



www.ukmutualaid.group

www.facebook.com/groups/ukmutualaid

www.eshekiamazuri.com

Accessibility Checklist 2021

OF: offline events

ON: online events

Race:

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| | ON /OF | Have support staff who are BPOC to allow people to speak, get support or make complaints to someone they can identify with. |
| | ON /OF | Have a public statement of anti-racism and a plan for how to deal with racist situations if they arise. |
| | ON /OF | Have an event line up that includes BPOC presenters and organisers. Make sure all panels and group discussions are also diverse. |
| | ON /OF | Consider having a Black or BPOC only space if talking about internal BPOC politics, distressing subjects or personal sharing. |
| | ON /OF | Do not represent the event as inclusive if it isn't. Eg don't use photos of Black people as the promo but have no Black speakers. |
| | ON /OF | Hire only BPOC to speak on BPOC subjects |

Gender/ Non Gender:

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| | ON /OF | Have pronouns written next to all names, and ask participants to include their own pronouns next to their names. |
| | ON /OF | Use inclusive and non-gendered language within all promo, the event and ensure any presenters, speakers etc also use inclusive language. |
| | ON /OF | Use terms such as 'MaGe' (marginalised gender, coined by Crystal Michelle) and 'people who experience misogyny' instead of terms like 'non-men' or 'womxn' or 'women and non-binary people' |
| | ON /OF | Do not assume someones pronouns/ gender/ sex/ assigned x at birth or presentation. |
| | OF | Make all toilets/ facilities gender neutral and relabel with 'Urinals Only', 'Urinals and Stalls' or 'Stalls Only' etc |

Disability:

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| | ON | What platform is the event being held on? Have you identified the potential problems with the chosen platform? |
| | ON | Are the online event platform and ticket registration platform compatible with screen readers? (Zoom is and Eventbrite is with some) |
| | ON | Can any slides or presentations be used with screen readers and understood by blind people and people with limited vision? |
| | ON /OF | Are there BSL interpreters? Is there support for Assistive Listening Devices either event provided or self provided? |
| | ON /OF | If anyone needs any additional support in creating their presentations or presenting is that available? |
| | ON | Provide image descriptions for all images including promo. Be sure to include the full description including any text on the images. |
| | ON /OF | Provide a transcript and subtitles for all videos. And live captioning for live videos. If shared afterwards, live videos would be edited to include an accurate transcript and subtitles. |
| | ON /OF | Allow people during the ticket registration process to request additional accessibility needs. |
| | ON /OF | Have event moderators who introduce themselves and are available to help support with access needs. |
| | ON | Create an accessible website that includes: larger text and buttons, descriptive link text, image descriptions, keyboard functioning as well as mouse functioning, high contrast images. |
| | ON /OF | Large and clear print for all text with a sans serif font. Include an option for Braille for anything in physical copies. Gloss free paper for anything in physical copies. |
| | ON /OF | Provide copies of presentations, event content, recordings etc in advance. |
| | ON /OF | Is the lighting bright enough to see what is going on? This includes video content, people presenting screens and/or physical rooms. |
| | ON /OF | Warnings for flashing lights, loud noises and jumps/ scares/ sudden changes. |
| | ON /OF | Create a low sensory stimulation room or online breakout room with a support staff member available. |
| | OF | Try to limit smells including incense, candles, air fresheners, cleaning products etc. Can ask attendees for 'no-scent' eg perfumes etc. |

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| | OF | Include access for service dogs, including a designated relief area. |
| | OF | Provide accessibility information on event listings. Include an event map that clearly labels accessible spaces. See below to tick off accessibility information to include. |
| | OF | Ensure emergency plans e.g. evacuation routes are accessible. |
| | OF | Is there accessible seating? Are there seating options for all standing spaces? Is there space for wheelchairs? |
| | OF | Are there ramps? Where are they? How steep are they? |
| | OF | Are there stairs? How many? Where are they? Do they have railings? Are there alternatives? |
| | OF | Are there ledges or is the floor flat? How high are the ledges? |
| | OF | Are there accessible toilets? Where are they? Is there space to get a wheelchair in? How many toilets are there? |
| | OF | Is there accessible parking? How close to the event? |
| | OF | Is there an incline or hill? |
| | OF | How wide are the doors? Is there enough space between doors? Will they be open or closed? |
| | OF | Are seats, tables, counters and screens at an accessible height for all people? |
| | OF | Is there enough space between aisles, tables and seating? Recommended aisle space is minimum 36 inches. |

