

Better Backstages Toolkit

www.betterbackstages.ca

Module 1B: The Built Environment Audit Tool

[Printable Version]

For use alongside:

[Module 1A: The Built Environment Audit Companion Guide](#)

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Phase 1 of this toolkit was created in partnership with:

[Atlantic Presenters Association](#)

[Eastern Front Theatre](#)

[Music Nova Scotia](#)



Disclaimer

This guide provides general information to help music venues understand accessibility in the built environment. It is not a substitute for professional advice or a comprehensive assessment.

The suggestions are for reference only, and any structural changes should be made with input from qualified professionals. The audit is based on best practices from the CSA/ASC B651:23 - National Standard of Canada: Accessible Design for the Built Environment, which go beyond the minimum requirements of building codes.

Better Backstages: Accessibility Toolkit For Music and Arts Spaces

Module 1: The Built Environment

1B: The Built Environment Audit Tool

The Built Environment Audit Tool helps assess the physical accessibility of a venue. The Companion Guide works alongside it, providing context, examples, and practical advice to support each question.

As you move through the audit, use the [companion guide](#) to understand why each question matters and what to look for. The guide explains details like measurements, best practices, and solutions to common barriers.

For example, if the audit asks whether there is accessible parking, the companion guide explains what that means. This helps you assess the space accurately and identify what needs to change.

Table Of Contents

1B: The Built Environment Audit Tool

[Disclaimer](#)

[Part 1.0 Arrival and Parking](#)

[1.1 Accessible Parking](#)

[1.2 Load-In Zones](#)

[Part 2.0 Exterior Entrances](#)

[2.1 Exterior Stairs](#)

[2.2 Doorways](#)

[2.3 Power Assisted Doors](#)

[2.4 Additional Features](#)

[Part 3.0 Interior Circulation](#)

[3.1 Path of Travel](#)

[3.2 Signage and Wayfinding](#)

[3.3 Interior Staircases](#)

[3.4 Handrails and Landings](#)

[3.5 Elevators](#)

Part 4.0 Washrooms

4.1 Multi-Occupancy Washrooms

4.2 Single-Occupancy Washrooms

Part 5.0 Performance And Rehearsal Spaces

5.1 Stage Access

5.2 Mics, Stands and Monitors

5.3 Stage Lighting

5.4 House Lighting

Part 6.0 Sound Check and Signal Processing

6.1 Assistive Listening Devices

Part 7.0 Acoustic Treatment

7.1 Sound Absorption and Diffusion

Part 8.0 Backstage and Green Rooms

8.1 Backstage and Green Rooms

Part 9.0 Safety and Emergency Evacuation

[9.1 Harm Reduction](#)

[9.2 First Aid](#)

[9.3 Evacuation Plans](#)

[9.4 Emergency Exits](#)

[9.5 Communication](#)

1.0 Arrival and Parking

[Companion to Arrival and Parking](#)

1.1 Accessible Parking

- ☐ 1. Are there designated accessible parking spaces with the international symbol of accessibility clearly marked?
- ☐ 2. Do parking spaces have enough room for U-turns or for someone to move from a car to a wheelchair (at least 2100 x 2100 mm / 83 x 83 inches)?
- ☐ 3. Is there a step-free path connecting the parking spaces to the main entrance?
- ☐ 4. Are the paths clear of debris or uneven surfaces, and are they well-lit?
- ☐ 5. Are there ramps or curb cuts where the ground level changes?
- ☐ 6. Is there a drop-off area near an accessible entrance?
- ☐ 7. Does the drop-off area have shelter to keep people and their music gear out of bad weather?
- ☐ 8. Are the accessible parking spaces and drop-off areas clearly marked with easy-to-see signs?
- ☐ 9. Are there directional signs showing the way from the parking area to the accessible entrances?

1.2 Load-In Zones

- ☐ 1. Is there a designated load-in zone for artists near the venue entrance?
- ☐ 2. Does the load-in zone have a step-free route to accessible pathways?

