**Leeds International Film Festival**

**Venue Access Information**

Leeds International Film Festival is conducting an access survey of its venues. As a Leeds City Council organisation, we are committed to inclusion. This year we have a greater focus on Access as we have our Disability Futures strand. Disability Futures is a special season of films at LIFF 2022 exploring innovative representations of disability on screen. For more information please visit:

<http://www.leedsfilm.com/liff/liff-2022/liff-2022-information/>

**Venue**

|  |  |
| --- | --- |
| Venue Name: | **Howard Assembly Room** |
| Venue Address: | **32 New Briggate, LS1 6NU** |

### Auditorium/Screens

|  |  |
| --- | --- |
| Do you have wheelchair spaces? | Yes |
| Are they large enough to accommodate large, motorised wheelchairs? | Yes |
| Does your auditorium have an induction loop system? | No |

### Entrances and exits

|  |  |
| --- | --- |
| Is the route to the entrance signposted? | Yes |
| Are there steps leading up to the entrance? | No |
| Are alternative/ accessible routes to the entrance signposted? | No |

|  |  |
| --- | --- |
| Is the intercom/ doorbell at a height that wheelchair users could use? | Yes |
| Do you have ramped access? | No |
| If ramped, is the slope gentle? | Not Applicable |
| Does the ramp have colour contrast coated handrails fitted on both sides of the ramp? | Not Applicable |
| Is the door easy to pick out from its surroundings? | Yes |

###### **Inside the building**

### Steps, ramps and lifts

|  |  |
| --- | --- |
| Are there any steps immediately inside the building? | **No** |
| Are there any sets of steps that lead to indoor/ outdoor areas? | **Yes** |
| Do any ramps/ steps used have handrails? | **Yes** |
| Are ramps at reasonable inclines? | **Not Applicable** |
| Are there any lifts? | **Yes** |
| Do the lifts have audio support and braille on the buttons? | **Yes** |
| Will the lift be big enough for a large wheelchair and at least one other person? | **Yes** |
| Does the lift give audio floor indications? | **Yes** |
| If there is only one lift, what happens if it is out of service? | **Backup Access Plan with alternative lifts** |
| Do you have anywhere in the venue to store mobility equipment should an audience member wish to transfer out into auditorium seat? | **Yes** |

### Doors

|  |  |
| --- | --- |
| Are doors easy to open? | **Yes** |
| Are doorways wide enough to fit an adult wheelchair? | **Yes, apart from Gallery Level** |
| Are doors easy to identify from the surroundings? | **Yes** |
| Are top and bottom viewing panels fitted to doors? | **Yes, apart from Gallery Level** |

### Corridors

|  |  |
| --- | --- |
| Are handrails fitted along corridors?  If not is there furniture along the corridor that could be used when manoeuvring? | **No** |
| Are corridors wide enough to fit an adult wheelchair? | **Yes, Apart from Gallery level** |
| Are corridors kept clear of obstruction? | **Yes** |

### Floors

|  |  |
| --- | --- |
| Are floor surfaces even? | **Yes** |
| Are floors anti-slip with a matt finish? | **Yes** |
| Are changes in floor levels marked? | **Yes** |

### Fire exits

|  |  |
| --- | --- |
| Are all fire exits accessible? | **No** |
| Are flashing fire alarms fitted? | **Yes** |
| Does the fire procedure include a safe area or specific route for people using wheelchairs? | **Yes** |
| Are there appropriate evacuation facilities in place for wheelchair users? E.g. Evac chairs | **Yes** |

### Accessible Toilets

|  |  |
| --- | --- |
| Do you have an accessible toilet? | **Yes** |
| Do you have a changing places toilet? | **No** |
| Is your toilet large enough for wheelchairs? | **Yes** |
| Are handrails fitted? | **Yes** |
| Is the washbasin adjacent to the toilet? | **Yes** |
| Are swing handle taps fitted? | **Yes** |

### Other Toilets

|  |  |
| --- | --- |
| Are doorways wide enough to fit an adult wheelchair? | **Yes** |
| Are doors easy to open? | **Yes** |
| Is there enough room to manoeuvre? | **Yes** |
| Are the cubicles accessible to people using walking aids? | **Yes** |
| Is there room under the washbasins for wheelchairs? | **Yes** |
| Is there a changing area? | **No** |
| Is a cubicle within the main toilets of suitable size for a wheelchair user to use? | **No** |
| Are swing handle taps fitted to washbasins? | **No** |

