

Removing Barriers In Your Audition Space

These checklists are designed to make you think about the audition journey, and how the space you use can make a difference to someone's experience of an already nerve-wracking situation. Much of this information can also be applied to a rehearsal, performance or office space.

BEFORE YOU START

These prompts should not be taken as legal advice, but should provide a good starting point for what to consider when assessing your space. Not all these recommendations will be attainable all the time, but should be an aspiration.

Small changes can make a huge difference, so start with the easy wins and build from there. The most important thing is to provide accurate information about the spaces and routes to and around it – even where you know that this includes barriers you are genuinely not currently able to remove.

For more detailed information on access requirements, it might be useful to look at BS8300:2018 (Parts [1](#) and [2](#)) and [Part M of the UK Building Regulations](#). Carrying out a review yourself, whilst useful, is no substitute for a professional audit carried out by a disabled expert.

MAIN CONSIDERATIONS

Where possible, everyone should be able to approach and use the building and its facilities without requiring help from others. The [social model of disability](#) states that it's the practical details of the environment that can disable or enable people, so the environment needs to be the focus rather than expecting individuals to change the way they function.

Whilst the law does not require employers to make adjustments until someone is in post, it is good practice for employers to anticipate adjustments that might be needed, and ensure a working environment presents as few barriers as possible.

Spaces should be useable by as many people as possible, considering the requirements of people with a wide range of physical, sensory, neurological, cognitive, psychological and emotional experiences. All information and instructions in a space should ideally be provided in audible, visible and tactile formats.

FINDING AND ENTERING THE VENUE

- + Provide clear instructions on how to get to the audition from the nearest public transport, flagging potential obstacles like steps or cobblestones
- + If the building entrance has an intercom, instructions on how to use it should be clearly available, alongside a phone number (preferably one that can send and receive text messages) for requesting assistance
- + If a ramp is necessary for some people to access the building, this should either be already in position or clearly offered, with instructions on how to request it if necessary

GETTING AROUND INSIDE THE BUILDING

- + There should be clear, consistently designed signage at every junction or decision-making point around the building – ideally in a tactile format at a reachable height, with pictograms where possible to make them legible for more people
- + As well as the audition room, facilities like toilets and water fountains should be clearly signposted at every opportunity
- + If the audition is not taking place on the ground floor, a lift should be available with a door width of at least 800mm. If for some reason this is not possible, this should be clearly flagged in any pre-audition communication and an alternative found if necessary
- + A lift should contain clear signage about what to do in an emergency (including a phone number), and ideally have an induction loop as part of the lift alarm system as well as spoken information
- + If lifts are unusable during a fire drill, there should be an evacuation policy in place which considers those for whom stairs present a barrier
- + Stairs should have consistent handrails and clearly marked edges (using a visually contrasting material)
- + All doors in the venue should be clearly marked as 'push' or 'pull'
- + If doors are heavy and difficult to open, check door fittings to ensure resistance has not increased beyond what is necessary, and consider propping them open

IN THE AUDITION SPACE

- ✦ The audition space should be as uncluttered as possible, with trip hazards removed and blocked routes cleared
- ✦ The amount of background noise in the space (e.g. from an air conditioner, music, from a nearby bar or café) should be considered and reduced if possible
- ✦ There should ideally be a good amount of natural light, but not too much (i.e. creating a glare on screens/signage)
- ✦ If there is a raised platform or stage, ensure there is plenty of space to perform around it
- ✦ If sight-reading is required in the audition, consider providing large print scores/scripts, or versions on yellow paper (easier for some people to read) to suit a wider range of needs – ask beforehand what people's preferred format is
- ✦ The space should have an audio induction loop available for people who use hearing assistance devices
- ✦ There should be water bowls available for assistance dogs
- ✦ If the space is carpeted it should ideally be a short pile
- ✦ It is advisable to lay out plastic straws and easy grip cutlery with any catering, and make lightweight cups and water jugs available
- ✦ Chairs should be provided, and it is good to have the option of chairs with or without arms

OTHER FACILITIES

- ✦ All switches, alarms, intercoms, power sockets and card systems in the venue should be easy to see and positioned at a height reachable by a wheelchair user
- ✦ Where there are buttons and switches, these should be sufficiently colour contrasted to their backgrounds for maximum visibility
- ✦ Switches, buttons and handles should ideally be operable with one hand in a closed fist, without the need to twist
- ✦ Toilets should be clearly signposted
- ✦ Before describing a toilet as fully wheelchair accessible, check it meets dimension requirements – more information [here](#)
- ✦ Lever flush handles are preferable to push button flushes
- ✦ Single sheet toilet paper dispensers are preferable to toilet roll holders
- ✦ Pedal bins are difficult or impossible for some people to use – swing bins are preferable
- ✦ All toilets should ideally have a coat hook at a height accessible to a wheelchair user
- ✦ Staff in the venue should know the nearest point where a guide dog can be toileted