



Accessible Sports Facilities

Use with the *Accessible Sports Facilities Design Guidance Note*

Foreword

Sport England believes that good design of sports facilities needs to be based on a sound understanding of all key issues identified in the design guidance publications available for download from the Sport England web site.

Good design needs to be embraced within the earliest vision statement for a particular project and enshrined in the initial briefing stage through to the final detailed specifications and operational arrangements.

Purpose

These audit sheets are intended to be a 'flexible' and 'easy to use' tool for reviewing projects at their various stages of development. For example, they might be used to help with:

- Establishing the initial brief
- Customer attitude surveys
- Detailed 'sign off' process for a new design, as it moves through the various stages of development ¹.

These sheets are set out in the form of a check list of the main issues covered in Sport England's Design Guidance Note *Accessible Sports Facilities (ASF)* ². Each heading has a page cross-reference to the original ASF document and there are columns for the user to make comments or to note future actions as might be deemed necessary. Users will need to exercise judgment to decide which headings are relevant to the particular audit processes to be undertaken. Additional sheets at the back of the document can be printed for any sections requiring further detailed checklist criteria.

By necessity, these audit sheets are intended only to give an abbreviated overview of the issues covered within Sections 1-13 of *Accessible Sports Facilities* Design Guidance Note. For Sections 14-18 (not included in this check list) and further information, reference should always be made to the main ASF document for full details. Reference should also be made to other Sport England guidance ³, relevant National Governing Body (NGB) guidance and specialist publications and technical standards for sport specific requirements.



¹ See RIBA Outline Plan of Work:

[http://www.architecture.com/Files/RIBAProfessionalServices/Practice/OutlinePlanofWork\(revised\).pdf](http://www.architecture.com/Files/RIBAProfessionalServices/Practice/OutlinePlanofWork(revised).pdf)

² Current updated version is available for download from the Sport England web site.

³ See 'Design and cost guidance' web link on back cover for guidance downloadable from the Sport England web site.

1.0 Introduction

Disabled people are disabled by poorly designed environments; providing add-on or special facilities creates segregation rather than inclusion.

For example:

The reason a wheelchair user cannot use the fitness equipment room in a sports centre is not because he or she is in a wheelchair. The design and management of the facility creates the barriers and limitations that disable. Consequently, the correct view would be that:

- *'A wheelchair user cannot use the fitness equipment room because the equipment is inappropriate and / or the room is located on an inaccessible floor', or*
- *'The person cannot use the fitness equipment room because the staff have not had adequate training'.*

2.0 The Inclusive Design Process

Inclusive design should be seen as a continuous process including:

- The initial concept, the design brief or master plan, through to the detailed design
- The planning and Building Control approval processes
- The construction
- The operation, management and maintenance of the completed facility.

Each of these stages should be an inclusive process involving potential users and disabled people.

In order to inform the brief for the project, the Inclusive Design Consultant should carry out an Access Audit of the existing sports facility, or an Access Appraisal of any preliminary design proposals, prior to the development of maintenance programmes, redevelopment schemes or the design of new facilities or extensions.

An Access Statement should be prepared to explain how any new build or redevelopment proposals will address the principles of *Inclusive Design* and meet current good practice including the standards set out in *Accessible Sports Facilities* and other Sport England guidance⁴.

Sport England's Design Guidance Note Audit Check List sheets aim to:

- ***Increase awareness of good design in sports facilities***
- ***Help key building professions, clients, user representatives and other stakeholders to follow best practice***
- ***Encourage well designed sports facilities that meet the needs of sports and are a pleasure to use.***

⁴ See 'Design and cost guidance' weblink on back cover for guidance downloadable from the Sport England website.

2.0 The Inclusive Design Process (cont/d...)

Page Requirement	Further reference	✓	✗	N/A	Observation	Comment / Action
8 How will people use the facility? / Accommodating sports chairs						
Note: It is essential that there is unhindered access for athletes and their sports chairs		✓				
Sports chairs Sports chairs are wider than wheelchairs used for everyday mobility. Some sports chairs require a design width of 1.2 m. Will sports chairs be used within the facility?	ASF: Pages 9, 25 and 74					
Sports Chair Storage Is there an appropriate, secure storage point, close to the changing areas, where sports chairs can be left whilst athletes are changing or using other facilities?	ASF: Pages 9 and 74	✓				A Sports Chairs storage for circa 22 chairs (Stack) with direct access form the Sport Hall has been designated in the design proposal.
General Circulation Is there a route to the facility suitable for the athlete to access in a standard wheelchair whilst pushing their sports chair? <ul style="list-style-type: none">To the entrance and reception areaFrom entrance / reception to the secure storage areaFrom the storage area to the activity pointFrom the activity point to a place of safety?	ASF: Page 15 Figure 3	✓				The proposal allows for wider corridors and doors. The layout facilitates an easy access from the entrance/lobby to the Sports Hall. The wheelchair storage is located next to the S.H. entrance door.
Lobbies Where provided, are the lobbies appropriately sized for facilities with sports chair zones.	ASF: Page 25 Figures 8 and 9	✓				
Corridors Do corridors leading to and from the sports chair zone meet the recommendations in Figure 7.	ASF: Page 25 Figure 7	✓				
Sports chairs are wider than wheelchairs used for everyday mobility. <ul style="list-style-type: none">Are lift cars large enough to accommodate themAre lift doors wide enough?	ASF: Page 30 Figure 13 and Table 6, page 31 Table 7 and page 74		✗			The Centre is designed as a single storey building

If not, what needs to be done to address this?

