

PROVIDING PUBLIC TRAINING 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 providing training events – so that they are accessible to the full diversity of people. It has been developed from the Cairngorms National Park 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 the public training 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 are accessible (as practically possible in relation to the nature of the training course) with reference to Holding Accessible Meetings guidance and Accessible venues list – see References below.
- Ensure trainers are aware of best practice in delivering accessible information, the audience and any accessibility needs.
- Use of Plain English and language appropriate to the intended audience.

Gender

- Offer child care provision or cover the costs of childcare/ other care, and include this in promotion of events (to allow parents/carers to attend courses).

Religion (and applicable to all strands)

- Ensure events are held at appropriate times 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.
- Use feedback forms for all participants at training events to capture information on disability, ethnic origin, and invite feedback on accessibility, to improve future events.
- Monitor feedback and take action as necessary.



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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