

Accessibility Check Record (reception)

Form | ENV-FRM-001

Document type	Form
Title	Accessibility Check Record (reception)
Document ID	{{facility.code}}-ENV-FRM-001
Version and status	1.1 Approved by the ASF Expert Committee
Prepared by	{{roles.quality_lead.name}}, Quality lead
Reviewed by	{{roles.clinical_director.name}}, Clinical director Date: _____
Approver and signature	{{roles.clinical_director.name}}, Clinical director Signature: _____ Date: _____
Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	None (new document)
Standards and criteria supported	Standard 2B, criterion 2B.1
Evidence basis	E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

Use this form when

Records the height and approach checks for the accessible reception point, with date and person.

1. How to complete

- Measure the working surface height and knee space.
- Walk the approach route with a wheelchair if possible.
- Record each measurement and the result (pass or action).
- Sign and date the record.

2. Items to check

#	Item	Standard or evidence	Yes	No	N/A	Action if No
1	Working surface height within the range set (EC)	Measurement recorded [EC]	☐	☐	☐	Action and who to tell
2	Knee space at least the set minimum (EC)	Measurement recorded [EC]	☐	☐	☐	Action and who to tell
3	Approach route clear and wide enough (EC)	Yes [EC]	☐	☐	☐	Action and who to tell
4	Point open and staffed in opening hours (spot check)	Yes [EC]	☐	☐	☐	Action and who to tell
5	Photograph taken and filed	Yes [EC]	☐	☐	☐	Action and who to tell

Completed by (name and role): _____ Date/time: _____ Signature: _____

3. Evidence

ID	Source and status
E-009	ASF Expert Committee consensus.

EC = ASF Expert Committee consensus.

4. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Approved by the ASF Expert Committee
1.1	{{document.effective_date}}	Internal quality review: corrected cross-references, status wording and document control	Approved by the ASF Expert Committee