Checklist must be used in conjunction with the Sport England Design Guidance Note 'Accessible Sports Facilities'

3.0 Arriving At The Facility

Page	Requirement	Further reference	✓	✗	N/A	Observation	Comment / Action	
12	Generally							
	Can people access the facility safely and conveniently by: <ul style="list-style-type: none"> public transport on foot wheelchair bicycle car / taxi coach / minibus? 		✓				The landscape has been redesigned to allow for a setting down/drop off point, and level access pathway	
	Does clear and logical signage indicate routes to the facility from the public highway / public footpaths?	Sign Design Guide			✓			The signage will be developed at next stage.
	Does clear and logical signage indicate routes to and from: <ul style="list-style-type: none"> car parking areas accessible car parking areas drop-off point principal entrance to the facility? 	Sign Design Guide			✓			The signage will be developed at next stage.
12	Car parking							
	Note: A car is essential for many disabled people to access sport and leisure facilities. It is vital to provide suitable parking with unhindered access to the entrance.		✓					The car-park will not be subject to changes.
	Are there sufficient dedicated accessible car parking spaces appropriate for the scale and type of facility?	ASF: Page 13 Table 2						
	Are the dedicated bays logically grouped together and clearly signposted from the site entrance?		✓					The signage will be developed at next stage.
	Are the dedicated bays correctly laid out and clearly marked with access symbols on the parking surface? <ul style="list-style-type: none"> Are there vertical signs? 	ASF: Page 13 Figure 1	✓					The lines markings will be visible and recognizable. And Vertical signage will be included

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Page Requirement	Further reference	✓	✗	N/A	Observation	Comment / Action
Are the accessible bays located as close as possible to the main entrance of the facility? <ul style="list-style-type: none"> What is the distance to the facility? Is the route covered? Are there seats en route? 		✓			Accessible car-park spaces are allocated in close proximity of the entrance	
Is the car park surface smooth and even?						
14 Setting-down point						
Is the setting down point: <ul style="list-style-type: none"> immediately adjacent to the main entrance? If not, what is the distance from the main entrance? sheltered? long enough to allow tail loading? Is there level access between the setting down point and the footpath? 	ASF: Page 14 Figure 2	✓			Distance to main entrance 19m (unsheltered) Long enough to allow tail loading Level entrance to building from setting down point	
Are barriers / controls located en route to the parking / drop-off points? If there is oral instruction and / or information, is this supported visually? Are the barriers easy to use and operate? <ul style="list-style-type: none"> barrier control systems gates vehicle height barriers less than 2.6 m other? 			✗		There are no barriers or access control systems.	
14 Cycle Parking						
Provision should be made for parking cycles in secure locations away from pedestrian routes. Is the cycle parking protected from the weather?		✓			Covered cycle parking has been provided.	
Is there space for adapted cycles and tandems?				✓		
Are cycle racks designed for easy detection so that they can be avoided by blind and partially sighted people?	DTI publication Inclusive Mobility	✓			The bike rack will be powder-coated in a contrasting colour	

If not, what needs to be done to address this?

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Page Requirement	Further reference	✓	✗	N/A	Observation	Comment / Action
14 Routes to the facility						
Are traffic routes clearly distinguishable from pedestrian routes - for example, by correct use of layout, colour and texture?		✓				All pedestrian routes are on pathways raised by kerbs, accessible parking is designated by lines
Are pedestrian and traffic routes clearly signposted?				✓		Detailed design will be developed at next stage
Do footpaths meet the minimum design requirements? See 'Accommodating sports chairs' in Section 2.0	ASF: Page 8 and Page 15 Figure 3	✓				
Are footpaths as level as possible, with a maximum cross fall of 1:60 and a maximum gradient of 1:21?		✓				
Are there flush dropped kerbs where footpaths cross vehicle routes?		✓				
Where there are flush kerbs on direct footpath routes, are they easily identified by blind or partially sighted people?				✓		Detailed design will be developed at next stage
Is the route clear of obstacles or hazards, such as overhanging planting, street furniture or gratings?		✓				
Is seating provided at 50 m intervals?	ASF: Page 15 Figure 3			✓		
Are drainage channels located beyond the boundaries of the access route?						TBC
Are all surfaces: <ul style="list-style-type: none"> • slip-resistant in all weather conditions • level and even? 				✓		Detailed design will be developed at next stage
Does the route provide help for blind and partially sighted people, for example: <ul style="list-style-type: none"> • aural and tactile information • visual clues • definition to path edges • adequate illumination? 				✓		Detailed design will be developed at next stage

