

In-person workshops

This checklist aims to support staff to help eliminate barriers for those who have extra accessibility needs and are attending a service design or user research activity (workshops, interviews, usability testing). We are required to anticipate potential barriers and make reasonable adjustments to reduce potential barriers (physical, cultural, economic, attitudinal) for participation.

To ensure research is inclusive we should consider the requirements below for all venues.

In this checklist:

General venue awareness

Getting to event

Meeting Facility

Meeting Room

Planning of day

Safety and Evacuation

This checklist contains all Yes/No questions. Tick items if 'Yes' applies.

General venue awareness

- ☐ Is the venue aware of Disability Discrimination Act
- ☐ Has the venue had an accessibility Audit
- ☐ Have the venue staff been trained in disability awareness

Getting to event

- ☐ Budget for financial assistance for participants
- ☐ Accessible routes to the venue
- ☐ Accessible parking available close to venue (within 50 m)
- ☐ Accessible public transport
- ☐ Audio system at traffic crossing for visually impaired
- ☐ Written/visual directions for directions

Meeting Facility

- ☐ Entrance equipped with automatic doors
- ☐ Instructions for buzzer entry with how feedback is provided
- ☐ Working accessibility equipment
- ☐ Floors firm and slip resistance with no deep carpets
- ☐ Tactile signage on glare-free finish
- ☐ If no signage, staff to greet and assist with directions
- ☐ Public elevators that can accommodate wheelchairs/scooters
- ☐ All doors/corridors can accommodate wheelchairs/scooters
- ☐ Public elevators with audio floor indicators
- ☐ Public elevators with buttons easily usable from a low position
- ☐ Public elevators with braille buttons
- ☐ Accessible bathrooms close to meeting room
- ☐ Accessible water fountain
- ☐ Dog bowl with water for service dog
- ☐ Braille and/or large print menus in eating facilities
- ☐ Bathroom equipped with visual alarm in case of emergency
- ☐ Hearing aid compatible public telephones
- ☐ Public telephone equipped with TTY capability
- ☐ Public telephones at accessible height
- ☐ Designated area to relieve and walk service dogs

Meeting Room

- ☐ Spacious room to accommodate signer, captioning
- ☐ Accessible meeting room entrance
- ☐ Room setup for freedom of movement
- ☐ Reserved areas for wheelchairs/scooters/service dog
- ☐ Reserved seating for interpreters/note-takers/text operator
- ☐ Reserved seating for English interpreter if non-English speaker
- ☐ Separate facilities for those unable to cope (sensory issues)
- ☐ Separate facilities for breast feeding if required
- ☐ Tables at accessible height

- ☐ Background noise not excessive
- ☐ Loop induction systems available
- ☐ Adjustable light, including on the device you may be using for research (neurodiversity)

Planning of day

- ☐ Expected outcomes for even stated before event
- ☐ Include equalities statement in event information
- ☐ Booked support workers (interpreters etc.) and equipment
- ☐ Factored in extra moving time for anyone with mobility issues
- ☐ Breaks planned for interpreters/note-takers/text operators
- ☐ Extra Refreshment breaks for those living with diabetes
- ☐ Briefed facilitators/speakers on support required

Safety and Evacuation

- ☐ Stairwells free of debris
- ☐ Detailed evacuation plan in place
- ☐ List of participants with evacuation needs given to management
- ☐ Written evacuation instructions for those who require this
- ☐ Designated person to assist with evacuation for above
- ☐ Evacuation chairs provided at strategic points
- ☐ Designated safety points for wheelchairs