

World Sailing Accessibility Guidance

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Introduction

Whilst the focus of this document is on centres and programs, the guidance is clearly adaptable to events and any circumstance where inclusive sailing is practiced.

In most countries and regions, there is a duty to make 'reasonable' adjustments to the physical features of premises to ensure that there are no physical barriers to the services and facilities on offer. What is reasonable will vary from issue to issue and will be influenced by the size of the centre or program and its financial resources, the cost of the adjustments and the circumstances of the case.

Carrying out an assessment/audit will help you plan and decide what is reasonable and the priorities. Guidance and a checklist is provided at the end of this document, and is available online.

This guidance helps to identify proactive changes that can be made to venues to ensure they are truly accessible.

When considering accessibility, all disabilities should be considered, even those that are not visible.

Using this Document

This document follows a typical journey from arrival through to going on the water. It is by no means a definitive guide and does not detail every design guidance, regulations, or requirements that exist.

This can be used to self-assess the accessibility of existing facilities, including access on the water, used by clubs, programmes or centres.

Each section includes:

- General advice referencing various specific standards or codes of practice
- The checklist questions
- Actions you can take to improve access
- Information that could be made publicly available to let others know how accessible your venue and facilities are

There is a wide range of guidance and standards for inclusive and accessible design, but the most effective way to understand the needs is listening to what people with disabilities think and the barriers they face. One way to do this is to carry out a self-assessment with people with a disability, walking through the facilities and getting user comments and feedback.

At all times you should have in mind:

1. Who is using or is likely to use the facilities?
2. What do they think about the facilities?
3. How do they find getting around and the reality of using the facilities?

Following this approach and using this tool will enable you to produce:

- An action plan of steps you can take to improve access
- An accessibility statement to be made publicly available

Accessibility Statements

An accessibility statement describes the facilities and support available to enable people to access what is on offer, both on shore and on the water. When done well, they move the focus away from a person's impairment, and instead provides the information a person may need to access everything on offer. It should reassure and address some of the barriers people with a disability commonly face.

As a minimum any accessibility statement might include the following key messages:

- All barriers to accessibility have been considered and involved people with a disability in this process.
- Information and support is available to understand the building facilities, its layout, and how to access any activities.
- There is a commitment to improving access where feasible, but please do provide feedback if there is anything you think we can do better.
- The format of this statement should also be accessible to all users by providing alternative versions e.g. brail, text to speech etc.

Risk Assessments

This safety protocol addresses the assessment of risks associated with any sailing event. How to make a quantitative risk assessment is described and an example of risk is given for a typical event taking place. These risks are not generic. Each event requires an event specific risk assessment.

The risks associated with any event should be assessed well ahead of the planned date so that the risk factors that are seen to be serious may be addressed during the planning stages. The risk assessment needs to be quantitative to facilitate giving the most serious risks the most attention.

Some risks are inherent to sailing and racing, some are due to local factors and some are dynamic, for example, the weather, sea state and tidal currents. Consequently the risk assessment should be considered also dynamic and re-reviewed when conditions change.

Definitions:

Hazard	The potential for something to cause harm.
Risk	The consequence of the hazard.
Risk Factor	The product of the likelihood and the impact of the Risk being realised.

Control Measure	The method used to minimise the Risk Factor. The guiding principle should be to implement strategies that reduce risk factors to as low as reasonably practical.
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Ideally the Risk Assessment should be completed by at least two people. This should be first done some months before the event so that there is good time to implement the Control Measures.

The first step is to list all perceived hazards associated with the sailing, the event itself and the sailing area. Then define the risks associated with each hazard. Using simple judgement, for each hazard assign the likelihood that the risks will occur and the impact they would have if they did occur using a scale of one to three. The Risk Factor then is the product of the values assigned for likelihood and impact as shown in the following table.

	IMPACT		
	LOW	MEDIUM	HIGH
LIKELIHOOD	1	2	3
HIGH	3	6	9
MEDIUM	2	4	6
LOW	1	2	3

Risk Factors for each hazard will have values 1, 2, 3, 4, 6 or 9. Then use the following table to assess the importance of implementing the control measures.

RISK FACTOR	FURTHER ACTION REQUIRED
1 or 2	Low risk factor, consider improvements
3 or 4	Medium risk factor, control measures should be implemented
6 or 9	High risk factor, control measures <i>must</i> be implemented.

