

# Disability Policy and Procedures

## Policy Statement

West Wolds U3A recognises its responsibilities and legal obligations in ensuring, as far as is reasonably possible, that people with disabilities are afforded equal opportunities and are not discriminated against for a reason relating to their disability.

To this end we will take reasonable steps to develop procedures and practices that enable those with disabilities to participate fully in the organisation.

## Responsibilities

Every member of the organisation is expected, and encouraged, to show consideration towards disabled colleagues and to help implement this policy and related procedures. Discrimination on the grounds of disability will not be tolerated.

If any member has any queries about this policy, please contact the Business Secretary

## Service to Members

Accessibility will be reviewed regularly annually, and reasonable steps to improve accessibility will be taken. When identifying reasonable steps, the following will be considered:

- whether taking particular steps would be effective in overcoming the difficulty that disabled people face in gaining access to a group or activity;
- the extent to which it is practicable for the organization to take the steps;
- financial and other costs of making the adjustment;
- the amount of disruption caused by taking the steps;
- the extent of our financial and other resources;
- money already spent by the organization on making adjustments;
- the availability of financial or other assistance.

Any changes will be incorporated into a plan where appropriate, and implemented according to a realistic timescale.

Members will not discriminate on the basis of disability and will not treat a colleague less favourably for reasons of disability. Where activities take place in peoples' homes it might not be possible to provide facilities for a disabled person.

Members are encouraged to:

- be aware that disabilities take a variety of forms and are not always visible;
- offer assistance to members where necessary;
- familiarise themselves with any emergency evacuation procedures and how disabled members are helped from the premises;
- avoid cluttering venues with obstacles such as bags or boxes;
- treat all members with dignity and respect and bear in mind that disabled people have a right to our activities, just like anyone else.

## DISABLED ACCESS AT THE FESTIVAL HALL

Wherever possible we aim to accommodate all members and visitors regardless of any disability. If there are any special requirements not covered by the information below, members/visitors should see a Greeter (in the Blue sash) or a committee member who will be happy to help.

GENERAL ACCESS - access to the hall is DDA\* compliant as the building is on the ground floor and access to the main building is via double doors.

TOILETS - a DDA compliant toilet and hand washing facility is accessible down a corridor from the main hall.

KITCHEN - is accessible through double doors from the main hall.

STAGE AREA - there is no access to the stage for wheelchairs and therefore is not DDA compliant.

\* DDA - Disability Discrimination Act 2005.