

Review  
30.6.26.



## Methodist Church Building Access Audit

Name of Property	Name of Circuit	Date completed
Trinity Methodist Church Chelmsford	Chelmsford	29.6.24.
Person completing checklist	Janet Wintle.	

Type of building (tick appropriate box)			
Church <input checked="" type="checkbox"/>	Manse <input type="checkbox"/>	Other (provide details) <input type="checkbox"/>	<input type="checkbox"/>

The Methodist church celebrates the rich diversity of people within the church. It is important that our buildings reflect and enable our commitment to making God for All. Where possible and practical barriers in our buildings that have inhibited full participation in church life by disabled people should be identified and changes made.

The access audit checklist covers all aspects of buildings and services. Please refer to the building accessibility pathway on the Methodist Church website for further information. You will find a range of information resources which will help you complete this audit.

If the access audit checklist highlights areas where the church should consider adjustments and adaptations, please complete an **accessibility action plan**.

If your building is listed and you wish to make adaptations to the building, please contact [conservation@methodistchurch.org.uk](mailto:conservation@methodistchurch.org.uk)

- People may experience disabilities in the following ways
- Physical impairment, including people with limited dexterity
- Visual impairment and blindness
- Hearing impairment and deafness
- Speech and language disabilities
- Learning disabilities or difficulties
- Mental health issues
- Other sensory issues
- Chronic illnesses



Please be mindful of this when completing the audit.

## Section A – Car Parking and Access Route

Tick the Yes or No column as appropriate and add notes if necessary

Answering No indicates that further consideration is need in an Accessibility Action Plan

	Yes	No
1. Is the building within 20-50 metres (65ft-164ft) distance of a) road b) public transport c) parking	✓ ✓ ✓	
2. Does the access route from the road have either no kerb or a dropped kerb? <i>Dropped</i>	✓	
3. Is the surface of the access route level (no steps and a gradient no steeper than 1:20) <i>Sliding door entrance</i>	✓	
4. Is the route wide enough for a wheelchair? (900mm/36 inches) Please note that some wheelchairs or wheeled walkers (rollators) are wider than a standard wheelchair.	✓	
5. Is it free of such obstacles as bollards, litter bins, and doors or overhanging steps or porches?	✓	
6. Does the access route have adequate lighting?	✓	
7. Are there any disabled car parking bays on church property or close by?  If yes, a) Are the spaces clearly marked out, signed and easily found? b) Are they as close to the entrance as possible?	✓  ✓ ✓	



8.	Is the route to the building kept free of snow, ice and fallen leaves?	✓	
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**Notes**

**Section B –Ramps and steps to access the building**

Tick the Yes or No column as appropriate and add notes if necessary

Answering No indicates that further consideration is need in an Accessibility Action Plan

	Yes	No
1. Is there a ramp/step free access, with level surfaces at top/intermediate/bottom?	✓	
a. Is it wide enough at a suitable gradient?  The recommended maximum ramp gradient is 1:20 to comply with building regulations, although steeper gradients of up to 1:10 may be acceptable over short distances;  The recommended minimum width of a ramp to accommodate all types and abilities of user is 1200mm (47 inches).	✓        ✓	
b. Is the surface slip resistant?	✓	
c. Are there handrails to one or both sides?	✓	



d. If a permanent ramp cannot be formed (perhaps to a Listed Building) is a semi-permanent or portable ramp available?	✓	
e. Are there alternative steps? If yes, <ul style="list-style-type: none"> <li>• Are there handrails to one or both sides to the steps?</li> <li>• Are landings of an adequate size provided at intermediate levels in long flights of steps?</li> <li>• Are steps consistent in depth and height and the edges clearly marked?</li> </ul> <u>NO.</u>	✓ ✓ 	X
f. Are ramps and steps adequately lit?	✓	

### Notes

Edges of steps to be painted.

### Section C – Entrances

Tick the Yes or No column as appropriate and add notes if necessary

Answering No indicates that further consideration is need in an Accessibility Action Plan

	Yes	No
1. Is the front entrance door clearly distinguishable from the front of the building?	✓	



2. If glass in the door, is it visible when closed?	✓	
3. Does the door width permit passage of a wheelchair or double buggy?	✓	
a. Does it have a level or flush threshold?	✓	
b. Are there any trip hazards?		✓
c. Is there visibility through the door from both sides at standing and seated levels?	✓	
4. Can the door handles and locks be used at both standing and seated height and be easily grasped?	✓	
5. Can the door handle be visually distinguished from the door?	✓	
6. If the door has a closer mechanism does it have:		
a. Delayed closure action?		
b. Slow-action closer?	✓	
c. Minimal closure pressure?		
7. If the door is power-operated does it have visual and tactile information on how to open?		N/A
Does it have sensors at the correct height to automatically open for a wheelchair user?		X
8. Do lobby layouts enable all users to clear one door before going through the next?	✓	
9. Are signs designed and positioned to inform those with visual impairments and wheelchair users with lower eye-levels?	✓	