- ☐ 3. Are there ramps or lifts to handle changes in the ground height between the load-in zone and the venue pathways?
- ☐ 4. Are the ramps gently sloped? (1:20 ratio means 1 foot of height for every 20 feet of length)
- ☐ 5. Are the ramps at least 1200 mm (47 inches) wide?
- ☐ 6. Are the paths from the load-in area to the entrance wide enough (at least 1200 mm / 47 inches) and free of obstacles like garbage bins or parked vehicles?
- ☐ 7. Are the paths smooth and well-maintained, so they are easy to use with mobility devices or for rolling heavy equipment like guitar cabs?
- ☐ 8. Are handcarts, dollies, or wagons available to help artists load their gear in and out?
- ☐ 9. Are there clear signs or directions to guide artists from the load-in zone to the venue entrance?
- ☐ 10. Is the load-in zone well-lit so people can easily navigate at night?
- ☐ 11. Does the load-in zone have weather protection, like an awning or a marquee to keep gear safe in bad weather?

2.0 Exterior Entrances

[Companion to Exterior Entrances](#)

2.1 Exterior Stairs

- ☐ 1. Is there at least one entrance to the building with a step-free path for accessibility?
- ☐ 2. In the presence of stairs, are the steps no taller than 180 mm (7 inches) to make them comfortable for most people to use?
- ☐ 3. Do the steps have a non-slip surface to help prevent slips or falls?
- ☐ 4. Are the steps at least 280 mm (11 inches) deep from front to back, giving enough space for a secure foothold?
- ☐ 5. Is there a visual strip in a contrasting colour on the edge of each step to help people see where one step ends and the next begins?
- ☐ 6. Do handrails run the full length of the stairs on both sides for support?
- ☐ 7. Are the handrails positioned at a height between 865 mm and 915 mm (34–36 inches), making them comfortable for most people to hold?
- ☐ 8. Are the handrails easy to grip along their entire length?
- ☐ 9. Do the handrails have a smooth ending with no parts sticking out into the pathway?
- ☐ 10. Is there at least 50 mm (2 inches) of space between the handrails and the wall so they can be gripped securely without bumping knuckles?
- ☐ 11. Are there flat, level areas at the top and bottom of the stairs that are large enough for someone to stop, rest, or turn around if needed?

2.2 Doorways

- ☐ 1. Is the entrance door at least 860 mm (34 inches) wide?
- ☐ 2. Is the threshold height no higher than 13 mm (0.5 inches)?
- ☐ 3. If it's more than 6 mm, does it have beveled edges that wheels can easily roll over?
- ☐ 4. Is there at least one entrance with a step-free path?
- ☐ 5. Are there ramps for elevation changes, and do they meet the CSA slope standard of 1:20 (5%)?

2.3 Power Assisted Doors

- ☐ 1. If there are power-assisted doors, are the operational control buttons at a height that's easy to reach (800-1,200 mm / 31 inches – 47 inches)?
- ☐ 2. Is there a warning sign on the door that alerts people that the door is electric and can open without warning?
- ☐ 3. Is the warning sign placed facing the direction that the door swings outwards?
- ☐ 4. Are operational control buttons clearly marked with high contrast blue paint depicting the international symbol of accessibility?
- ☐ 5. Is the button in good condition (no chipped or worn paint)?
- ☐ 6. Do the doors stay open for at least 15 seconds to allow safe passage?
- ☐ 7. Does the entrance have a turning radius of at least 1,500 mm (59 inches) to provide enough clear space for a wheelchair user to press the button without having to back up or change positions to get out of the way of the door?
- ☐ 8. Are the paths to the door clear of obstacles, like handrails or other objects sticking out?

- ☐ 9. Is the accessible entrance clearly marked with high-contrast, tactile (touchable), or Braille signs?

2.4 Additional Features

- ☐ 1. Is the entrance well-lit so it's easy to see, especially in low-light conditions?
- ☐ 2. Does the entrance have a covered area, marquee or overhang to keep artists and their equipment safe from bad weather?
- ☐ 3. Are there slip-resistant floor mats inside the entrance?
- ☐ 4. Are the mats secured to the floor?

