# Key accessibility features questionnaire: events, festivals and shows

Tourism NI is helping tourism operators like you to better promote your business to a growing and largely untapped market.

Produced as part of a project led by VisitEngland and in conjunction with all UK and Irish National Tourism Organisations; Tourism NI, Visit Scotland, Visit Wales and Failte Ireland, this questionnaire will help you to identify the key accessibility features at your venue and promote them in the accessibility section of your website. These features have been identified through [robust consumer research](https://www.visitbritain.org/research-insights/accessible-and-inclusive-tourism#key-accessibility-features) with over 800 people.

The features are divided into two types:

* ‘Priority features’, which were identified in the research as the most important features which inform trip-taking and are most likely to increase bookings and visits;
* ‘Secondary features’, which were not identified as deal-breakers for a sufficiently large market in the research; however, they were identified as important to minority groups.

Listing your key accessibility features is one part of providing accessibility information. You should also provide more detailed accessibility information, with measurements and photographs for all areas of your venue, in an Accessibility Guide, such as an AccessAble Detailed Access Guide.

Providing both key accessibility features and an Accessibility Guide empowers individuals with accessibility requirements, their family and friends to make informed decisions on where to stay and visit. Find comprehensive guidance on marketing your accessibility in the [**Inclusive & Accessible Tourism Toolkit**](https://www.tourismni.com/business-guidance/business-support/accessibility/inclusive-accessible-tourism-toolkit/)

## Top tips for completing the questionnaire

* **Be honest** - if you have any doubt about a feature, do not tick the box.
* **Read the guidance** - follow the guidance available for each question.
* **Review regularly** - to ensure the information remains accurate, update the information as soon as you make a change and review the answers at least annually.

Please note:

While the following are not included in this questionnaire as they are statutory responsibilities, which should be provided as standard, you may still wish to include them in your list to reassure visitors:

* + assistance dogs welcome;
  + information on the 14 major allergens in any food provided, along with food labelling requirements. <https://www.safefood.net/professional/food-safety/food-allergen/allergies-and-intolerance-ni>

## Questionnaire:

### Parking

| **Question number** | **Question** | **Guidance** | **Do you have this feature?** |
| --- | --- | --- | --- |
| 1 | **Is there parking within 50 metres of the main entrance or an alternative step-free entrance if applicable?** | Parking may be located on-site or off-site, in a car park or on the street, but should be within 50 metres of a customer entrance. | YES |
| 2 | **Is there parking within 50 metres of the main entrance, or an alternative step-free entrance if applicable, with designated accessible parking bays / areas?** | Parking may be located on-site or off-site, in a car park or on the street, but should be within 50 metres of a customer entrance.  Designated accessible bays / areas may or may not require a Blue Badge to be displayed (consider international visitors arriving by car who may have a different badge). | YES |
| 3 | **Is there a step-free route with a firm surface from the parking to the main entrance or an alternative step-free entrance?** | The route from the parking to the entrance should be step-free providing level access suitable for a wheelchair user. The route may include access by ramp or lift.  The route should have a firm and reasonably smooth surface to accommodate wheelchair users and others with accessibility requirements i.e. no cobbles, bare earth, sand or unbonded gravel. | YES |

### Building entrance

| **Question number** | **Question** | **Guidance** | **Do you have this feature?** |
| --- | --- | --- | --- |
| 4 | **Is there step-free access at a customer entrance?** | Step-free entrances provide level access suitable for a wheelchair user. There should not be any raised thresholds. The entrance may include access by ramp (temporary or permanent) or lift.  If your step-free entrance is not your main entrance, you should only select this feature if the alternative entrance is welcoming to customers. Other entrances, such as for staff or through kitchens, should not be included. | YES |

### Access to public areas

| **Question number** | **Question** | **Guidance** | **Do you have this feature?** |
| --- | --- | --- | --- |
| 5 | **Do you have step-free access to all or most areas?** | Can your customers enter and move around all or most key areas of your business without encountering any steps or stairs that could pose a barrier to wheelchair users?  A minimum requirement is that guests can access an accessible toilet and at least one food and beverage outlet, where available.  To achieve this the layout and infrastructure of your establishment may include features such as ramps or lifts, as well as wide doorways and corridors.  Other key areas may include:   * Reception area; * Other food & beverage areas; * Accessible accommodation; * Meeting rooms; * Leisure facilities; * Galleries and museum spaces; * Adapted experiences. | YES |
| 6 | **Is your venue all on one level?** | This should be step-free, with no raised thresholds. | YES |
| 7 | **Is a lift available between floors and changes in level, as an alternative to stairs?** | A lift may be a standard passenger lift, wheelchair stairlift or a platform lift designed for disabled people.  An evacuation chair should also be available in case of emergency. | YES |

