Checklists
Things to keep in mind

Here are three checklists for use when planning services or events. They do not cover every detail you will need to think about, but they highlight some of the main issues and will help you to think of other items which may be needed. If you are able to start to plan well ahead and also to include disabled people in the process, you will have a good chance of organising an inclusive, accessible event for all to enjoy.

Planning a service

- **Car Parking**: Do you have designated car parking spaces for those with mobility problems? If not, are you able to create designated parking close to the church or venue entrance?

- **Advance publicity**: Are posters in large print and easy to read?

- **Level Access**: Is there level, safe access into the building? If not, can you facilitate this by means of a portaramp? (Not a homemade one unless it complies with regulations.)

- **Seating:** Do you have spaces for wheelchairs amongst the main seating areas? If possible, please try to avoid this either being at the very front or back. Please note that people with physical impairment or pain often prefer chairs with arms.

- **Levels & Steps**: In considering the choreography of the service, have you considered how any steps or changes in level may cause problems for those with mobility problems or visual impairment (congregation and/or clergy)? Is there a way the layout of the service can be changed to avoid the need for going up steps/changes of level? If not, are changes of level clearly marked with contrasting colour? Can an individual be positioned to offer assistance at steps (e.g. when individuals are going to and from receiving communion)?

- **Hearing Loop**: Does the church have a hearing loop? If so, have you checked that it is working properly? Please make sure that it is turned on for the service and that the PA system is in use and that all those leading (or reading) any part of the service have access to a microphone.

- **Interpreter:** Have you enquired whether a British Sign Language interpreter or other communication support may be needed? Interpreters need regular breaks. Seating arrangements will need to take into account those who need to see the interpreter, and all materials for the service (order of service, sermon, prayers etc.) will need to be sent to the interpreter well in advance, so that s/he can prepare.

- **Lighting**: If you are considering using different lighting levels (or candlelight) during the service, have you considered how this may affect those who rely on lip reading or those with visual impairments? Is there a way this can be re-considered to avoid excluding some from participating?

- **Clear Print:** Do the orders of service you will be using comply with clear print guidelines? I.e. minimum 14-point of a clear sans serif font (such as this one) on white or pale coloured matt paper, with good layout and sharp reproduction.

- **Colour Blindness**: Can you avoid referring to the specific colour of a sheet? Some colour blind folk benefit from black print on yellow.

- **Large Print:** Do you have large print (18-point font) copies of orders of service and hymnbooks? How will you make it clear that these are available?

- **Projectors:** If you project words and images, they should have clear layout as above (no text on top of images etc.) and there should be printed copies available for those who prefer them or who cannot see the screens (also for interpreters, if present, who often cannot see the screens.) When showing films / visuals with voiceover, the addition of subtitles is strongly recommended.

Choosing a venue (for study days, special events etc.)

• **Location**: Is the venue easy to find and well signed? Are the map and directions to the venue and instructions for parking clear and offered in both pictorial / map form and text?

• **Parking**: Are there designated car parking spaces for those with mobility problems? Can you arrange for temporary traffic cones?

• **Signage**: Is the route to the building well signed? And to the room / hall being used?

• **Level Access**: Is there level, safe access into the building? If not, can this be facilitated by means of a portable ramp? (not a homemade one unless it complies with regulations).

• **Wheelchairs**: Do wheelchair users have the same entrance as others? If not is the alternative route well signposted and is there a welcomer there? In the rooms used, are there spaces for wheelchairs amongst the main seating areas? If possible, please try to avoid this being at either the very front or back. Does the spacing of furniture allow sufficient space for a wheelchair to turn round?

• **Seating**: Does the seating provide good support for people with mobility and posture problems? Please note people with physical impairment or pain often prefer chairs with arms.

• **Toilets**: Is there an accessible toilet within reasonable distance and is it clearly signposted?

• **Levels & Steps**: Do the activities of the event require people to move around or move to different rooms or areas (e.g. for workshops)? If so, how will this affect people with mobility impairment? Is there a way the programme can be changed to avoid the need for going up steps/changes of level? If not, are changes of level clearly marked with contrasting colour? Is there a handrail beside any steps? (E.g. in lecture theatres)

• **Refreshments**: How and where are refreshments served? How will this affect people with mobility impairment? Are there tables and chairs for those who may need them?

• **Hearing Loop**: Does the venue – and all the rooms being used - have a hearing loop? If so, have you checked that it is working properly? Please make sure that it will be turned on for the conference and that the PA system will be in use and that all those speaking (including from the floor) will have access to a microphone.

• **Acoustics**: Are the acoustics good or is the room echoey?

• **Lighting**: Are there good lighting levels in the room? This is important for those who rely on lip reading and those with visual impairment. Please also ensure that there are no flickering lights.

Planning the programme

• **In advance**: Agendas and pre-publicity should include a clear map and written directions on how to find the venue; also details of the special facilities available, including location of disabled parking, the ease of access to and within the building and the availability of an accessible toilet and hearing loop.

• **Particular needs**: The papers (including those sent to visiting speakers) should include a statement such as "If you have particular communication needs, please let us know by....." And indicate that the written information is available in large print. State clearly what facilities are available– it is better to be honest than have to disappoint people on arrival!

Food or refreshments: If these are being offered a question should be posed about dietary requirements. Remember some people need gluten free wafers or bread.

• **Interpreter**: If communication support is required for Deaf people, please remember that BSL interpreters will need copies of speeches and presentations in advance. Please also remember that the interpreter will need a break after an hour. If it is an all-day event, it will be necessary to book two interpreters.

• **PowerPoint**: In designing PowerPoint presentations please ensure that these follow clear print guidelines, ensuring clear font, large font sizes and good contrasting colours. To assist those with visual impairments, printed copies of the PowerPoint presentation should be available before as well as after the presentation and large print copies

of these need to be available. If the presentation includes pictures, these should be described for any people with visual impairment. If the audience includes Deaf people who are using an interpreter, you will need to allow time for the Deaf person to read the slides as well as "listening to" the spoken presentation.

• **Lip-reading**: Please make sure all main speakers are clearly visible and well lit, avoiding shadow on their faces to assist those depending on lip-reading.

• **Lighting**: Be aware of turning lights out for any audio-visual presentations. Make sure anyone speaking to the presentation can still be seen and that those needing to follow a printed handout instead can still see.

• **Sound**: Please ensure all speakers use the microphones provided including during question and answer sessions, and ensure that the hearing loop, if available, is on and working. Ask people at the beginning of the event if they can hear, and check the sound levels.

• **Printed material**: Please ensure that all publicity, programmes and handouts comply with clear print guidelines and are available in large print format.

• **Levels & Steps**: If the event involves people breaking into smaller groups in other rooms, please make sure that helpers are on hand to assist at any point in the venue where there are changes of level and/or ensure those who wish can be allocated to the more accessible rooms.

● **Evaluation**: Devise a feedback form, which covers accessibility issues.