

## EFDS Clubmark Physical Access Document.

Please complete this Physical Access Document and insert into your Clubmark file, a copy should also be sent to the EFDS Club Development Manager.

The information given will be used for EFDS monitoring purposes and to show good practice in clubs and / or highlight areas of concern.

This is an essential document for EFDS Clubmark but there is no recognized pass level. A suggested positive return is 37 (score one point for every yes or piece of information given) your achievement of Clubmark will NOT be affected by any low scoring on this document.

Question	Y	N	Comments
<b>Access to the site</b>			
Is the facility served by public transport?			
If yes, is access within a convenient and accessible distance from the club?			
Please detail information on dial a ride / other community transport which services your club.			
<b>Accessible parking</b>			
Are there enough accessible, clearly marked parking bays available at the club? (for supporting information refer to Sport England document <a href="http://www.sportengland.org/disabled.pdf">www.sportengland.org/disabled.pdf</a> )			
Is the route from the parking bays to the club or centre provided with dropped kerbs and a smooth surface?			
Is parking available for accessible mini-buses?			
Is the car park well lit in the evenings?			
Does the club / centre have a policy for policing designated parking spaces? Please insert a copy			
<b>Approach to the building</b>			
Is the facility well signposted from the surrounding area by road, from the car park etc?			
Are there external steps into the building?			
Are there external handrails on both sides of			

the steps?			
Is there a ramp as an alternative to steps?			
<b>Main Entrance</b>			
Is the main entrance easily identifiable?			
Are the doors easy to manage? Lightweight?			
If glass doors – are there clear markings identifying which way they open?			
Are the opening doors clearly marked with large font and colour?			
<b>Reception</b>			
Is the height of the reception area accessible for wheelchair users?			
Is a hearing induction loop installed at reception?			
Is the entrance to the centre easy to access – ie gate instead of turnstile?			
Is the area free of unnecessary background noise?			
Do you have a textphone or promote typetalk?			
Is there seating available in the reception area?			
<b>Signage</b>			
Is the signage in clearly contrasting colours to the background and walls?			
Is the signage raised and, or in Braille?			
Does the signage incorporate pictures or symbols? (for supporting information refer to Sign Design Guide & See It Right Pack – <a href="http://www.jmuaccess.org.uk">www.jmuaccess.org.uk</a> )			
Are all signs located at the same height?			
<b>General</b>			
Are corridors wide enough for wheelchairs to be easily maneuvered?			
Is there a passenger lift which can hold 2 wheelchair users?			
Are buttons accessible / tactile to lift users?			
Is there an audible message to announce doors opening / closing?			
<b>Toilets and changing</b>			
Are any of your accessible toilets unisex?			
Is there an alarm cord linked to reception?			
Are the toilets free from unnecessary equipment and do they allow easy access for wheelchair users to transfer from both sides?			

Is there one or more unisex accessible changing area in the facility?			
Is there an alarm cord linked to reception?			
Are clothing hooks / lockers / benches in changing rooms accessible for wheelchair users?			
Do lockers have tactile large numbers / locker fobs?			
<b>Emergency</b>			
Are emergency exits accessible to all?			
Is there a visual alarm system and clear signage?			
<b>Policies and practices- please show the following have been made inclusive:</b>			
Fire and Evacuation Procedures			
Assistance Dog Policy			
Accessible parking bays policy			

This check sheet should be completed with referral to Sport England documents:

1. 'Disability Discrimination Legislation note for sports clubs version 1 July 2004.'
2. 'Access for Disabled people guidance note 2002'

These are downloadable from the EFDS website: [www.efds.co.uk](http://www.efds.co.uk)

### **For further information on access.**

Please note that while a number of documents have been referenced to put this quick check sheet together, it must not be seen as a full access audit.

For further information regarding the law on building regulations (Part M) and the Disability Discrimination Act refer to the government website: [www.planningportal.gov.uk](http://www.planningportal.gov.uk)

For information and training regarding a complete building access audit refer to the Centre for Accessible Environments: [www.cae.org.uk](http://www.cae.org.uk)