Employerability Toolkit

Access All Areas
Checklist

Real Inclusion

It is helpful to start identifying the barriers disabled people could face within your workplace.

In the real world, the categories are rarely clear cut, but this task will help to extend thinking beyond the basics such as ramps and accessible toilets.

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Go through the checklist and identify any access barriers in your workplace.

This process is designed to prompt proactive thinking about disability inclusion. Once you know the barriers you can begin to plan how to overcome them with reasonable adjustments.

Digital: Can everyone access your online information?

1. **Have you checked your website accessibility against** <u>Web Content Accessibility Guidelines</u> **(WCAG)?**

    > **Top Tip:** The universal standards for web accessibility WCAG provides step by step instructions on how to make your website more accessible. There is a legal requirement for public bodies to meet WCAG standard 2.1.

2. **Do you provide equipment for home working (such as a laptop or desk equipment) for current and new employees?**

3. **If so, do you make this known on job adverts for prospective candidates?**

Poverty is a barrier for people accessing opportunity and nearly half of the 14 million people in poverty in the UK are affected by disability. If you have the means to provide, highlight it to prospective talent.

For more information on poverty and disability read this article by Disability Rights Uk

Policy: Are you clear about your commitment to disability inclusion?

1. **Do you have a flexible working policy?**

2. **Do you have impairment related sickness leave defined in any of your policies?**

3. **Do you define your approach to disability inclusion, referencing the social model of disability for example?**

4. **Do you use empowering and positive language in fitting with your approach to the inclusion of disabled people?**

> **Top Tip:** The social model of disability is a useful way to approach disability inclusion, click to see how Self-Directed Support Scotland frame it in their article.

Communications: Are you communicating inclusively?

1. **Do you use an accessible and standardised font style and size for your internal and external emails? (See our accessible formatting guidance for more information.)**

2. **Are you making your social media accessible? Adding image descriptions and using #'s that are screen reader compatible. See our Accessible Social Media Guide for more information**

3. **Do you provide information and examples of reasonable adjustments for people new to your organisation?**

   Top Tip: We can ask if someone requires a reasonable adjustment, but it is good to show what you mean by providing examples such as:

   'We value the benefit diversity and inclusion brings and we welcome information on any reasonable adjustment we can make to ensure you can fully participate. For example, this may be extra time for a meeting or interview, information in different formats such as Braille or easy read or a venue which has wheelchair access.'

Progression: Does everyone have equal access to develop and progress?

1. Do you ask external providers if they provide accessible services and are able to make reasonable adjustments?

2. Do invite employees to request reasonable adjustments for training and development opportunities?

3. Do you support managers and executives in your organisation to make requests for reasonable adjustments from the organisation, their colleagues and their direct lines?

Around 1 in 10 people have an impairment and may not define as disabled.

2% of the working age population becomes disabled every year and 78% of people acquire their impairment 16 years or older.

You may have disabled people working for you, you just may not know it. Think about how you can make it easier for your employees to let you know about any changes in their access needs or their health.

Physical: How does someone get in?

Your building:

1. How many floor levels does your building have?

2. If it is multi-level building is there lift access and/ or ramp access to all floors?

3. If not, do you have options to move meetings/ events to accessible rooms if needed?

Transport:

1. Is there any parking on-site?

2. If so, do you have designated disabled parking blue badge spaces? If yes, how many?

3. If no, is there any parking nearby (within 50 meters or 5-minute walk? Or do you have information on the nearest parking spaces?

4. Is there a bus stop (within 50 meters or 5 minute walk)?

5. Is there a train station nearby?

Physical: How does someone get in continued...

Entrance:

1. Is the main entrance level, ramped or stepped?

2. If stepped are there handrails on both sides?

3. Are the stair edges colour contrasted or tactile marked?

4. Is there a tactile warning strip at the top?

5. Is there a wheelchair accessible ramp?

6. Is there a level platform at the top of the ramp?

7. Is the entrance door automatic or manual?

8. Do the doors open inward?

9. Do you have an intercom entrance system to open the main entrance?

Physical: How does someone get in continued...

Additional Information:

1. **Is at least part of any reception or payment desk at a wheelchair accessible height?**

2. **Is there a hearing induction loop or other amplifying device fitted in reception?**

3. **Is there adequate circulation space around the building for wheelchair users?**

4. **Is there a wheelchair accessible WC cubicle in the building?**

5. **If so, does the red emergency pull cord reach the floor?**

6. **Is it kept in good condition/working order?**

Conclusion

Completing this check list should give you a starting point in working out some of the simple changes you could make to improve accessibility.

Just as importantly it will help you to effectively communicate the information about your accessibility to those who need it.

- For example, if you have recorded that some of the building is inaccessible for wheelchair use, think now about how you overcome this (e.g. via alternative arrangements).

- How can you be clear in your job adverts or to potential customers that you are committed to inclusion even if there are known access barriers you cannot immediately and fully address?

- You may want to let potential applicants know that there are flexible options available, and you are open to questions/requests and keen to respond – and thereby avoid them ruling you out as a potential employer/supplier.