

Chambers Accessibility Self-Audit Tool



This audit has been designed by the Bar Council in consultation with the Bar Council's Disability Panel.

There are a wide range of physical and mental disabilities and this audit doesn't cover everything. It does however focus on common access issues faced by students, pupils, members of the Bar and their clients.

We encourage chambers to use this self-applied audit to establish potential access issues and to become better informed about potential issues/barriers.

Completion of the audit will assist in enabling chambers to:

- Respond to enquiries about access from prospective clients, pupils, tenants and staff;
- Publish access information on your websites and in any recruitment literature; and
- Take steps to improve accessibility (where possible^{1*}).

How to use:

- Please complete the questionnaire
- **You do not need to submit the results to Bar Council, this audit is for self-reflection only (but it might be helpful to keep a record)**

Where to get additional help:

Useful guidance can be found on the ideal design and / or layout of commercial premises from the point of view of accessibility in the guidance document (known as Approved Document M: Volume 2) produced and updated by the Ministry of Housing, Communities and Local Government. This document can currently be found online at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/441786/BR_PDF_AD_M2_2015.pdf

¹ We recognise many chambers are constrained by their location in listed buildings

No.	Wheelchair users and those with mobility-based disability	Options	✓	Notes and Actions to be taken to promote disability equality
BUILDING ENTRANCE				
1	How do persons using wheelchairs gain access?			
2	Is the main entrance to your chambers level with the pavement?	Yes No	<input type="checkbox"/> <input type="checkbox"/>	
3	If the main entrance is not level with the pavement it there a ramp or steps?	Ramp Steps	<input type="checkbox"/> <input type="checkbox"/>	
(a)	If stepped, are there handrails on each side?	Yes No	<input type="checkbox"/> <input type="checkbox"/>	
(b)	What is the rise of the steps?			
(c)	Are the edges of the steps colour contrasted or otherwise clearly defined?	Yes No	<input type="checkbox"/> <input type="checkbox"/>	
(d)	Is the material from which the steps are made hardwearing and non-slip?	Yes No	<input type="checkbox"/> <input type="checkbox"/>	
(e)	Is there a ramp alongside the steps?	Yes No	<input type="checkbox"/> <input type="checkbox"/>	
(f)	Is the ramp readily apparent or clearly signposted?	Yes No	<input type="checkbox"/> <input type="checkbox"/>	

(g)	Is the gradient/rise of the ramp too steep to be of practical assistance for those in wheelchairs or who otherwise have impaired mobility?	Yes No	<input type="checkbox"/> <input type="checkbox"/>	
(h)	Is the gradient of the ramp displayed on the website, so people can see if it is an issue prior to arriving?	Yes No	<input type="checkbox"/> <input type="checkbox"/>	
(i)	Is the ramp non-slip?	Yes No	<input type="checkbox"/> <input type="checkbox"/>	
(j)	Do the top and bottom of the ramp terminate at a level landing?	Yes No	<input type="checkbox"/> <input type="checkbox"/>	
4	ENTRY DOOR			
(a)	Is the entrance door to chambers a revolving door or particularly heavy?	Yes No	<input type="checkbox"/> <input type="checkbox"/>	
(b)	Does the door open automatically or is it manually operated?	Automatic Manual	<input type="checkbox"/> <input type="checkbox"/>	
(c)	830 mm is the preferred width of doors to permit wheelchair access whilst 800mm is the minimum. How wide is the entrance door to chambers?	>830mm <830 mm	<input type="checkbox"/> <input type="checkbox"/>	
(d)	If the entrance is comprised of two doors, does at least one leaf give a minimum clear opening width of 800mm?	Yes No	<input type="checkbox"/> <input type="checkbox"/>	

