**Hospital Accessibility Checklist**

Assessing accessibility in a hospital research environment involves evaluating the physical environment, equipment, processes and policies, to ensure they are accessible to individuals with disabilities (seen & unseen), including patients, visitors, staff and students. This checklist covers various aspects of accessibility, including physical access, equipment usability, communication methods and documentation formats, which may be relevant in a hospital-based research setting. In some instances, several of these themes may be the responsibility of the hospital or trust management.

**Physical Accessibility:**

* Evaluate entrances, exits, hallways, and pathways to ensure they are wide enough for wheelchair users and free from obstructions.
* Check for accessible parking, entrances, ramps and lifts.
* Assess the height of counters, desks, registration areas, lab benches, sinks and equipment.

**Facility Infrastructure:**

* Evaluate the accessibility of patient rooms, bathrooms and waiting areas.
* Ensure that accessible features such as grab bars, handrails, and accessible seating are available where needed.
* Check accessibility of medical equipment, including examination tables, imaging machines and diagnostic tools.

**Services & accommodations:**

* Review hospital policies and procedures related to disability accommodation, including procedures for requesting accommodations and providing assistance to individuals with disabilities.
* Assess availability of auxiliary aids and services, such as sign language interpreters, communication devices, and alternative formats for medical information.

**Equipment Accessibility:**

* Examine laboratory equipment such as microscopes, centrifuges and analytical instruments to ensure they are usable by individuals with disabilities.
* Check if equipment controls are tactile, well-labelled, and operable with minimal dexterity.
* Ensure that software interfaces are compatible with screen readers and other assistive technologies.

**Communication and Documentation:**

* Review communication methods within the lab, including written instructions, signs, and alarms. Where necessary, ensure that alternative formats such as Braille or large print are available if needed.
* Evaluate the accessibility of laboratory documentation, including manuals, protocols, and safety information. Ensure they are available in accessible formats and are compatible with screen readers.

**Policies and Training:**

* Assess lab policies related to disability accommodation, including procedures for requesting accommodations and addressing accessibility concerns.
* Evaluate training programs to ensure that lab staff are knowledgeable about accessibility requirements and how to assist individuals with disabilities.

**User Feedback:**

* Gather feedback from individuals who use the office facilities. Their perspectives can provide valuable insights into areas that may need improvement.

**Review:**

* Regularly monitor and review accessibility requirements to ensure ongoing compliance with accessibility standards and to address new accessibility issues that may arise.