

Accessible Event Checklist



July 2019

Environmental Health Services

This checklist is designed as a quick overview of accessibility for public events to assist event organisers in providing an inclusive and enjoyable experience for all who choose to attend their event. As access requirements vary depending on the type and style of event, some parts of this checklist may not be applicable to your event. There may also be additional requirements you may need to consider.

Under the *Disability Discrimination Act (1992)* it is unlawful to discriminate against people with a disability. It is always best to demonstrate you have taken reasonable steps to ensure access and inclusion for everyone. For further information you may refer to the Disability Services Commission at; www.disability.wa.gov.au or Human Rights and Equal Opportunity Commission at; www.hreoc.gov.au or contact the Shire's Community Development Officer on 9780 5255.

Event Details:	
Name of Event:	
Location:	
Event Date/s:	Times:

Venue	Yes	No	N/A
1. Have you budgeted for potential access requirements? e.g. ramps, toilets, signage			
2. Does the venue provide accessible car parking? If not can space be allocated for an accessible parking bay and drop off zone?			
3. Is there a continuous, even, accessible path of travel from the car park to the event site? i.e. no obstacles.			
4. If there are stairs;			
a) is a ramp available with a gradient no steeper than 1:14?			
b) is a hand rail provided?			
c) is there a continuous edge strip on the stairs			
5. Is there adequate circulation inside the venue for people using mobility devices or needing assistance of another person?			

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6. Have you provided a universal toilet?			
7. Are facilities in the venue clearly signed? e.g. toilets, help desk, first aid, water, etc			
8. Is there adequate lighting to ensure the safety and comfort of people with poor vision?			
9. Have you developed a site map to include accessibility features?			
10. Have you identified potential trip hazards and scheduled plans to remedy?			
11. Will people using wheel chairs be able to reach objects? E.g. refreshments, water taps, counters?			
12. Have you allocated space for wheel chair /gopher users in seated area?			
13. Have you provided seating and rest areas or a quiet zone?			
14. Have you provided an accessible viewing area for performances or demonstrations?			
Staff	Yes	No	N/A
15. Are staff aware of the location of accessible features, e.g. parking bays and toilets?			
16. Do you have extra staff available if people require assistance?			
17. Have you considered Emergency Management for people with disabilities and do you have procedures in place that staff are aware of?			
18. Do you have staff who are able to communicate appropriately with people with disabilities? e.g. trained in disability awareness			
Promotion	Yes	No	N/A
19. Is your electronic information available in Microsoft Word format as well as PDF?			
20. In event promotional material have you;			
a) used a plain font minimum of size 12 and contrast text to background?			
b) used contrasting colours for the text and background?			
c) ensured format is not too cluttered and text can easily be read ?			
d) included contact details in a range of options such as phone or email for general or accessibility enquiries?			
e) advised that it is an inclusive event and included details on accessible parking, drop off points and transport ?			