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Page Requirement	Further reference	✓	✗	N/A	Observation	Comment / Action
16 External features						
17 Ramps Note: Where it is not possible to incorporate a level route, a ramp will enable safe and convenient access for pushchairs and wheelchairs, and for deliveries. However, the ramp must be accompanied by a short flight of steps for those who find negotiating ramps difficult? Is the gradient as level as possible? Maximum gradients are: <ul style="list-style-type: none"> ramp not exceeding 10 m, 1:20 ramp not exceeding 5 m, 1:15 ramp not exceeding 2 m, 1:12. 	Building Regulation, Approved Document Part M:			✓		
Is the ramp easily distinguished from the footpath?					✓	
Does the ramp provide the necessary clear unobstructed width along its whole length?	Building Regulation, Approved Document Part M:				✓	
Are the landings level, unobstructed and at least 1.5 m deep?	Building Regulation, Approved Document Part M:				✓	
Does the ramp have a slip-resistant surface that is firmly fixed and easy to maintain?					✓	
Is there a stepped alternative?					✓	

If not, what needs to be done to address this?

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Page Requirement	Further reference	✓	✘	N/A	Observation	Comment / Action

If not, what needs to be done to address this?

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Page Requirement	Further reference	✓	✗	N/A	Observation	Comment / Action
17 Steps <i>Note: Where it is not possible to incorporate a level route, a ramp will enable safe and convenient access for pushchairs and wheelchairs, and for deliveries. However, the ramp must be accompanied by a short flight of steps for those who find negotiating ramps difficult.</i> Are the steps clearly identified and distinguished from the footpath?	Building Regulations Approved Document M (ADM): 1.27			✗		
Are treads: <ul style="list-style-type: none"> • of consistent going • between 280 mm and 425 mm • of appropriate width • slip resistant • with highlighted nosings • without projecting nosings? 	ADM: Diag 6			✗		
Are risers: <ul style="list-style-type: none"> • of consistent rise • not open • between 150 mm and 170 mm? 				✗		
Are flight lengths satisfactory?	ADM: 1.33 and Diag 5			✗		
Are the landings: <ul style="list-style-type: none"> • level • free from door swings • unobstructed • at least 1.2 m long? 	ADM: 1.33 and Diag 4			✗		

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Page Requirement	Further reference	✓	✗	N/A	Observation	Comment / Action
17 Handrails <i>Note: Handrails must be provided at all changes in level, however small, and give adequate grip and support.</i> Do the handrails contrast against the background so that they are easily distinguishable?	BS8300 and ADM diag 7			✗		
Are handrails easy to grip, with an outside diameter of 45 – 50 mm and smooth finish?	ADM diag 7			✗		
When against walls, is the gap between handrail and wall between 60 and 75 mm?	ADM diag 7			✗		
Are there continuous handrails on both sides of the stair or ramp?				✗		
Are the handrails continued beyond the top and bottom of the stair or ramp?	ADM diag 5			✗		
Do the handrails have return ends?				✗		
Are the handrails robustly fixed?				✗		
Do balustrades provide physical and visual security?				✗		

If not, what needs to be done to address this?

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4.0 The Entrance

Page	Requirement	Further reference	✓	✗	N/A	Observation	Comment / Action
19	Generally						
	Note: The entrance design should be recognisable, inviting and accessible.		✓				
	Is the entrance easily distinguished from the facade as a whole?						
	Is the route to the entrance clear of doors and windows that open out causing hazards?		✓				
	Are the entrances and the routes to them clearly signed?		✓				The entrance will be visible from the access road.
	Is the entrance threshold level?		✓				
	Is the entrance lobby of sufficient size for people to clear the outer door before opening the inner door? See 'Accommodating sports chairs' in Section 2.0	ASF: Page 8 and Page 24 / 25 Figures 8 and 9	✓				
	Does the lobby lighting help people adjust to changes between indoor and outdoor levels of light?		✓				
19	External doors						
	Note: The entrance design should be recognisable, inviting and accessible.		✓				
	Is the entrance distinguishable from the facade as a whole?						
	Are glazed doors and screens highlighted with appropriate manifestations				✓		Detailed at next stage
	Is the door furniture:				✓		Detailed at next stage
	<ul style="list-style-type: none"> Contrasting with the door Easy to grip and operate? 						
	Are the entrance doors sited logically in relation to approach routes?		✓				
	Is the entrance wide enough to accommodate all anticipated user groups, and is it appropriate for the facility type?	ASF: Page 19 Table 3	✓				
	Are thresholds level?		✓				

If not, what needs to be done to address this?

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Page Requirement	Further reference	✓	✗	N/A	Observation	Comment / Action
Are the main doors automatic? Do they remain open long enough for slow moving people to pass through? See 'Accommodating Sports Chairs' in Section 2.0	ASF: Page 19 Table 3 ASF: Page 9	✓				Door opening time settings further at next stage
If not, is there adequate space beside the leading edge for access by a wheelchair user?		✓				
If there are door closers on manually operated doors, are the opening forces within acceptable tolerances?				✗		
20 Entrance lobbies						
Note: layout and dimensions of the entrance need to be appropriate to the facility's size and type. Where inner and outer (lobby) doors are provided the dimensions are critical for wheelchair users as they will need to be able to move clear of the first set of doors before encountering the second. Is the lobby large enough to allow for a wheelchair user pushing either their sports chair or day chair in front of them as they enter the facility? See 'Accommodating sports chairs' in Section 2.0	ASF: Page 8 and Page 25 Figure 8	✓				
Is there a clear view from outside	ASF: Page 21 Figure 4	✓				
Is there a firm, smooth cleaning mat fitted flush with the floor?		✓				
Is the inner door equal to the entrance door?		✓				
Do the lighting levels in the lobby provide a transition between inside and outside?		✓				
20 Foyer / reception area						
Note: The layout of the reception area should be clear and logical and minimise the need for signs to guide people through it. Is there sufficient space with defined, unobstructed route ways so that everyone has easy access to the stairs, lift, reception desk, WCs and other facilities?	ASF: Page 21 Figure 4	✓				
Is the area well-lit and acoustically quiet to allow people to talk at the reception desk, in seating areas, and when using the public telephone?		✓				