10. Do signs provide clear unambiguous information?	✓	
11. Do signs use symbols where appropriate?	✓	

## Notes

## Section D – Moving around the building

Tick the Yes or No column as appropriate and add notes if necessary

Answering No indicates that further consideration is need in an Accessibility Action Plan

	Yes	No
1. Is each corridor/passageway/aisle wide enough for a wheelchair/rollator user to manoeuvre and for other people to pass?	✓	
2. Is each corridor, etc., free from obstruction to wheelchair users and from hazards to people with impaired vision?	✓	
3. Is turning space available for wheelchair users in lobbies and rooms?	✓	
4. Do natural and artificial lighting avoid glare and flickering, i.e. LED rather than fluorescent tube lighting? Some LED		
5. Can artificial lighting be adjusted?	✓	



6. Do floor surfaces:		
a) Have a firm surface to allow ease of movement for wheelchair users?	✓	
b) Avoid light reflection and sound reverberation?	✓	
c) Have sufficient contrast to walls and doors?	✓	
d) Are not overly patterned. (plain colours are better)	✓	
e) Provide colour contrast with walls	✓	
f) Slip-resistant, even when wet?	✓	
7. Are direction or information signs (including means of escape)		
a) Visible from both sitting and standing eye levels?	✓	
b) Large enough type to be read by those with impaired vision?	✓	
c) Use symbols to convey important safety information?	✓	
8. Is circulation space large enough for wheelchairs and rollator users?	✓	
9. Is there adequate seating for people with physical impairments e.g. extra legroom, seating at the end of a row to allow easy access to facilities if needed?	✓	
10. Are there spaces where wheelchair users can sit with their friends and family? (not just at the front of the worship area)	✓	
11. Is the worship area accessible for disabled people to preach, read the bible and give announcements?	✓	
12. Is the space used for communion accessible to wheelchair users to both give and receive communion?	✓	



13. In any dining/meeting space do tables, chairs and the layout allow for use by wheelchair users and other disabled people?	✓	
14. Where there are display stands, bookstalls etc. are they visible/reachable/accessible by disabled people?	✓	
15. Are all spaces accessible to everyone who wants to serve as volunteers e.g. vestry, kitchen, reception area?	✓	

## Notes

## Section E – Moving between different floors and levels

Tick the Yes or No column as appropriate and add notes if necessary  
 Answering No indicates that further consideration is need in an  
 Accessibility Action Plan

	Yes	No
1. Is there step free access provided to different floors	✓	
2. Is the location of any steps/stairs/ramp clearly indicated by use of sign/colour/contrast/texture/lighting?	✓	



<p>3. Do any steps/stairs/ramp</p> <p>a) Have a handrail to one/both side(s)?</p> <p>b) Does the handrails(s) extend 300mm beyond the top and bottom of any flight?</p>	<p>✓</p> <p>✓</p>	
<p>4. Is any level change clearly lit?</p>	<p>✓</p>	
<p>5. Are the stair risers &amp; treads of steps/stairs consistent, and are nosings clearly identifiable?</p> <p><i>Stair nosings are the metal or PVC strips that run horizontally across the front of each stair tread</i></p> <p><i>A stair riser is the vertical space between one step and another. A stair tread is the horizontal part of the step.</i></p>	<p><del>NA</del></p>	<p>✓</p>
<p>6. If there are landings on staircases and ramps,</p> <p>a) Are they large enough to permit wheelchairs to turn?</p> <p>b) Are they provided in any long flight of stairs?</p>	<p>✓</p> <p>✓</p>	
<p>7. Is any short change of level within a single storey ramped?</p> <p>If yes, is the ramped surface clearly marked?</p> <p>Is the ramp slip-resistant?</p>	<p>N/A.</p>	
<p>E8.If a permanent ramp cannot be provided can a moveable or semi- permanent ramp be made available?</p>		
<p>8. Are all ramp gradients within an acceptable range?</p>	<p>✓</p>	



9. Lift (complete if installed)

- a) Is the lift's location clearly defined by visual and tactile information?
- b) Are controls at all floors visible, identifiable and reachable from sitting and standing levels?
- c) Is there adequate, unobstructed space at each floor lift entry for wheelchair manoeuvre?
- d) Does the lift door open widely enough for wheelchair user access?
- e) Does door operation allow slow entry and exit?
- f) Do the lift car internal dimensions allow sufficient space for a wheelchair user and carer?
- g) Does the car have appropriate support rails?
- h) Are the lift car controls, including emergency call, located within reach of all users and with visual and tactile information?
- i) Is there audible floor indication?
- j) Is the lift regularly maintained and its functional operation routinely checked?





