

National Accessible Scheme Self Survey

M1 and M2

VB 0 70958 129 7 01/05

Item	Present situation	Proposed future development	Date
Address			
Details of location			
Type of building			
Service provided			
Public accommodation			
Bedroom accommodation			

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Item	Present situation	Proposed future development				Date
		PT	FT	PT	FT	
Staffing	Management					
	Reception					
	Catering					
	Cleaning					
	Gardener/Maintenance					

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Section 1	Standard Accessibility standards for M1 and M2	Present situation	Intended action	Cost	Date
Pre-arrival, arrival & reception	M1/2	Advertising to contain information on equipment and services			
	M1/2 M2	Seating in reception Recommend lower section of reception and/or separate desk or clipboard provided. 800mm height, 750mm wide, 500mm deep.			
	M1/2	Reception clutter free			
	M1/2	Lighting diffuse, non glaring and appropriate			
	M1/2	Facilities available made known to guests on or prior to arrival			
	M1/2	Familiarisation tour offered Key to accessible facilities provided Larger properties to have signage to facilities			
	M1/2	Additional room key			

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Section 1		Standard Accessibility standards for M1 and M2	Present situation	Intended action	Cost	Date
Pre-arrival, arrival & reception (cont.)	M1/2	Written record of guest requirements and room number				
	M1/2	Familiar with BS 5588 part 8: Means of escape for disabled people				
	M1/2	Fire evacuation point indicated and access clear				
	M1/2	Evacuation procedures agreed with guest				

Section 2		Standard Accessibility standards for M1 and M2	Present situation	Intended action	Cost	Date
Ramps	M1	Maximum gradient of 1:8 for short ramp accompanying steps.				
	M2	Max gradient 1:12, max length 10m Min width 1m				
	M1/2	Raised edge along any open edge recommend 100mm				
	M2	Landings min 1.2m long				
	M1/2	A continuous handrail as Section 4				
	M1/2	Slip resistant finish and firmly fixed surface				

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Section 2		Standard Accessibility standards for M1 and M2	Present situation	Intended action	Cost	Date
Ramps (cont.)	M1/2	Good, evenly distributed lighting at night				

Section 3		Standard Accessibility standards for M1 and M2	Present situation	Intended action	Cost	Date
Steps (also see handrails section 4)	M1	Max 1 flight				
	M2	Max 3 steps				
	M1	Uniform height with maximum 190mm rise recommended				
	M2	Uniform height maximum 190mm rise, recommend 150-170mm rise				
	M1	Depth (going) to be uniform and recommend not less than 250mm				
	M2	Depth uniform and not less than 250mm				
	M1/2	Recommend closed risers and no projecting nosing				
	M1/2	Minimum width 750mm				
	M1/2	Depth more than height				
	M2	Landing 1.2m between sets of 3 steps				

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Section 4	Standard Accessibility standards for M1 and M2	Present situation	Intended action	Cost	Date
Handrails	M1/2	Where practical continuous handrail should be provided on both sides of steps, stairs and ramps. At least one handrail provided Recommend height of rail 900mm-1000mm (ramp/stairs). 900mm-1100mm (landing)			
	M1/2	Handrails should project 300mm beyond the top and bottom of each flight and terminate with a closed end that does not project into pedestrian route (where practical and safe).			
	M1	Recommend diameter of 40mm to 50mm.			
	M2	Diameter of 40-50mm			
	M1/2	Recommend the gap between hand rail and wall to be between 50mm and 60mm. Enough space for firm grip.			

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Section 5	Standard Accessibility standards for M1 and M2	Present situation	Intended action	Cost	Date
Approach/ car parking	M1/2	Max distances from car park/ designated parking bay to entrance: covered 100m open-air 50m			
	M1	If parking is not in close proximity to entrance, a setting down point as close as possible to the entrance required.			
	M2	If parking not in close proximity to entrance, setting down point with dropped kerb required.			
	M1	Where parking is provided a reserv- able bay at least 2.8m wide should be located as close as possible to the entrance or entrance route.			
	M2	As M1 but 3.6m wide, designated, marked out and signposted			
	M2	One parking space per accessible bedroom			
	M1/2	Bay and entrance clearly signposted			
	General	<ul style="list-style-type: none"> - Ability to drop off passengers or park outside main facilities - Assistance with luggage available - There must be lighting around bays and route to entrance 			

Section 6	Standard Accessibility standards for M1 and M2	Present situation	Intended action	Cost	Date
Thresholds	No requirement				

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Section 7		Standard Accessibility standards for M1 and M2	Present situation	Intended action	Cost	Date
Doors external and internal (whenever encountered)	M1	Minimum single leaf clear opening not less than 670mm recommended				
	M2	Minimum single leaf clear opening not less than 750mm main doors, 700mm bathroom and kitchen doors.				
	M2	Outside opposite door not less than 900mm				
	M1/2	Ease of operation. Push easier than pull. Regularly maintained.				

