

APPENDIX 3

Accessibility appraisal form

The accessibility appraisal form has been designed to help you consider some of the barriers which can prevent people with disability from enjoying full inclusion and participation in our Diocese. This appraisal is designed to be completed in conjunction with other steps towards inclusion, for example, developing a Parish Inclusion Committee which will then supervise issues of disability and accessibility in the parish. It is also recommended that parishes consult a professional **access consultant** who can undertake a complete accessibility audit of your parish grounds and buildings

This checklist is not designed to be a detailed, measured review, it is proposed to be used to highlight the potential access barriers to inclusion and failure to meet the intent of the DDA and current building standards and community expectation.

The Audit should be completed by a parish warden and/or members of the Parish Inclusion Committee by physically moving around the spaces of the church grounds and buildings and checking items in order and physically measuring the relevant spaces. If the Audit is completed without viewing each of the areas mentioned, it is possible to misjudge the height or width of dimensions.

GETTING INTO THE CHURCH

EXTERNAL PATHS	Y/N	NOTES
<p>Are there step-free paths of travel from</p> <ul style="list-style-type: none">• The street/footpath to the church grounds;• From the carpark and accessible parking spaces to main entry;• From the main church entry to other buildings on site (e.g., hall, toilets, etc)? <p><i>Paths of travel are required to include widths and surfaces to AS1428.1 Design for Access and Mobility Part General Requirements for Access – New Building Work.</i></p>		

VERTICAL ACCESS	Y/N	NOTES
<p>Is there a step-free access to the main church building? (e.g., ramps or lifts).</p> <p>Ramps greater than 1900mm in length require a maximum gradient of 1:14 and must include handrails on both sides, landings with circulation space that facilitates turning or resting and tactile ground surface indicators (TGSi) top and bottom to provide hazard warning to people who are blind.</p> <p>Ramps including kerb ramps, threshold ramps and walkways with gradients shallower than 1:20, should include dimensions and gradients that comply with <i>AS1428.1 Design for access and mobility Part General requirements for access – New building work</i>.</p> <p>If steps are provided as alternate paths of travel on the site, do they include handrails on both sides, opaque risers, highlighting slip resistant strips on the tread edge and tactile ground surface indicators top and bottom to meet the BCA and requirements of AS1428.1 clause 11?</p> <p>Note: modification of stairs should be undertaken only if existing stairs can be made fully compliant, this includes constant riser and tread heights.</p>		

PARKING	Y/N	NOTES
<p>Is there accessible parking? Do accessible space(s) include an adjacent space or shared zone to allow a person to enter and exit the vehicle?</p> <p><i>Parking space dimensions and shared zones are required to meet AS2890.6 Parking facilities Part 6: Off-street parking for people with disabilities.</i></p>		

BUILDING ENTRIES	Y/N	NOTES
Is there a step at the main entry door to the church building? (Entry doors should have a level threshold with a maximum of a 5mm lip allowed at bevelled abutting surfaces).		
Does the entry door include a clear door opening of minimum 850mm at the active leaf?		
Is there circulation space on the latch side of the door to allow someone using a wheelchair to independently reach the door handle? <i>Door circulation space are detailed in AS1428.1 Design for access and mobility Part: General requirements for access – New building work.</i>		
Are 50% of the entries within 50m of each other accessible?		
Are there signs identifying alternate accessible links and entries?		

INSIDE THE CHURCH

TOILETS	Y/N	NOTES
Is there a step free path of travel to the toilets?		
Is there a unisex accessible toilet that includes circulation space to allow a person using a wheelchair to enter the room, use the WC pan and basin? <i>Unisex accessible sanitary facilities including circulation space and fitout requirements are detailed in AS1428.1.</i>		

INTERNAL PATHS OF TRAVEL	Y/N	NOTES
Are step free links provided to a range of spaces within the building, including to any stage or elevated area?		
When inside the church buildings are there step free paths of travel, with circulation space to manoeuvre into a wheelchair seating space and allow others to pass by?		
Do the allocated spaces for people using wheelchairs have good sight lines to the front of the building and can the person using the space sit adjacent other people?		

SEATING	Y/N	NOTES
<p>Where fixed seating is provided are wheelchair seating spaces provided with circulation space to facilitate access?</p> <p><i>AS1428.1 details space requirements for wheelchair seating spaces.</i></p>		
<p>Is there an opportunity for people with ambulant disabilities to access seats that are not on extended paths of travel and seating includes armrests and backrests?</p> <p><i>(People who have mobility difficulties or limited strength move on and off chairs more safely and easily if they can use the armrests as leverage.)</i></p>		

HEARING AUGMENTATION	Y/N	NOTES
Does the fixed PA system link to a hearing augmentation system?		
<p>Are there signs to alert people to the type of system and the are it covers?</p> <p><i>AS1428.5 Design for access and mobility Part 5: Communications for people who are deaf or hearing impaired, details various systems and requirements.</i></p>		

FACILITIES FOR PEOPLE WHO ARE BLIND OR HAVE LOW VISION	Y/N	NOTES
Does your church have adequate lighting, signage with Braille and tactile information, etc?		

EMERGENCY EXITS	Y/N	NOTES
<p>Does your church have adequate emergency exits?</p> <p><i>To meet the objective of the DDA and AS3745 (2009) Planning for Emergencies in Facilities, all users of the facility are to be provided with a means of egress from the premises to a place of safety. People with disabilities should be provided with the same level of protection as other premises users.</i></p>		

ACCESSIBILITY OF COMMUNICATION

PRINTED MATERIALS (e.g., BIBLES, BULLETINS, etc.)	Y/N	NOTES
Are there large print pew Bibles available?		
Are there large print versions of any printed materials (e.g., Bulletins/notices, orders of service, event flyers, etc. [large print must be at least 18-point sans serif fonts])		

DIGITAL COMMUNICATION IN SERVICES (e.g., VIDEOS, POWERPOINT, etc.)	Y/N	NOTES
Are all videos used in services captioned (captions assist people who are Deaf, hard of hearing, or from culturally and linguistically diverse backgrounds, etc.).		
Are all PowerPoint (or alternatives) slides accessible for people with low vision? (e.g., 36-point sans serif font, max. 6 lines of text per slide, contrasting colours, etc.)		

WEBSITE	Y/N	NOTES
Sermons downloadable for people unable to make physical church (audio, video, transcription)?		
Accessibility information available on the website (e.g., toilets, parking, entrance, etc.)?		
Website compliant for use with assistive technology for people with low vision who use screen-reading devices?		
All videos on website and social media have captions?		
All images have alt-text for people who use screen-reading devices?		
Website has images of parking, entrances, inside the sanctuary, etc.?		