3.0 Interior Circulation

[Companion to Interior Circulation](#)

3.1 Path of Travel

- ☐ 1. Are the floors stable and slip-resistant?
- ☐ 2. Are all pathways, including backstage routes at least 1,200 mm (47 inches) wide?
- ☐ 3. Are they free of obstacles like loose cables or gear like guitar amps?
- ☐ 4. Are the pathways step-free?
- ☐ 5. Is there enough turning space (1,500 mm / 59 inches) for mobility devices?
- ☐ 6. Are there cable ramps for cabling that runs across pathways?
- ☐ 7. Is there a cable management system in place, like surface-mounted cable raceways, wall-mounted conduits, or baseboard cable channels, to organize and secure cables along walls, edges, or floors?
- ☐ 8. Do pathways backstage have enough lighting for safety and visibility?
- ☐ 9. Are there tactile ground surface indicators used at transitions or areas with hazards?

3.2 Signage and Wayfinding

- ☐ 1. Are directional signs placed along pathways to show important areas like the stage, green room, and washrooms?
- ☐ 3. Do directional signs use high-contrast colours, like white text on a black background, and large, sans-serif fonts for readability from at least 3 metres (10 feet)?

- ☐ 4. Include tactile features, like raised lettering and Braille, near the bottom edge for permanent rooms and spaces?
- ☐ 5. Are mounted at a height that's easy to see and reach (1,200–1,500 mm or 47–59 inches from the floor) and placed to avoid glare or shadow?
- ☐ 6. Have a matte surface or matte lamination to reduce glare?
- ☐ 7. If temporary, are easy to read with clear text and high contrast?

3.3 Interior Staircases

- ☐ 1. Do you have one or more interior staircases?
- ☐ 2. Are the steps no taller than 180 mm (7 inches)?
- ☐ 3. Do they have slip-resistant surfaces?
- ☐ 4. Are the treads at least 280 mm (11 inches) deep, measured from front to back?
- ☐ 5. Is there a strip at the edge of each step that is 50–100 mm (2–4 inches) wide in a color that stands out from the rest of the step?
- ☐ 6. Does the nosing (overhanging front edge of the step) stick out no more than 38 mm (1.5 inches)?
- ☐ 7. Are there no open spaces between the steps (no open risers)?
- ☐ 8. Are all steps the same height and depth throughout the staircase?

3.4 Handrails and Landings

- ☐ 1. Are handrails easy to grip continuously along their entire length?
- ☐ 2. Are the handrails either round or square in shape?
- ☐ 3. Are the handrails placed 865–915 mm (34–36 inches) above the steps?

- ☐ 4. Do the handrails end in a way that doesn't block the path or create hazards?
- ☐ 5. Is there at least 50 mm (2 inches) of space between the handrails and the wall to allow a comfortable grip without scraping knuckles?
- ☐ 6. Do landings have enough space for someone to turn around or go back down the stairs?
- ☐ 7. Are landings flat and connect smoothly to the stairs without any gaps or bumps?

3.5 Elevators

- ☐ 1. Do you have one or more elevators? If so,
- ☐ 2. Is the elevator at least 2,000 mm (6.5 feet) wide and 1,370 mm (4.5 feet) deep?
- ☐ 3. Are handrails installed at a height of 800–915 mm (31.5–36 inches) from the floor?
- ☐ 4. Is there at least 25 mm (1 inch) of space between the handrails and the wall?
- ☐ 5. Do handrails run continuously along three sides of the elevator?
- ☐ 6. Are the elevator buttons no higher than 1,220 mm (48 inches) from the floor?
- ☐ 7. Do all buttons include Braille labels or have Braille signage nearby?
- ☐ 8. Do the buttons light up or give a visual signal when pressed?
- ☐ 9. Does the elevator door stop if something is in its way?
- ☐ 10. Is the emergency call system easy to use, with Braille or tactile features and a monitored two-way communication system?
- ☐ 11. Is the two-way communication system monitored 24/7?

4.0 Washrooms

[Companion to Washrooms](#)

4.1 Multi-Occupancy Washrooms

- ☐ 1. Are there directional signs to guide users to the washrooms?
- ☐ 2. Are all bathroom doors easy to open with minimal force (no more than 22 N or 5 lbs.)?
- ☐ 3. Is there a power-assisted door? [See Section 2B for specifications on power-assisted doors]
- ☐ 4. Is there an accessible stall?
- ☐ 5. Does the accessible stall have a clear floor space of at least 1,500 mm x 1,500 mm (59 inches x 59 inches)?
- ☐ 6. Is the stall door at least 860 mm (34 inches) wide, and does it swing outward or provide enough maneuvering space?
- ☐ 7. Are grab bars installed on the side (L-shaped) and rear walls of the stall at a height of 750-850 mm (29-33 inches)?
- ☐ 8. Is there at least 38 mm (1.5 inches) of space between the grab bars and the wall for a secure and easy grip?
- ☐ 9. Are the grab bars securely mounted to hold a load of at least 1.3 kN (292 lbs.)?
- ☐ 10. In any type of stall, is the toilet paper, flushing mechanism, and sanitary disposal bin reachable from a sitting position on the toilet without requiring bending or twisting?

