



Venue Checklist

The following checklist, whilst not conclusive, will help determine strategies which will assist in making the working environment safer and more accessible to all students and staff, as well as other support that may be required. When determining appropriate wheelchair access, it is advisable to seek assistance of someone who has experience in this area to ensure access is suitable for all types of wheelchairs. An Occupational Therapist, someone with a disability or Access Officer from the local council may be people who could assist in doing a venue check with you. This form to be completed for all venues used by the College.

Venue: _____

Venue address: _____

Contact person: _____

Address _____

Phone _____

Cost of room use _____

Cleaning requirements and/or costs? _____

Approx. size of room _____

How many tables/desks _____ How many chairs _____

List other fixed equipment (eg whiteboard)

List refreshment facilities _____

Toilets and hand washing facilities _____

Comment on ease of access for able bodied people _____

Will all OHandS issues be appropriate in this venue for the training planned? Yes / No

Detail any security issues or requirements _____

Heating and cooling availability? _____

Lighting

	Night	Day
In classroom		
In corridor		
Pathways		
Car park		



Disability access report

	Yes	No	Comment
Is there safe, accessible entry into, exit from and movement within the building?			
Is the classroom/lecture theatre/laboratory/workshop easy to access?			
Does the venue have wheelchair access?			
Once inside the venue, is it free of barriers, are corridors clear?			
Is there a need to modify any furniture or fittings?			
Do the desk, chair and bench height, length and width need adjustment?			
Are any specialised furniture and/or equipment required? Eg. Ergonomic furniture, Closed Circuit Television, hearing loop, assistive computer devices			
Is there sufficient suitable equipment available?			
Do seating arrangements allow for ease of access to information for students who have mobility or sensory disabilities?			
Do the seating arrangements allow sufficient space for students who use a wheelchair to unobtrusively sit alongside their peers?			
Do the seating arrangements allow for all students to see and hear the teacher and each other?			
Can all students physically find and use the equipment provided?			
Can switches and equipment be physically operated?			
Can all students reach photocopiers, equipment, and items on shelves?			
Are items of equipment, store rooms, chemicals etc. labelled in accessible formats?			
Consider issues such as ease of mobility, transport and access arrangements, availability of educational materials and equipment, and access to information.			
Can students with speech and/or communication difficulties function successfully in the learning setting?			
Are there satisfactory alternative methods available to the students?			



<p>Are all learning materials and equipment (eg books, tools etc.) accessible to people with mobility disabilities, especially those who have manual dexterity problems?</p>			
<p>Are there alternative procedures I can put in place?</p>			
<p>Do any of the following need to be provided to meet the special needs of student/s in this class/course:</p> <p>On computer disk</p> <p>On the Internet</p> <p>Audio tape</p> <p>Large print</p> <p>In Braille</p> <p>Video captioning</p> <p>Tactual and bold print graphics</p> <p>Plain English versions</p>			
<p>Are any of the following support personnel required to provide support for a student/students in this class/course:</p> <p>Interpreters</p> <p>Readers</p> <p>Note takers</p> <p>Scribes</p> <p>Personal assistants</p> <p>Other</p>			

Any further comments _____