

u3aTodmorden Accessibility Policy

1 Policy

1.1 Statement

U3A Todmorden will take all reasonable steps to ensure that existing and potential members with disabilities and/or health related needs can participate as fully as possible in both general meetings and interest/activity groups. This policy document should be read alongside U3A Todmorden's Equality, Diversity and Inclusion Policy.

1.2 Aims of the Policy

The policy will act as a reference point for Committee Members, Group Convenors and individual members in terms of the steps U3A Todmorden will take. The policy will also identify the parameters of the adjustments that can be made. U3A Todmorden is a membership charity and not a service provider, therefore whilst reasonable adjustments will be made to ensure that individuals can participate and can attend with carers to support their needs, there will be certain needs that the U3A will not be able to accommodate due to the level of care that an individual may need.

1.3 Practical Approaches to Increasing Access

In ensuring equality of access U3A Todmorden will take the following steps:

- An Accessibility Officer has been appointed from amongst the Committee.
- The Accessibility Officer will have responsibility for liaising with Group Convenors on an ongoing basis to ensure that groups are accessible and that group convenors are aware of what the expectations are and what reasonable adjustments may need to be made.
- The Accessibility Officer is be available for members, who indicate that they have a disability or health related issue that may need additional support and/or adjustment and discuss with them what needs they have and how these could be met – as appropriate. Contact – accessibility@u3atod.org.uk
- General meetings will, as far as possible, be held at a well-lit, wheelchair accessible venue, spacious enough to cope with wheelchairs, with wheelchair accessible toilet and hearing aid loop system, and with a sound

system in use. The person in charge of the meeting should periodically remind those attending that the hearing aid loop system is working. The location of accessible toilets, emergency evacuation routes and the fact that the front row seats are reserved for members with visual, hearing or other disabilities will be part of the meeting's housekeeping introduction.

- Speakers giving visual presentations will be asked to bear in mind that there is a likelihood that people with visual impairment are present.
- Group Convenors will liaise with the Accessibility Officer where there are concerns about an individual's ability to participate.
- U3A Todmorden will try to ensure that there are a range of groups available that will provide access to members.
- Should a member not be able to participate independently in U3A activities a Carer/Companion is essential in order to comply with U3A Insurance Policy Requirements. If the Carer is a contracted professional, they will be covered by their own, or the employer's, Insurance Policy. If the Carer is non-professional and not a u3a Member, the Member's u3a Insurance Policy will cover the Carer. There will be no extra charge for the Carer; the Carer may be another U3A member who is a friend, in which case both are covered by U3A Insurance.
- U3A Todmorden will maintain a database of venues and the facilities offered by each venue to accommodate different needs. This is displayed on the website.
- Group Convenors running groups that require a certain level of fitness and/or mobility will be asked to provide this information to members in advance so that members can decide as to whether the group is suitable for them.
- U3A Todmorden has a duty of care to all members and this may mean that difficult decisions have to be taken in assessing an individual's ability to participate either in the U3A as a whole or within individual activities. These decisions will always be taken through discussion with the individual member and his or her Carer in order to ensure that a fair and considered decision is taken. This may include developing a risk assessment with the individual regarding their ability to participate.
- U3A Todmorden will seek additional advice and support from the Regional Trustee, National Office, the national website and external specialist organisations as required.

This policy was adopted on: 14/5/2024

Policy review date: 2026