Facility audit

Stairs, lifts and paths – internal areas

This audit module is designed to assess internal stairs, lifts, paths and the ramps and handrails used to facilitate access to general or public areas of a facility.

Some suggestions for improvement would take some budget and/or timeframe to implement, while some may be able to be changed quickly and with minimal budget. It is not intended for major refurbishments or new builds.

You may use this audit module on its own or as part of a broader audit of other parts of the facility. We suggest completing it with the other facility audits to enhance your understanding of how to improve the environment for older people.

This audit module contains 23 questions and will take approximately 25 – 35 minutes to complete all sections. It contains 11 general questions on paths, handrails and ramps, plus an additional 8 questions on lifts and an additional 4 questions on stairs.

Some questions may not be relevant. Where this is the case, there is an option to select 'not applicable', however please complete as many questions as possible to conduct a thorough audit.

A notes section is provided underneath each question to record any additional information or prompts for action that you identify while carrying out the audit.

Information, recommendations and suggested strategies to address any issues are provided below each question.

When you have completed the audit, please keep it for your reference. You may wish to use it to create your own action list, or to use the information to educate staff about the role of the environment in patient care.

If you want to audit more than one location, please print a new copy of this module and complete the audit again for the new location.

Name _____   **Date** _____

Hospital _____

Additional information _____

Internal paths, handrails and ramps

1. Is there adequate lighting along internal pathways?

☐ **Yes** - *Correct* - Bright, even, soft and well diffused light with as few abrupt changes as possible is ideal.

☐ **No** - Bright, even, soft and well diffused light with as few abrupt changes as possible is ideal. In areas of too much daylight/ glare, consider installing exterior shading devices. Inside, light should be bright enough to mimic daylight.

☐ **N/A**

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2. Are the hallways free of barriers and clutter?

☐ **Yes** - *Correct* - Keeping areas free of clutter helps to support independence, promotes mobility and reduces the risk of injury.

☐ **No** - Ensure that all equipment and supplies are stored in convenient locations as the removal of clutter helps to support independence, promotes mobility and reduces the risk of injury.

☐ **N/A**

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3. **Are there clear signs showing the location of public toilets, waiting rooms and other public amenities like cafeterias?**

☐   **Yes** - *Correct* - The location of areas visitors may need to access should be clearly signposted, with signs provided at entrances, reception areas and throughout the facility, as well as the rooms themselves. Signs should follow the same size and clarity guidelines as other facility signage to cater for visitors with visual, cognitive and mobility impairments.

☐   **No** - The location of areas visitors may need to access should be clearly signposted, with signs provided at entrances, reception areas and throughout the facility, as well as the rooms themselves. Signs should follow the same size and clarity guidelines as other facility signage to cater for visitors with visual, cognitive and mobility impairments.

☐   **N/A**

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4. **Are there are sufficient seats, at a minimum of 60 metre intervals, along internal paths for regular rest?**

☐   **Yes** - *Correct* - It is important to provide seating at regular intervals.

☐   **No** - It is important to provide seating at regular intervals. Consider installing seating at regular intervals of 60 metres or less to allow people to rest. Distances within facilities are often further than anticipated.

☐   **N/A**

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5. **Is drinking water provided along internal pathways?**

☐   **Yes** - *Correct* - Providing drinking water encourages movement and engagement. Drink fountains should be an appropriate height with large controls that are easy to use.

☐   **No** - Providing drinking water encourages movement and engagement. Drink fountains should be an appropriate height with large controls that are easy to use. Consider installing or changing the location of water facilities and ensuring that there are visible instructions for use.

☐   **N/A**

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6.   Are all handrails accessible (i.e. nothing is stored in front of or under them)?

☐   **Yes** - *Correct* - Keeping areas near handrails free of clutter helps to ensure that they are accessible which supports older person independence, promotes mobility and reduces the risk of injury.

☐   **No** - Keeping areas near handrails free of clutter helps to ensure that they are accessible which supports older person independence, promotes mobility and reduces the risk of injury.

☐   **N/A**

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7.   Are handrails in corridors, paths, on all steps, and in lifts, in accordance with AS 1428.1 Design for access and mobility?

☐   **Yes** - *Correct* - Complying with relevant Australian design standards is necessary to optimise access and mobility.

☐   **No** - Complying with relevant Australian design standards is necessary to optimise access and mobility. Seek advice to ensure that safety standards are met.

☐   **N/A**

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8.   Do handrails contrast in colour with the wall/floor?

☐   **Yes** - *Correct* - Handrails that contrast in colour with the wall or surface they're attached to are easier to see.

☐   **No** - Handrails that contrast in colour with the wall or surface they're attached to are easier to see.

☐   **N/A**

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9.   Are handrails designed so their end point is obvious?

☐   **Yes** - *Correct* - Using colour so that the handrail can easily be seen on the wall or texture at the end of a handrail can help to indicate where the rail ends. Designing the rail to curve and connect back to the wall so the end point can be felt also helps to indicate where the handrail ends.

☐   **No** - Using colour so that the handrail can easily be seen on the wall or texture at the end of a handrail can help to indicate where the rail ends. Designing the rail to curve and connect back to the wall so the end point can be felt also helps to indicate where the handrail ends.

☐   **N/A**

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10. Are there ramps to provide access to all required areas, at gradients in accordance with AS 1428.1 Design for access and mobility?

☐   **Yes** - *Correct* - Providing ramps ensures mobility and encourages movement and independence.

