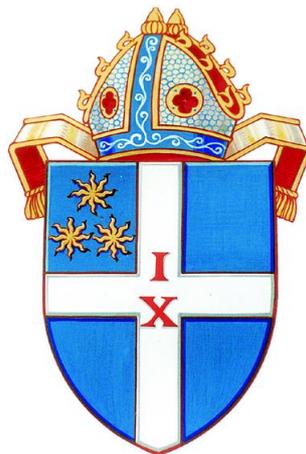




# AUDIT TOOL

To accompany the Policy of the Anglican  
Diocese of Christchurch for Ministry with  
People with Disabilities



*Diocese of Christchurch*



## Disability Audit for Ministry Units

*This audit is offered to encourage ministry units to assess their current situation, and to plan to be more inclusive, in their life and ministry to and with people with disabilities. It needs to be read in conjunction with the Holy Wholly Accessible Policy as approved by Synod 2003.*

*There are four parts to the Audit:*

- 1. Your church community - considering the range of potential needs of people with disabilities.*
- 2. Your church property - considering the appropriateness of your facilities for people with disabilities.*
- 3. Your church and disability issues - considering the awareness your parishioners have of disability issues.*
- 4. Your programme for change.*

A copy of the completed audit tool and programme for change should be kept in the parish, and another copy forwarded to the Diocesan Manager by 31 August 2004.



3. Ability to meet needs

Needs	Is your ministry unit able to meet these needs			How
	Yes	No	Partially	
<b>Intellectual</b>				
<b>Learning</b> (eg, ADHD, dyslexia)				
<b>Medical</b> <ul style="list-style-type: none"> <li>• Dietary</li> <li>• Respiratory</li> <li>• Special medication requirements</li> <li>• Other</li> </ul>				

Needs	Is your ministry unit able to meet these needs			How
	Yes	No	Partially	
<b>Neurological</b> <ul style="list-style-type: none"> <li>• Head Injury</li>   <li>• Stroke</li>   <li>• Epilepsy</li>   <li>• Dementia</li>   <li>• Other</li> </ul>				



Needs	Is your ministry unit able to meet these needs			How
	Yes	No	Partially	
<b>Sensory</b> (Refer to Part 2, 13-15) <ul style="list-style-type: none"> <li>• Deaf / Hearing impairment</li>   <li>• Blind / sight impairment</li>   <li>• Speech Impairment</li>   <li>• Other</li> </ul>				

4. Can you identify trained First Aiders in each of your congregations?

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5. Are you aware of the support services in your community?

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6. What disability groups can you identify within your community that are not represented in your worshipping life?

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7. What barriers to fuller participation might need to be addressed in order to involve these absent groups?

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8. Outline pastoral work undertaken with people with disabilities.

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9. Is transport available for people who need it, to attend worship and/or social functions?

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## **Part 2. - Your Church Property and Resources**

*This section invites us to consider the places we use for worship and other church events, and to assess how suitable they are for use by people with disabilities.*

This part of the document is based on Standard 4121 (2001) and is the requirement for any plans, specifications and/or alterations after 2001. It is suggested that you may wish to access a copy of this Standard from either your local library or the internet to assist with this audit.

Use the applicable parts of the following checklist (e.g. parish churches, halls, church offices, toilet facilities).

### **Physical Access**

1. Is there provision for Mobility Parking? Yes / No  
(Requirements are 1 for the first 20 car park spaces, 2 for between 21 & 50 car parks, and a further mobility car park per 50 additional car parks)
  - \* accessible parks measure not less than 3.5metres
  - \* identified with signage
  - \* located as close as possible to entrances & footpaths ( without kerbs or steps)
  - \* level paved surface, 3.5 metres minimum width.
  
2. Is there a clearly identified accessible route, from street boundary & car parking, to and throughout the building? Yes / No
  
3. Footpaths and access ramps. -Do they meet the standards? Yes / No  
footpaths: \* 1.2 metres clear width, minimum at all times  
\* 1.2 m. level landing each 9m. of horizontal run when slope between 1:20 & 1:33  
ramps: \* 1.2 m. clear width  
\* gradient not exceeding 1:12 ( applies to internal, external & entrance ramps)  
\* 75mm upstand or low rail at side edges.  
\* handrails on both sides at 900mm to the top of the rail, that are graspable around the full circumference, a maximum of 450mm diameter.
  
4. Main Entrance access Yes / No
  - ramp Yes (number )/ No
  - steps Specify:
  - threshold height
  
5. Are there other accessible entrances? Yes / No
  
6. Are accessible entrances clearly marked? Yes / No
  
7. Doorways & Doors- Do they comply? Yes / No
  - \* 760mm clear opening for doors
  - \* doors opening back into enclosed corridor have 300mm clear from wall to door edge
  - \* in vestibule & lobbies 1200mm min clear space in addition to door swing
  - \* dual swing doors have visibility glazing panels
  - \* doors with full length glazing have visibility markings 800-1500mm above floor
  - \* doors have obvious colour contrast with surroundings

- \* doors can be opened with one hand
- \* door handles are lever action, with end returned toward door and 900-1200 mm
- \* ( optimum 1000mm) above floor level
- \* door closers have minimum tension required to bring door to closed position.

