Thomas Pocklington Trust

Inclusive Facilities
Checklist

To help support facilities to increase accessibility for people with a visual impairment, we have created a simple checklist to help you identify areas of good practice and areas for improvement.

You are welcome to enter your notes into this interactive document or print if you wish. We recommend that you share your thoughts with facility colleagues to help raise awareness and seek support from the wider team.

People

1. Do the facility staff and volunteers know how to communicate with and guide a visually impaired person effectively?

   Yes   **A little**   **No**

What recommendations (if any) do you have to improving the communication and guiding skills of your colleagues further?
E.g. guiding training, further communication support.

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2. Is the technology used by your facility accessible by visually impaired people? *Tip! Ask a willing person who is visually impaired to test the site for your organisation and provide feedback.*

<div align="center">

Yes   **A little**   **No**

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What alternative ways can people communicate with your facility if they cannot use the technology you currently use? E.g. can people book a class/session using a phone?

3. Looking around the venue, observe and make action notes against the following aspects:

Questions to consider	Action notes
Are the circulation areas of your facility clear of obstacles and clutter?	
Are doors either closed or open fully?	

Questions to consider	Action notes
Is there good lighting throughout the facility?	
Are stars, edges of equipment and furniture clearly marked and high colour contrast?	
Is the signage at eye level, high contrast, tactile and is font clear and of good size?	
Do you have tactile markers on equipment such as the treadmill, machine handles and buttons to lifts?	
Can your facility accommodate guide dogs? If so, how?	

The list above is not exhaustive. We recommend that you download the Inclusive Facilities Guide to provide you with more ideas and guidance on how to widen accessibility for people with a visual impairment.

We also have some useful links and further resources in the Inclusive Facilities Further Resources guide.

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