If not, what needs to be done to address this?

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Page Requirement	Further reference	✓	✗	N/A	Observation	Comment / Action
Is there clear and logical signage, correctly and consistently located to assist people entering the building?	Sign Design Guide			✓	Signage and way finding to be detailed at next stage	
Is the reception counter designed and located to permit use by members of staff and customers who are wheelchair users?	ASF: Page 22 Figure 5	✓				
Is there a raised area of the counter to enable use in a standing position?	ASF: Page 22 Figure 5	✓				
Is the reception counter positioned so that the receptionist's face is visible to lip readers?		✓				
Is the counter fitted with an induction loop and is this clearly indicated by the standard symbol? <ul style="list-style-type: none"> Do the reception staff understand how the loop works Is it switched on? 		✓			Staff to be trained by center management	
Is a suitably installed public telephone provided?				✓		The management team will put a strategy in place to compensate the lack of public phone.
Is an easy to locate seating area provided?	ASF: Page 21 Figure 4	✓				
Is a mixture of seating options provided? For example, fixed, removable, with and without arm rests?		✓				
Is there sufficient space for wheelchair users and assistance dogs?	ASF: Page 21 Figure 4			✓		
Is there a secure, quiet rest area for assistance dogs?	ASF: Page 21 Figure 4			✓		

If not, what needs to be done to address this?

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5.0 Internal Circulation

Page	Requirement	Further reference	✓	✗	N/A	Observation	Comment / Action
23	Corridors						
	Are corridors wide enough for use by wheelchair users?		✓				
	Are convenient wheelchair turning and passing spaces provided?	ASF: Page 24 Figure 6	✓				
	Are corridors simple and safe to negotiate? Are they clear of obstructions that could be hazardous to people who are blind or partially sighted and people using wheelchairs?	ASF: Page 24 Figure 6	✓				
	Where sports wheelchairs are used in the facility, do corridors meet the recommendations in Figure 7?	ASF: Page 25 Figure 7	✓				
	Is the circulation area free of unnecessary doors that hinder free movement around the facility?		✓				
	Are any doors that open onto the circulation area potential hazards?			✗			
	Is the circulation area free of unnecessary lobbies that hinder free movement around the facility?		✓				
	Where provided, are the lobbies appropriately sized for the facility?	ASF: Page 25 Figure's 8 & 9		✗			
	Are all signs visible by people standing and by people using wheelchairs?				✓		Design to be detailed at next stage
	Are circulation areas well lit?		✓				
	Are windows and light fittings located to avoid creation of glare and / or silhouettes?		✓				
	Are there visual clues to aid circulation?				✓		Design to be detailed at next stage
	Does the colour scheme help differentiate between critical elements, for example the wall from the floor, doors from adjacent walls?		✓				Final colour references to be chosen in next stage
	Do wall and floor materials minimise confusing light reflections and provide a suitable acoustic environment?		✓				Final colour references to be chosen in next stage

If not, what needs to be done to address this?

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Page	Requirement	Further reference	✓	✗	N/A	Observation	Comment / Action
26	Ramps						
	Note: See also External Ramps section.				✓		There are no ramps in the building
	Is the gradient as level as possible?				✓		
	Do ramp widths meet the recommendations of the Guidance Note?				✓		
	Is the maximum rise of a single ramp no more than 0.5 m?				✓		
	Is the maximum rise of a series of ramps no more than 2.0 m?				✓		
26	Stairs						
	Note: All stairs and steps must be suitable for use by ambulant disabled people.				✓		The are no public stairs in the building
	Does the stair have at least 1.1 m clear width?				✓		
	Is the maximum rise of the stair less than 1.8 m, with risers no more than 170 mm, and treads no less than 250 mm?				✓		
	Are all risers solid?				✓		
	Is the staircase fitted with suitable continuous handrails on both sides?				✓		
	Are all stair nosings:				✓		
	<ul style="list-style-type: none"> clearly visible by people going up and down the staircase correctly detailed? 				✓		
	Are all surfaces:				✓		
	<ul style="list-style-type: none"> slip-resistant in all weather conditions level and even? 				✓		
	Is each level clearly indicated by tactile and visual information?				✓		
	Is the staircase:				✓		
	<ul style="list-style-type: none"> easy to locate suitably signed? 				✓		

If not, what needs to be done to address this?