It is important to consider the following specific to Para Inclusive sailors as part of a Risk Assessment:

- Time on the water and in venue
 - Long waiting times can lead to fatigue, especially for sailors in wheelchairs with limited mobility.
- Temperatures
 - Some sailors cannot regulate their body temperature, therefore it is important to consider not only the air temperature, but also humidity and water temperature, and how this might affect the sailor.
- Sea states

Dynamic risk assessments should be carried out throughout the day and the sailing session to ensure the consideration of all risks and changeable conditions.

Getting There

It's key to provide sufficient information to people so they can plan their journey to a venue.

Details could include are proximity of public transport links and the availability of accessible buses, taxis and trains. This will help people understand how they can access the venue by public transport or car.

Venue signage on the journey to the site can be helpful and this may be an area to collaborate with local authorities to get this in place.

Route information

Signage requirements need to be met to ensure they can be easily interpreted by all. This includes:

- Visual contrast between the background and letter colours.
- Capital letters should be used for the first letter only.
- Non reflective signs.
- Positioned to avoid reflection from natural or artificial light.

Arriving and Entering

Once people have arrived at the venue the route to enter the building or venue needs to be considered.

Firstly, how people enter the site and what parking is available. Additionally, the proximity of parking and how people can reach buildings and facilities on site should be regarded.

Site Entry

When entering the site, a barrier or locked gate will require assistance for many people with disabilities. To aid this process a call button or phone number that is continually monitored could be used. If this number can receive texts this will benefit deaf people. Alternatives may need to be considered for people with limited dexterity. If feasible, consider leaving gates/ barriers etc open for sessions. For people who are blind or have low vision, gates and doors should be either fully open or fully closed.

Car Parking

Accessible parking bays should have clear signage above each space and pictograms on the ground. Larger and specialist vehicles are commonly used by people with disabilities, so spaces should be large enough to accommodate these vehicles.

Pathways within the car park will be required by wheelchair users, surfaces should be firm and level limiting level changes.

Ramps and steps

Ramps should have handrails, a non-slip surface where possible that contrasts with adjacent paving and level areas at top and bottom. The maximum advised gradient of a ramp is 1 in 12.

Steps require handrails, and where feasible highlighted markings, non-slip treads and ideally fully contained.

Doors

Entrance doors should be easily recognisable compared to their immediate surroundings. The minimum width for a doorway to be wheelchair accessible is 775 mm. However, the recommended width is 900 mm, and ideally 1000 mm. Glass doors should have warning indicators at both standing and wheelchair eye line. A warning strip on the leading edge increases awareness when open. Door thresholds should be level to aid ease of building use.

Easy to grip door handles should be used for ease of operation either standing or seated.

Electronic door entry systems can be useful, but the activation point for this system should be considered for both standing and wheelchair users.

Reception

Entrance areas should be friendly and welcoming to put people at ease. A lowered counter section for wheelchair users is ideal.

The area should be well lit to aid lip reading and shiny surfaces avoided to reduce glare.

Glass doors or partitions should be clearly labelled.

If people are likely to be waiting seating could be considered if the area is large enough. Equally if possible offer a quiet space for anyone who may feel anxious or confused.

A fixed induction loop could be provided and consideration given to the acoustic environment for those hard of hearing.

If a sign in system is in place, make sure support is offered for those who may need it.

The External Spaces

The external space people will use and route taken to get to where they need to be should be considered.

Routes

Pathways and routes from one area to another should be free of hazards, such as bins, seating, drainage, and have a clear width of 18000mm where feasible.

Common hazards at sailing clubs include keelboat crane operations, boat cleaning operations, slipway rails and traverse pits, winch cables, poorly defined dock edges, masts extending from racks, bowsprits and anchors protruding over walkways, mooring lines and hoses on marina pontoons.

If hazards can't be contained protection measures should be considered.

If routes between two areas are long, the provision of seating may help.

Outside areas

Shaded areas should be provided for those who struggle with strong sunlight.

Seated areas should provide space for wheelchair users, including seating without arm rests and at varying heights and widths.

Policies and procedures should be in place for service dogs.

Steps

Steps can cause hazards especially for those with vision impairments. To combat this handrails, highlighted nosing or markings and non-slip surfaces are advised.