8. Internal Floor Levels

- Is the altar easily accessible? Yes / No
- How many different floor levels are there?
- Do internal stairs comply with the building code?
  - \* 900mm minimum width
  - \* stair risers have 180mm uniform, maximum height over each flight
  - \* stair treads have 275mm uniform, minimum depth over each flight
  - \* maximum rise of 2metres between landing. Minimum 1200mm depth to landings
  - \* stair nosings rounded, colour contrast with rest of stair
  - \* handrails on both sides of stair, 840-900mm above tread nosing. Rails securely fixed, continuous around landing, graspable along full length, with outside diameter of 32-50mm

9. Are seating spaces for people in wheelchairs or with other mobility aids provided in the nave? Yes / No

10. Are the aisle and corridors of adequate width? Yes / No  
 \* 1200mm minimum

**Toilet Facilities**

11. Are there accessible toilet facilities? Yes / No

- \* door that swings outwards (or sliding door) able to be opened from the outside in an emergency
- \* door has 760mm clear opening, 1200mm clear approach space in lobby
- \* floor dimensions 1600mm width, 1900mm length
- \* appropriate grab rails and pan locations
- \* washbasin 300mm clear from front of pan 675mm min. clear height beneath
- \* taps with lever or capstan handles, hot tap to go furthest away from the toilet
- \* soap dispensers, toilet paper, hand driers etc fixed 900-1200mm above floor level.
- \* large mirror

**Other Facilities**

12. Light switches Yes / No

- \* aligned with door handles ( optimum 1000mm above floor)
- \* switching mechanism projecting clear of the face plate

13. Surface finishes - are they stable, firm & non-slip? Yes / No

- \* exterior recommended full sealing, or butt jointed pavers with untumbled edges
- \* interior - direct stick carpet is recommended

14. Visibility

- Is lighting adequate? Yes / No
- Is there a problem with glare? Yes / No
- Is there a too much backlighting for good contrast behind altar, lectern etc? Yes / No

- Where an OHP is used, is the screen clearly visible to all? Yes / No
  - \* Is the OHP screen at a height that is comfortable for those who remain seated.
  - Is OHP material available in print format? Yes / No
15. Audibility
- Does the building have an adequate amplification system? Yes / No
  - Is a clip on microphone / handheld mic / adjustable microphone stand available? Yes / No
  - Is there a hearing loop installed? Yes / No
16. Signs
- Does your signage comply with international standards? Yes / No
  - Are there signs indicating disability accesses & hearing loops? Yes / No
17. Special needs
- Is there a facility available that can be used by children with special needs, or people needing space away, during worship in particular? Yes / No
  - If there is such a facility, is it staffed? Yes / No
  - Are the information areas accessible? Yes / No
18. Do you have a wheelchair available? Yes / No
19. Is there ready access to land line phone or cell phone at all services in case of emergency? Yes / No

## **Part 3. - Your Church & Disability Issue.**

Survey of congregation (anonymous) via pew sheets over at least 2 weeks to be undertaken prior to completing the remainder of this Part 3. It should be formatted as follows:

The Diocese of Christchurch has a ***Holy Wholly Accessible*** policy and accompanying audit tool. These are available from the Parish Secretary for you to read.

Please answer the following questions. These will be collated into the audit tool.

1. Have you a disability? – Yes/No
2. Do you believe needs of people with disabilities are being met? – Yes/No

Comments:

1. How did your congregation rate your church's awareness of disability issues?

*keenly aware* | | *never discussed*  
|-----|-----|  
10 5 1

2. How would a person with a disability be received in your church?

*licensed for ministry* | | *not welcomed*  
|-----|-----|  
10 5 1

3. In sermons and parish education disability issues are raised...

*regularly* | | *never*  
|-----|-----|  
10 5 1

4. In areas of public ministry in the church people with disabilities take part....

*regularly* | | *seldom*  
|-----|-----|  
10 5 1

5. Does your parish consciously or unconsciously place any restrictions on the ministry of people with disabilities?

## ***Part 4. - Programme for Change.***

**Note – This section is to be completed by 31 August 2003**

From your analysis of the audit please complete the following plan:

1. Issues to be addressed immediately

Estimated cost: \$

2. Issues to be addressed within 12 months

Estimated cost: \$

3. Issues to be addressed in 1-2 years

Estimated cost: \$

4. Issues to be addressed in 3-5 years

Estimated cost: \$

### **Conclusion**

Thank you for taking part in this audit. We acknowledge the time, knowledge and energy you will have spent and trust that this will bring us to a truly holy wholly accessible church.

A copy of the completed audit tool and programme for change should be kept in the parish, and another copy forwarded to the Diocesan Manager by 31 August 2004.