

**THE ADAM PRACTICE  
DDA ACCESS CHECKLIST**

*Questions below based on an affirmative answer being the desired situation*

Name of Surgery	<b>Upton Surgery</b>	
Type of Building	<b>Single Storey Building</b>	
Address	<b>Upton Cross, Poole, BH16 5PW</b>	
Other Occupants	<b>PCT</b>	
Inspected by:	<b>H&amp;S Lead</b>	
Inspection date:	<b>15 November 2011</b>	
<b>Parking</b>		
Is there a patient car park?	<b>Yes</b>	
Total parking spaces	<b>23</b>	
Total Designated Disabled Spaces	<b>2</b>	
Are designated spaces at least 5% of the total spaces?	<b>Yes</b>	
Are designated spaces at least 2.5m wide plus 1.2m adjacent space (which may be shared with the next bay)	<b>Yes</b>	
Is the route from the designated space to the building obstacle free?	<b>Yes</b>	
Does the route to the building have dropped curbs?	<b>Yes</b>	
Is the route to the building at least 1200mm wide?	<b>Yes</b>	
Additional Comments relating to Parking		
<b>Problems with Cars parking on Double Yellow Lines – Block Emergency Vehicle access</b>		
<b>Disabled Parking Bays need repainting</b>		
<b>Building Entry</b>		
Is the approach flat without a step, or ramped?	<b>Yes</b>	
Is the door width at least 750mm	<b>Yes</b>	
Is there an automatic opening facility on the door or the means to call for assistance?	<b>No</b>	
Is there a sign in clear print to identify the building?	<b>Yes</b>	
Does any ramp have: <ul style="list-style-type: none"> <li>• a non-slip surface</li> <li>• width at least 1metre</li> <li>• top and bottom landing with at least 1.2m clear length</li> <li>• raised kerbs at least 100mm high</li> <li>• a continuous handrail on both sides if the ramp</li> </ul>	<b>n/a</b>	

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

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<b>Building Accessibility</b>	
Are doors 750mm wide minimum?	<b>Yes</b>
Is a lift or ramp available where the building is not on one level?	<b>N/a</b>
Is any ramp <= 1:12 gradient? Does it comply with the requirements above?	<b>n/a</b>
<b>Is there a lift?</b>	<b>No</b>
If yes, does it: <ul style="list-style-type: none"> <li>• Have a clear 1500 x 1500 landing in front of the doors?</li> <li>• Have doors with a clear opening width of 800mm</li> <li>• Have a car space of min. 1100 wide x 1400 long?</li> <li>• Have a control panel &lt; 1200mm high?</li> <li>• Have a control panel &gt;400mm from the front wall?</li> <li>• Identify which floor the car is on?</li> <li>• Have a min. 5 second delay on the door opening to closing?</li> <li>• Give a min. 5 second warning that the lift is arriving?</li> </ul>	<b>n/a</b>
<b>Toilets</b>	
If there are public toilets: Is there a disabled toilet or one which; <ul style="list-style-type: none"> <li>• Has a min size of 1400 x 1750mm?</li> <li>• Have a door of &gt;750mm width?</li> <li>• Have grabrails for side or forward weight transfer?</li> <li>• Are the grabrails secure?</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Yes</b></li> <li>• <b>Yes</b></li> <li>• <b>Yes</b></li> <li>• <b>Yes</b></li> </ul>
<b>Items Required Attention / Recommendations</b>	
<p><b>The 2 sets of double doors to enter the building are very heavy – request has been passed to PCT to investigate along with the repainting of disabled bays and the problem of double parking\access for emergency vehicles.</b></p>	