

# 10 TIPS

## for Dignified Access



**Dignified Access fosters independence by making sure everyone can navigate premises and services independently.**

It promotes equity and fairness by not imposing extra burdens or delays. It allows people with disabilities to participate by creating a sense of ease, safety, and belonging.

### 1. Make an entrance

Create a great first impression for your organisation's entrance:

- Advertise your building's access information on your website.
- Include features and barriers, like lift locations or cafe noise.
- Design a social story or virtual tour for understanding before arrival.

### 2. A warm welcome

An independent check-in area can be very empowering:

- Consider a multi-height reception desk with a wheelchair cut-out for independent check-in.
- Include sign-in instructions in invitations if reception is unmanned.

### 3. Room to move

Ensure meeting spaces are inclusive for mobility devices and promote team collaboration:

- Leave enough clearance around furniture to allow users with mobility devices to move around.
- Provide acoustic treatment in some rooms.

### 4. Loo-niversal access

Easy access to bathrooms is vital, especially when short on time:

- Install automated doors to improve accessibility.
- Clarify that accessible toilets are reserved for those who require them, not for general use.

## 5. Food for thought

Many of us need to start the day with a tea, coffee, or a piece of toast:

- Ensure commonly used kitchen items are easily accessible at lower heights (between 900mm and 1200mm).
- Consider the reach and positioning of appliances like microwaves, and amenities like tea and coffee supplies.

## 6. Supplies not storage

To prevent 'slip, trip, and fall' injuries, maintain tidy spaces:

- Keep commonly used objects at accessible heights.
- Add easy-to-open U-shaped handles to all cupboards.
- Leave enough clearance space so everyone can access equipment.

## 7. Desk jockey

Our desks are where we do our best work, so aim to make them fit for everyone's needs:

- Regularly ask staff about their adjustment needs and keep workspaces flexible for easy changes.
- Ensure easy access to power points to avoid the need to reach.

## 8. Silence is golden

Working from home doesn't always have to be the answer to quiet time:

- Create quiet, restorative spaces where people can go if they need to reduce visual or auditory noise.
- Consider spaces for parents, individuals of various faiths, first aid, and assistance animals.

## 9. Sense and sensibility

Sensory design helps create spaces that work for everyone:.

- Consider factors like noise, lighting, smells, density, temperature, air quality, and decor.
- Solutions include noise-canceling headphones, adjustable lighting, air purifiers, and scent-free zones.

## 10. Who knows best?

Never assume when you can ask the experts:

- Listen to your employees' lived experiences.
- Incorporate feedback to promote collaboration, creativity, and well-being.

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When we design access for disability, we design access for everyone. Get in touch for more information on how you can ensure Dignified Access within your workplace.

