

## Venue Site Visit Check List

Specification	
<b>1. Location</b>	<input type="checkbox"/> Aylesbury Vale <input type="checkbox"/> Bedford <input type="checkbox"/> Central Bedfordshire <input type="checkbox"/> Cherwell <input type="checkbox"/> Corby <input type="checkbox"/> Daventry <input type="checkbox"/> East Northamptonshire <input type="checkbox"/> Kettering <input type="checkbox"/> Luton <input type="checkbox"/> Milton Keynes <input type="checkbox"/> Northampton <input type="checkbox"/> South Northamptonshire <input type="checkbox"/> Wellingborough
<b>2. Room</b>	<input type="checkbox"/> Must fit up to 25 delegates in a cabaret/classroom/U-shape style <input type="checkbox"/> The room needs to be set up for when the facilitator arrives <input type="checkbox"/> The room needs to be equipped with a screen, projector, flip chart and pens (or are available to hire) <input type="checkbox"/> Tables able to accommodate wheelchair users (700mm height, 600 mm wide and 500mm deep) <input type="checkbox"/> Power socket/extension lead <input type="checkbox"/> (Desirable) Pens and paper to be provided for the attendees.
<b>3. Parking</b>	<input type="checkbox"/> Free ample parking provided or nearby <input type="checkbox"/> Ensure the venue has an appropriate number of parking spaces for people with disabilities; and check the route from these parking spaces to the front door is free from obstacles.
<b>4. Venue</b>	<input type="checkbox"/> Needs to be open an hour before the workshop starts to allow the facilitator to set up (workshops usually start at 9.30am) <input type="checkbox"/> Clear signage needs to be used to indicate which room the event is taking place in. The signage needs to be placed at suitable height for wheelchair users. <input type="checkbox"/> Ideally the venue needs to be accessible by public transport <input type="checkbox"/> Someone needs to be on reception to direct people to the workshop room <input type="checkbox"/> Signs to highlight all entrances/exits. Footpaths and access routes are level and any obstructions must be removed. <input type="checkbox"/> Directions to lifts/stairs/ramps needs to be clearly visible <input type="checkbox"/> Facilities for guide dogs (Water bowls) <input type="checkbox"/> (Desirable) free Wi-Fi

<p><b>5. Refreshments</b></p>	<p><input type="checkbox"/> Teas and coffees need to arrive on time (15 min before the workshop starts and during the break)</p> <p><input type="checkbox"/> If the teas and coffees are not provided in the room then adequate signage needs to be provided to the refreshments</p> <p><input type="checkbox"/> Can cater for special dietary requirements.</p> <p><input type="checkbox"/> Water to be provided</p>
<p><b>6. Accessibility</b></p>	<p><input type="checkbox"/> Disabled access should be made from the front entrance of the venue via a ramp or wheelchair-accessible lift.</p> <p><input type="checkbox"/> Ensure the venue has a loop hearing system. Or it is possible to hire loop systems.</p> <p><input type="checkbox"/> Ensure the room is laid out to include capacity for wheelchairs users.</p> <p><input type="checkbox"/> The layout of the room should accommodate people with physical, visual and disabled people.</p> <p><input type="checkbox"/> The venue should have lift access for all floors or mezzanines.</p> <p><input type="checkbox"/> Accessible toilets on the same level as the event.</p> <p><input type="checkbox"/> Ensure the venue makes provision for multiple 'set-downs' at the front entrance.</p> <p><input type="checkbox"/> Accessible and clearly sign posted parking bays</p> <p><input type="checkbox"/> Are there drop-off/pick-up points? Are these clearly visible to visitors?</p> <p><b>Health and safety / risk assessment</b></p> <p><input type="checkbox"/> All emergency evacuation routes and procedures should be vetted for use by disabled people.</p>