### Indoor Area/Furntiure

|  |  |
| --- | --- |
| Is there a quiet area or chill-out zone? | Yes |
| Is the lighting controllable? | No |
| Are the point of sale areas (popcorn,drink) of an appropriate height to be used by wheelchair users? | Yes |

### Communication and signage

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| --- | --- |
| Are signs in contrasting colours? | **Yes** |
| Are signs in clear language? | **Yes** |
| Are there welcoming statements? | **No** |

|  |  |
| --- | --- |
| Is there an induction loop system installed? | No |
| Is a portable induction loop available to use on site? | No |
| Are there any sound field systems installed in your building? | No |

|  |  |
| --- | --- |
| Is there an entrance/welcome sign? | Yes |

|  |  |
| --- | --- |
| Are the toilet signs in words or symbols? | Both |
| Are the fire exit signs in words or symbols? | Symbols |
| Are the activity/area signs in words or symbols? | Words |

### Staff training

|  |  |
| --- | --- |
| Have staff members been trained in sign language? | **No** |
| Have staff members had any experience of working with people with complex needs? | **Yes** |
| Have staff members accessed any training to make your service more inclusive? | **Yes** |
| Have staff been trained in using the facilities/equipment available? e.g. Evac chairs | **Yes** |

**Outside the building**

**Public Transport**

|  |  |
| --- | --- |
| Is there a regular bus service? | **Yes** |
| Are the buses accessible? | **Yes** |
| Is the bus stop and route to the setting accessible? | **Yes** |
| Is the stop nearby? | **Yes, there is one 100m away.** |
| Do you know how often they run? | **Regularly** |
| Is there a regular train service? | **Yes** |
| Is the station nearby? | **Yes. Leeds Station is 900 m away.** |
| Is the station accessible? | **Yes** |

**Car Parking and Approach to Building**

|  |  |
| --- | --- |
| Do you have a car park? | No. But there are 4 public bays available on Mark Lane. |
| Is the car park/ access point signposted? | Not Applicable |
| Are there designated disabled persons parking bays? | No. |

### Designated disabled persons parking bays

**There are 4 public bays available on Mark Lane.**

|  |  |
| --- | --- |
| Are the bays marked with up standing bay signposts? | Yes |
| Are the disabled parking bays well lit? | Yes |
| Is the surface anti-slip? | Yes |
| Is the surface in good repair? | Yes |
| Are there dropped kerbs along the route from the car park to the building? | Yes |
| Is the car park near the building? | Yes. 100m away. |

### Drop-off/ Access Point

|  |  |
| --- | --- |
| If you do not have a car park, do you have a drop-off/ access point?  (Is it kept clear for use?) | Yes. On New Briggate, 20m away. |
| Is it near the entrance? | Yes |
| Are there dropped kerbs? | Yes |
| Are kerbs colour contrasted with the pavement? | Yes |
| Are walkways clear of obstructions? | Yes |
| Is the road and pavement surfacing in good repair? | Yes |

### Local Environment

|  |  |
| --- | --- |
| Is there a steep hill or set of steps near the entrance? | **No** |
| Is the service based on a busy street?  (Would there be parking or drop off difficulties?) | **No** |
| Is the pavement narrow? | **No** |
| Does the street have even paving stones/ surfaces? | **Yes** |
| Does the paving have dropped kerbs for easier access to pavement/ road? | **Yes** |
| Does the paving have textured surfaces to indicate crossings/ entrances? | **Yes** |
| Is your setting clearly marked by a sign? | **Yes** |
| Can the door be opened easily? | Yes |
| Are door handles at different levels? | Not Applicable |
| Is the entrance wide enough for modern wheelchairs and equipment? | Yes |
| Are any glass panels around the entrance clearly marked? | Yes |
| Is the path to the entrance in good repair? | Yes |

|  |  |
| --- | --- |
| Is the approach clear of obstructions? | Yes |
| Is the weather strip negotiable? | Yes |
| Is the door fitted with appropriately positioned viewing panels? | Yes |