Internal Areas

The building interiors need to be easily accessed and useable by all.

How people get around, colour schemes, lighting, acoustic environment and furniture all needs to be considered.

Corridors

Corridors need to be wide enough to accommodate wheelchairs passing and with sufficient turning spaces. This space should be free of obstructions with required items such as bins, fire point and radiators clearly visible. Contrast should be used between walkways, surrounding areas and walls. Additionally flooring styles need to be chosen to avoid visual distraction.

Visual environment

No shadows should be present on walls or floors due to lighting in these spaces. Shiny surfaces that produce glare should be avoided.

Lighting over steps can help provide clear distinction between each step.

Contrasting fixtures, fittings, furniture, tableware and cutlery aid visual orientation between critical elements (doors, walkways, ceilings, plates etc).

Avoid bold patterns on wall or floors to prevent disorientation.

Noise

Since background noise can be distracting for those with cognitive or sensory impairments preventing concentration, a quiet space could be provided where people can relax and take time out.

Doors

The minimum width for a doorway to be wheelchair accessible is 775 mm. However, the recommended width is 900 mm, and ideally 1000 mm.

Lifts

Lift or elevator doors should provide at least 800mm of clear opening and cars have minimum internal dimensions of 1100mm x 1400mm. Control panels should be 900-1100mm from floor level and be at least 400mm from any return, with tactile buttons contrasting in colour and luminance with the surrounding faceplate and wall. There should be voice indication for lift arrival, level reached and direction of travel. Support rails should be on side and rear walls at a height of 900-1000mm from floor level. Mirrors should be 900mm above the floor on wall opposite door to allow wheelchair users to see behind them when reversing out.

Automatic doors should have a delay before closing and the sensors should allow the closing to be over ridden.

Stairs and Ramps

Ramps should have:

- Handrails and nonslip surfaces
- Maximum advised gradient is 1 in 12.
- In the absence of permanent ramps, temporary ramps should be available at all times

Steps should have:

- Handrails
- Highlighted nosing or markings
- Non-slip treads

Signage and navigation

At junctions clear signage needs to be provided and consistent throughout the building. Signage should be placed at key decision points for those navigating the building for the first time. This includes toilets and exits. A map of the interior of the venue detailing areas they can use or not is useful and allows people to find where they need to go.

Safety signage is a legal requirement in many countries and regions.

Seating areas

Seating areas need to be well signed. Tables should permit access and use by wheelchair users, knee space 700mm high. The seating area needs to be well spaced with no tight spaces less than 800mm to navigate.

A fixed induction loop would be beneficial and support hearing aid users in meeting areas.

Counters and serveries should be 760mm in height with knee space 700mm high and 500mm deep for wheelchair users.

Flooring

Those with perception difficulties will struggle with certain types of flooring such as shiny surfaces which may appear wet, very dark areas could look like a hole and bold patterned carpets are disorientating. Therefore, these should be avoided.

Food and drink

The method of food serving should be made clear whether it is table service or order at the counter. Large print menus that are easy to read will help.

WC and Changing Areas

The accessibility of WC and changing facilities needs to be considered since this is often the biggest barrier to inclusive sailing. Different individuals' mobility and the equipment they require needs to be considered within the facility design.

Visual environment

A well-lit environment without shadow or glare is crucial to ensure those with visual impairments can use these facilities.

WC cubicles

Recommendations for accessible WC:

- Outward facing doors with emergency release from the outside, horizontal grab rail on inside.
- Lever operated door controls.
- Clear location signage
- Clear and unobstructed approach
- Lighting pull cord near leading edge of the door
- Call system linked to a control point with a red pull finishing close to the floor.
- Vertical and horizontal grab rails, 32-35mm in diameter, contrasting in colour to wall finish.
 - One vertical either side of wash basin
 - One horizontal on wall next to WC

- Toilet with padded backrest, no lid and raised seat
- Flush handle on transfer side
- Mirror
- Basin, soap and drying facilities need to be accessible from a seated position.
- Max water temperature of tap limited to 41 degrees Celsius
- Mixer taps with levers for hot and cold water supply
- Slip resistant floor
- Unobstructed transfer path
- Door locks easily used for people with limited dexterity.
- Choice of handtowels and hand drier

Changing facilities

- Self-contained and communal changing facilities with space for a companion or assistant of either sex should be provided.
- Tip up seats, with a back rest and horizontal and vertical grab rail as well as drop down grab rails on the opposite wall will help.
- Coat hooks, towel rails and alarm pull cords should be at a height that can be used from a seated position.
- Changing mats, or a height adjustable adult sized changing bench could be considered.

