Scotland's Professional Body for Counselling & Psychotherapy

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COSCA Validated Training Providers

Training Venue Guidelines

1. Introduction

These guidelines on venue accessibility are:

- for COSCA Validated Training Providers to assess the suitability of training venues for COSCA validated training courses
- intended to help remove barriers to COSCA validated training courses that would otherwise prevent or make access to them difficult or impossible
- to inform the disability awareness training of COSCA Validated Training Providers
- for trainers and all those involved in the validated training programme
- designed to reflect the fact that only 2% of people use wheelchairs or need disabled access but that there are many more people who need different forms of help to access training venues and training programmes

2. The Venue Access Guide

Approach to the venue:

Parking

	Yes	No
• is the access around designated off-street parking spaces suitable for boot access and for cars with rear hoists?	☐	☐
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• is the access around designated off-street parking spaces suitable for boot access and for cars with rear hoists?	☐	☐
• is there less than 45 metres from the designated parking spaces to the training venue?	☐	☐

Public transport

• do buses, trains and other forms of public transport provide reasonable access to the training venue?	☐	☐

Entrances

• is the disabled access clearly signed from the outside of the venue?	☐	☐
• Is the disabled access clearly signed from inside the venue?	☐	☐
• are the external steps and the ramped access safe?	☐	☐
• are there handrails for those with walking difficulties?	☐	☐

Doorways

• are doorways suitable for wheelchair access?	☐	☐

Seating and Room Layout

• is there a choice of seating with a range of seat heights and seats with and without arms?	☐	☐
• is the room layout and access to it free of trip hazards e.g. rugs, deep pile carpets, confusing patterns on floor coverings, lack of contrasting colours between floor covering and furniture, low lighting, unexpected changes in floor level, slippery floor surfaces, wall projections, badly placed and/or uncovered radiators, and items stacked in passageways?	☐	☐
• is the room allergy free? (When, for example, assistance dogs are in use, the room may not be allergy free. When this is the case, it is important to alert users of the room in advance that the room is not allergy free.)	☐	☐

Toilets

• are there disabled toilet facilities?	☐	☐
• are the disabled toilet facilities suitable for left and right-handed people?	☐	☐
• are the disabled toilet facilities suitable for males and females?	☐	☐
• are the disabled toilet facilities suitable for wheelchair users who need a wide turning space?	☐	☐
• are grab rails fitted to help people pull themselves up to a standing position?	☐	☐

3. Information leaflets

• are the information leaflets on the venue in an accessible format e.g. font and typeface size and colour/contrast for those with visual and other impairments?	☐	☐
• do the information leaflets state clearly that the training venue is accessible?	☐	☐
• When there is not full disabled access , do the information leaflets state that the space has limited accessibility and describe the level of accessibility?	☐	☐
• do the information leaflets state clearly that assistance dogs are permitted in the space used for training?	☐	☐

4. Fire procedures

• are there clear fire procedures in place for those with a disability?	☐	☐
• is there a system in place to assist those with disabilities and those who need assistance in the event of a fire, and does this system take account of the fact that not all disabilities are visible?	☐	☐

5. Useful Publications and Resources

The *Access Audit Handbook* is produced by the Centre for Accessible Environments. It is a multimedia planning tool for auditing the accessibility of buildings and services, and writing reports in the context of the Disability Discrimination Act 1995, funding requirements and best practice in building management. It offers straightforward guidance about undertaking access audits and writing reports to communicate recommendations. The book comes with a series of auditing checklists and a DVD of the award winning film 'Access Audits: a planning tool for businesses'. Alison Grant 2005 (ISBN 1-85946-177-8).

A PDF copy (£35.00) can be purchased directly from the Centre for Accessible Environment's website. www.cae.org.uk/publications_list.html Hard copies are available from the RIBA Bookshops website.

Customer Access, policy, technical aids and buildings: The Triple Audit is produced by the Employers Forum on Disability. I could not find a copy of it on their website so it may be out of print. However you may want to contact him about this www.efd.org.uk The publication is a list of yes or no questions about the state of a building and it provides information on how to make it more accessible depending on your answers.

User Access Consultations

Capability Scotland can carry out user access consultations on a fee basis. These are consultations carried out by a team of disabled people with a range of impairments. The team makes a report with suggestions on how to improve accessibility. If you are interested in finding out more about this you can contact Capability Scotland's Corporate Policy and Consultancy manager. elspeth.molony@capability-scotland.org.uk

Accessible Information

The Scottish Accessible and Information Forum can provide help with making the information provided by organisations accessible from the start. www.saifscotland.org.uk

Equalities Legislation

The Equality and Human Rights Commission (EHRC) aims to promote equality and human rights to create a fairer Britain, It provides advice and guidance, working to implement an effective legislative framework and raising awareness of people's rights. The newly established Equality and Human Rights Commission Scotland has similar aims. EHRC Scotland will be involved in providing updates, information and training on the Equalities Act (2010), which now includes disability.

http://www.equalityhumanrights.com/

Single Equality Act 2010

The Single Equality Act 2010 consolidates existing anti-discrimination and harassment law and makes further discriminatory acts unlawful. The majority of the Act came into force on 1st October 2010 with financial and legal considerations for both employees and employers.

http://www.equalities.gov.uk/equality_act_2010.aspx

United Nations Convention on the Rights of the Child

The UN Convention is a universally agreed set of non-negotiable standards and obligations. These basic standards—also called human rights—set minimum entitlements and freedoms that should be respected by governments. They are founded on respect for the dignity and worth of each individual, regardless of race, colour, gender, language, religion, opinions, origins, wealth, birth status or ability and therefore apply to every human being everywhere.
http://www.unicef.org/crc/

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