(e)	If there is a doorbell or entry system, is it at a reasonable height (i.e. 1200mm from ground level)?	Yes No	<input type="checkbox"/> <input type="checkbox"/>	
5	RECEPTION/WAITING AREA			
(a)	If you have a desk in your reception / waiting area is at least part of it at a wheelchair accessible height?	Yes No	<input type="checkbox"/> <input type="checkbox"/>	
(b)	Is there a mix of seats with arms and seats without arms in the waiting area?	Yes No	<input type="checkbox"/> <input type="checkbox"/>	
(c)	Is there space for a wheelchair user to wait in the waiting area?	Yes No	<input type="checkbox"/> <input type="checkbox"/>	
6	REST OF CHAMBERS			
(a)	1.2m is the preferred width of corridors to permit wheelchair access, how wide are the corridors in your chambers?	<1.2 m >1.2 m	<input type="checkbox"/> <input type="checkbox"/>	
(b)	Is the entire ground floor accessible to those in a wheelchair?	Yes No	<input type="checkbox"/> <input type="checkbox"/>	
(c)	Are access points via pass or entry code to private areas of chambers accessible to members/staff in a wheelchair?	Yes No	<input type="checkbox"/> <input type="checkbox"/>	

7	LIFTS		
(a)	Is there a lift in the building?	Yes No	<input type="checkbox"/> <input type="checkbox"/>
(b)	If it is a full passenger lift, does it comply with Part M of the Building Regulations 2010?	Yes No	<input type="checkbox"/> <input type="checkbox"/>
(c)	Is it a platform stairlift?	Yes No	<input type="checkbox"/> <input type="checkbox"/>
(d)	Are the staircases in your building suitable for use by ambulant disabled people?	Yes No	<input type="checkbox"/> <input type="checkbox"/>
8.	TOILET FACILITIES		
(a)	Is there at least one wheelchair accessible WC cubicle in your chambers?	Yes No	<input type="checkbox"/> <input type="checkbox"/>
(b)	If yes, does it comply with the minimum dimensions of 2000mm x 1500mm?	Yes No	<input type="checkbox"/> <input type="checkbox"/>
9.	KITCHENS		
	If kitchen facilities are available, are they at a wheelchair accessible height? ²	Yes No	<input type="checkbox"/> <input type="checkbox"/>

² Adjustable counters should have a range of 28" to 36" in height

10	GENERAL			
	What physical adjustments have already been made to premises to ensure access for clients and others such as pupils using the premises?			
No	Visual Impairments	Options	✓	Notes and Actions to be taken to promote disability equality
11	Does chambers provide documents in alternative formats?	Yes No	<input type="checkbox"/> <input type="checkbox"/>	
12	If so, what formats			
13	Does chambers have braille signage on its doors and number pads on coded doors?	Yes No	<input type="checkbox"/> <input type="checkbox"/>	
No	Hearing	Options	✓	Notes and Actions to be taken to promote disability equality
14	Does chambers include a notice on the door to press the bell three times to indicate that a person with a hearing impairment is trying to gain entry and won't hear the intercom?	Yes No	<input type="checkbox"/> <input type="checkbox"/>	
15	Does chambers provide Loop systems for	Yes	<input type="checkbox"/>	

	those with hearing impairments?	No	<input type="checkbox"/>	
16	Does anyone in the building have BSL skills or deaf awareness training?	Yes No	<input type="checkbox"/> <input type="checkbox"/>	
17	Does chambers know appropriate providers to contact if individuals need communication support?	Yes No	<input type="checkbox"/> <input type="checkbox"/>	
No	Personal Assistants and other support e.g. assistance animals	Options	✓	Notes and Actions to be taken to promote disability equality
18.	Is chambers able to accommodate an assistance dog, for example by providing the tenant/pupil/mini pupil with a desk with more space so that the dog can lie down out of the way?	Yes No	<input type="checkbox"/> <input type="checkbox"/>	
No	Reasonable Adjustments	Options	✓	Notes and Actions to be taken to promote disability equality
19.	Is there a quiet and private space available for people to go and use in the building?	Yes No	<input type="checkbox"/> <input type="checkbox"/>	
20.	What policies are in place in relation specifically to pupils and barristers concerning:			

	<p>(a) How they can seek reasonable adjustments?</p> <p>(b) How such requests are to be processed?</p> <p>(c) What information is retained concerning those requests?</p>			
21	Are clerks in chambers given appropriate training to understand the need to work with people with fluctuating health conditions/fatigue to help them manage their workload appropriately?	<p>Yes</p> <p>No</p>	<input type="checkbox"/> <input type="checkbox"/>	
22	Is chambers aware of the Access to Work scheme?	<p>Yes</p> <p>No</p>	<input type="checkbox"/> <input type="checkbox"/>	