Section 8		Standard Accessibility standards for M1 and M2	Present situation	Intended action	Cost	Date
Door handles, locks and key holes	M1/2	Horizontal pull or lever action Vertical pull handles acceptable in public areas.				

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Section 9		Standard Accessibility standards for M1 and M2	Present situation	Intended action	Cost	Date
Interior general	M1	Recommend:				
	M2 M1/2	Fixed, slip resistant floor surface Rugs and mats must be avoided				
Reception/ arrival (refer also to Section 1)	M1	General lighting should be appropriate for the purpose intended				
	M1/2	Provide seats for guests unable to stand for a period of time				
	M2	Recommend lowered reception or separate desk. 800mm high, 750mm clear underspace, 500mm deep or clipboard				
	M1/2	Accessible facilities (where provided) clearly signed, avoid long words and sentences.				
Section 10		Standard Accessibility standards for M1 and M2	Present situation	Intended action	Cost	Date
Internal passageways/ corridors	M1/2	Corridors should be left unobstructed (clutter free)				
	M2	Unobstructed width not less than 900mm				
	M1	Where possible remove items that are likely to cause injury. Particular care should be taken with house-keeping trolleys/items.				
	M2	Permitted narrowing to 750mm over 1500mm max				
	M2	Protruding/overhanging obstructions removed/recessed				
	M1/2	Coin operated machinery must be carefully sited at accessible heights				

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Section 11		Standard Accessibility standards for M1 and M2	Present situation	Intended action	Cost	Date
External paths and roadways	M1/2	Routes to all facilities firm and sound and free from obstacles.				
	M2	No incline/ramp greater than 1:15. Where path longer than 15m, resting places every 10m. No more than 3 steps, at least 900mm wide.				

Section 12		Standard Accessibility standards for M1 and M2	Present situation	Intended action	Cost	Date
Lift (where provided)	M1	Recommended door opening width not less than 670mm.				
	M2	Width not less than 750mm, space outside opposite door not less than 900mm				
	M1/2	Recommend a grab rail or handrail to at least one side of the lift car 900mm - 1200mm above floor level				
	M2	Controls internal and external 1400mm max above floor level				
	M2	Interior not less than 1200mm x 900mm				

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Section 13		Standard Accessibility standards for M1 and M2	Present situation	Intended action	Cost	Date
Switches, control panels, power sockets, window catches, hairdryers, hooks and curtain pulls	M2	Max height 1400mm Recommend min 450mm				

Section 14		Standard Accessibility standards for M1 and M2	Present situation	Intended action	Cost	Date
Bedrooms	M1	Door clear opening width not less than 670mm recommended				
	M2	Door clear opening width not less than 750mm (700mm kitchen and bathroom)				
	M2	Space outside, opposite door not less than 900mm				
	M2	Unobstructed space 1200mm x 900mm				
	M1 M2	Unobstructed route to all principle furniture at least: 670mm wide recommended 800mm wide				

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Section 14	Standard Accessibility standards for M1 and M2	Present situation	Intended action	Cost	Date
Bedrooms (cont.)	M1	Emergency evacuation notice clearly positioned			
	M2	Emergency evacuation notice 900mm-1200mm			
	M1/2	Where television is provided: It must have remote control			
	M1/2	Firm bed surface not less than 450mm above the floor. Folding/sofa/bunk beds are not acceptable as the allocated bed.			
	M2	Table/desk/work surface max height 850mm			
	M1/2	At least one chair/seat with rigid arms			
	M2	Bedside lights within reach of head of bed max 500mm stretch (switches easily reached)			
	M2	Where telephone is not provided there should be an emergency alarm call system in reach from the floor.			
	M1/2	Beverage facilities where available should provide a cordless kettle at table level and close to an electrical socket.			

