University | Equality &
of Glasgow | Diversity

Accessible Events Policy

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V1.0 Approved by	Date	Review Date	Responsible Department
EDSC	25/11/2014	3 years (or earlier if there are significant legislative changes)	Equality and Diversity Unit

Version Control

Version	Approved by	Date	Amendment to
1.1	EDU	26.02.18	Updated names of University Services within Policy. Checklist amended to include provision of seating for exhibitors.
1.2	EDU	01.03.24	Service names and web links updates
1.2	EDU	27.09.24	Section 2. Removal of reference to Research Institutes (RI) and addition of 'College' to second paragraph. Section 7 - Additional resources added to match online version.

Titles used in this policy may be subject to change. The titles are accurate at the time of approval.

Please feel free to use the information contained within this Policy by acknowledging the University of Glasgow and/or the appropriate source.

Accessible Events Policy

1. Introduction

The University of Glasgow is committed to ensuring access to all events held on campus, where possible. The Equality Act 2010 Section 29 Provision of Services, states:

> *A person (a "service-provider") concerned with the provision of a service to the public or a section of the public (for payment or not) must not discriminate against a person requiring the service by not providing the person with the service.*

2. Policy statement

The University recognises it is a fundamental right for staff, students and visitors to access events held on campus. The University has a large and complex campus, with listed building, varying gradients and poorly designed (in terms of access) buildings. This makes access challenging.

However, as a basic principle, all events open to the public or a wide internal audience (excluding general teaching) should be held in an accessible venue. This includes Open Days, Applicants' Visit Days, induction events **and those hosted at a local (College/School/Subject/Service) level**.

This policy does not cover room booking requirements in relation to general teaching. If you have accessibility requirements in relation to this either for a member of staff or a student, the School/College must inform the Space Management and Timetabling (SM&T) when making a booking request.

3. University responsibility

The University will:

- Ensure staff who are organising events are aware of their responsibilities under the Equality Act 2010 and this policy.
- Ensure staff are aware of the accessible and non-accessible venues when they are booking them.
- Ensure staff who are organising events have the resources to support a diverse range of attendees.

4. Event organisers' responsibility

Event organisers will:

- Use accessible venues for all public events.
- Inform SM&T if the event is to be open to the public or a wide internal audience when making the venue booking request.
- Complete the Accessible Events Checklist for each event they host.
- Highlight any limitations to access in the event publicity material, including on the web.
- Request advance information from attendees relating to accessibility requirements.

- Provide contact details on publicity material to allow disabled attendees to discuss their requirements.
- Based on the above, check with SM&T or whoever controls the venue to ensure the original venue remains suitable.

Responsibility for implementing these rests with the event organiser **and** whoever makes the original venue booking request for the event or with Conference and Events (C&E) if they are arranging the event.

5. Individuals' responsibility

Individuals will:

- Notify the organiser of any accessibility requirements they have in advance of attending an event.

6. Accessible Events Checklist

To ensure all event organisers have considered the full range of requirements the University has devised an Accessible Events Checklist. All events organisers should complete this, and retain a copy until after the conclusion of the events. This checklist will guide the event organiser to consider the full range of impairments which may require support, and provides further information on where to access this support.

7. Other information

If event organisers require further information, on venues in the University, how to host an event or how to support an individual with a specific impairment; please contact:

- Space Management and Timetabling (SM&T) www.gla.ac.uk/myglasgow/estates/timetabling/
- Conference and Events (C&E) www.gla.ac.uk/myglasgow/cateringandevents/conferencesandevents/
- Disability Service www.gla.ac.uk/myglasgow/disability/
- Audio Visual Services (AVS) www.gla.ac.uk/myglasgow/av/
- AccessAble – for accessibility information on most of the University's buildings
- Disability Etiquette
- Digital Accessibility Guidance
- Research and Innovation Services have put together a comprehensive guide on Inclusion as a design Principle which includes more information on how to fully include disabled speakers and attendees.
- Online events: You will need to take other things into consideration for online meetings/events, especially for those with hearing impairments. Read this detailed guidance put together by Kristeen Allison on Accessibility for Deaf/Hearing Impaired participants at Online Meetings & Events