

**THE ADAM PRACTICE
DDA ACCESS CHECKLIST**

Questions below based on an affirmative answer being the desired situation

Name of Surgery	Heath Cottage Surgery	
Type of Building	2 Storey House	
Address	40 High Street, Lytchett Matravers, BH16 6BG	
Other Occupants	None	
Inspected by:	Surgery Supervisor and H&S Lead	
Inspection date:	10 November 2011	
Parking		
Is there a patient car park?	Yes	
Total parking spaces	16	
Total Designated Disabled Spaces	0	
Are designated spaces at least 5% of the total spaces?	n/a	
Are designated spaces at least 2.5m wide plus 1.2m adjacent space (which may be shared with the next bay)	n/a	
Is the route from the designated space to the building obstacle free?	n/a	
Does the route to the building have dropped curbs?	No	
Is the route to the building at least 1200mm wide?	Yes	
Additional Comments relating to Parking	No	
Building Entry		
Is the approach flat without a step, or ramped?	Yes – access via rear door	
Is the door width at least 750mm	Yes	
Is there an automatic opening facility on the door or the means to call for assistance?	Yes – means to call for assistance	
Is there a sign in clear print to identify the building?	Yes	
Does any ramp have: <ul style="list-style-type: none"> • a non-slip surface • width at least 1metre • top and bottom landing with at least 1.2m clear length • raised kerbs at least 100mm high • a continuous handrail on both sides if the ramp exceeds 2m long • a handrail 900mm above the ramp and 1m above the landing • handrail with a closed end(s) 	n/a	

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Does the entry door have: <ul style="list-style-type: none"> • 800mm clear opening width • 300mm leading edge clearance • Vision panel from 900mm to 1500mm height • A level threshold • A door control 1m above the floor • Revolving doors? • A lobby between double doors with clear wheelchair space 	<ul style="list-style-type: none"> • Yes • Yes • Yes • Yes – rear door • Yes • No • No
Does signage have: <ul style="list-style-type: none"> • Clear contrasting colours • The name of the building and / or services • Have a clear font • Have mixed upper and lower case characters • Use characters at least 60mm high (capitals) • Sufficient illumination (natural or otherwise) • Suitable location (e.g. not too high up) 	<ul style="list-style-type: none"> • Yes • Yes • Yes • No • Yes • Natural • Yes
External Steps	
Are there external steps to the building?	Yes – access to Front Door
If YES do they have: <ul style="list-style-type: none"> • None slip surfaces • Minimum width 1 metre • Minimum 1.2m between landings • Landings clear of swinging doors • A uniform rise in the steps • A handrail on both sides if more than 2 steps 	<ul style="list-style-type: none"> • Paving Slabs • Yes • n/a • n/a • Yes • No
Are there Handrails?	Yes – right-hand side of steps
If YES do they have: <ul style="list-style-type: none"> • A height of 900mm above the step surface • A height of 1m above the landing surface • A handrail which extends 300mm beyond the top and bottom of the steps • A handrail which has closed ends • A handrail of 45 – 50mm in diameter • A handrail which projects 45mm from the wall 	<ul style="list-style-type: none"> • Yes • n/a • No • Yes • Yes • n/a
Reception Area	
Is there a Reception sign?	Yes
Is it in clear font and visible to wheelchair users?	Yes
Does the reception desk have a surface < 800 high?	Yes
Is there an induction loop?	Yes
Are Loop signs clearly displayed?	Yes
Is there a portable induction loop?	Yes
Is there a 400mm reception desk overhang?	No
Is the lowest part of the desk at least 900mm wide?	Yes
Building Accessibility	
Are doors 750mm wide minimum?	Yes

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Is a lift or ramp available where the building is not on one level?	No
Is any ramp <= 1:12 gradient? Does it comply with the requirements above?	n/a
Is there a lift?	No
If yes, does it: <ul style="list-style-type: none"> • Have a clear 1500 x 1500 landing in front of the doors? • Have doors with a clear opening width of 800mm • Have a car space of min. 1100 wide x 1400 long? • Have a control panel < 1200mm high? • Have a control panel >400mm from the front wall? • Identify which floor the car is on? • Have a min. 5 second delay on the door opening to closing? • Give a mi. 5 second warning that the lift is arriving? 	n/a
Toilets	
If there are public toilets: Is there a disabled toilet or one which; <ul style="list-style-type: none"> • Has a min size of 1400 x 1750mm? • Have a door of >750mm width? • Have grabrails for side or forward weight transfer? • Are the grabrails secure? 	<ul style="list-style-type: none"> • Yes • Yes • Yes • Yes
Items Required Attention / Recommendations	
<p>To review handrail to ensure meets standards</p> <p>To check signage</p> <p>To review requirement for designated disabled spaces</p>	