

Access Checklist for Events and Festival

This self-assessment checklist has been developed to provide a sample guide to how accessible your event/festival is.

This checklist aims to support organisations to meet the requirements and expectations of fair access for all members of the community to all goods, services, entertainment and recreational opportunities.

Please tick (☐) each item when achieved or mark with a variance (v) and log variance details in the register.

Does your festival or event venue provide any of the following?

1. Access to buildings/premises

- ☐ Clear external and internal directional signs including symbols
- ☐ Accessible parking for people with disabilities on site or close-by
- ☐ Accessible pathways from car parking to the site and all facilities
- ☐ Accessible parking for users of electric mobility chairs/scooters
- ☐ Accessible public transport close-by
- ☐ Clear path of travel from outdoor to indoor areas
- ☐ Step free access as an alternative to any steps or stairs on the site
- ☐ Wide self-opening or easy to open doors
- ☐ Protection from wind, rain and noise in outdoor areas

2. Ease of access when moving around venues

- ☐ Enough space between furniture, stalls, exhibits or in busy areas for a person to easily maneuver a mobility aid (e.g. wheelchair, walking frame, stick, crutches)
- ☐ Covered grassed and/or dirt pathways to improve access
- ☐ Covers over cables or wires to prevent tripping
- ☐ Limited use of roped barriers
- ☐ Handrails and contrasting edges on any steps
- ☐ No overhanging foliage on pathways
- ☐ Accessible on-site transport if required
- ☐ Access to any mobile attractions e.g. trains, buses, rides etc.
- ☐ Clearly signed passenger stops and vehicles
- ☐ Wheelchairs for loan
- ☐ Access support personnel to assist where necessary e.g. pushing wheelchair
- ☐ Access to and within viewing areas and lookouts e.g. near parade routes
- ☐ Consistent and even lighting along pathways

3. Accessible facilities and amenities

- ☐ Direct, signposted access to a designated accessible toilet
- ☐ An accessible baby change area
- ☐ A quiet space
- ☐ Step free access to stage and change room areas
- ☐ Definition of stage edges in entertainment areas
- ☐ Access to speakers or performers platforms (dignified)
- ☐ Low height or roving microphones
- ☐ Low height or adjustable lecterns
- ☐ Spaces for a person using a wheelchair to sit with friends
- ☐ Wheelchair accessible seating at various locations in venue
- ☐ Seating with backs and armrests
- ☐ Seating with colour contrast to walls and floors
- ☐ Accessible rest areas including seating, lighting, drinking fountains, shelter at low height, 'clutter free' ticket counters with a seat
- ☐ Accessible water / tea / coffee facilities
- ☐ Access to any bar / kiosk area (including low height bar area)
- ☐ Accessible storage area for mobility aids
- ☐ Water for assistance animals
- ☐ First aid support
- ☐ Accessible information and support area
- ☐ Suitable height exhibits for people using wheelchairs
- ☐ Accessible sharps disposal units
- ☐ Access to any vending machines / food outlets / kiosk / drinking taps
- ☐ Space for storing mobility aids and baggage
- ☐ Accessible picnic areas with shelter, seats and BBQs
- ☐ Access to any playgrounds and play equipment

4. Accessible provision of information

- ☐ Mobility Map of the site indicating accessible parking, toilets, paths, attractions etc.
- ☐ Information regarding drop off points close to entries
- ☐ Information about services for people with disabilities e.g.
 - An event information hub
 - Event day accessibility helpline
 - Lift
 - Accessible toilet
 - Emergency procedures

- ☐ Taped phone message about events, services and facilities
- ☐ An accessible website with information about services and events
- ☐ Large print, raised tactile, braille and audio signage
- ☐ An 'assistance animal welcome' sticker at entries, (e.g. guide hearing dog)
- ☐ Information in large print and braille
- ☐ Clear, large print name tags on staff
- ☐ Audio descriptions of performances and displays
- ☐ Captioning on any film or video screens
- ☐ Accessible public telephone
- ☐ An internet booking system
- ☐ A telephone booking system
- ☐ Accessible payment options
- ☐ Acceptance of 'Companion cards'

5. Staff who are able to communicate appropriately with people with disabilities

- ☐ Friendly helpful staff, trained in access awareness
- ☐ Alternative communication tools (Visual communication board or communication tags)
- ☐ Staff available to read information to patrons if required
- ☐ Pen and paper for exchanging information

6. Responsive evacuation procedures

- ☐ First Aid, identification of staff and location
- ☐ Visible and audible fire alarms
- ☐ Accessible emergency exits
- ☐ Emergency evacuation procedures that respond to all users

Other Services That Can Provide Assistance

There are a number of recognised disability access consultants who can conduct an access audit of your venues and provide you with specialist advice and assistance for developing an access plan.

Access Central [website](#).

Variation register

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