Showers

- Slip resistant and level floor, with unobstructed approach.
- Shower doors need lever operated controls and horizontal grab rail on the inside.
- Lighting pull cord and red pull finished call system in place.
- Privacy curtain
- Tip up shower seat
- Flexible and adjustable height for shower hose.
- Shower cubicle wide enough for wheelchair turning space.
- Drains located away from circulating area.

Hoists

A full room cover tracked hoist gives the greatest flexibility, makes the best use of space and improves a person's privacy and independence. Other systems / mobile units are acceptable if they provide a similar level of access and independence.

Policies and protocols

Protocol needs to be in place to respond to an alarm from the call system.

If hoists are provided policies and procedures in their use are required.

Emergency Evacuation

The alarm system and procedures for evacuation need to consider the needs and responses of people with disability.

A plan identifying the location of emergency exits and evacuation points / zones should be clearly posted at multiple places within the building.

Alarms should be both audio and visual.

Exit signs should remain illuminated without mains power.

Automatic doors should remain operable without mains power.

Alternative evacuation methods for wheelchair users when lifts cannot be used must be identified.

Getting on the Water

Here the route to getting on the water is looked at, including the pontoons or slipway, boats available and equipment that can be used to assist users.

Routes to the launching area

A hazard free route to the launching area that is easy to locate for all users is important. Access should be step free with a slip resistant surface for all weather conditions. This route should be wide enough for wheelchair users to navigate with passing and turning room. For those with limited mobility seating at regular intervals is beneficial.

Pontoon

Pontoon and slipway access needs to be safe and wide enough to allow space for wheelchair user to turn, preferably 1200mm or greater. Dedicated space for wheelchair users is required on the pontoon to allow for turning space and passing room. Once people have launched space for the storage of wheelchairs and mobility aids is needed.

Ramped access to a pontoon should have level surface at the top with ends remaining flushed to the pontoon, a buffer slope may be required to avoid sharp changes of gradient. This should take into considered changes in water level or tide with ramp

gradient not exceeding 1 in 12. A handrail on both sides of the ramp is required and should extend to the end of buffer plates at the top and bottom. The ramp surface needs to be slip resistant in all weather conditions.

On the pontoon colour edge marking can help provide contrast between fittings on the pontoon and immediate surroundings. Raised edge rails are not recommended as they increase the difficulty of transfers for users choosing to transfer from their chair to the floor and then into a boat.

Boats, Aids and Equipment

The boats used for sailing should be considered and whether any are suitable for wheelchair users and those with limited mobility.

Those with limited mobility may require assistance getting in and out of boats. A wide range of equipment can be used to assist with this, such as transfer boards and most commonly hoists.

Equally once in the boat support may be required to maintain a safe sitting position, independently steer and access other controls. The type and requirement of support will vary between each person depending on their own needs. Solutions vary between high and low tech or homemade to commercially available.

If a pontoon or similar landing stage can not be provided, beach wheelchairs could be used provided there is a safe method to assist the sailor into the boat.

It is vital to ensure staff and volunteers can support sailors and that their health and safety is also considered.

Personal flotation devices and other sailing safety clothing

Personal flotation devices are imperative for all sailors to ensure their safety.

What to wear, and how to be safe in the boat may be a barrier for many new to sailing, so consider what you are able to provide in terms of personal flotation devices and guidance on clothing to keep people warm and dry.

Sailors and supporters should wear an approved buoyancy aid or life jacket of a suitable buoyancy level for their weight at all times while afloat or on the marina arms or pontoons. While on marina arms or pontoons, wheelchair users should release any seatbelts or devices which prevent them from separating from their chair, in the event of entering the water.

Information and communication

It is important to communicate the support you can offer people including the type of boat, and equipment in place to get them on the water. Stating whether getting on the water is accessible

for wheelchair users is helpful as is providing information on the range of aids to help people access the water and assist their sailing, such as the provision of a hoist or personal flotation devices and clothing.