- ☐ 11. Does the toilet have a backrest to provide support, or is it designed to be securely mounted against a wall so users can lean back comfortably?
- ☐ 12. Is the sink outside the stall positioned no higher than 850 mm (34 inches) from the floor, with a knee clearance (pull-under space) of at least 680 mm (27 inches)?
- ☐ 13. Can you turn on the tap with one hand or a closed fist without tight grasping, pinching, or twisting?
- ☐ 14. Are the pipes under the sink enclosed, insulated, or set up to redirect hot water to prevent burns, especially in the pull-under space for wheelchair users?
- ☐ 15. Are soap dispensers, paper towel dispensers, and other bathroom accessories positioned within easy reach?
- ☐ 16. Is there a mirror that can be used by both seated and standing users, with the bottom edge no higher than 1,000 mm (39 inches)?
- ☐ 17. If the mirror is above a sink, is it slanted at a downwards angle?

4.2 Single-Occupancy Washrooms

- ☐ 1. Are there directional signs to guide users to the washroom?
- ☐ 2. Is there a power-assisted door? [See Section 2B for specifications on power-assisted doors]
- ☐ 3. Are all doors easy to open with minimal force (no more than 22 N or 5 lbs.)?
- ☐ 4. Is the door threshold at least 860 mm (34 inches) wide, and does it swing outward or provide enough maneuvering space?
- ☐ 5. Is there a clear floor space of at least 1,500 mm x 1,500 mm (59 inches x 59 inches) outside the stall for maneuvering?

- ☐ 6. Are grab bars installed near the entrance or adjacent to the door at a height of 750–850 mm (29–33 inches)?
- ☐ 7. Is there at least 38 mm (1.5 inches) of space between the grab bars and the wall for a secure and easy grip?
- ☐ 8. Are the grab bars securely mounted to hold a load of at least 1.3 kN (292 lbs.)?
- ☐ 9. Is the toilet paper, flushing mechanism, and sanitary disposal bin reachable from a sitting position on the toilet without requiring bending or twisting?
- ☐ 10. Does the toilet have a backrest to provide support, or is it designed to be securely mounted against a wall so users can lean back comfortably?
- ☐ 11. Is the sink positioned no higher than 850 mm (34 inches) from the floor, with a knee clearance (pull-under space) of at least 680 mm (27 inches)?
- ☐ 12. Can you turn on the tap with one hand or a closed fist without tight grasping, pinching, or twisting?
- ☐ 13. Are the pipes under the sink enclosed, insulated, or set up to redirect hot water to prevent burns, especially in the pull-under space for wheelchair users?
- ☐ 14. Are soap dispensers, paper towel dispensers, and other bathroom accessories positioned within easy reach from a seated position?
- ☐ 15. Is there a mirror that can be used by both seated and standing users, with the bottom edge no higher than 1,000 mm (39 inches)?
- ☐ 16. If the mirror is above a sink, is it slanted at a downwards angle?

5.0 Performance And Rehearsal Spaces

[Companion to Performance and Rehearsal Spaces](#)

5.1 Stage Access

- ☐ 1. Are ramps, lifts, or other accessible ways available to get onto the stage?
- ☐ 2. Do ramps meet the CSA slope standard of 1:20 (5%) and have a clear width of at least 1,200 mm (47 inches)?
- ☐ 3. Are pathways on the stage wide enough (at least 1,200 mm or 47 inches) to fit mobility devices?
- ☐ 4. Are pathways free of obstructions, like cables, drumsticks, or gear leaning against the wall?
- ☐ 5. Is the stage surface stable and slip-resistant to reduce the risk of falls?
- ☐ 6. Are there any tripping hazards, like uneven floor surfaces, gaps, or loose boards?
- ☐ 7. Are the edges of the stage, stairs, and ramps marked with high contrast colour paint, tape, or tactile indicators?
- ☐ 8. Are LED strip lights, glow-in-the-dark tape or reflective materials used to make stage edges visible in low-light conditions?
- ☐ 9. Do stairs or steps to the stage have handrails on both sides at an accessible height (865-965 mm / 34-38 inches)?
- ☐ 10. Do the stairs have a slip-resistant covering like carpet or rubber nosing?
- ☐ 11. Are stair nosings clearly marked with high contrast colours to make step edges easy to see?