<p>10. Stairlift (complete if installed)</p> <p>a) Are the controls at all levels identifiable and reachable from sitting and standing levels?</p> <p>b) Is the platform adequate for wheelchair use and manoeuvre?</p> <p>c) Is approach convenient and safe at all appropriate landings? (delete)</p> <p>d) Does the stair lift have a 'Soft-Start' action?</p> <p>e) When not in use is the platform powered to fold away to avoid obstruction?</p> <p>f) In the event of a power failure does the platform return to lower level?</p> <p>g) Is the equipment maintained and its operation checked regularly?</p>		
<p>11. Platform Lift (complete if installed)</p> <p>a) Are the controls at both levels identifiable and reachable from sitting and standing levels?</p> <p>b) Is the platform adequate for wheelchair use and manoeuvre?</p> <p>c) In the event of a power failure does the platform return to lower level?</p> <p>d) Is the equipment maintained and its operation checked regularly?</p>		



## Notes

### Section F - Doors

Tick the Yes or No column as appropriate and add notes if necessary  
Answering No indicates that further consideration is need in an  
Accessibility Action Plan

	Ye s	No
1. Can doors be readily distinguished from walls?	✓	
2. Is any door heavy to open?  <i>If yes changing or adjusting doors should be considered including automatic push button doors. You should pay particular reference to fire doors</i>	✓	
3. If glass, are they visible when shut?	✓	



4. Can people standing or sitting in a wheelchair see each other, and be seen from either side of the door?		✓
5. Does the clear opening width permit wheelchair/rollator access? (minimum of 850 mm/34 inches)	✓	
6. On the opening side of the door is there sufficient space (300mm/ 12 inches) to allow the door handle to be grasped and the door swung past a wheelchair footplate?	✓	
7. Is any door handle at a height for standing/sitting use? Are they clearly distinguishable from the door?	✓	
8. Can the door handles be easily operated/grasped?	✓	
9. If door closers/mechanisms are fitted do they provide the following: (delete)  a) Delay-action closure?  b) Slow-action closure?  c) Minimum closure pressure?		N/A
10. Is door closer/holder mechanism function checked regularly?		

## Notes



## G - TOILETS

Tick the Yes or No column as appropriate and add notes if necessary

Answering No indicates that further consideration is need in an Accessibility Action Plan

	Ye s	No
1. Is there an accessible toilet?	✓	
2. Is the approach to the accessible toilet accessible to a wheelchair? <i>(i.e. step free, the corridor is wide enough for a wheelchair to turn and the door is wide enough for a wheelchair to enter)</i>	✓	
3. Do all toilet areas have slip-resistant flooring	✓	
4. Are all fittings readily distinguishable from their background?	✓	
5. Are all door fittings/locks easily gripped and operated?	✓	
6. Can people with reduced mobility raise and lower themselves in standard cubicles?	✓	
7. Is the location of the accessible toilet clearly signed?	✓	
8. Are the door fittings/locks and light switches easily reached and operated?	✓	
9. Is there an emergency call system/alarm and is someone designated to respond?		
10. Can the emergency call system be operated from floor level?		✓
11. Is the accessible toilet large enough to permit manoeuvre from a wheelchair, with assistance from a carer? (this is recommended)	✓	



12.	Are the fittings arranged to facilitate these independent and carer assisted manoeuvres?	✓	
13.	Can toilet paper be easily reached from the toilet?	✓	
14.	Are handwashing and drying facilities within reach of someone seated on the WC?	✓	✓
15.	Is the tap appropriate for use by someone with limited dexterity, grip or strength?	✓	
16.	Are suitable grab rails fitted in all the appropriate positions to facilitate use of the accessible toilet?	✓	
G17.	Have you ensured the accessible toilet is not used for storage?	✓	
G18.	Where an accessible toilet is used for baby changing, is the changing equipment accessible to a wheelchair user?	✓	
G19.	Are children's steps and potties contained in appropriate storage to remove trip hazards or blocked access?	✓	



## Notes

Emergency cable pull  
who responds?

## Section H– Means of Escape

Tick the Yes or No column as appropriate and add notes if necessary

Answering No indicates that further consideration is need in an  
Accessibility Action Plan

	Ye s	No
H1 Is there a visible as well as audible fire alarm system?	✓	



H2	Are final exit routes as accessible to all, including wheelchair users? <i>Inspect for obstacles, steps or uneven surfaces like gravel</i>	✓	
H3	Is evacuation from upper and lower levels possible using an evacuation lift/platform lift with a protected power supply?		✓
H4	If disabled people cannot evacuate from the building independently are designated and signed refuges available?		✓
H5	If refuges are available are they equipped with 'carry chairs'?	✓	
H6	Is there a 'management evacuation strategy' which includes how disabled people are going to be evacuated?		✓
H7	Is someone on duty responsible for the evacuation procedure?		
H8	Are evacuation routes checked routinely and regularly for freedom from combustible materials/obstacles/locked doors?	✓	

### Notes

H7 only applies to upper floors.  
Training required.