs or trip obstacles. You can test this by taking a pushchair or measuring wheel along the route – it’s surprising how often people don’t notice small steps and sills. It’s fine if you have a ramp at the entrance, but please say whether this is steep, shallow or medium. Does it have a handrail?

Getting around

Is the route from the main door to where the event is held just as “completely level”? Use that pushchair again! It’s fine if you have a lift which helps to

move people around between levels, but is it always reliable? Has it been serviced in the recent past?

Seats

Fixed seats are those which cannot be moved at all. If you have seats which usually link together, can you unlink some to allow better access?

Toilets

Is there a toilet (male and female, or one unisex) on the same “completely level” floor? This should have no steps at all, either into the toilet or up to the sink or cubicles. Do you have a fully adapted toilet? This will be one with additional space for a wheelchair, plus some grab rails and other facilities like low-level basin, hand-dryer and toilet roll.

Refreshments

When you serve your interval refreshments, will this also be in a “completely level” space? If not, can you arrange for the drinks to be served in the event space, so that people don’t get left out or have to have special service?

Hearing/induction loops

This is a system which allows amplified hearing for people with hearing aids. If you have one, when was it last tested?

Parking

Is the parking under your control? Can you ensure that spaces are left clear for Blue Badge holders? If it isn’t, how easy is it to park (usually) at the time of day when your event will be held?

This checklist was put together with help from Annie Delin, arts and disability consultant, in 2004 for the Derbyshire Literature Festival.



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Venue Checklist

The name of your venue:

Who completed the survey?:

Contact telephone number:

Date:

Getting in

Is the access to your building completely level? Yes / No

Does this include a ramp? Yes / No

If so, if the ramp steep? Yes / No

shallow? Yes / No

medium? Yes / No

Does the ramp have a handrail? Yes / No

Getting around

Is the route from the main entrance completely level? Yes / No

Are there any ramps? Yes / No

If so, are they steep? Yes / No

shallow? Yes / No

medium? Yes / No

To move between floors, is there a lift? Yes / No

Seating

In your event space, do you have seating which is

fixed? Yes / No

can be moved? Yes / No

completely free? Yes / No

Toilets

Are there toilets which are completely level?	Yes / No
If so, are they	Yes / No
male and female?	Yes / No
just male?	Yes / No
just female?	Yes / No
unisex?	Yes / No
Do they include adapted toilets?	Yes / No
If so, are they	Yes / No
male and female?	Yes / No
just male?	Yes / No
just female?	Yes / No
unisex?	Yes / No

Refreshments

When you serve refreshments will it be	
in the same room as the event?	Yes / No
in a different, completely level, room?	Yes / No

Induction loop

Do you have a hearing/induction loop?	Yes / No
Will you test it to make sure it is working?	Yes / No

Parking

Do you have parking nearby?	Yes / No
If so, is it	
your own parking area?	Yes / No
on-street?	Yes / No
public parking nearby?	Yes / No
reserved spaces for badge holders?	Yes / No
Would you say parking will be	
easy for disabled drivers?	Yes / No
OK, but come early?	Yes / No
difficult?	Yes / No

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