

PHYSICAL ACCESSIBILITY ASSESSMENT FORM

Logistics department MSF OCBA



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INSTRUCTIONS

This document is an extension of the “[Accessible and Inclusive Design Handbook](#)”. It is an assessment tool that can evaluate the level of accessibility and inclusivity in existing facilities by collecting relevant data. The final outcome would be a report that can inform how to physically improve the facility to make it more accessible and inclusive.

Accessibility in this context refers to physical accessibility, ensuring that persons with disabilities have access, on an equal basis with others, to the facilities and services (medical and non-medical) open or provided to the public.

The assessment form can be used in both **urban and rural** contexts to carry out an evaluation of the infrastructure.



Various aspects related to accessibility and inclusion are listed to design the assessment form and formulate the questions. The parameters based on which the form is designed are:



Latrines



Showers



Water points



Ramps



Doors



Menstrual hygiene



Pathways



Balustrades and handrails



Stairs

VERSIONS OF THE ASSESSMENT FORM

To facilitate the accessibility and inclusion assessment of existing infrastructure, two versions of the assessment form have been developed: a print version and a digital version. Any of the two may be chosen by the professional who is performing the assessment depending on convenience.

The time to complete the assessment would depend on the size of the facility being assessed and the level of existing infrastructure. In general, it is estimated to be between 20 minutes to 1 hour.

Printed



Click here to access
the printed version

Digital



Click here to access
the digital version

The printed version:

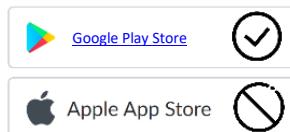
Bring a hardcopy of the form to the site/facility to be assessed. Make sure that you bring a measuring tape and a pen/pencil. To measure distances, the assistance of a second person might be required.

The digital version:

It is necessary to have a smartphone/tablet to access the form. Access to the internet is not mandatory to fill in the form, but it is necessary to be connected to the internet to upload the data and to access the form before going onsite. That means, during the physical assessment itself, there is no need for the internet.

There are two options to access the form:

1. Through the browser of the smartphone (If the phone does not have the android OS, this is the only option)
2. Through the Kobo app (available on Google play store for Android devices)



Recommendation:

After finish to fill the digital form it is necessary to save the draft and submit as soon you have access to internet. Only after submit the form will be possible to access the data collected.

REPORT TEMPLATE

This section is intended to provide guidelines on how to create a report using the data collected through the assessment. The outline of the report is to be structured very clearly as follow.

The final report will provide enough information to the decision maker proceed on improvements related with accessibility and inclusion in the mission, area or country of work.



PHYSICAL ACCESSIBILITY REPORT Accessibility and Inclusion

Prepared by: (author and position)

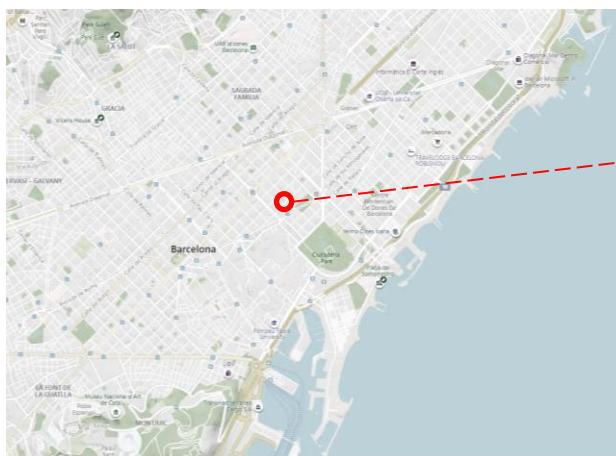
Date:

Background

Explain the context (challenges and opportunities) and if possible, the number of people in the region with reduced mobility to reinforce the need of an accessible facility.

Location

Example: The assessment was conducted at the office facilities of MSF (OCBA), Carrer de Zamora, 54, Barcelona. Latitud 41°23'39.99"N Longitud 2°11'32.16"E.



