

International
Paralympic
Committee

IPC Accessibility Guide

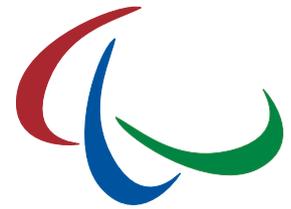
Event Accessibility Checklist

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International Paralympic Committee

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- Presentation** The Event Accessibility Checklist is a general reference tool for the key accessibility elements to incorporate in an event. The purpose of this checklist is to provide relevant information for the planning of events that are local, national or international in scale (it is not Games-specific). For Olympic and Paralympic Games specifics consult the Games Requirements section. Further detail on the accessibility criteria referenced below can be found in the Technical Specifications chapter and Key Measurement Reference Table of the IPC Accessibility Guide.
- Accommodation**
- Accessible rooms available in hotels / lodging fulfilling the accessible criteria detailed in this manual (Technical Specifications – Hotels and Other Accommodation).
 - Services and entertainment areas of the hotels must be accessible to all users.
- Accreditation**
- Capture relevant mobility information (daily wheelchair users) and specific needs (request for materials in alternative formats) as part of the registration of event participants.
 - Accreditation centres must meet the accessibility criteria for signage, pathways, entry points, washrooms, service counters and parking.
- Airport Operations**
- Flow through the airport allows unobstructed, independent access for all.
 - Airlines are prepared (through shuttles, aisle chairs, luggage assistance) for an increase in the demand for accessible operations.
 - Accessible transportation options available for event participants to and from the airport.
- Broadcasting**
- Accessible commentators' positions, and accessible access to all media services.



- Catering**
- Pathways, aisles and queuing areas meet accessible pathway requirements.
 - Allocation of products (beverages, desserts, etc) in a vertical (rather than horizontal) configuration.
 - Serving counters and cafeteria style services incorporate lowered counter surface (**850mm**) with knee clearance (**750mm**).
 - Serving trays are provided.
 - Condiment counters are accessible (see Furniture, Counters and Service Areas section) with a maximum reach requirement of 600mm from front edge and clear space for food preparation.
 - Seating area: accessible seating options including tables that allow for knee clearance (**850mm** height, **750mm** knee clearance), chairs provide kick space of one third of seat depth, mix of chairs with and without arms available.
 - Where high top / bar tables are being used, lowered section for wheelchair users is available.
- Ceremonies / Stage Presentations**
- Concurrent translation in sign language and/or text on the video boards.
 - Hearing augmentation system (provision of assistive hearing devices) and live audio description services for people with sensory limitations.
 - Programs available in alternative formats (large print, Braille).
 - Wheelchair access to stage (following accessible ramp criteria).
 - Accessible podium (preferable a variable height podium) and lapel mic.
- Cleaning and Waste**
- Waste bins are visible to those with visual limitations, do not obstruct pathways (less than accessible standards), detectable by people using sticks, of a maximum height of **1,200mm** and require minimal hand dexterity to operate.
- Communication / Publications**
- Accessible services and operations for the event and host community are communicated through information materials (brochures, online, etc).
 - Media services provide alternative formats of material, sign language interpretation of press conferences, available upon request.
 - Website meets W3C accessibility provisions.
 - Publications in alternative formats (large print, Braille, etc).
- Doping Control**
- Unisex accessible washroom is available.
 - Information materials provided in alternative formats (large print, Braille, etc).



- Event Services**
 - Monitoring and maintaining accessible pathways for spectators.
 - Spectator information materials made available in alternative formats (Braille, large print, etc).
 - Distribution of assistive hearing devices to spectators.
 - Provision of wheelchair loan and storage services.
 - Assisting with elevator access and use; facilitating priority loading for wheelchair users as required.
 - Event services staff provided adequate training on service to customers with a disability.

- Medal Ceremonies and Sport Presentation**
 - Medal podium ramped for athletes that are wheelchair users, at a maximum grade of 1:12 (8.33%) and up to 300mm height for 1st place.
 - Announcers trained in specific sport terminology and proper language for referring to athletes with a disability.

- Medical Services**
 - Medical areas comply with accessibility provisions.
 - Where competition includes specialized equipment (such as sport chairs) provide access to specialized repair services.

- Merchandising / Retail Operations**
 - Pathways, aisles and queuing areas meet accessible pathway requirements.
 - Allocation of products in a vertical (rather than horizontal) configuration.
 - Service counters are accessible, incorporating a lowered counter surface (**850mm**) with knee clearance (**750mm**).

