

Accessibility Site Audit

An access audit record of arrival routes, entrances, circulation, facilities, communication barriers and proposed reasonable adjustments.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

This records barriers and proposed adjustments. It is not a building-control approval, a BS 8300 certification or a legal opinion.

No. Government guidance for service providers describes reasonable adjustments to practices, physical features and auxiliary aids where disabled people would otherwise be at a substantial disadvantage. Accessible information is also relevant. What is reasonable depends on the circumstances; a checklist or score does not settle that judgment. Equality law differs in Northern Ireland.

2. Scope and users

Services, premises and routes considered *

Consultation and practical needs identified without unnecessary health details

Record whose experience informed the review and which users or activities were not represented. Avoid presenting a single visit as covering every need.

Areas not accessed and audit limitations

3. Barrier records

Barrier or feature (copy this block for each one)

Area * (choose one)

- ☐ Arrival and parking
- ☐ Entrance
- ☐ Circulation
- ☐ Facilities
- ☐ Communication
- ☐ Service procedure
- ☐ Other

Exact location *

Barrier and effect on use *

Measurements and method, where relevant

Proposed adjustment or further investigation

Supporting photos (photos: attach, or note the file names)

Walk Cam: this location

Walk Cam video walk-through: available in the SiteSurvey app only.

4. Decision and follow-up

People consulted about the proposed changes

Decisions, reasons and alternatives considered *

Accessible information and assistance arrangements

Person responsible for follow-up

5. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *



Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.