



## Business Support Guides

# Action checklist for self-catering accommodation

Accessible and Inclusive Tourism Toolkit for Businesses

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# Want to make your self-catering, holiday park or camping/glamping business more welcoming to everyone?

**The checklist below is designed to help you understand the practical changes you can make and stay focused when it comes to your inclusivity journey. You don't have to action everything at once; the checklist has been designed to allow you to tick off tasks that have been completed and add notes relating to further actions you might wish to take, stakeholders you might like to engage with, or reminders on when to revisit an issue.**

Whilst every business will have differing priorities and restrictions (such as historic infrastructure), each section of the checklist has some 'quick win' actions which are likely to be achievable in a short period of time at little or no cost. At the end of the document, there is an action planning template. You can complete this digitally by downloading the Microsoft Word version of this checklist.

Remember – accessibility is a journey with empathy at its heart. Listen to others, ask for help and don't let a desire for perfectionism halt that all-important progress.

**For actions relating to a bar or restaurant, please see the separate food & beverage checklist.**

Please note: this action checklist is part of the [Accessible & Inclusive Tourism Toolkit for Businesses](#). It is strongly recommended that it is used in conjunction with the full guidance available in the main toolkit. [Top 20 tips](#) and [technical guidance for the built environment](#) are also available as downloadable documents.

### Insight and feedback

Action	Done	Notes
Quick win: Seek feedback from Disabled guests or those with accessibility requirements, acting and responding promptly to comments.		
Build partnerships with local Disabled People's Organisations (DPOs).		
Invite Disabled people and accessibility professionals to visit your venue and give insight, feedback and recommendations. Pay them for their time and expertise.		

### Pre-visit information and booking

Action	Done	Notes
Quick win: Make it part of your booking process to ask customers "do you, or those you are travelling with, have any accessibility requirements?".		
Quick win: Offer your guests a choice of how to contact you (e.g. telephone, email or text message) and find out about the Relay UK service used by D/deaf people and people with speech impairments.		
Think about other local businesses that customers may visit and research their accessible facilities. You can also add information on the accessibility of local businesses to your website, with a particular focus on those that have step-free access and an accessible toilet.		
Quick win: Check information about your accessible facilities on third party websites and booking channels.		
Quick win: Provide your local tourist information centre with a list of your accessible facilities and remember to update them as things change.		

## Your website

Action	Done	Notes
Quick win: Provide a detailed and accurate Accessibility Guide, with measurements, photos and videos.		
Provide an 'Accessibility' or 'Access for All' section, which is easy to locate in the main menu.		
Quick win: Provide a list of the accessibility equipment available and details of reputable suppliers should guests need to hire specific equipment you do not have (note that the DDA prohibits charging more for this).		
Provide a floorplan of your accessible property/ spaces.		
Enable customers to book accessible properties online.		
Ensure your website meets <a href="#">Web Content Accessibility Guidelines (WCAG)</a> , to enable all users to navigate easily.		
Provide a video showcasing your accessibility facilities and services and/or a virtual tour.		
Ensure all videos are captioned and consider providing audio description.		
Quick win: Provide Alternative (Alt) Text for all images.		
Provide a sensory story.		

## Arrival and external areas

Action	Done	Notes
Quick win: Welcome customers with trained assistance dogs. This is a legal requirement even if you have a 'no dogs/pets' policy.		
Quick win: Ensure water bowls are available to use, should assistance dog owners require them.		
Quick win: Identify a toilet and exercise area for assistance dogs, ideally within the grounds of the property or nearby, and provide a waste bin.		
Provide sufficient accessible parking and a drop-off point. If you don't have easily accessible parking, locate the nearest locations where someone can use their <a href="#">Blue Badge</a> and share this information with guests.		
Provide a well-lit and uncluttered area allowing ease of access to the entrance and/or reception, if relevant e.g. holiday parks.		
Ensure key boxes can be easily used by those of shorter stature and wheelchair users, and are well-lit.		
Quick win: Provide a means of written communication at key service points to assist D/deaf guests. Consider the BSL <a href="#">Sign Video</a> , Sign Solutions, Translate Live and ISL IRIS services which provide a live video link to British and Irish Sign Language Interpreters. .		
Ensure clear signage is provided at all key points on the property, including to an accessible entrance if the main one does not provide step-free access. Consider large print, contrasting, pictorial and tactile signs.		
Quick win: Ensure external areas are kept clear of obstacles, debris, moss, ice and fallen leaves and have firm, well-maintained surfaces. Ensure that any permanent features are securely fixed, e.g. statues.		
Quick win: Facilitate the loan of accessibility equipment from a local provider, if required, and if there is adequate space to allow for this to be used.		
Where there are children's play areas think about accessible play.		
Where there are outdoor areas can these be made secure/safe?		