☐   **No** - Providing ramps ensures mobility and encourages movement and independence. Consider installing ramps to increase mobility and ease of access.

☐   **N/A**

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11. Is the surface of ramps suitable for all users?

☐　**Yes** - *Correct* - Ramp surfaces should prevent slips and allow for equipment use without strain.

☐　**No** - Ramp surfaces should prevent slips and allow for equipment use without strain. Consider changing the surface of ramps so that they are suitable for safe use.

☐　**N/A**

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Lifts

Does the facility have a lift/lifts?

☐　**Yes** – *Please answer the following questions.*

☐　**No** – *Please skip to the next section.*

1. Is there barrier free access to the lift?

☐　**Yes** - *Correct* - Furniture outside the lift should be arranged so that there are no obstacles near the lift doors.

☐　**No** - Furniture outside the lift should be arranged so that there are no obstacles near the lift doors, and furniture with jutting or recessed bases should be avoided. Consider rearranging or removing furniture as necessary.

☐　**N/A**

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2. Is there clear signage outside the lift, visible from inside and outside the lift, showing the floor number?

☐　**Yes** - *Correct* - This is important for wayfinding and orientation.

☐   **No** - This is important for wayfinding and orientation. Ensure large numbers indicating the floor number are located outside of lifts.

☐   **N/A**

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3. Are the buttons *outside* the lift easy to reach from both a sitting and standing position?

☐   **Yes** - *Correct* - Buttons need to be easily reached by people in wheelchairs as well as those standing.

☐   **No** - Buttons need to be easily reached by people in wheelchairs as well as those standing. Consider installing additional buttons if necessary.

☐   **N/A**

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4. Are the buttons *inside* the lift easy to reach from both a sitting and standing position?

☐   **Yes** - *Correct* - Buttons need to be easily reached by people in wheelchairs as well as those standing.

☐   **No** - Buttons need to be easily reached by people in wheelchairs as well as those standing. Consider installing additional buttons if necessary.

☐   **N/A**

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5. Are the buttons inside the lift clearly marked and easily understood?

☐ **Yes** - *Correct* - Buttons need to be able to be seen and understood by those with visual and/or cognitive impairments.

☐ **No** - Buttons need to be able to be seen and understood by those with visual and/or cognitive impairments. Consider adding additional or replacement signage to increase clarity, ensuring adequate contrast between text/numbers and background, adequate font size and braille numbers or raised numbers.

☐ **N/A**

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6. Do the lift doors stay open for at least 20 seconds to provide adequate time to get in and out?

☐ **Yes** - *Correct* - The minimum recommended time to allow people with mobility restrictions to safely enter or exit is 20 seconds.

☐ **No** - The minimum recommended time to allow people with mobility restrictions to safely enter or exit is 20 seconds. Consider requesting the lift operator to change the lift settings.

☐ **N/A**

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7. Does the lift open so that the lift floor is level with the external floor?

☐ **Yes** - *Correct* - This is important to allow safe and easy movement of wheeled equipment and reduce the likelihood of falls.

☐ **No** - This is important to allow safe and easy movement of wheeled equipment and reduce the likelihood of falls. Consider requesting the lift operator to change the lift settings.

☐ **N/A**

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8. Is there a mirror on the back wall of the lift to allow a person to see if exiting backwards?

☐ **Yes** - *Correct* - A mirror on the back wall is particularly important in small lifts where it is not possible to turn a wheelchair or other assistive device around to exit.

☐ **No** - A mirror on the back wall is particularly important in small lifts where it is not possible to turn a wheelchair or other assistive device around to exit. Consider installing a mirror that can be seen from both sitting and standing positions.

☐ **N/A**

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Stairs

Does the facility have internal stairs?

☐ **Yes** – *Please answer the following questions.*

☐ **No** – *You have completed the audit.*

1. Are stairs well lit?

☐ **Yes** - *Correct* - For safety, stairs should be well lit and have minimal areas of shadow. Use non-glare light globes, for example full spectrum lights such as T5 and T8 fluorescent tubes that mimic natural light.

☐ **No** - For safety, stairs should be well lit and have minimal areas of shadow. Use non-glare light globes, for example full spectrum lights such as T5 and T8 fluorescent tubes that mimic natural light.

☐ **N/A**

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2. Are there light switches at both the top and bottom of stairs?

☐　**Yes** - *Correct* - This is important for safety.

☐　**No** - This is important for safety. Consider installing a second switch if necessary.

☐　**N/A**

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3. Do all steps have a contrasted edge?

☐　**Yes** - *Correct* - This is required under AS 1428.1 design for access and mobility and must be between 50mm and 75mm deep and cover the full width of the 'path of travel'.

☐　**No** - This is required under AS 1428.1 design for access and mobility and must be between 50mm and 75mm deep and cover the full width of the 'path of travel'. Seek advice and have these installed as a matter of priority.

☐　**N/A**

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4. Is the floor before the stairs a different, preferably contrasting colour?

☐　**Yes** - *Correct* - A contrasting colour on the floor before the stairs helps to distinguish where the stairs start, particularly for those with a vision and/or cognitive impairment.

☐　**No** - A contrasting colour on the floor before the stairs helps to distinguish where the stairs start, particularly for those with a vision and/or cognitive impairment. Consider ways you may be able to introduce contrasting colour, for example paint or carpet. Floor mats are not recommended.

☐   **N/A**

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