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Page Requirement	Further reference	✓	✗	N/A	Observation	Comment / Action
Are stair and landing surfaces slip resistant?				✓		
Are the stairs correctly lit?				✓		
27 Handrails						
<i>Note: See also Section 3.0 Arriving at the Facility: Handrails</i>	BS8300 and ADM			✓		
Do the handrails meet the recommendations of the Guidance Note?				✓		
Are handrails easy to grip, with an outside diameter of 45 - 50 mm?	ADM: Diag 7			✓		
When against walls, is there a 60 - 75 mm gap between handrail and wall?	ADM: Diag 7			✓		
Are there continuous handrails on both sides of the stair or ramp?				✓		
Are the handrails continued beyond the top and bottom of the stair or ramp?				✓		
Do the handrails have return ends?				✓		
Are the handrails robustly fixed?				✓		
Do balustrades provide physical security?				✓		
27 Doors						
<i>Note: The number of doors in a building should be kept to a minimum, since doors obstruct movement through a building for many disabled people as well as people with large sports bags.</i>		✓				
Is the minimum clear door opening appropriate to the type and scale of the facility? See also 'Accommodating sports chairs' in Section 2.0	ASF: Page 8, page 27 Figure 10 and page 28 Table 5					
Does the single leaf of all double doors provide a clear opening wide enough for the passage of a wheelchair? See also 'Accommodating sports chairs' in Section 2.0	ASF: Page 24 Figure 6	✓				
Is there a clear wall space of at least 0.3 m to the leading edge of the door? Is this 0.5 m in sport specific situations?	ASF: Page 27 Figure 11	✓				
Can all doors swing to at least 90°?	ASF: Page 27 Figure 10	✓				

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Page Requirement		Further reference	✓	✗	N/A	Observation	Comment / Action
	Where doors swing into corridors, are they fully recessed or protected by a guardrail?		✓				
	Are there vision panels on all appropriate doors?	ASF: Page 28 Figure 12			✓	Design to be detailed at next stage	
	Are doors easily identified, contrasting with wall or door surround?				✓	Design to be detailed at next stage	
	Are fully glazed doors clearly identified by manifestation?				✓	Design to be detailed at next stage	
	Do glazed doors contrast with adjacent fixed glazing?				✓	Design to be detailed at next stage	
	Is the leading edge of the door highlighted?				✓	Design to be detailed at next stage	
	If fitted, is the door closer set to the minimum force?	BS8300: 6.5.2			✓	Design to be detailed at next stage	
29	Lifts						
	<i>Note: All lifts should be designed for independent use by a wheelchair user. Platform lifts are only acceptable in a limited number of situations. Stairlifts are not acceptable.</i>				✓	No lift in the building	
	Do the lift and door dimensions at least meet the minimum dimensions appropriate for the scale and type of facility? See also 'Accommodating sports chairs' in Section 2.0	ASF: Page 8, Page 30 Table 6 and Page 31 Table 7					
	In front of the lift doors at each level, is there an unobstructed space of sufficient size to allow waiting and maneuvering by wheelchair users?	ASF: Page 30 Figure 13			✓		
	Are there appropriate controls in the car and at each floor level?	ASF: Page 30 Figure 13			✓		
	Are the lift controls:						
	<ul style="list-style-type: none"> correctly located with raised markings? 						
	Is there an audible / voice announcement at each floor level?				✓		
	Does the emergency telephone incorporate an inductive coupler?				✓		
					✓		

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Page Requirement	Further reference	✓	✘	N/A	Observation	Comment / Action
Is the lift a designated evacuation lift?	ASF: Page35			✓		
Does the lift comply with all the necessary requirements?	BS9999:2008					
Are there associated refuge areas?				✓		
Are all surfaces: <ul style="list-style-type: none"> • slip-resistant in all weather conditions • level and even? 				✓		
Does the lift door closing mechanism have an adequate time delay?				✓		
See also 'Accommodating sports chairs' in Section 2.0						
Opposite and adjacent to the lift doors are there raised numerals/ letters indicating the floor level?						

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6.0 Emergency Escape

Page	Requirement	Further reference	✓	✗	N/A	Observation	Comment / Action
33	Generally						
	Note: Detailed guidance on means of escape for disabled people is given in BS 9999:2008 Code of Practice for fire safety in the design, management and use of buildings, Section 9 part 46 Evacuation of disabled people.	BS9999:2008 9:46	✓				
	Is there an emergency evacuation strategy?						
	Does every part of the building have a safe means of escape?		✓				
	Are all escape routes accessible to everyone?		✓				
	Are personal emergency evacuation plans (PEEPs) available for all people requiring assistance to evacuate the building?	BS9999:2008 Section 9 Clause 46.7			✓		
	In buildings of more than one storey, is there horizontal evacuation to a place of safety?		✓				Only plant rooms are located at first floor. Escape routes meet Building regulation requirement
	Where refuge provided within stairwell:	BS5839:2003			✓		First floor is not accessible to the public
	<ul style="list-style-type: none"> • Is it of adequate size • Is it properly identified • Is there an intercom system? 						
	Are there visual alarms located in areas where a deaf or hard of hearing person might be alone?				✓		To be detailed at next stage

If not, what needs to be done to address this?