Assessment Outcomes

1. Latrine

Issues Identified	Is it feasible to solve?	Proposed Solution	Estimated cost

2. Shower

Issues Identified	Is it feasible to solve?	Proposed Solution	Estimated cost

3. Water Point

Issues Identified	Is it feasible to solve?	Proposed Solution	Estimated cost

4. Ramps

Issues Identified	Is it feasible to solve?	Proposed Solution	Estimated cost

5. Doors

Issues Identified	Is it feasible to solve?	Proposed Solution	Estimated cost

6. Menstrual Hygiene

Issues Identified	Is it feasible to solve?	Proposed Solution	Estimated cost

7. Pathways

Issues Identified	Is it feasible to solve?	Proposed Solution	Estimated cost

8. Balustrades and Handrails

Issues Identified	Is it feasible to solve?	Proposed Solution	Estimated cost

9. Stairs

Issues Identified	Is it feasible to solve?	Proposed Solution	Estimated cost

Final Recommendations

Please summarize the outcomes and provide the technical recommendation on the improvements that need to be done on the facility assessed.



PHYSICAL ACCESSIBILITY ASSESSMENT FORM

Printed version

Logistics department MSF OCBA

Mission Project:

Location:

Name of the author:

Date:

Click or tap to enter a date.

Please inform the context:

Urban Rural

Other:

1. LATRINE

1.1 Accessible and safe latrines

1.1.1 Are the doors of the latrine with minimum width of 90cm and opening towards the exterior?

Yes No Some of them, how many doors are less than 90cm?
how many don't open to exterior?

Notes:

1.1.2 Is it possible to replace for a door with 90cm?

Yes, how many: No, how many:

Notes:

1.1.3 How many blocks of latrine (groups of latrines clustered together) are there?

Please specify the zone e.g.: 1 block at pediatrics zone with 2 latrines for female and 2 for male

1.1.4 Does each block of latrine have special latrine(s) for persons with limited mobility?

Yes No Some of them, how many don't have?

1.1.5 Is it possible/feasible modified a latrine to be accessible? Or build a new accessible latrine?

Yes No Some of them, Specify:

Notes:

1.1.6 Details (If there are accessible latrine)

Location	Dimensions of the accessible latrine area	Is there: 1. a fixed seat 2. a movable one (as a "chair" with a hole)	Height of the seat	Other details/ comments (grab bars, handles, locks etc.)

1.1.7 Please inform if the existing accessible latrines are enough to attend the health facility or if it is necessary to build additional accessible latrine to reduce the distance between the user and the latrine:**1.1.8 Is it possible to adapt/build an accessible latrine for persons with limited mobility?****1.1.9 How many accessible latrines are needed to adapt and/or build?**

It is important has at least one accessible latrine per block of latrines

1.1.10 Are the latrines separated by gender?

Yes No, Is it possible separate by gender?

1.1.11 Are the doors lockable?

Yes No, how many doors need lockers?

1.2 Latrines for children**1.2.1 Are there special latrine for children?**

Yes No, Is it possible to adapt or build one latrine for children?

1.2.2 If there are latrine for children, please specify:

Dimensions of the accessible latrine area	Are there windows /night lights/ pictures/ hand-washing points in the latrine?	Is the latrine hole small as 20x15cm or 15x15cm?	Are there any grab bars, handles, locks?	What are the wall heights?

Notes:

2. SHOWER

2.1 Are there any accessible shower? Special shower for people with reduced mobility

Yes, how many? No, Is it possible to adapt or build the accessible shower/#?

Notes:

2.2 Are the showers separated by gender?

Yes No, Is it possible separate by gender?

2.3 Are the doors lockable?

Yes No, how many doors need lockers?

2.4 If there are accessible shower, please specify:

Location of the shower block

Are there handrails and a seat for persons with limited mobility?

Notes:

3. WATER POINT

3.1 Are there barrier-free water points?

Yes, how many? No

3.2 Is it elevated to avoid contamination?

Yes, is there ramp to access? No, How many?

Notes:

4. RAMPS

4.1 Which zone/facilities do not have ramp access?

4.2 Is there enough space to build ramps in each case? Is it structurally feasible? Will the construction disrupt the functioning of the facility?

4.3 Are the existing ramps respecting 5% of slope?

It is recommended less or equal of 5% of slope and acceptable 8-10% in case of lack of space

Yes No Some of them, how many don't follow it?

