# Venue Access Checklist

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| **Before event** |  | **Notes** |
| Check if anyone needs accommodations to access venue / event. Remember to ask researchers as well as participants/ audience. | Yes/No/Not needed |  |
| Check the researchers are aware of any disabilities and are confident in how to best accommodate. | Yes/No/Not needed |  |
| Check any assistive technology or staff (e.g. BSL interpreters) is functioning / booked. | Yes/No/Not needed |  |
| Have you provided a map to the event? (Ideally provide videos of how to get to venue from car park/ bus stop). | Yes/No |  |
| Have you provided simple information on what is going to happen, where, and when? (Ideally online with videos with BSL interpretation, and hardcopy (including large print) on request). | Yes/No |  |
| Have you provided contact information for any queries? (Including mobile number for on the day). | Yes/No |  |
| **Parking** | | |
| Is there accessible parking nearby? | Yes / No |  |
| **Getting into venue** | | |
| Is there a step free access for the whole route to the room for the event? | Yes/No/Not needed |  |
| Are there 1m wide routes from step free entrance to venue, to toilet, and to quiet room (if used)? | Yes/No/Not needed |  |
| If there is lift or stair lift access to the venue, does it work? Check venue knows to contact you if lift goes out of order. | Yes/No/Not needed |  |
| Are all doors lightweight or powered from entrance to venue, toilet and quiet room? | Yes/No/Assistance to be provided |  |
| **Access in the room the event.** | | |
| Is there good lighting – preferably adjustable e.g. blinds, task lighting as needed? | Yes/No |  |
| Is there a hearing loop / hearing technology / microphones and PA system? | Yes/No/Not needed |  |
| Does the room have good ventilation? | Yes/No |  |
| Can the room’s temperature be adjusted – fans, windows that open, portable heaters? | Yes/No |  |
| Are there any temporary issues? e.g. building works that need alternate access routes or create noise | Yes/No |  |
| Is it permissible to eat and drink in the room? Can water be provided? | Yes/No |  |
| If food is provided, have dietary restrictions been asked about and accommodated? | Yes/No |  |
| Is there information on allergens in any food or drink served? | Yes/No/Not applicable |  |
| **Toilets** | | |
| Is there a toilet nearby? (Accessible toilet if needed) | Yes/No |  |
| Is the toilet location known to all attending? (Accessible toilet if needed) | Yes/No |  |
| Are sanitary products provided in the toilet/ nearby? | Yes/No |  |
| Is there step free access to accessible toilet from the event room? | Yes/No |  |
| Does the accessible toilet have a red alarm cord? (Check this is not tied up, the alarm works, and that the alarm will be responded to). | Yes/No |  |
| Check which side the toilet transfers to (as you face it) and provide that information. | Right / left / centre |  |
| Does it have bins suitable to accommodate incontinence pads? | Yes/No/ Not needed |  |
| Is there a Changing Place accessible toilet? (If not present in venue, is there one nearby (provide map)? | Yes/No/Not needed |  |
| **Safety** | | |
| For larger events – have you discussed evacuation plans with the fire officer? | Yes/No/Not needed |  |
| Do you have a generic personal emergency evacuation plan (PEEP) for the venue? | Yes/No |  |
| Does everyone who needs a PEEP have one? | Yes/No |  |
| If the researcher is working alone, do they have a lone working plan in place? | Yes/No/Not needed |  |
| Does the researcher have access to a working phone? (Check mobile reception at venue). | Yes/No |  |
| **Quiet Room** | | |
| Is it possible to have a quiet room? | Yes/No |  |
| Is access to the quiet room step free? | Yes/No |  |
| Is the quiet room location known to whoever needs it? | Yes/No |  |
| Is it possible to lie down in the quiet room? | Yes/No |  |