Emergency and Safety

In an emergency situation it's important to have steps and procedures in place to ensure the safety of sailors and those with accessibility requirements.

Strategy

A procedure should be in place if an emergency evacuation was required, covering all members and uses of the facilities. Those who have specific access requirements should be consulted separately. This would include:

- Warning people there is an incident
- Who is responsible for alerting the emergency services
- Who coordinated the evacuation
- Exit routes to use
- Where to assemble

The plan should then be communicated to staff, volunteers and sailors so they know what to do and what to expect.

Lifts

In an emergency, passenger lifts cannot be used. All lifts should be able to alert people to an emergency. If this uses an emergency telephone system, it should include an inductive coupler for hearing aid users.

Refuge areas

If the building has multiple floors, the upper floors need a safe space where people can stay safely away from a fire. These areas also need a communication system and evacuation chairs to help move those with accessibility requirements to the ground floor.

Exit routes

Escape routes need to be clearly identified and remain unobstructed. The final exit doors should be level with the ground and lead to an assembly point away from the building.

Alarms

Visual indicator to an emergency alongside alarms are beneficial to alert deaf people to an emergency.

Personal Emergency Evacuation Plan (PEEP)

Regular users of the venue who require assistance during an evacuation need a PEEP. To develop this it is best to consult groups who use the facilities regularly to understand their requirements, allowing PEEPs to be generic for particular user groups for example, vision impaired, deaf, wheelchair users and learning difficulties. Reassure people that their safety is the primary concern and PEEPs can be amended as the venue is used and modifications are made.

On-Water Emergencies and Evacuation

The most suitable safety and rescue boats are mid-sized inflatables. Rigid hull boats should be padded to prevent damage when working alongside small keelboats.

Due to the potential for injury of the sailor and the safety crews if transferring afloat, it is recommended that sailors with a physical disability who are injured or unwell should remain in the boat, be towed or assisted back to the marina and, if necessary, be transferred ashore using a crane or hoist.

Most small keelboats have positive buoyancy, are adequately ballasted with lead in the centreboard and will not capsize except in a violent knock-down. A daily check of all boats to ensure they have their keel locking pins or devices fitted is recommended.

Communication and Information

How you communicate with participants to ensure that it is easy for people to know their way around and know what is going on needs to be considered. This includes signage and the ways you communicate with participants with a variety of communication needs.

Meeting areas / Training rooms / Reception

For those deaf or hard of hearing enhancements in these spaces can be beneficial, including induction loops, radio aids or infrared systems to support hearing aid users.

Social media, websites and newsletters

Communications methods also need to be accessible, so consideration into legibility, including text size and colour contrast, and ease of use with assistive technology. A minimum text size of 14 is recommended with line spacing of 1.5 for documentation to enable interpreters or smart devices full functionality. Invite members and participants to request alternative information or specific communication support if current communications are not accessible to them.

On the water

Communications methods may need to be adapted to suit the needs of the participants. For instance, vision impaired sailors can

be assisted by audible or radio announcements accompanying signals.

References

This document is designed as a self-assessment tool. It has drawn from a number of sources which contain further detail should you need it. It is worth noting that should you feel you need further detail you may also need to seek independent, professional advice.

[RYA - Assessing Access at Boating Venues and Facilities](#)

[Sport England – Accessible Sports Facilities](#)

[Activity Alliance: Access for All – Opening Doors](#)

[Activity Alliance – Inclusive Marketing and Communications](#)

[IPC Accessibility Guidance](#)

Checklist Questions

Getting there

1. Can people access the venue conveniently by public transport, on foot or by car?
2. Are local public transport options accessible to people using wheelchairs or with prams?
3. Is there clear and logical signage that indicates routes to the venue from the nearest public highway and / or footpaths?

Arriving and Entering

1. What procedures are in place to gain entry to the site?
2. Is the experience of entry friendly and welcoming?
3. Is there a designated dropping off / set down area near to the main entrance for all vehicles?
4. Are there enough wide, marked and reserved car parking spaces on firm ground that include a transfer zone at the rear?
5. If NO to q3. is it possible to create temporary wider parking bays and / or reserve parking bays for those holding accessible parking permits?
6. Do you have any larger 'family spaces'?
7. Have you reviewed the safety issues surrounding parking areas?

