**The Accessibility Fund**

**Accessibility Self-Assessment Glossary**

This document provides a glossary to define the technical terminology used in the self-assessment.

**Accessible building** – a building disabled people can use in the same way as anyone else. It must consider accessibility in context of a journey, including –

* the route to the building
* the route through the building
* the facilities within the building

You can find a complete list of the minimum requirements for accessible public buildings under [New Zealand Standard 4121:2001](https://www.standards.govt.nz/shop/nzs-41212001/).

**Accessible entrance** – an entrance all disabled people can use. The design should have –

* a level threshold with a minimum of 1200mm x 1200mm floor space both inside and outside the door
* sufficient lighting to highlight and illuminate an easily distinguished doorway
* if the entrance has an automatic door, the door must remain open for a minimum of 5 seconds with a visual strip device on the moving glass edges
* Glass doors must have visibility glazing to identify a potential safety hazard.

**Accessible parking** – parking space(s) designated to disabled people and labelled with the international symbol of access (ISA). These should be –

* positioned as close as possible to the building entrance
* with an accessible route free of moving vehicles, so disabled people can safely access the building in the same way as anyone else.

**Accessible signage** – signs that all clients can read and understand, whether by sight or touch. Examples include –

* signs for lifts, toilets, counters, floor directions, considering low vision or blind users, and those with cognitive impairments.

The most accessible signs –

* use braille, large print, and embossed pictures
* are positioned at appropriate heights.

Blind Low Vision NZ provides useful [accessible signage guidelines](https://blindlowvision.org.nz/resources/accessibility-guidelines/accessible-signage-and-spaces/).

**Accessible social media** – inclusive and accessible social media posts include adding –

* Alt Text to all posts containing an image
* image descriptions to explain features, colours, patterns, clothing, and environments shown in pictures
* captions in video content and for gifs or memes

Making content accessible also includes –

* avoiding strobing and flashing lights
* limiting emoji’s
* using plain text and Camel Case for hashtags

**Accessible toilet** – accessible toilets are designed so anyone can use them, with a larger floor space and internally designed so a disabled person can use them independently.

To be ‘accessible’, they require specific dimensions, such as –

* a 760mm minimum toilet entrance
* a 1900mm by 1600mm minimum floor space inside
* a 1500mm turning circle
* a sink with a 760mm wide and 1200mm deep clear space in front of it
* taps with lever handles
* a fixed grab rail
* slip-resistant flooring

**Accessible website –** a website which anyone can use. Accessible web content considers things like –

* font size and colour
* captioning
* ease of navigation
* text readability
* the types of devices disabled people use to interact with websites (assistive technologies)

For more information, see [What is web accessibility? — Web Accessibility Guidance project — NZ Government (govtnz.github.io)](https://govtnz.github.io/web-a11y-guidance/ka/fundamental-concepts-in-web-a11y/what-is-web-a11y/)

You can also check [MSD’s Accessibility Guide](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.msd.govt.nz%2Fdocuments%2Fabout-msd-and-our-work%2Fwork-programmes%2Faccessibility%2Faccessibility-guide-2021-3edition.docx&wdOrigin=BROWSELINK).

**Accessibility Checker –** software to test the accessibility of documents or a website. E.g.,

[Microsoft Accessibility Checker](https://support.microsoft.com/en-us/office/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f)

[WAVE – web accessibility evaluation tool](https://wave.webaim.org/)

[Accessibility Insights for Web](https://accessibilityinsights.io/docs/web/overview/)

[ANDI – Accessibility Testing Tool](https://www.ssa.gov/accessibility/andi/help/install.html)

**Alternate formats** – Offering information in formats other than text provides disabled people with the same access as everyone else. Alternate formats include –

* New Zealand Sign Language (NZSL)
* Easy Read
* Audio
* Braille
* large print
* pictures, photos, and symbols

**Continuous handrail** – A handrail/banister for support and guidance which is continuous with each flight of stairs. For commercial properties, there must also be two handrails on both sides of the stairs.

**Grab rail** – a rail to assist disabled people, or anyone who needs extra assistance with sitting and standing. These are usually installed in the bathroom, but can be fitted anywhere around the building to provide support, such as isolated and external door entrances.

**Internal accessible route** – corridors / hallways inside the building which are the main access-way to the rooms, and have no obstructions such as internal steps. They must be –

* a minimum width of 1200mm
* with a recommended turning space of 1500mm

**Level threshold** – an entry point without any raised edges for someone to have to step over. The surface outside the door must be the same height as inside the door.

**Lever door handle** – door handles which are easier to manage as they do not require a twist or grip motion.

**Manoeuvring space** – a **minimum** 1200mm by 1200mm but **preferred** 1500mm by 1500mm (or greater) clear floor spaceproviding sufficient room for wheelchairs, walkers, and other mobility aids to access built environments.

**New Zealand relay services** – a free government-funded service which provides support for people who are Deaf, Deafblind, hard of hearing, and speech impaired. Services include video interpreters and relay assistants, enabling people with hearing and speech impairments to use the phone.

**Sensory overload** – is when your five senses – light, sounds, taste, touch, and smell – take in more than your brain can process. Sensory overload can be triggered by –

* tightly packed spaces
* large crowds
* bright lights
* garish busy patterns and colours

Experiencing sensory overload can lead to physical symptoms like anxiety, dizziness, confusion, feeling overwhelmed, agitation, and restlessness. It is commonly experienced by people who are hyper-sensitive (feel things too much) and often effects people with Autism, Foetal Alcohol Spectrum Disorder (FASD), ADHD, and PTSD.

**Slip-resistant flooring** – floor surfaces specifically designed to reduce and prevent slips, trips, and falls. The main types of materials used for slip-resistant flooring provide more ‘grip’.

**Wet area bathroom –** a waterproofed bathroom with an open shower area at the same level as the rest of the floor.

**Wheelchair turning space/Turning circle** – a space in which a wheelchair can make a 90 degree turn without obstruction. The space must be at least 1500mm by 1500mm. *Note: Inward opening doors can only be effective if they allow for a turning circle.*