5.2 Mics, Stands and Monitors

- ☐ 1. Is the boom mic stand intuitive and easy to adjust?
- ☐ 2. Are the mic stand's materials lightweight but sturdy for frequent use?
- ☐ 3. Are clutch handles and tension knobs large, ergonomic, and easy to grip to be usable by people with limited strength, dexterity, or mobility?
- ☐ 4. Are they coated with a silicon or rubber non-slip and soft-touch coating?
- ☐ 5. Are adjustment points smooth and require minimal force to operate?
- ☐ 6. Can you make height and angle adjustments with a single hand?
- ☐ 7. Does the mic stand adjust to a range of heights for both seated and standing performers?
- ☐ 8. Is the boom arm adjustable in length and angle?
- ☐ 9. Is there a counterweight to prevent tipping when the boom arm is extended at its maximum point?
- ☐ 10. Is the stand's base stable enough to prevent tipping when making adjustments?
- ☐ 11. Are clip-on or headset microphones available for hands-free use?
- ☐ 12. Are floor wedges placed so they don't block pathways but can still be seen and heard by performers?
- ☐ 13. Are monitors positioned to minimize feedback issues, particularly for hearing aid users or those with cochlear implants?
- ☐ 14. Are stand-mounted or suspended monitors set up to keep clear sightlines between performers and the audience, without getting in the way of mobility devices or seated artists?

5.3 Stage Lighting

- ☐ 1. Does the venue's control booth or room have a lighting console that can adjust stage lighting for brightness (dimming) and different colour tones?
- ☐ 2. Can stage lighting fixtures be adjusted for direction and focus to avoid unwanted shadows?
- ☐ 3. Are spotlights available that can be aimed at specific areas, like spaces for ASL interpreters?
- ☐ 4. Are the edges of the stage, ramps, and stairs lit up with aisle lighting or built-in step lights (like recessed stair lights or under-step lighting)?
- ☐ 5. Does the venue avoid using fluorescent lights and use LED stage lights instead to prevent flicker and sensory issues?
- ☐ 6. Is there a way to avoid glare on stage, like using adjustable lights, diffusers, or thoughtful placement to soften the light?

5.4 House Lighting

- ☐ 1. Are the house lights controlled by an independent panel that is accessible to artists or staff for daytime use, rehearsals, and loading gear, without requiring the lighting technician's console or presence of a lighting tech?
- ☐ 2. Are the house lights dimmable (adjustable) for brightness (dimming) and colour tones?
- ☐ 3. Are the house light control panels clearly labeled and placed where wheelchair users or people of different heights can reach them? (Between 400 mm and 1200 mm or 15.7 inches to 47.2 inches from the floor.)
- ☐ 4. Is task lighting like clip-on lamps provided on stage for musicians to set up their gear or read sheet music?
- ☐ 5. Are controls for task lighting easy to reach and consistent with how other venue controls operate?

6.0 Sound Check and Signal Processing

[Companion to Sound Check and Signal Processing](#)

6.1 Assistive Listening Devices

- ☐ 1. Are Assistive Listening Devices (ALDs) readily available?
- ☐ 2. Are they easy to integrate and connect to the existing sound system?
- ☐ 3. Is ALD setup compatible with both wireless and traditional hearing aids?
- ☐ 4. Are charging stations for ALDs easily accessible and located in a barrier-free area?
- ☐ 5. Does the mixing board have enough inputs and outputs (XLR, TRS, or digital like AES/EBU or Dante) to support In-Ear Monitors (IEMs)?
- ☐ 6. Are there at least 4 available channels on the mixing board to create a dedicated submix for in-ear monitors (IEMs) and route individual instruments or vocals?
- ☐ 7. Are onboard or outboard processors available to independently control gain, EQ (with at least 3 bands for highs, mids, and lows), and dynamics like compressors or limiters for each channel and the IEM submix?
- ☐ 8. Does the board support creating and independently routing subgroups to both the main output and IEM submix?
- ☐ 9. Are mute groups or solo functions available to make quick adjustments during a performance?
- ☐ 10. Are there clear, easy-to-read visible metering options (like VU meters or peak meters) for the main output and IEM submix?
- ☐ 11. Can a musicians' personal mixers chain to the main board using a stage box or digital snake?