**Customer service points (e.g. holiday parks)**

Action	Done	Notes
Provide hearing loops at any reception desks, regularly test they are working properly and provide signage where the loop is effective.		
Provide a lowered section to any service counter, and ensure it is kept clutter-free. If you cannot lower a reception desk, offer to check in guests at their property, or at a seated area.		
Quick win: Offer to provide an orientation tour to Disabled customers and provide help with luggage.		
Quick win: Consider the impact of background music and refrain from playing music in areas where staff interact with customers.		
Quick win: Provide a means of written communication at key service points to assist D/deaf guests. Consider the BSL <a href="#">Sign Video</a> , Sign Solutions, Translate Live and ISL IRIS services which provide a live video link to British and Irish Sign Language Interpreters. .		
Provide portable payment options, such as a hand-held card machine that can be brought to a customer.		

**Bedrooms**

Action	Done	Notes
Provide a range of room layouts and flexible furniture, including zip and link beds in accessible rooms.		
Quick win: Provide blocks and adjust bed heights on request to allow for transferring from a wheelchair or the use of a portable hoist.		
Provide access to either a portable hoist or a ceiling tracked hoist, in at least one accessible room.		
Quick win: Consider fire safety for <u>D/deaf</u> guests who may not hear the smoke alarm. Visual beacon fire alarms, a vibrating pillow pad and/or a domestic paging system may be appropriate.		

## Bedrooms continued

Action	Done	Notes
Offer hypo-allergenic bedding, toiletries and cleaning products. Provide waterproof mattress protectors on request.		
Ensure TVs allow guests to activate subtitles when required, and provide simple instructions on how to do this.		
Ensure windows and curtains can be reached by your guests and are easy to open and close. Provide black-out curtains or blinds.		
Avoid dark rugs and mats, as they can be perceived by customers with dementia or low vision as black holes, and avoid shiny or reflective flooring, bold patterns and stripes, as they can cause confusion.		
Avoid deep-pile carpets that may cause trips or make it difficult to manoeuvre for a wheelchair user.		
Quick win: Provide adequate space to move in between areas and have the flexibility to move furniture around.		
Ensure that doors or door frames contrast in colour to the adjacent wall and floor and that door handles contrast in colour to the door.		
Provide consistent lighting throughout. Enable lighting levels to be adjusted using a dimmer switch and/or make available additional table lamps. Provide light switches within easy reach from the bed.		
Quick win: If you provide a cleaning service, ensure housekeeping staff do not move furniture and personal items as in most cases they are placed in positions that are accessible to the guest.		

## Bathrooms

Action	Done	Notes
Provide a choice of level access showers/ wet rooms and baths. If you only have one accessible bathroom, provide a wet room.		
Quick win: Provide support rails by the shower/bath.		

**Bathrooms** continued

Action	Done	Notes
Provide a selection of equipment such as bath seats, toilet seat height raisers and shower chairs (at no cost to the disabled customer). Should guests need to hire specific accessibility equipment that you do not have, facilitate this by providing the details of reputable suppliers.		
Ensure any support rails contrast in colour to the wall and the toilet seat contrasts in colour to the toilet and floor to assist blind or partially sighted guests.		
Where someone may use a towel rail for support make sure that this is well fixed and is capable of taking weight.		
Quick win: Ensure emergency pull-cords hang to the floor and are regularly tested – get a free red cord card from Euan’s Guide.		
Quick win: If you provide a cleaning service, ensure housekeeping staff do not move furniture and personal items as in most cases they are placed in positions that are accessible to the guest.		