8. Where is the nearest blue badge and standard public parking facilities?
9. Are routes from parking to the main entrance unobstructed, step free, wide enough to allow for wheelchairs / mobility aids, and on a firm, level surface that is slip resistant in all weather conditions?
10. Do any steps have handrails, highlighted nosing, non-slip treads and closed risers?
11. Do routes to the main entrance have any of the following to support people finding their way: tactile information, visual clues, clear and logical signage, clear definition to path edges, or illumination?
12. Is the entrance to the building distinguishable and easy to use?
13. Can people easily use any electronic or phone entry system in place? Particularly those with sensory impairments and other communication needs?
14. Does the entrance have a raised threshold?
15. If you have a lobby, are the doors the same width as the front door and can you clear one door before negotiating the second?
16. Can people easily find any reception or meeting point?
17. If you have a reception counter, does it have a lowered section for wheelchair users?

18. Are there any highly reflective surfaces in the reception area - this can be visually difficult for some?
19. Is the reception well lit, in a way that avoids areas of bright light or deep shadows?
20. Is there a clear circulation area around reception, free from obstructions?
21. Do you have / need seating in reception or a quiet space for anyone who might feel confused?
22. Is any seating well-spaced out so there are no tight spaces to navigate and ample room for wheelchairs and using a cane?
23. Is a person available to support anyone who may need help signing in?

The External Spaces

1. Are the external routes throughout the venue clear, step free, unobstructed with good visual clues, logical signage, firm level surfaces, sufficient in width for wheelchairs / mobility aids and dropped kerbs on footpaths?
2. Are any external steps / staircases accompanied by a ramp?
3. Do any external steps have handrails, highlighted nosing, non-slip treads and closed risers?

4. If you have any seated areas, can tables accommodate wheelchair users?
5. Do you have sufficient shaded areas, and seating at regular intervals along longer routes?

Internal Areas

1. Are corridors, passageways, and aisles wide enough for a wheelchair, with turning space and room for passing?
2. Are corridors free from obstructions with good lighting that reduces shadows and glare?
3. Do you have any shiny or reflective flooring, black or very dark colouring in areas of flooring or bold patterned flooring / carpets?
4. Are any doors absolutely necessary for safety or functional reasons?
5. Are doors wide enough for a wheelchair, clearly visible, easy to grip, operate the mechanism and open?
6. Can people either side of the door at both standing and seated height, see or be seen?
7. If doors are glazed, are they prominently marked to prevent people walking into them by accident?
8. Is a lift available that is big enough to accommodate a wheelchair, has support rails with a fitted mirror opposite the door? (only if the building is more than one storey)

9. Can the lift be independently used by a person in a wheelchair or with sensory impairments?
10. Does the lift have delayed action closing which can be overridden?
11. Are stairs and ramps well lit, with good signage, supported by handrails and with enough space for turning / passing?
12. Are any ramps in place at a gradient that can be used easily, with non-slip surfaces?
13. Is furniture strong and stable but flexible enough to allow different seating styles / arrangements?
14. Is any seating well-spaced out so there are no tight spaces to navigate and ample room for wheelchair users and people using a cane?
15. If food / drink is on offer, can a person in a wheelchair get to the servery /counter, be served, and then sit comfortably at a table?
16. Do you have large print menus available? Easy read
17. Are social / meeting / assembly areas well-lit and decorated in a way that maximises contrast between key elements?
18. Are light switches and other environmental controls clearly visible against their background?
19. Does signage use colour, font, text size and contrast to ensure it is legible? Do you use tactile markings?

20. Is a hearing (induction) loop or radio aid provided and do staff / volunteers know how to use it?
21. Are there any particularly noisy areas internally? Can you do anything about this?
22. Do you have any quiet / safe spaces with seating where people can take time out?
23. Do you offer a map of the venue?
24. Do you have landmarks around that could be used to help navigation?

WC and Changing Areas

1. Are the WC and changing areas well signed, and do you have signage indicating the way out as well as the way in?
2. Does the layout in the communal changing areas allow sufficient space for wheelchair users to move about freely without obstructing others?
3. Is there direct access from the changing areas to showers?
4. Are individual accessible changing cubicles available?
5. Are changing benches wide and comfortable enough?
6. Are changing benches clearly visible against walls and surfaces?

