SITE survey. APP

SITE SURVEY REPORT

# Accessibility Site Audit

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| Prepared for | Kingsgate Community Association |
| Date | 14 Oct 2026 |
| Site | Kingsgate Community Centre, Bury St Edmunds |
| Prepared by | M. Sorensen |

FORM

# Accessibility Site Audit

## 1. Record details and scope

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|---|---|
| **Project** | Kingsgate Community Centre, Bury St Edmunds: accessibility audit (completed example) |
| **Site or premises address** | Kingsgate Community Centre, Kingsgate House, Bury St Edmunds |
| **Client or organisation** | Kingsgate Community Association |
| **Record date** | 14 Oct 2026 |
| **Person completing the record** | M. Sorensen |

This records barriers and proposed adjustments. It is not a building-control approval, a BS 8300 certification or a legal opinion.

Section 20 of the Equality Act 2010 sets the duty to make reasonable adjustments to provisions, criteria and practices, physical features and auxiliary aids where disabled people would otherwise be at a substantial disadvantage; section 29 applies it to service providers. BS 8300-1:2018 (external environment) and BS 8300-2:2018 (buildings) give the design guidance for an accessible and inclusive built environment, and Approved Document M (Access to and use of buildings) sets what new work and material alterations must meet under the Building Regulations in England. What is reasonable depends on the circumstances; a checklist or score does not settle that judgment. Accessible information is also relevant. Equality law differs in Northern Ireland.

## 2. Scope and users

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| **Services, premises and routes considered** | Arrival by car and on foot, the car park and path to the side door, main entrance, rear door to the youth room, ground floor corridors, main hall, garden room, toilets and the out of hours door entry panel. |
| **Consultation and practical needs identified without unnecessary health details** | Walked the routes with two members of the users' group, one who uses a wheelchair and one who is hard of hearing. Asked the centre manager what visitors most often ask for help with. |
| **Areas not accessed and audit limitations** | First floor offices not audited, they are staff only and reached by stairs. Hearing loop in the main hall not tested as the amplifier was locked away. Lighting levels not measured. |
| **Standards, plans or guidance used, including edition** | Association's access checklist KCA-ACC rev 3 (2025) and the centre's access statement. Measurements recorded as found. |

## 3. Barrier records

### Barrier or feature 1: Arrival and parking

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|---|---|
| **Area** | Arrival and parking |

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|---|---|
| **Exact location** | Car park and the path from the car park to the side door |
| **Position on site (GPS)** | Path, steepest part · 52.247490, 0.712260 (TL 85254 64499, ±6 m) |
| **Barrier and effect on use** | No marked blue badge bays. The bay nearest the path has had the same car in it for weeks. The path up to the side door is steep, the surface is broken in patches and there is a handrail on one side only. The wheelchair user in our group needed a push on the steepest part. |
| **Priority** | High: stops some people using it |
| **Measurements and method, where relevant** | Bay width with a tape. Path rise and going with a tape and a 2 m level over the steepest run, gradient worked out from those. |
| **Clear width (mm)** | 2400 |
| **Is there a ramp or slope here?** | Yes |
| **Ramp rise (mm)** | 420 |
| **Ramp going (mm)** | 4500 |
| **Gradient: 1 in** | 10.7 |
| **Proposed adjustment or further investigation** | Mark one blue badge bay with a hatched transfer zone next to the path and report the car left in the bay. Ask the landlord to patch the path surface and price a handrail on the second side. Look at whether the path can be regraded or a gentler route made. |

**Supporting photos**





## Barrier or feature 2: Entrance

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|---|---|
| **Area** | Entrance |
| **Exact location** | Main entrance, automatic sliding doors on the street side |
| **Position on site (GPS)** | Main entrance · 52.247600, 0.712510 (TL 85271 64512, ±5 m) |

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|---|---|
| **Barrier and effect on use** | Main entrance works well. Ramp with a handrail, tactile paving at the doors and automatic sliding doors. The handrail stops short of the doors and there is no rail on the left side. |
| **Priority** | Low: an improvement |
| **Measurements and method, where relevant** | Door opening and ramp with a tape and level. |
| **Clear width (mm)** | 1500 |
| **Height of a step, threshold or counter (mm)** | 0 |
| **Is there a ramp or slope here?** | Yes |
| **Ramp rise (mm)** | 300 |
| **Ramp going (mm)** | 4500 |
| **Gradient: 1 in** | 15 |
| **Proposed adjustment or further investigation** | Extend the handrail to the top landing when the path work is done. Keep this as the main step-free entrance on the website and signs. |

