

HOLDING PUBLIC EVENTS PARK FOR ALL – ACCESSIBLE CHECKLIST

This is a checklist that organisations and businesses can use to assess and improve their services – in relation to holding events – so that they are accessible to the full diversity of people. It has been developed from the Cairngorms National Parks Authority's equality impact assessments which consider potential impacts on disability, gender, race, age, sexual orientation and religion/faith. It can also be used as a useful checklist for staff when completing Equality Impact Assessments for their own work.

Here are some actions you can take to ensure that public events you hold are accessible and inclusive. **Please note these are intended as a guide only, and may or may not be relevant depending on the nature of your activity.** For more information, please see reference section below.

Disability/Age

- Ensure venues, including toilets, are accessible (as practically possible), with a pre-visit if unfamiliar.
- Ensure that staff, external facilitators and speakers attending the event are familiar with holding accessible meetings guidance (see References) and are aware of the audience and any accessibility needs.
- In publicity, provide information on transport, for example public transport times, car share to encourage young people, non-drivers to take part.
- Use of Plain English and language appropriate to the intended audience, for example young people.
- Use of Easy Read principles where appropriate for people with learning disabilities.
- Provide a range of events and use of different media to appeal to different ages and genders, for example video and tele-conferencing, internet, social media.

Gender

- Hold some events which are family friendly, for example providing childcare, creche, ranger walk, DVD, toys, etc.
- Offer to reimburse participants for the cost of child/other care and let people know about this in promotion materials for events.
- Provide private space for nursing mothers.
- Provide accessible toilet facilities for all genders.
- Consider taking meetings to a specific audience/interest group, for example playgroup.

Race

- Use of Plain English in printed/promotional materials.
- Be aware of the sensitivities of some cultures, for example regarding gender.

Religion

- Ensure events are held at appropriate times, days and venues according to the intended audience, for example avoid religious festivals.

General

- In publicity materials, ask your audience if they have any **‘special access or dietary requirements’** so that these can be catered for.
- In publicity materials, provide contact details for event organiser so that people can contact your organisation in advance, to discuss access or other requirements.
- Offer travel expenses and subsistence to enable volunteers to attend meetings.
- Provide and promote video and tele-conferencing facilities where available, and provide training in use of these.
- Use feedback forms at public events to capture information on who is attending (age, disability, ethnicity, etc) and invite feedback on accessibility to improve future events.

References

National Standards for Community Engagement

www.cairngorms.co.uk

Plain English guidance

www.plainenglish.co.uk/

Easy Read guidelines

www.equalityhumanrights.com

Centre for Accessible Environments

www.cae.org.uk/

Scottish Disability Equality Forum

www.sdef.org.uk/

Equality and Human Rights Commission

www.equalityhumanrights.com

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