- ☐ 12. Are IEM outputs clearly labeled and easy to access for setup and troubleshooting?
- ☐ 13. Are there systems in place to reduce wireless interference for IEMs, like frequency coordination tools or dedicated frequency bands?

7.0 Acoustic Treatment

[Companion to Acoustic Treatment](#)

7.1 Sound Absorption and Diffusion

- ☐ 1. Does the venue have sound-absorbing materials like acoustic panels, curtains, or carpets to help reduce echo, reverb, and other sound reflections that make it harder to hear conversations or performances?
- ☐ 2. Are they placed on walls, ceilings, or floors in a way that helps manage unwanted sound reflections effectively?
- ☐ 3. Are there sound diffusers installed to spread sound waves more evenly, preventing areas with too much echo, reverb, or other sound issues?
- ☐ 4. Are there places in the venue, like stairwells, hallways, or open spaces, where echo, reverb, or other sound reflections make it difficult to hear clearly, showing a need for better acoustic treatment?

8.0 Backstage and Green Rooms

[Companion to Backstage and Green Rooms](#)

8.1 Backstage and Green Rooms

- ☐ 1. Are the backstage pathways clear and wide enough (at least 1200 mm or 47 inches) for wheelchair users and people with mobility aids to pass through?
- ☐ 2. Is there enough turning space backstage (at least 1500 mm or 59 inches wide) for people using wheelchairs or mobility devices to move comfortably?
- ☐ 3. Does the green room have different seating options, like chairs with armrests, adjustable heights, or lumbar support?
- ☐ 4. Are there places to lie down or elevate legs, like recliners or padded benches?
- ☐ 5. Are benches sturdy, stable, and have non-slip surfaces for safety?
- ☐ 6. Are makeup and dressing room tables set at a height that works for both seated and standing users, with enough knee clearance underneath for wheelchair users (around 850 mm or 34 inches high with 680 mm or 27 inches of knee space)?
- ☐ 7. Are mirrors placed so they're usable for people of different heights, whether sitting or standing? A tilted mirror could make this easier.
- ☐ 8. Are tissues, sanitizer, hairbrushes and other accessories stored within easy reach on the tables or nearby shelves?
- ☐ 9. Are coat hooks, lockers, and storage spaces placed at different heights for people with varying reach ranges?
- ☐ 10. Are there strong hooks for hanging heavy bags or mobility aids like crutches or walkers?

- ☐ 11. Are power outlets and charging stations at a height that's easy to reach (between 800 -1200 mm or 31 - 47 inches)?
- ☐ 12. Does the green room offer options like USB hubs, wireless charging pads, or portable chargers?
- ☐ 13. Are there charging docks for mobility aids like wheelchairs or scooters?
- ☐ 14. Can the lighting in the green room be dimmed or adjusted to create a sensory-friendly space?
- ☐ 15. Are there task lights in areas where performers might need extra light for setting up equipment or reading?
- ☐ 16. Are the walls and ceilings in the green room designed to reduce noise, echo and reverb, with absorptive acoustic paneling or diffusive elements?
- ☐ 17. Are floors in the green room covered with sound-dampening materials like carpets or rubber mats?
- ☐ 18. Are the doors soundproof or insulated to block outside noise?
- ☐ 19. Is the HVAC system quiet enough to avoid adding unnecessary noise?
- ☐ 20. Is there good airflow and ventilation to keep the space comfortable?
- ☐ 21. Are air purifiers available to help improve air quality for people sensitive to irritants?