**Supporting photos**

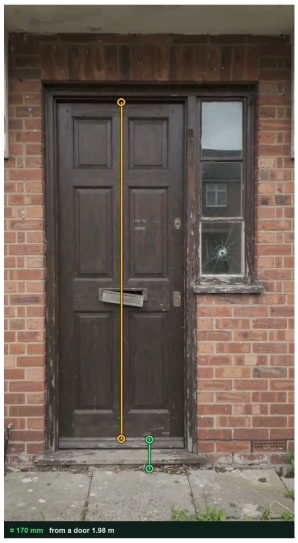


## Barrier or feature 3: Entrance

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|---|---|
| **Area** | Entrance |
| **Exact location** | Rear door to the youth room, off the back yard |
| **Position on site (GPS)** | Youth room door · 52.247790, 0.712310 (TL 85256 64533, ±7 m) |
| **Barrier and effect on use** | Groups use this door in the evening when the main entrance is locked. There is a step up and a raised timber sill, no handrail and no level route. A wheelchair user cannot get in this way, and the side pane is cracked. |

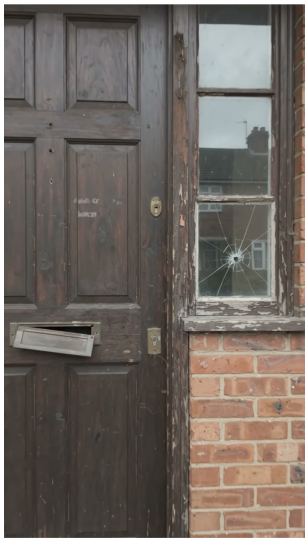
| | |
|---|---|
| **Priority** | High: stops some people using it |
| **Measurements and method, where relevant** | Step and sill height measured from a photo using the door as the size reference. Door opening with a tape. |
| **Clear width (mm)** | 720 |
| **Height of a step, threshold or counter (mm)** | 170 |

**Height of a step, threshold or counter (mm): measuring photo**




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|---|---|
| **Is there a ramp or slope here?** | No |
| **Proposed adjustment or further investigation** | Until a step-free route is agreed, open the main entrance for evening groups and staff it. Get advice on a permanent ramp or a level threshold here. Replace the cracked pane. |

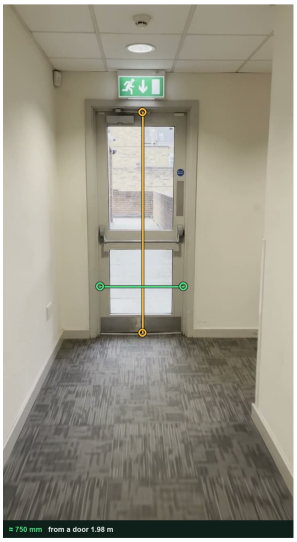
**Supporting photos**



## Barrier or feature 4: Circulation

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|---|---|
| **Area** | Circulation |
| **Exact location** | Ground floor corridor to the garden room |
| **Barrier and effect on use** | Boxes of craft materials stored along the corridor narrow the route. The door at the end to the garden room is the narrowest on the ground floor and the closer is heavy, so it is hard to get through in a wheelchair without help. |
| **Priority** | Medium: makes it hard to use |
| **Measurements and method, where relevant** | Door clear width measured from a photo using the door as the size reference, checked with a tape at 745 mm. |
| **Clear width (mm)** | 750 |

**Clear width (mm): measuring photo**




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| **Height of a step, threshold or counter (mm)** | 0 |
| **Is there a ramp or slope here?** | No |
| **Proposed adjustment or further investigation** | Move the boxes to the store. Ask the door contractor to adjust the closer so the door is easier to open, and look at a powered opener if groups using the garden room need it. |

**Supporting photos**



## Barrier or feature 5: Facilities

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|---|---|
| **Area** | Facilities |
| **Exact location** | Toilets off the main lobby |
| **Barrier and effect on use** | The accessible toilet is being used to store stacking chairs, so it cannot be used. In the public toilets the basins sit in a deep counter and the soap and dryer are out of reach from a seated position. Paper towels on the floor. |
| **Priority** | High: stops some people using it |
| **Measurements and method, where relevant** | Counter height to the top surface and accessible toilet door opening, tape measure. |
| **Clear width (mm)** | 800 |
| **Height of a step, threshold or counter (mm)** | 860 |
| **Is there a ramp or slope here?** | No |
| **Proposed adjustment or further investigation** | Clear the chairs today and add a sign asking people to keep it clear. Price a lower basin or a lever tap and a soap dispenser and dryer within reach of a seated user. |

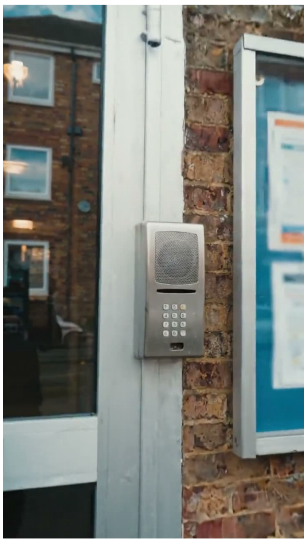
**Supporting photos**



## Barrier or feature 6: Communication

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|---|---|
| **Area** | Communication |
| **Exact location** | Door entry panel and noticeboard beside the main entrance |
| **Position on site (GPS)** | Door entry panel · 52.247620, 0.712550 (TL 85273 64515, ±5 m) |
| **Barrier and effect on use** | Visitors out of hours use the keypad panel. There is no light or screen to show the call has been answered, so someone who is deaf or hard of hearing does not know. Notices on the board are in small print and partly faded. |
| **Priority** | Medium: makes it hard to use |
| **Measurements and method, where relevant** | Keypad centre about 1350 mm above the paving, tape measure. |
| **Is there a ramp or slope here?** | No |
| **Proposed adjustment or further investigation** | Ask the door entry contractor about a panel with a visual call indicator. Put up a large print notice with a text number for out of hours access. |

