

# **HAVANT U3A - ACCESSIBILITY POLICY**

## **1 Introduction**

This document follows the precedent prepared by The Third Age Trust.

## **2 Policy**

### **2.1 Statement.**

Havant U3A is a Charitable Incorporated Organisation which enables members in their third age to share educational, creative and leisure activities. Members of Havant U3A draw upon their knowledge, skills and experience to teach and learn from each other (peer to peer learning). Havant U3A is committed to ensuring that the U3A is as inclusive and accessible as possible for those in their third age who meet the criteria for membership. This policy document should be read alongside Havant U3A's Equality, Diversity and Inclusion Policy.

### **2.2 Aims of the policy.**

This policy has been drawn up to ensure that Havant U3A takes steps to review accessibility needs for individual members and makes reasonable adjustments, where possible, to accommodate the needs of members with disabilities and/or health related needs.

The policy takes into account the requirements of the Equalities Act 2010 and the need for Havant U3A to avoid discriminating directly or indirectly against members with disabilities and/or health related needs. The policy will act as a reference point for Committee Members, Group Leaders and individual members in terms of the steps Havant U3A will take. The policy will also identify the parameters of the adjustments that can be made.

Havant U3A is a membership charity and not a service provider, and 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 Havant U3A will not be able to accommodate owing to the level of care that an individual may need.

### **2.3 Practical approaches to increasing access.**

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

- An Accessibility Officer will be identified from amongst the membership. This will be a volunteer role/committee member role.
- The Accessibility Officer will have responsibility for liaising with Group Leaders on an ongoing basis to ensure that groups are accessible and that group leaders are aware of what the expectations are and what adjustments may need to be made e.g., relocating a group held within someone's home to a wheelchair accessible venue.
- The Accessibility Officer will contact new 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.

- General and monthly meetings will, as far as possible, be held at a well lit, fully wheelchair accessible venue, spacious enough to cope with wheelchairs and mobility scooters, with wheelchair accessible toilet and hearing aid loop system, and with a sound system in use.
- Speakers giving visual presentations will be asked to give a good description of the presentation if there is a possibility that people with significant visual impairment are present.
- At the general and monthly meetings, sufficient front row of seats will be reserved for members who have significant impaired hearing or vision.
- Access will be reviewed by the Committee on an ongoing basis with a view to considering any additional adjustments that may need to be made e.g. availability of a hearing loop or access to dementia friends training.
- Group Leaders 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 whether the group is suitable for them.
- Group Leaders will liaise with the Accessibility Officer where there are concerns about an individual's ability to participate.
- Havant U3A will try to ensure that there are a range of groups available that will provide access to members so that members do not feel excluded from too many interest/activity groups.
- Havant U3A will encourage and may require members to bring carers with them to U3A activities, as needed, with no additional cost for the carer. The carer will fall under U3A liability insurance unless they are a professional carer, in which case the individual will be covered by their employer's insurance cover.
- Havant U3A will maintain a database of venues and the facilities offered by each venue to accommodate different needs.
- Havant U3A 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 Havant 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 his or her ability to participate.
- Havant U3A will seek additional advice and support from the Regional Trustee, National Office, the national website and external specialist organisations as required.

### 3 Document Control

| DATE       | ACTION   | BY           | COMMENTS                    |
|------------|----------|--------------|-----------------------------|
| 26/06/2021 | Created  | John West    |                             |
| 27/06/2021 | Amended  | Peter Newman | Standardise formatting.     |
| 19/09/2021 | Amended  | John West    | Final adjustments           |
| 16/04/2025 | Reviewed | Peter Newman | No changes – review in 2028 |
|            |          |              |                             |