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Section 14		Standard Accessibility standards for M1 and M2	Present situation	Intended action	Cost	Date
Bedrooms (cont.)	M1/2	Mirrors, where provided. Seating level mirror with bottom edge no more than 900mm above floor. Full length mirror, ideally not less than 1800mm high with bottom edge 400mm above floor.				
	M1/2	Recommend windows at least 800mm from floor. Ease of access to, and use of windows and controls				
	M1/2	Phones with large buttons recommended				
	M1/2	Door or drawer handles, easy to grip and min twist				
	M2	Max height 1400mm				
	M2	Clothes rods /hangers max height 1400mm, 1200mm to hanger				

Section 15		Standard Accessibility standards for M1 and M2	Present situation	Intended action	Cost	Date
Bath/shower room general	M1	If en-suite is not available, the bathroom must be one the same floor and in close proximity to the bedroom; on an accessible route that is direct and obstruction free.				
	M2	Plus no more than 10m from bedroom				
		Floor surface nonslip, carpets firmly fixed. If only one accessible facility, must provide at least a shower. Accessible facilities must offer the same facilities as non-accessible facilities				

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Section 15	Standard Accessibility standards for M1 and M2	Present situation	Intended action	Cost	Date
Bathroom /shower general (cont.)	M1	Wash basin with lever taps or lever attachments			
	M2	M1 plus: no more than 1/4 turn and clear underspace (no pedestal, vanity unit or boxing)			
	M1/2	Recommend straight front			
	M1 M2	Door opening width not less than: 670mm recommended 700mm			
	M2	Space outside, opposite door not less than 900mm			
	M2	Unobstructed floorspace 1200mm x 900mm			
	M2	Hot pipes etc. that may come into contact with arms and legs should be well insulated/protected.			
	M1 M2	Recommend: A vertical rail 600mm long, midpoint 1100mm above floor on at least one side of basin			
	M2	Towel rail, soap dispenser, accessories and fittings between 900mm-1200mm above floor. Recommend useable with one hand.			
	M2	Emergency alarm call/pull cord should be in reach of the floor and coloured red or portable bell.			

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Section 15	Standard Accessibility standards for M1 and M2	Present situation	Intended action	Cost	Date
Bathroom/ shower general (cont.)	M1	The floor should be slip resistant. Where carpet is used it should be firmly fixed.			
	M1	Recommend:			
	M2	Where hairdryer provided – max 1400mm high and near mirror			
	M2	Where provided: Full length mirrors lower edge min 400mm - min 1800mm top. Mirror above basin lower edge as near to basin edge as possible, upper min. 1600mm			
	M1/2	Recommend swing top bin			

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Section 16		Standard Accessibility standards for M1 and M2	Present situation	Intended action	Cost	Date
Bath or bath with overhead shower	M1/2	Horizontal or angled support rail opposite bath transfer space. Integral bath handrails are an acceptable alternative, but recommend additional horizontal rail at least 600mm long				
	M1/2	Slip resistant bath or mat or both.				
	M2	Bathing board/seat provided				
	M1	Recommend bathing board or seat, or freestanding bath stool				
	M1/2	Bath with lever taps or lever attachments				
	M2	Max 1/4 turn				
	M2	Height from floor to bath rim 450mm-500mm				
M1/2	A slip resistant vertical rail 450-600mm long, recommend 900-1400mm above the bath base, close to the tap end or shower.					

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Section 17	Standard Accessibility standards for M1 and M2	Present situation	Intended action	Cost	Date
Shower (where provided)	M1/2	Shelf/soap dish in reach in sitting and standing position			
	M2	Hinged shower seat height 450mm - 500mm above base (or shower wheelchair). Surface of seat 400x400mm			
	M1/2	The shower tray should not exceed 190 high with/without a step. Non slip or non-slip mat provided.			
	M1/2	Slip resistant horizontal/vertical/ angled support rail by shower attachments			
	M1	Recommend shower stool			
	M1/2	Vertical rail by shower 500mm-1400mm above base			
	M2	Controls and detachable shower head adjustment maximum height 1400mm (possibly 2 shower heads)			
	M1/2	Recommend lever or button controls			
	M1/2	Thermostatic water temperature control to 41°C			
	M1	Emergency alarm/pullcord as bathroom			
M2	Towel rail 900-1200mm high, prefer in reach from showerseat.				

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Section 18	Standard Accessibility standards for M1 and M2	Present situation	Intended action	Cost	Date
WC (If toilet is separate refer to bathroom section 15 for door widths, space and call bell)	M1/2	A seat height raiser available on request.			
	M2	Seat height 450mm-500mm with or without riser			
	M1/2	Horizontal support rail fixed to wall beside WC			
	M1/2	Toilet paper holder within easy forward or side reach. One-handed operation recommended.			
	M1/2	Recommend spatula shaped lever flush handle			
	M1/2	Shelf or level surface in reach from WC			
	M1	Recommend vertical rail on accessible side 600mm long (possibly hinged).			
	M2	Vertical rail on accessible side 600mm long, top not exceeding 1400mm (possibly hinged).			
M1/2	Recommend swing top bin or swing top sanitary disposal bin				

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Section 19		Standard Accessibility standards for M1 and M2	Present situation	Intended action	Cost	Date
Kitchen area (where provided)	M1/2	Sink with lever taps or lever attachments				
	M1/2	Recommend perching stool				
	M1/2	Fire extinguisher or fire blanket between cooker hob and doorway.				
	M1 M2	Height between: Floor and 1400mm 900-1400mm				
	M2	Adequate storage at wheelchair height no more than 1400mm above floor.				
	M2	Light switches, door handles, power sockets max 1400mm high				
	M1/2	Where provided electric kettles must be cordless.				