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7.0 Changing Areas

Page	Requirement	Further reference	✓	✘	N/A	Observation	Comment / Action
36	Main changing areas						
	<p>Note: All changing areas must be designed so that disabled people can use them. A well-designed layout is critical to ensure maximum access. Careless layout can reduce people's independence and, at worst, prevent use of the facility.</p> <p>Do the changing facilities meet the requirements set out in Table 8?</p>	ASF: Page 44 Table 8	✓				The changing rooms have been designed to be fully accessible
	Does the layout of the changing area allow sufficient space for a wheelchair user to move freely without obstructing other users?	ASF: Page 36 Figure 14 and page 37 Figure 15	✓				
	Can the changing area accommodate a team of athletes in wheelchairs?		✓				
	Is there direct access from the changing area to the shower area?		✓				
	Is there suitable WC provision in close proximity?		✓				
	Are individual accessible changing cubicles provided for those who prefer more privacy?		✓				A /private changing room has been provided
	Are there family changing cubicles?	ASF: Page 61 Table 10 and Page 43 Figure 20		✘			
	Are the changing benches a minimum width of 450 mm, with a smooth surface, and set at a height of 480 mm?		✓				
	Are changing mats available?			✘			
	Are alternate coat hooks positioned 1050 and 1400 mm above floor level?				✓		Design to be detailed at next stage
	<p>Are there sufficient lockers?</p> <ul style="list-style-type: none"> • Are at least 10% of the lockers 1200 mm high • Do locks and lockers incorporate tactile numbers • Are the locks no higher than 1150 mm and easy to use? 		✓				

If not, what needs to be done to address this?

Checklist must be used in conjunction with the Sport England Design Guidance Note 'Accessible Sports Facilities'

Page Requirement	Further reference	✓	✗	N/A	Observation	Comment / Action
Are hairdryers, mirrors, drinking fountains and so on, located so that everyone can use them?		✓				
38 Equipment						
For general provision of equipment see the Design Guidance Note pages 38 and 39				✓		
For the provision of equipment in swimming pool buildings see Design Guidance Note Table 11	ASF: Page 61 Table 11			✓		
38 Unisex changing areas						
Provision		✓				Private changing room has been provided in the facility
Generally, unisex accessible changing facilities should be provided in addition to other accessible provision.	ASF: Page 44 Table 8					
Is there sufficient unisex accessible changing provision?						
Is the changing room close to the sports facility for convenient access?		✓				
Does the layout and specification of the changing area comply with the critical dimensions	ASF: Figures 16, 17, 18, 20 and 21	✓				
From Table 8, does the facility require a 'Changing Places' changing room?	ASF: Page 42 Figure 19 and page 44 Table 8	✓				
Is the location of the changing room clearly signposted?		✓				
Are there dedicated full-size lockers to enable use by more than one person? Are they conveniently located?			✗			They are conveniently located but there are no full height lockers
Has consultation with user groups indicated a need for permanent hoists?			✗			
Is an alarm provided?		✓				
Is the alarm linked to a suitable audible and visible alarm point to enable early recognition of a person in difficulty?						

If not, what needs to be done to address this?

Checklist must be used in conjunction with the Sport England Design Guidance Note 'Accessible Sports Facilities'

Page Requirement	Further reference	✓	✘	N/A	Observation	Comment / Action
Showers						
Does the shower area comply with the critical dimensions in Figure 22?	ASF: Page 45 Figure 22	✓				
Are the shower controls easily accessible?	ASF: Page 45 Figure 22 Note 4	✓				
Is the shower area fitted with a tip-up seat and grab rail?	ASF: Page 45 Figure 22 Note 1	✓				
Is the shower area free of tripping hazards, such as raised thresholds?	ASF: Page 45 Figure 22	✓				
Does the shower area have a slip resistant surface laid to falls to a gully?		✓				Falls & gullies will be detailed in later stage
Is the area free of complex falls that make standing or maneuvering difficult?		✓				
Are shower chairs available and are they conveniently located? (For swimming pools see Table 11)	ASF: Page 61 Table 11			✓		
Is there an adjustable, folding changing bench within the shower area?	ASF: Page 45 Figure 22 Note 6	✓				
Is there an accessible shower cubicle within the main shower cubicle area?	ASF: Page 45 Figure 23	✓				Curtained accessible shower areas are available in the main shower areas

If not, what needs to be done to address this?

Checklist must be used in conjunction with the Sport England Design Guidance Note 'Accessible Sports Facilities'