9.0 Safety and Emergency Evacuation

[Companion to Safety and Emergency Evacuation](#)

9.1 Harm Reduction

- ☐ 1. Are sharps disposal bins set up in accessible spots backstage and onstage, like bathrooms, dressing rooms, or other areas where needles might be used?
- ☐ 2. Are the bins mounted securely at a height that's easy to reach for wheelchair users or people of different heights (800-1200 mm or 31.5-47.2 inches)?
- ☐ 3. Are the bins clearly labeled with a biohazard symbol and simple instructions, so everyone knows what they're for and how to use them?
- ☐ 4. Are the bins emptied and safely disposed of on a regular schedule by a qualified service?
- ☐ 5. Are naloxone kits easily accessible to staff in case of an emergency?
- ☐ 6. Are staff aware of the location of the naloxone kits and trained on how to use them?
- ☐ 7. Is there clear signage indicating the location of the naloxone kits?
- ☐ 8. Are the kits stored in a way that protects them from damage or tampering, while still being quickly accessible in an emergency?

9.2 First Aid

- ☐ 1. Are first aid kits easy to find backstage, onstage, and in other important areas where accidents might happen?
- ☐ 2. Are the kits stored in clear, accessible cabinets or containers that people can quickly spot in an emergency?
- ☐ 3. Are the kits mounted at a height that's easy to reach for wheelchair users or people of different heights (800-1200 mm or 31.5-47.2 inches)?
- ☐ 4. Are the kits regularly checked and restocked to make sure they're fully stocked, and supplies aren't expired?

9.3 Evacuation Plans

- ☐ 1. Are there clear evacuation plans posted throughout the venue, showing the routes to exits, like handy maps?
- ☐ 2. Are these evacuation plans mounted at a height that's easy to read for people using wheelchairs or of different heights, around 1500 mm or 59 inches from the floor?
- ☐ 3. Are these plans printed in a font size that's easy to read, at least 14 points?
- ☐ 4. Are alternative formats, like tactile maps or large print versions, available for people with visual impairments to ensure everyone can access these plans?

9.4 Emergency Exits

- ☐ 1. Are there enough exits, and are they easy to find and clearly marked?
- ☐ 2. Are all pathways to the exits free of anything blocking them and wide enough for people to get through easily?
- ☐ 3. Are the floors and pathways to the exits smooth, slip-resistant, and safe to walk on?
- ☐ 4. Are there any tripping hazards, like cords, uneven floors, or things sticking out from walls?
- ☐ 5. If there are ramps, are they gently sloped (no steeper than 1:20) and easy to use with handrails and non-slip surfaces?
- ☐ 6. Are all doors along exit routes wide enough (at least 860 mm or 34 inches) for wheelchairs or mobility aids?
- ☐ 7. Do doors have handles that are easy to use with one hand, and easily operable with a closed fist, like push bars or levers?
- ☐ 8. Can all doors on exit routes be unlocked and opened quickly in an emergency?
- ☐ 9. If there are fire doors, do they close on their own and latch properly, with nothing blocking them?
- ☐ 10. Do emergency lights turn on if the power goes out, and are they bright enough to light up all exit routes and waiting areas?
- ☐ 11. Are there designated waiting areas (refuge areas) for people who can't use stairs during an evacuation?
- ☐ 12. Are these waiting areas clearly marked and easy to find?
- ☐ 13. Is there enough space in the waiting areas for wheelchairs or mobility devices to turn around (at least 1500 mm or 59 inches)?

9.5 Communication

- ☐ 1. Do the waiting areas have a working phone or communication system to call for help?
- ☐ 2. Are there fire alarms that everyone can hear if there's an emergency?
- ☐ 3. Are there visual alarms (like flashing lights) to help people who can't hear the alarms?
- ☐ 4. Are both the sound and flashing alarms placed where they're easy to notice in all areas, including common rooms and bathrooms?
- ☐ 5. Are exit signs bright, easy to see, and designed to stand out from the background, even in low light or emergency lighting?
- ☐ 6. Does the venue have an evacuation plan that includes steps for helping people with disabilities?
- ☐ 7. Are staff trained on how to help people with disabilities during an evacuation?
- ☐ 8. Are security systems like gates or turnstiles accessible for people with disabilities? If not, are there other ways for them to get through?
- ☐ 9. Are there visual or tactile cues, like raised markings, textured surfaces, or Braille, to guide people along evacuation routes?

[Table of Contents](#)