7. Is a hoist available in any of the changing facilities? Is the hoist mobile or tracked?
8. Is there a height adjustable adult sized changing bench?
9. Is there a large waste bin for adult disposable pads?
10. Are all the facilities well lit, without deep shadows or glare, and with clear, logical, consistent signage that uses colour, font, text size and contrast to ensure it is legible?
11. Does the colour scheme throughout WC, shower and changing facilities provide sufficient contrast to differentiate between key elements?
12. Is there a WC cubicle with a slip resistant finish, vertical and horizontal grab rails, emergency release operated from the outside and an outward opening door, in a colour scheme that distinguishes fittings from their background?
13. Is there a WC specifically designed and designated for wheelchair users?
14. Is there a wheelchair accessible shower facility?
15. Are any mirrors located or sized in a way that might cause confusion for some?
16. Do you have a method for people to easily identify lockers they are using? Are people able to use the locks, washbasin, soap and drying facilities, including from a sitting position and for those with limited dexterity?

Getting on the Water

1. Is the route to the water and launching area easy to locate, clear, unobstructed, firm and with a step free, slip resistant surface?
2. Is there access onto the pontoon / jetty for wheelchair users?
3. Is the pontoon / jetty sufficient in width and circulation space for wheelchair users and people using a cane?
4. Does the pontoon / jetty have high visibility markings on the edge, and good contrast between any fittings and their background?
5. Do you have a dry space to store wheelchairs and other personal equipment while people are sailing?
6. Does access to the pontoon / jetty and the pontoon / jetty itself have sufficient handrails?
7. Do you have any aids and equipment to support sailors to self-transfer from wheelchair to boat, and back again?
8. Do you have a hoist available for use on the pontoon / jetty?
9. Do you have boats that can be used by people who use wheelchairs, have limited mobility and / or limited core / trunk support and can you launch the boats safely?
10. Do you have aids and equipment to support people sit in the boat so they are well positioned for all the controls?

1. Do you have aids and equipment to assist sailors with visual impairments to learn to sail and control the boat independently?
2. Do you have aids, equipment and technology to support people with limited grip, strength or movement to steer and trim the sails?
11. Do you provide personal flotation devices and / or clothing for safety and warmth on the water?
12. Are staff and volunteers trained in the safe and effective use of equipment, aids and technology available on the pontoon / jetty / slipway and in the boats? Do you have records of training completed?
13. Are staff and / or volunteers available who can assess the support and aids a sailor may need to choose the right boat, get in and out of it, sit comfortably and safely and use all the controls independently?

Emergency and Safety

1. Is there an emergency evacuation strategy and plan in place that includes provision for all users / members / sailors?
2. Do all staff, volunteers and participants know about the plans in place?

3. If you have a passenger lift, does the emergency telephone incorporate an inductive coupler?
4. Is there a designated evacuation lift and / or a fireman's lift?
5. Can all ground floor fire escapes and exit routes be used by wheelchair users and others who may require assistance?
6. If there is no means of evacuating people from upper floors are there safe places / refuge areas with a communication system where people can remain?
7. Is the fire alarm fitted with visual alarms?
8. Are Personal Emergency Evacuation Procedures in place for regular users who require assistance during an evacuation, including people who may have a temporary disability or condition (e.g. pregnancy)

Communication and Information

1. If you have a public address system is it clearly audible? Is the system supplemented by visual information?
2. Do you have hearing enhancement solutions (induction loops / radio aids / infrared systems) and if so, where are they located?
3. Does signage use colour, font, text size and contrast to ensure it is legible?

4. Do the buildings and facilities use colour schemes, use of contrast and changes in surface texture to guide people around?
5. Do you provide information boards / a guide / map of the venue with information about the facilities and activities?
6. Is there a need for any braille information or signage?
7. Is printed information (including menus / activity lists etc) available in large print and other alternative formats in response to reasonable request?
8. Have you tested digital and online communication (websites, social media and e-newsletters) for accessibility – either by asking participants or seeking professional advice?
9. Would communication support (e.g. sign language interpreters) be provided for training, meetings, events or other public occasions if requested?
10. Are positive images of disabled sailors included in your publicity material?