### Restaurant / dining room / bar

| **Question number** | **Question** | **Guidance** | **Do you have this feature?** |
| --- | --- | --- | --- |
| 8 | **Do you have at least one wheelchair-accessible food and beverage outlet?** | The outlet can accommodate wheelchair users and others with mobility impairments. It will typically have features such as ramps or lifts to facilitate step-free entry and exit, wide doorways with a minimum width of 750mm (800mm Scotland and Republic of Ireland), wide aisles to allow manoeuvrability and accessible seating areas with tables at appropriate heights. | YES |
| 9 | **Do you have a table located in a quieter area where noise is minimised e.g. no background music?** | This should be away from areas of loud noise, such as kitchen entrances and audio speakers. | YES |
| 10 | **Do you provide table service as standard or on request?** | You may offer table service as standard, or if you normally provide self-service you may offer the option for disabled customers to request table service if required. | YES |
| 11 | **Do you offer a selection of food for a range of dietary requirements?** | Dietary requirements may include:   * food allergies or intolerances; * religious dietary restrictions; * specific dietary choices; * food available with softer textures; * food items separated on the plate. | YES |

### General questions

| **Question number** | **Question** | **Guidance** | **Do you have this feature?** |
| --- | --- | --- | --- |
| 12 | **Is there a designated accessible toilet designed for wheelchair users, and others with visible and non-visible accessibility requirements, available within the main public areas?** | An accessible toilet should have as a minimum:   * step-free access; * a manoeuvring space of 1500mm x 1500mm; * an outward opening door, where possible, with a minimum width of 750mm (800mm Scotland and Republic of Ireland); * a transfer space on at least one side of the toilet with a drop-down grab rail on the transfer side; * horizontal grab rail positioned on the wall adjacent to the toilet; * an emergency assistance alarm within reach from the floor.   Accessible toilets should never be used as a storage space and the transfer space next to the toilet should be kept clear.  In order to tick this box, a detailed description of this room and its facilities must be provided on/via your business website, along with good quality illustrative images and / or videos. | YES |
| 13 | **Do you have a Changing Places toilet?** | A Changing Places toilet includes an adult size changing bench, toilet, sink and hoist. This facility should be registered on the Changing Places website. | YES |
| 14 | **Do you have an emergency evacuation plan for disabled customers?** | These consider the specific needs of disabled customers to facilitate their swift and safe evacuation in an emergency.   * A Personal Emergency Evacuation Plan (PEEP) applies to accommodation providers * A General Emergency Evacuation Plan (GEEP) applies to all other tourism businesses. | YES |
| 15 | **Do you have a map and/or floorplan showing accessibility facilities?** | This could be:   * A map which helps customers understand where key accessibility features are, possibly including distances, e.g. Accessible toilets; step-free routes; sensory triggers. * A floorplan of a venue which helps customers understand the layout of a building showing key accessibility features e.g. Accessible toilets; step-free routes. * A room plan of a designated accessible unit / bedroom / bathroom showing e.g. position of furniture; circulation space; door widths. | YES |
| 16 | **Do you have an enclosed outdoor area for customer use?** | This is a designated space e.g. a play area or garden which is fully enclosed for guest safety e.g. with fencing, walls or hedges. | YES |
| 17 | **Do you provide disability awareness / equality training for staff?** | This training should ideally be provided for all staff on induction and refreshed (for at least those in customer-facing positions) at regular intervals. | YES |
| 18 | **Do you have a designated quiet space or room?** | A designated quiet space or room is designed to provide a calm and tranquil environment for those who may require this facility e.g. autistic visitors. | YES |
| 19 | **Do you have designated quiet times?** | These are specific periods during which noise levels are reduced to create environments that better meet the needs of people with sensory sensitivities, cognitive disabilities, or other conditions that may be exacerbated by loud or busy environments. | YES |
| 20 | **Do you have seating at regular intervals?** | On larger sites seating should be provided at 50 metre intervals to support visitors who need to rest. | YES |
| 21 | **Do you provide fast-track queuing for disabled customers?** | This is a service for disabled people, e.g. autistic visitors, which allows quicker entry into the venue and access to areas that can involve queuing e.g. rides, minimising the time and stress spent queuing. | YES |
| 22 | **Do you have a wheelchair-accessible viewing area?** | This is a designated space, with step-free access, that is specifically designed to accommodate wheelchair users and others with accessibility requirements, providing them with an optimal vantage point to view performances, presentations, or activities. | YES |
| 23 | **Do you have an assistive listening / hearing enhancement system available. E.g. a fixed or portable hearing loop?** | An assistive listening / hearing enhancement system amplifies sound and transmits it wirelessly to a hearing aid, cochlear implant or loop listener that’s switched to the hearing loop setting.  Signage should be positioned where loops are effective. | YES |
| 24 | **Do you have an emergency alarm with flashing lights, in addition to an audible alarm?** | An emergency alarm with flashing lights alerts deaf guests to a fire or other emergency scenario. | YES |
| 25 | **Do you have facilities for assistance dogs?** | As a minimum this should include water bowls and a toilet area within the grounds of the venue or nearby. | YES |
| 26 | **Is tactile signage available?** | Tactile signage can be read by touch and includes raised print / symbols and/or Braille. Tactile signage should be provided for safety signage and toilet door signage as a minimum. | YES |
| 27 | **Do you have additional detailed accessibility information available online?** | This may be provided through:   * Information you are providing on your own website, which may include an Accessibility Guide * An independently verified Accessibility Guide e.g. an AccessAble Detailed Access Guide   If **yes**:   1. URL own website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. URL AccessAble guide: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   If **no**:  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | YES  If yes, provide up to two URLs.  If no, please give your email address and telephone number for customers to contact you when further details are required. |

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