**Kitchen and living areas**

Action	Done	Notes
Provide consistent lighting throughout. Enable lighting levels to be adjusted using a dimmer switch and/or make available additional table lamps.		
Ensure that doors or door frames contrast in colour to the adjacent wall and floor and that door handles contrast in colour to the door.		
If you have steps or changes in level, install handrails to help those unsteady on their feet.		
Ensure windows and curtains can be reached by your guests and are easy to open and close.		
Avoid dark rugs and mats, as they can be perceived by customers with dementia, or who have low vision, as black holes, and avoid shiny or reflective flooring, bold patterns and stripes, as they can cause confusion.		

**Kitchen and living areas** continued

Action	Done	Notes
Avoid deep-pile carpets that may cause trips or make it difficult to manoeuvre for a wheelchair user.		
Provide a selection of seating. Whilst backrests are always recommended to provide support, a variety of seating types and materiality should be available, e.g. with and without armrests, low, high, firm, soft, recliner.		
Ensure TVs allow guests to activate subtitles when required, and provide simple instructions on how to do this.		
Provide adequate space to move in between areas and have the flexibility to move furniture around.		
Quick win: For guests with dementia, provide clear directional signage within the property for example to the toilet, and label kitchen cupboards with their contents on request.		
Quick win: Use table blocks to increase the height of tables to accommodate a wheelchair user.		
Quick win: Ensure tables are stable and provide support for people rising from their chairs.		
Quick win: Provide easy-grip cutlery for those with limited dexterity.		

**Public toilets (e.g. in holiday parks)**

Action	Done	Notes
Provide accessible toilets and ideally a <a href="#">Changing Places</a> facility. If providing a Changing Places is not possible, know where your nearest one is and share this information with your guests.		
Quick win: Where an accessible toilet requires a key or code to gain access e.g. RADAR key, provide clear guidance on the door as to where a key or code can be readily obtained.		
Quick win: Ensure emergency pull-cords hang to the floor and are regularly tested – <a href="#">get a free red cord card from Euan's Guide</a> .		

**Public toilets (e.g. in holiday parks) continued**

Action	Done	Notes
Ensure any support rails contrast in colour to the wall and the toilet seat contrasts in colour to the toilet and floor to assist blind or partially sighted guests.		
In accessible toilets, ensure that the transfer space next to the toilet is kept clear, the fire alarm has a visual beacon and the facilities are never used as a storage space.		
To assist customers with dementia, make cubicle doors in toilets clearly visible with door handles, put a 'way out' sign on the toilet door, clearly label hot and cold taps and show how to use sensor taps, flushes and hand dryers.		
Ensure accessible toilet doors are easy to lock, paper towels are provided in addition to hand dryers, and a mirror is available for use by both seated and standing users.		
Provide accessible baby changing facilities that are separate from your accessible toilet(s), where feasible.		

**Marketing**

Action	Done	Notes
Quick win: Review your marketing channels to ensure you are reaching Disabled people.		
Quick win: Regularly promote your accessible facilities and services through your communication channels, including social media.		
Do a photoshoot featuring Disabled people and use the images in your marketing. Pay them for their time.		
Apply for accessibility awards.		

## You and your Team

Action	Done	Notes
Train all staff in disability awareness and ensure they are familiar with all accessible facilities, services, equipment and evacuation procedures.		
Quick win: Give all staff a copy of your Accessibility Guide so they can see at a glance the facilities and services available.		
Quick win: Ensure staff wear name badges and make it clear if they can support people affected by dementia – e.g. by wearing the <a href="#">Dementia Friend badge</a> .		
Provide BSL/ISL Level 1 training to customer service staff members.		
Quick win: Provide staff with tips and guidance on inclusive language use.		
Quick win: Identify a member of staff to be an Accessibility Champion and encourage others to be ambassadors for accessibility.		
Quick win: Ensure your team has workplace accommodations and regularly discuss them to modify or make sure they are going well.		
Quick win: Ensure disabled staff members have a personal evacuation plan.		
Provide an accessible staff room and quiet space for employees.		

## Hiring staff

Action	Done	Notes
Quick win: Post job adverts on inclusive websites, such as EvenBreak.		
Quick win: Provide several ways in which applicants can contact you, like through text, email, phone call, or chat, for example.		
Ensure interview venues and/or software is accessible; ask candidates what accommodations they require.		

