

CHECKLIST C

ACCESSIBLE TOILETS CHECKLIST

These guidelines relate to accessible toilets for use by visitors. Different considerations may apply where accessible toilets are to be used by employees. All dimensions are derived from “Inclusive Mobility – a Guide to Best Practice on Access to Pedestrian and Transport Infrastructure” (2002) written by Philip R Oxley (Cranfield Centre for Logistics and Transportation) for the Mobility and Inclusivity Unit of the Department of Transport. These measurements themselves are largely based on BS 8300 “Design of buildings and their approaches to meet the needs of disabled people – Code of Practice”.

Feature	Requirement	Explanatory notes	Space for your notes
Location	Ideally the toilet should be placed near to the meeting rooms, and certainly on the same floor as the principal meeting rooms.		
Type of toilet	Ideally the toilets should be independent unisex toilets, not integrated with male and female toilets. This allows a disabled person to be accompanied by a person of the opposite sex.		
Size of cubicle	In new buildings, the size will be governed by the Part M Approved Document. In existing buildings the availability of space will govern the size of the cubicle.	BS 8300 recommends a minimum size of 2.2 m x 1.5 m.	
Signage	Where the accessible toilet is not placed immediately adjacent to the male and female toilets, a sign is needed to direct visitors to the accessible toilet.		

Door	Minimum opening – 925 mm.		
	No door closer should be fitted.	The door should stay open until the disabled person closes it behind him or her.	
	The door must be capable of opening outwards. It can also open inwards if the cubicle is large enough, but it must be capable of opening outwards in an emergency.	In case a disabled person falls over inside the cubicle.	
	It must be possible for the disabled person to manoeuvre the wheelchair into the cubicle relatively easily, and close the door.	Unless it is a large cubicle, this means that the door must open outwards.	
	There needs to be a horizontal closing rail on the inside of the door at a height of 680 mm.	This will enable the disabled person to pull the door closed from the hinge side of the door, without having to “fetch” the lock side of the door.	
	There needs to be a lock that is convenient to operate and can be opened from the outside in case of emergency. The lock needs to be operated by a lever not by a rotating action.	This will make it easier to open and close for a person with restricted dexterity.	
Fittings within cubicle	The centre of the WC should be 500 mm from the side wall on which the wash basin is fixed.	This ensures that the user can reach the grab rail.	

	The flushing lever on the WC cistern should be positioned on the opposite side to the wash basin (ie the same side as the wheelchair will be positioned).	This will enable the user to flush the toilet after transferring back to his or her wheelchair.	
	The fixings for the WC seat should be metal rather than plastic.	Plastic fittings are likely to break under the weight of the user.	
	Where the WC is forward of the cistern, a padded back pad needs to be provided. No back pad is needed if the WC and cistern are close coupled: the cistern will provide the necessary support.	The back pad allows the user to undress and dress while seated on the WC, by arching his or her back against the back pad.	
	There should be no lid on the WC seat.	This will interfere with the use of the back pad.	
	The seat on the WC should not have a gap-front.		
	The WC should be of a standard design that allows the fitting of a lavatory seat riser by people who need to use one.	This allows a user to raise the height of the WC.	
	Where the WC and the cistern are close-coupled, the cistern lid needs to sit within the cistern and be screwed in.		
	The toilet paper, wash basin, soap dispenser and towel/hand drier should be within easy reach of a user sitting on the toilet.		
	The wash basin should have a lever-operated mixer tap on the side closer to the WC.	The user will be seated on the WC when using the tap.	

Support rails	A vertical rail is needed beside the WC, outside the hinged support rail, 600 mm long with the bottom end of the rail at a height of 800 mm.		
	A hinged (drop-down) support rail should be provided on the wheelchair side of the WC, at a height of 680 mm, and 320 mm from the centre line of the WC.		
	A horizontal (grab) rail is needed on the wall beside the WC at a height of 680 mm.		
	A vertical rail is needed either side of the wash basin, 600 mm long with the bottom end of each rail at a height of 800 mm		
	All rails should be 35 mm in diameter, with a good grip when wet, and the fixed rails should have 60 mm clearance from the wall		
	The rails should be fixed very securely to the wall.	The rails each need to be able to support the weight of an adult man.	
Accessories	One mirror should be sited over the wash basin. Where space allows, there should be a second mirror located away from the basin, at least 1000 mm tall with the bottom edge at a height of 500 mm.	The second mirror is for use by wheelchair users.	
	Two coat hooks should be provided, one at a height of 1050 mm (for the wheelchair user) and the other at conventional height.		

	There should be no obstructions such as soil pipes, boxed-in pipework or columns, and no obstacles such as waste bins in the space adjoining the WC where the wheelchair will need to be put.	The space where the wheelchair will be placed is often referred to as the “transfer space”.	
Emergency alarm	An alarm cord should trigger an audible signal both inside and outside the cubicle, and also (where possible) at a reception area that is constantly staffed.	The signal needs to be audible inside the cubicle so that the disabled user knows that the alarm is sounding (whether accidentally or deliberately).	
	The alarm cord should be in a contrasting colour (conventionally red), positioned to hang between the WC and the basin, passing through the grab rail.		
	Two large pull handles (50 mm in diameter) should be attached to the cord, one at between 800 mm and 1000 mm above floor level and the other at 100 mm above floor level.	This will enable the user to summon help either from the WC itself or from the floor level.	
	There needs to be a reset switch for the alarm within the cubicle. This should be within reach of the user seated on the WC as well as in a wheelchair.	This will enable the user to switch off the alarm if it has been triggered in error.	
Lighting	Where lighting can be individually controlled in a cubicle, the light switch should be within reach of a user in a wheelchair.		
	The lighting level needs to be sufficient.		

Décor	There should be a good level of contrast between the following areas: <ul style="list-style-type: none">• floor and walls• door and walls• rails and walls• porcelain fittings and surroundings	This assists people with visual impairments.	
	The finishes should be matt.	Shiny surfaces can be confusing for visually impaired people.	
Floor surface	The floor surface should be slip-resistant.		