**Supporting photos**



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|---|---|
| **Barriers recorded** | 6 |
| **High priority** | 3 |
| **Medium priority** | 2 |

## 4. Decision and follow-up

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| **People consulted about the proposed changes** | Users' group members gave their views on the evening entrance and the toilets. Centre manager and the landlord's estates team consulted on cost and timing. |
| **Decisions, reasons and alternatives considered** | Accessible toilet and corridor cleared now. Evening groups to use the main entrance, staffed, until the youth room door has a step-free route, as this can be done straight away at little cost. Path repairs and a second handrail asked of the landlord; regrading the path to be priced but may not be practical. A powered opener for the garden room door was considered but the closer will be adjusted first. |
| **Accessible information and assistance arrangements** | Website and leaflet to say the main entrance is step free and that evening groups use it. Large print notice with a text number for out of hours access. Staff to offer help with the garden room door. |
| **Person responsible for follow-up** | J. Barker, centre manager |

## 5. Actions and review

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| **Are further actions required?** | Yes |

**Further action 1: Clear the stacking chairs from the accessible toilet and put up a keep clear sign. Photo ACC-07.**

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|---|---|
| **Action and evidence reference** | Clear the stacking chairs from the accessible toilet and put up a keep clear sign. Photo ACC-07. |

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| **Person responsible** | J. Barker, centre manager |
| **Target date** | 15 Oct 2026 |
| **Action status** | Completed |
| **Completion evidence** | Chairs moved to the hall store on 2026-10-15 and the sign put up. Checked again at the review on 2026-10-16. |

**Further action 2: Move the craft boxes out of the garden room corridor. Photo ACC-05.**

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| **Action and evidence reference** | Move the craft boxes out of the garden room corridor. Photo ACC-05. |
| **Person responsible** | J. Barker, centre manager |
| **Target date** | 16 Oct 2026 |
| **Action status** | Completed |
| **Completion evidence** | Boxes moved to the store cupboard on 2026-10-14 after the visit. |

**Further action 3: Mark a blue badge bay with a hatched transfer zone next to the path and report the car left in the nearest bay. Photo ACC-01.**

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|---|---|
| **Action and evidence reference** | Mark a blue badge bay with a hatched transfer zone next to the path and report the car left in the nearest bay. Photo ACC-01. |
| **Person responsible** | R. Akhtar, facilities officer |
| **Target date** | 30 Oct 2026 |
| **Action status** | In progress |

**Further action 4: Patch the path surface from the car park and price a handrail on the second side and a gentler route. Photo ACC-02.**

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|---|---|
| **Action and evidence reference** | Patch the path surface from the car park and price a handrail on the second side and a gentler route. Photo ACC-02. |
| **Person responsible** | Kingsgate Housing, estates team |
| **Target date** | 27 Nov 2026 |
| **Action status** | Open |

**Further action 5: Get advice and a price for a ramp or level threshold at the youth room door. Open and staff the main entrance for evening groups until then. Photo ACC-04.**

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|---|---|
| **Action and evidence reference** | Get advice and a price for a ramp or level threshold at the youth room door. Open and staff the main entrance for evening groups until then. Photo ACC-04. |

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| **Person responsible** | J. Barker, centre manager |
| **Target date** | 11 Dec 2026 |
| **Action status** | Open |

### Further action 6: Adjust the closer on the garden room door and re-check the opening force. Photo ACC-06.

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|---|---|
| **Action and evidence reference** | Adjust the closer on the garden room door and re-check the opening force. Photo ACC-06. |
| **Person responsible** | R. Akhtar, facilities officer |
| **Target date** | 6 Nov 2026 |
| **Action status** | Open |

### Further action 7: Quote for a door entry panel with a visual call indicator and a large print out of hours notice. Photo ACC-09.

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|---|---|
| **Action and evidence reference** | Quote for a door entry panel with a visual call indicator and a large print out of hours notice. Photo ACC-09. |
| **Person responsible** | R. Akhtar, facilities officer |
| **Target date** | 29 Jan 2027 |
| **Action status** | Open |
| **Actions still open** | 5 |
| **Outstanding limitations and information to pass on** | First floor and the hearing loop still to check. Return once the path repairs and the youth room door work are done, and test the loop on the next visit. |
| **Record status** | Further work needed |
| **Reviewed by** | S. Okoro, association trustee |
| **Review date** | 16 Oct 2026 |
| **Author signature** |  |



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