Key Measurements Table

Area	Key item	Measurement
Pathways and circulation areas	Pathways	Width: 1,000mm (min with restrictions) 1,500mm (low traffic) 1,800mm (Mid. traffic) 2,000 mm (High traffic) Clear headroom space: 2,100mm
Ramps	Slope	1:20 (5%) min. grade best practice 1:14 (7.14%) min. grade for height up to 3000mm 1:50 (2%) maximum cross slope
	Handrails	850-950mm above ramp surface 35-45mm grip surface 45-60mm from wall surface 300mm extension beyond start and end of ramp

	Kerb ramps	1:20 Slope (5%) Slopes adjacent to kerb ramp should be 1:50 (2%)
Stairways	Treads and risers	125-180mm height of risers 280-350mm depth of treads
	Nosings	38mm maximum
	Detectable warnings	Depth: 600mm Width: width of the stairs
	Handrails	See section above
Furniture, counters and service areas	Reception desks / service counters	850mm height 750mm knee clearance 500mm depth 750mm width (minimum)
	Waiting and queuing areas	1,500mm min. width for each line 1:50 (2%) maximum slope allowed
	Serving Counters	850mm surface height 510mm reach requirement (front and side reach)

		300mm (w) x 200mm (d) min clear space for food preparation
	Restaurant / lounges / food court seating	1,500mm min. main pathway width 1,000mm min. aisle width Bar seating: include lowered section 850mm height, 750mm knee clearance, 1,600mm minimum width Bench seating: provide back support, with max. 450mm seat height and 750mm backrest height, plus minimum kick space of 1/3 seat depth
Doors and doorways	Door width	850mm minimum (clear width) 950mm best practice (clear width) 1,000mm required for specific sports' athlete preparation areas
	Door requirements	150mm min. inside handle dimension

		900-1,100mm handle height from floor 500mm clear space on pull side 300mm clear space on push side
Elevators/lifts	Doors	850mm minimum clear width 950mm minimum clear width for elevators serving public spaces and sport facilities
	Car	1,700mm x 1,500mm min. clear size 2,100mm x 1,500mm best practice
	Controls	250mm from front return panel on side wall 850-1,200mm button height range from floor 20mm button diameter
Emergency provisions	Areas of rescue assistance	850mm x 1,300mm min. space per anticipated user (no fewer than two spaces)

	Alarms	Visual fire alarms max. allowable strobe flash rate: 1-3 Hz 1,200mm max. operating height of alarms pulls and safety equipment
	Evacuation instructions	1,300mm max. mounted height
Venue seating	Accessible seating	Space requirements: 800mm x 1,300mm for the user of the accessible seat 500mm x 1,300mm companion/enhanced amenity 1,000mm minimum circulation space behind the accessible seat
	Sightlines	Sightlines of accessible seating provide the same sightline for a person seated in a wheelchair when a person in front stands up, as the person in front has when standing.
Washrooms	Numbers and ratios	1:15 (one toilet for every 15 accessible seats in a venue or in the

		locker rooms of back of house, the ratio applies to athletes with mobility impairment) minimum ratio for accessible toilets. Where only one toilet is provided, it should be made accessible.
	Signage	1,350mm mounted from the floor on the wall (on the latch side of the door, not on the door itself)
	Circulation spaces	2,200mm x 1,800mm clear space of a gender-neutral accessible washroom 1,500mm x 1,500mm clear space of a gender-specific accessible toilet 850mm min. door width (950mm best practice) 750mm transfer space next to toilet lid, with 800mm being best practice
	Fixtures	450mm toilet pan from side wall 440-460mm toilet seat height

		750mm long L-shaped grab bars, mounted: 230mm above toilet seat, 150mm in front of toilet seat
	Sink area	900-1,100mm height of accessories, 750mm from the centre of the sink 150mm maximum basin depth 680mm basin height clearance
Showers, baths and changing rooms	Accessible shower features	Water control: mounted 750mm from the floor and 750mm from end wall Recommended folding seat: 480mm deep, 850mm long, mounted 440-460mm from floor, 135kg load capacity Grab bars: 750mm (along folding seat wall) x 900mm (along shower wall) set horizontally, 850mm above the floor
Transportation	Parking area requirements	2% (best practice is 3%) of spaces should be accessible

		2,300mm minimum height clearance (2,500mm best practice) for underground parking
	Accessible parking spaces	Width: 3,200mm (minimum) 3,600mm (best practice) Signage: 1m x 1m size of international Accessible parking spaces symbol on ground, 1,500mm height of vertical international symbol sign