8.0 Toilet Areas

Page Requirement	Further reference	✓	✘	N/A	Observation	Comment / Action
46 Unisex Accessible Provision						
<i>Note: All sports facilities should have at least one unisex accessible WC cubicle on every floor of the facility.</i>		✓				There is an accessible WC adjacent to the changing rooms and is accessed from the corridor
Is there appropriate toilet provision to meet the needs of disabled users?	ASF: Page 46 Table 9					
Is the toilet provision located conveniently close to the entrance, changing areas and sporting facilities?		✓				Approx. 29m from sports hall to accessible WC
What is the maximum travel distance from a facility?						
Is flooring slip-resistant throughout, with no raised thresholds?		✓				
Do the colour schemes of the walls, floors and fittings provide sufficient contrast to make them distinguishable by partially sighted people?		✓				Final colour references to be noted at next stage
Is there sufficient maneuvering space?	ASF: Page 48 Figure 27	✓				
Is at least one cubicle suitable for ambulant disabled people?	ASF: Page 48 Figure 27	✓				
Are door fittings / locks / light fittings easily accessible and easy to use?				✓		Design to be detailed at next stage
48 Design						
<i>Note: The layout and dimensions are critical to ensure convenient and safe independent use by disabled users.</i>						
Does the layout and size for general unisex WC provision comply with Figures 24 and 26?	ASF: Page 46 Table 9 and page 47 Figures 24 and 26	✓				
If recommended in Table 9, does the WC compartment comply with Figures 25 and 26?	ASF: Page 47 Figures 25 and 26	✓				
Are there unisex toilet facilities of an alternate hand on the same floor?			✘			
Is the entrance to the WC screened to prevent direct views from main public areas?		✓				

If not, what needs to be done to address this?

Checklist must be used in conjunction with the Sport England Design Guidance Note 'Accessible Sports Facilities'

Page Requirement	Further reference	✓	✘	N/A	Observation	Comment / Action
Is an alarm provided? Is the alarm linked to a suitable audible and visible alarm point to enable early recognition of a person in difficulty?		✓			Accessible WC and Changing Places will have alarms connected to reception.	
Are cleaning and maintenance staff aware of the need to keep transfer spaces clear?				✓		

If not, what needs to be done to address this?

Checklist must be used in conjunction with the Sport England Design Guidance Note 'Accessible Sports Facilities'

9.0 Social Areas

Page Requirement	Further reference	✓	✗	N/A	Observation	Comment / Action
49 Generally						
<i>Note: Generally, social areas must give unhindered access to disabled people either independently or with companions. All corridors and doors leading to refreshment / social areas must comply with the minimum space standards for the facility.</i>						
Layout Do gangways between tables have a clear width of 1.2 m				✓		Loose furniture layout will be by client
Furniture Is the furniture stable but movable to allow maximum access? Do the tables have a clear undertop height of at least 700 – 750 mm? Are there clear, logical gangways?				✓		Loose furniture layout will be by client
Seating Is seating provided at intervals on long internal / external routes, and where waiting is likely? Is there space in seating areas for wheelchair users and guide dogs? Is the seating stable and easy to rise from? Is the seating with and without arms?				✓		Loose furniture layout will be by client
Servery / counters Are these accessible to disabled users?		✓				
Vending machines Have these been selected and located to be accessible to wheelchair users? Are there clear display panels and instructions?		✓				Vending machines are located in the hub café and are recessed & fully accessible.

If not, what needs to be done to address this?

Checklist must be used in conjunction with the Sport England Design Guidance Note 'Accessible Sports Facilities'

10.0 Communication Systems

Page	Requirement	Further reference	✓	✗	N/A	Observation	Comment / Action
50	Public telephones						
	Are telephones located where there is minimum background noise?					✓	
	Is a telephone fixed at a height suitable for children, people of short stature and wheelchair users?					✓	
	Is there a well signed integral inductive coupler?					✓	
	Are textphone facilities available?					✓	
	Is there a shelf for the use of a portable textphone?					✓	
	Is a textphone available?					✓	
50	Public address systems						
	Is the public address system clearly audible?	RNID	✓				
	Is the system supplemented by visual information?						
50	Induction loops						
	Are induction loops fitted:	BS7594	✓				In reception desk, meeting rooms, studio, gym, cafe & community hall
	<ul style="list-style-type: none"> At reception counters In meeting rooms In dance and exercise rooms? 	BSEN 60118-4					
50	Controls						
	Are controls:	ASF: Page 51				✓	To be confirmed
	<ul style="list-style-type: none"> Clearly visible against their background Located logically and consistently Protected against misuse? 	Figure 28					

If not, what needs to be done to address this?

Checklist must be used in conjunction with the Sport England Design Guidance Note 'Accessible Sports Facilities'

Page Requirement		Further reference	✓	✗	N/A	Observation	Comment / Action
50	Signs <i>Note: Good signage can mean that a deaf or hard of hearing person can use a building without having to ask questions. It enables a newcomer to find their way around a facility with the minimum of effort.</i> Are signs positioned at an appropriate height?	Sign Design Guide			✓	Design to be detailed at next stage	
	Are signs easily identified against their background?				✓	Design to be detailed at next stage	
	Is the font style appropriate?				✓	Design to be detailed at next stage	
	Is the font size appropriate for its application and location?				✓	Design to be detailed at next stage	
	Is there sufficient visual contrast between the font and the background?				✓	Design to be detailed at next stage	
	Are signs adequately illuminated?				✓	Design to be detailed at next stage	
	Are tactile signs and Braille correctly located?				✓	Design to be detailed at next stage	
	Are direction and information signs correctly set out?				✓		

If not, what needs to be done to address this?