- Overlays and Site Management**
 - Complete thorough assessment of accessibility compliance needs for every venue; identify areas where temporary overlay is required for accessibility solutions.
 - Ensure proper installation and maintenance of accessibility features.

- Press Operations**
 - Accessible access to all press facilities, including; pathways, communication materials, seating, food services, and washrooms.
 - Where transportation and accommodation are being provided to media, ensure accessible services are available upon request.



- Security**
- Where security controls are applicable, ensure an operational gate (width of **1,000mm**) without a magnetometer is available for screening using a hand-wand screening device.
 - Security personnel require special training to ensure screening of people with a disability allows for dignity (for the customer) and efficiency (for security).
 - Ensure security perimeters do not impede accessible pathways and routes.
- Signage and Wayfinding**
- Graphic elements comply with accessibility standards (colour contrast, size of letters, position of signs).
 - Wayfinding signage complies with accessibility standards (use of international symbols, use of Braille and raised lettering, glare free, high contrast, Arabic numerals and sans serif lettering).
 - Wayfinding signage to highlight accessibility pathways and services.
- Sport**
- Where applicable, the competition requirements specific to adaptive / Paralympic sports must be met.
 - Accessible criteria, including accessible connecting pathways, are met for all athlete areas: locker rooms, warm-up areas, field of play, mixed zone, doping control, medal presentation, press conference, athletes lounge, seating areas.
 - Adequate accessible seating for athletes and team officials.
 - Sport publications available in alternative formats.
 - Specific sport equipment (such as hand ergometers) made available.
 - Accessible transportation and accommodation provided to athletes as required.
- Ticketing**
- Ticket guides available in alternative formats (large print, Braille, audio etc).
 - Ticketing website fulfils accessibility requirements (W3C) including an alternative to 'human test' image capture for visually impaired users.
 - Ticket Box Offices meet accessibility requirements for counter height and queuing.
 - Provide multiple seating options: accessible, companion and enhanced amenity seats, in the range of locations and ticket price categories.
 - Identify seats that are within the range of the hearing augmentation system.



- Transportation**
- Where transportation services are being provided to event participants:
 - Ensure buses can meet the accessible seating capacity required, through low floor accessible buses (preferable), or those equipped with a wheelchair platform lift;
 - Define capacity and timetable for efficient service.
 - A pool of accessible taxis and passenger vehicles / vans are available for hiring.
 - Accessible parking spaces that meet the accessibility criteria (space size, signage, location, pathways, height of underground parking lots).
 - Transportation load zones meet accessibility criteria (size, availability of kerb ramp).
 - Accessible connecting pathways available from transportation load zones to the venues.

- Venues**
- All main footpaths and circulation areas are accessible (**1,800mm width**, with stairways, elevators and ramps following the accessibility criteria)
 - Doors are at a minimum **850mm**.
 - Seating requirements:
 - Wheelchair accessible seating provided at a minimum 0.50% (0.75% for Olympics, 1% for Paralympics) of the venue's gross capacity
 - Companion seats provided next to the accessible seating positions (with same ratio)
 - Enhanced amenity seating (greater width for people with guide dogs, crutches or walking frames) to be provided, at min. 1% of gross capacity.
 - All wheelchair accessible seating must provide comparable sightlines and be available in a range of locations and ticket price categories.
 - Accessible unisex washrooms available that meet the accessibility criteria.
 - All service counters, merchandising and food and beverage services meet the accessibility criteria.
 - Change-rooms meet the accessibility criteria for showers and change spaces.
 - Emergency provisions:
 - Evacuation plans that have an immediate pathway for wheelchair users to a secure assembly area;
 - Visual emergency signals located in public areas.



VIP Services

- VIP lounges meet accessibility criteria for service counter height and seating options (where high top tables are used, lower seating options for wheelchair users must be made available).
- Accessible seating provided for VIPs as required, provided in the same location as all other VIP seating.
- Information materials available in alternative formats (large print, Braille, etc).

Volunteers / Workforce

- Recruitment that encourages applications from persons with a disability.
- Policies that enable easier access to work for persons with higher support needs
- Ensure all volunteer/staff areas meet accessibility criteria:
 - Check in areas: accessible counter heights, seating
 - Break/Meeting Areas: accessible counter heights, seating, food services
 - Staff toilets: including accessible unisex washroom
- Disability/Accessibility awareness training for all staff and volunteers.