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Section 20	Standard Accessibility standards for M1 and M2	Present situation	Intended action	Cost	Date
Public area WC	M1/2	Recommend door clear opening 670mm			
	M2	Door opening 700mm minimum			
	M2	Outside opposite door not less than 900mm			
	M2	Unobstructed floor space 1200mm x 900mm			
	M1/2	Washbasin lever taps or attachments			
	M2	No more than 1/4 turn			
	M2	Basins - recommend clear underspace			
	M1/2	Recommend straight front			
	M1	Recommend:			
	M2	Vertical support rail 600mm long midpoint 1100mm each side of basin			
	M2	Towel rail, soap dispenser and accessories 900mm-1200mm. Use single handed.			
	M1/2	Seat raiser available on request			
M2	Seat height 450mm-500mm with or without raiser				
M1/2	Recommend spatula shaped lever flush handle				

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Section 20	Standard Accessibility standards for M1 and M2	Present situation	Intended action	Cost	Date
Public area WC (cont.)	M2	Hot pipes at leg/arm height insulated/protected			
	M1	Recommend:			
	M2	Vertical rail to side of WC. 600mm long, top lower than 1400 high. Could be hinged if locks			
	M1/2	Horizontal support rail beside WC on wall			
	M1/2	Toilet paper holder within easy reach of WC. Recommend use with one hand.			
	M1/2	Recommend swing top bin/ swingtop sanitary disposal			
	M1/2	Toilet seat to be continuous ring			
	M1/2	Clothes hook 1400mm			
	M1/2	Shelf or level surface in reach from WC.			
	M1/2	Mirrors (where provided) - bottom edge as close to washbasin as possible. Top min. 1600mm. Full length 600mm maximum - 1600mm top			

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Section 21		Standard Accessibility standards for M1 and M2	Present situation	Intended action	Cost	Date
Public areas eg. bars, lounge	M1/2	Chairs with or without armrests should be available. At least one available with arms. Chair in close proximity to bar.				
	M1/2	Stable table provided eg leg on each corner. Recommend 650-750mm clear underspace				
	M2	One per accessible bedroom				
	M1/2	Staff available to assist guests				
	M1/2	Where TV's provided they must have remote control.				
	M2	Recommend lowered counter/bar				

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Section 22		Standard Accessibility standards for M1 and M2	Present situation	Intended action	Cost	Date
Public telephones (where provided)	M1/2	Unobstructed route, free from obstacles				
	M1/2	Must be accessible and provide seating/perching adjacent Guest to be able to hold a private conversation Accessible phones clearly indicated				
	M2	Controls, coin/card slot between 900-1200mm angled for use whilst seated.				
	M2	Where acoustic hoods fitted, must not be a hazard, at a suitable height for use seated and preferable to have a hazard warning of protrusion.				

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Section 23		Standard Accessibility standards for M1 and M2	Present situation	Intended action	Cost	Date
Conference/ banqueting and entertainment	M1/2	Where a lectern is provided it should be height adjustable				
	M1/2	WC should be located close to the function room, recommend on the same floor.				
	M2	Recommend where raised stage area is used it must have wheelchair access.				
	M2	All switches for the use of equipment and lights 900mm-1400mm high				
	M1	Seating for ambulant people on crutches aisle at least 1200mm				
	M2	Recommend where tiered seating at least one level with good views for wheelchair user.				

National Accessible Scheme Self Survey for Serviced, Self-Catering, Hostel and Campus Accommodation

- M1
- M2

Use:

To assess the suitability of your premises for participation in the VisitBritain National Accessible Scheme.

How to use:

Carry out an audit of your premises and complete all areas of the form to give the current accessibility of your premises in the 'Present Situation' column. This will give you an idea of any work that needs to be completed to reach the level of accessibility you wish to achieve for your target market.

If your property does not meet the criteria, please use the 'Intended Action' column to highlight reasons for the deficiencies and the next course of action.

Once quotes/cost estimates have been obtained for the work, please fill in the cost. Use the date column to highlight potential completion dates and/or quote dates.

These forms should be kept in an accessibility file together with any relevant documentation such as quotes in order to help meet the requirements of the Disability Discrimination Act (DDA 1995).

We recommend that these forms should become a working document to be regularly updated and reviewed.