Class:

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| | ON /OF | Is the event free? Or are there sliding scale/ free tickets available for people on low/no incomes? |
| | ON | Does everyone have access to the internet? Does internet access need to be provided? |
| | OF | Does support with travel costs need to be provided? |
| | ON /OF | Is reading or writing a requirement for the event and is this provided and/or accepted in an easily understandable, non-academic way and is there support if people need it? (Also can be used for people with dyslexia and other access needs) |
| | ON /OF | Do event co-hosts/ presenters need specific equipment and is this provided for them? Can borrowing laptops, phones, microphones, headsets etc be an option? |
| | OF | Provide free childcare/ creche. |

Health and Safety:

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| | OF | Cover electrical wires that cross the floor with tape. Ensure no other wires can be taken off the walls. |
| | OF | Ensure slip resistant flooring and if carpet that it is firm. Any soft indoor or outdoor area will be reinforced with a firm slip resistant cover. |
| | OF | Make sure all outdoor spaces are well lit. |
| | OF | If the event runs into the night, have people to help walk groups to transport links. |
| | OF | Ensure there is clear signage from the street (and local travel links if needed) to the event. |
| | OF | Ensure all important information e.g. signage, programmes and emergency plans inside the event are at an accessible height to all and facing the right way with support staff nearby. |
| | OF | Make sure red cords are touching the floor in all toilets. Add cards explaining red cords if needed. |
| | OF | Check fire exits and ensure all signage is up to date. |
| | OF | Have regular toilet and facilities checks/ rota to ensure cleanliness and safety. |
| | OF | Have access to cleaning supplies. |

Refreshments:

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| | OF | Publicity must state whether food is available or not and if this is a catered event, provide menu on the expanded event description eg on the website or link to the cafe/ business menu if it is externally catered. |
| | OF | Provide low cost/ free/ sliding scale options for food. |
| | OF | Ensure dietary requirements and allergens are clearly labelled and try to provide inclusive foods if only one option eg allergen free vegan food |
| | OF | Have support staff available if the food is 'self-serve' not prepackaged or served. |
| | OF | Be aware of cross-contamination and try to minimise it. |
| | OF | Provide bent plastic drinking straws and options for handled and non-handled cups as well as disposable plates, cutlery and cups. |
| | OF | Provide a prepared cut food option. |
| | OF | Follow correct health and safety procedures for catered events. |
| | OF | Have support staff available to help carry plates, trays or move chairs etc. |

COVID Specific:

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| | OF | Ensure the space is social distancing safe. |
| | OF | Schedule in break times for regular cleaning. |
| | OF | Ask attendees to wear masks. |
| | OF | Have a lateral flow testing station to enter the event. |
| | OF | Give out free lateral flow tests, masks and sanitiser. |
| ON | OF | Host events online or hybrid. |
| | OF | Provide clear covid safety information in event promotion. |

Additional Accessibility:

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| | ON | |
| | ON /OF | Provide a schedule with timings, location, speaker details and event name in advance. |
| | ON /OF | Ask for feedback from all participants to try and get a fuller representation of whether access needs were covered for all people. |
| | ON /OF | Content warnings for any potentially triggering content |
| | ON /OF | Have easily identifiable support staff and provide a contact for them which people can access throughout the event. |
| | ON /OF | Plan in time for breaks. |
| | ON /OF | Additional language support for people with dyslexia and/or English second language. Translations or interpreters as an option. |
| | ON /OF | Provide enough time between the event being announced and the event starting for people to see the event, ask for accessibility needs and the accommodations to be made with continued communication. |
| | ON /OF | Offer an over the phone or in person event booking option in addition to an online booking option. |
| | ON /OF | Free spaces for support staff, carers, translators etc. |