Checklist must be used in conjunction with the Sport England Design Guidance Note 'Accessible Sports Facilities'

11.0 Finishes

Page Requirement	Further reference	✓	✗	N/A	Observation	Comment / Action
<p>Note: The correct selection of finishes is very important, particularly to assist people with a disability. Unsuitable finishes can make the building difficult to use and can lead to confusion and possibly danger.</p>						
53 Acoustic requirements						
Is there sufficient sound absorbent material to provide a quiet acoustic environment?	RNID	✓				
Are there buffer zones between noisy and quiet areas?			✓			
53 Visual requirements						
Is there adequate contrast between ceilings and walls?	BS8300 Annex B			✓		Final colour references to be chosen in next stage
Is there adequate contrast between walls and doors?	Rainbow Project Guide			✓		Final colour references to be chosen in next stage
Is there adequate contrast between floors and walls?				✓		Final colour references to be chosen in next stage
Is there adequate contrast between floors and stairs or ramps?		✓				
Is the leading edge of doors highlighted?				✓		Design to be detailed at next stage
Are wall and floor surfaces non-reflective?		✓				
54 Tactile requirements						
Is variation in surface texture used to:				✓		Design to be detailed at next stage
<ul style="list-style-type: none"> Warn of hazards Give information that helps identify location? 						
54 Glass walls and screens						
Is manifestation sufficient to provide an adequate warning?	BS6262			✓		Design to be detailed at next stage
Are reflections in the glass confusing?				✓		Design to be detailed at next stage
Are exposed edges highlighted?				✓		Design to be detailed at next stage

If not, what needs to be done to address this?

Checklist must be used in conjunction with the Sport England Design Guidance Note 'Accessible Sports Facilities'

12.0 Services

Page	Requirement	Further reference	✓	✗	N/A	Observation	Comment / Action
	Note: All services must be carefully located to avoid creating hazards or obstacles to people moving through the facility.						
56	Heating						
	Are all heat sources located away from contact by users?			✗			Low Surface Temperature type radiators (anti-scald) in some areas where heat source cannot be located away from users
	Are appropriate temperatures maintained throughout the facility?		✓				
	Are heating, ventilation and air conditioning systems quiet?		✓				HVAC systems are all designed within industry recognised NR ratings
56	Lighting						
	Note: Artificial lighting systems must create a confusion-free environment that avoids excessive reflection, glare, deep shadows and wide variations in lighting levels.	CIBSE lighting standards	✓				
	Do lighting levels meet the standard for the intended use?						
	Are stairs, ramps etc. well lit?			✗			Stairs are all lit to the appropriate level, in line with CIBSE standards
	Do light fittings cause glare?			✗			
	Are there fluorescent fittings that can interfere with hearing aids?			✗			

If not, what needs to be done to address this?

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13.0 Management Issues

Page	Requirement	Further reference	N/A	Observation	Comment / Action
	<p>Note: When considering how disabled people will use any part of the facility, ask the following questions:</p> <ul style="list-style-type: none"> How will they find it How will they reach it How will they use it? 		✓		The design is developing taking into account key stakeholders.
67	Generally				
	<p>Is there an access strategy setting out how equal access will be provided and maintained for disabled users and staff?</p> <ul style="list-style-type: none"> Have disabled people as users and members of staff, been involved in the development of the policy? 		✓		The design proposal is taking into account the access
	<p>Have staff / coaches/ managers received disability awareness training?</p> <ul style="list-style-type: none"> Is there a lead person responsible for access for disabled people, training and policy implementation? 			✓	Not available at this stage
	<p>Does the marketing plan include promoting wider access to disabled people to encourage them to use the facilities?</p> <ul style="list-style-type: none"> Is information available in various formats? Does the information include: <ul style="list-style-type: none"> opening times booking conditions travel details? 			✓	Not available at this stage
	<p>Does the building maintenance manual identify and emphasise the importance of good management in maintaining quality access to the facility?</p> <ul style="list-style-type: none"> Are essential pieces of equipment regularly checked e.g. induction loops, lifts etc. Is flooring checked to ensure that it is not loose / worn or slippery? 			✓	Not available at this stage
					<i>If not, what needs to be done to address this?</i>

Checklist must be used in conjunction with the Sport England Design Guidance Note 'Accessible Sports Facilities'

Page	Requirement	Further reference	N/A	Observation	Comment / Action
	Have the needs of people who are deaf or hard of hearing been considered in the design and management of the facility?			✓	They will be considered in the design of the refurbishment and new addition to the Centre
	Have the needs of people with learning disabilities been considered in the design and management of the facility?			✓	They will be in the design of the refurbishment and new addition to the Centre
	Have the needs of people with mobility impairment been considered in the design and management of the facility?			✓	They will be in the design of the refurbishment and new addition to the Centre
	Have the needs of people with visual impairment been considered in the design and management of the facility?			✓	They will be in the design of the refurbishment and new addition to the Centre

If not, what needs to be done to address this?

Checklist must be used in conjunction with the Sport England Design Guidance Note 'Accessible Sports Facilities'

Additional Sheet

Page Requirement

Further reference

✓

✘

N/A

Observation

Comment / Action

Page Section Title

Page Section Title	Further reference	✓	✘	N/A	Observation	Comment / Action

If not, what needs to be done to address this?

Checklist must be used in conjunction with the Sport England Design Guidance Note 'Accessible Sports Facilities'



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