4.4 Are there space to decrease the slope to 5%? How many ramps?

Yes, how many?

No, how many?

4.5 Are the existing ramps width more or equal to 0,90m?

Yes No, Is it possible to increase the width? How many ramps?

4.6 Are the existing ramps with lateral rails more than 10cm to avoid falling?

Yes No, how many ramps need to be added the lateral rails?

Notes:

5. DOORS

5.1 Are the doors with minimum width of 0,90cm?

Yes No, how many? is it possible to replace for 90cm door?

5.2 Please specify the doors type:

You can select more than one option, if it is the case

Sliding doors Open swinging towards the exterior Other:

5.3 Please inform the quantity of doors are sliding or not swinging to exterior and if it is possible to replace:

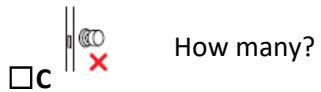
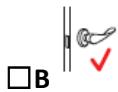
5.4 Is there space in front of the door for a wheelchair to turn?

Yes No, How many, and is it possible to improve it?

5.5 Are the door handle are at a height between 65cm to 1.10m?

Yes No, How many, and is it possible to adjust it?

5.6 Please inform the type of door handle



How many?

Notes:

6. MENSTRUAL HYGIENE

6.1 Are there private, safe spaces to change, clean and dry menstrual products?

Yes No, Can it be incorporated? Is it spatially and structurally feasible?

Notes:

6.2 If there are menstrual hygiene space, are there lights/ dustbins/ shelves/ hangers?

Yes No, Is there space to add it?

Notes:

6.3 Are there hygiene promotion messages?

Yes No, can it be incorporated?

Notes:

7. PATHWAYS

7.1 Is the pathway material suitable for persons with reduced mobility?

Yes No

7.1.1 If not, please identify the pathway and inform what kind of local solution are available to make it accessible:

For example, the main access to the facility, to the toilet, to the shower... if it is loose earth or sand can be compacted...

7.2 Are the pathways in the facility leveled?

Yes No

7.2.1 If not, please identify the pathway and inform what kind of local solution are available to level the pathway:

For example, the main access to the facility, to the toilet, to the shower...What are the steps that need to be taken: labor, equipment, material...

7.3 What is pathway the lighting conditions?

Including the access to shower and latrines. Is it enough light to ensure user safety...

Satisfactory Unsatisfactory Others:

7.4 How can the lighting be improved?

It's necessary to install or replace lamps, poles... specify the quantities

7.5 Is the pathway at least 1.2m wide?

Yes No

7.6 If it is less than 1.2m, how many meters of the pathway need to be widened and by what extension?

7.5 Are there any dangerous zones?

Yes Are it well fenced and indicated with sign?

No

Notes:

8. BALUSTRADES AND HANDRAILS

8.1 Are balustrades present?

Stairs Ramps Pathways Walkways Not present

8.1.1 Please specify how many are needed?

8.2 Are the existing balustrades extended 30 cm at the start and end of the ramp/staircase?

Yes No, how many places need to be extended, is it feasible?

8.3 Are the existing balustrades are placed at two levels: one about 65-75cm from the floor and the other at about 85cm-1m?

Yes No, how many places need to be adjusted, is it feasible?

8.4 Are the existing balustrades circular cross-section of 40-45mm?

Yes No, how many need to be replaced?

8.5 Are the existing balustrades fixed on walls respecting the separation of at least 45 mm?

Yes No, how many need to be adjusted?

Notes:

9. STAIRS

9.1 Is the paving/flooring of the stairs rough enough?

Yes No

9.1.1 Please identify the stair location and inform what kind of local solution are available to make the stair rough:

For example, cement with texture, anti-slippery stickers...

9.2 Are there balustrades along the stairs?

Yes Please indicate the height:
The indicated height is about 75cm

No

Please indicated the options available to install the balustrades.
For instance, fixing by the wall, by the floor

9.3 Please measure the step & riser

The step should be between 28-42 cm and the riser 15-17cm, maintaining the same height and depth for all steps.

Notes:

Drawing if needed

BIBLIOGRAPHY

Accessible and inclusive Design handbook. Logistics department MSF OCBA