



## Disability Policy

**Manager responsible for review:** Facilities Manager

**Date of last review and update:** April 2015

**Approved by:** E&D committee 2015

**Next scheduled review date:** April 2016

**Version: 4**

# **Disability Policy**

## **Policy Statement**

**As an organisation, the University Of Birmingham Guild Of Students recognises that we should be inclusive and accessible for all our members and staff.**

**Accessibility for this policy will mean not just the physical building but the protected characteristics as defined by the Single Equality Act (2010).**

**We regard all UK and EU Disability laws and regulations as setting the minimum standards for disabled accessibility good practise. We recognise that we can share good practise across the union movement. We aim to be achieving higher than the minimum standard however, and accept that we must always be continuously striving to improve our performance in this area.**

**This policy will not succeed without the co-operation and support of all officers, staff and members. We see equal access as a principle duty of any organisation, and therefore as a principle duty of anyone involved in that organisation.**

**The Guild of Students will strive to ensure that any officers, staff or members who are unclear as to best practice will have the support of the organisation in ensuring that information, assistance and training will be available where necessary.**

**Any further accessibility targets, directives or requests issued by the organisation separately from this policy should also be considered as covered by this policy, and therefore as key duties of any Guild officer or member of staff.**

**This policy will be reviewed annually by the Disability Working Group. This group will also monitor the organisation's performance throughout the year, giving updates each year to the staff and student Equality and Diversity committees.**

### **Responsibilities for the implementation**

The staff Equality and Diversity committee will oversee the implementation with the support of the Chief Executive Officer.

Departmental managers shall be responsible for the implementation of the policy.

Individual staff and officers must ensure that their personal actions further the accessibility principles of the Guild of Students. (For example, refuge areas must be kept clear at all times).

## **1. Disability Acknowledgements**

1.1 The impact on our ability to comply with the Single Equality Act (2010) in relation to any proposal or decision must be a primary and documented concern of the officer or staff member making the proposal or decision.

1.2 All actions should further the accessibility principles of the Guild of Students (as outlined in section 2 of this policy).

1.3 There must be a demonstrable commitment to continuous improvement, and accessibility must be strongly considered in all future building developments.

1.4 The Guild of Students must be committed to educating and training their employees, officers, volunteers, student groups, and members on disability issues and the effect of their activities; to raise awareness and encourage participation from the whole organisation.

1.5 The Guild will be committed to an accessible and diverse recruitment policy, by maintaining our 2 Ticks accreditation and annual review by the staff Equality and Diversity committee.

## **2. Accessibility principles**

2.1 All services must be accessible to all – where some meeting rooms are not fully accessible this must be made clear at the point of booking, as stated in the building Access statement.

2.2 All provision for the compliance of the Single Equality act (2010) is regularly checked and continues to be fit for purpose in all circumstances.

2.3 The Guild will commit itself on a regular basis to national campaigns such as Attitude is everything, for which the Officer Team should take responsibility. *The Guild should highlight Awareness weeks*

2.4 There will be a section in the mandatory training plan regarding compliance with the Single Equality act (2010) and to ensure there is effective disability equality training.

2.5 The organisations systems of work will consider accessibility e.g. fire evacuation procedure will have refuges that are fully operational, accessible booking systems and 2 for 1 ticketing.

2.6 All public areas are kept clear and not compromised by users of the guild.

### **3. Guidelines for Staff**

3.1 All staff should be aware of the RADAR key scheme for disabled toilets

3.2 All staff should be aware of the Loop systems installed in the building, specifically at Guild Reception and other key membership areas, i.e. Student Development Counter.

3.3 All such systems should be regularly maintained and serviced annually, and checked that they continue to be fit for purpose by facilities.

3.4 All documents should be available according to the guidelines set out in 'Accessible documents' in the Disability Folder.