

## CHSS Tartan Tea Party – Accessibility Tips and Hints

Accessibility covers a wide range of considerations including (but not limited to): Financial, transport, physical, sensory, cognitive, communication, neurodiversity, mental health...

Here are some tips and hints to help create an inclusive and welcoming environment for your tartan tea party. You might not be able to meet everyone's needs but here are some things to consider when designing your event:

### Venue

- **Mobility aids:** Is the venue is accessible for people with mobility aids? eg wheelchairs, walking frames, rollators, walking sticks, crutches.  
Think about ramps, lifts, wide doorways, space between furniture, obstacles, flat/smooth flooring.
- **Visual Impairments:** Is the venue accessible for people with impaired vision?  
Think about obstacles, flat/smooth flooring.
- **Accessible Toilets:** Are there accessible toilets with grab rails and enough space to manoeuvre?
- **Parking:** Is there accessible parking close to the entrance?

### Documentation and Information

Consider people with visual, communication and/or cognitive impairments and/or neurodiversity.

- **Invitations:** Consider sending invitations in multiple formats (print, email, text)
- **Signs:** Consider using large, high-contrast text on all signs and printed materials.
- **Information:** Consider providing information in accessible formats, such as large print, Braille, video or audio recordings.

### Communication

- **Microphone Use:** Use a microphone to ensure everyone can hear.
- **Visual Aids:** Consider including verbal, visual and written communications – with visual aids, large text and easy read versions
- **Communication Support:** Consider providing a sign language interpreter or live captioning for people who are deaf or hard of hearing.
- **Point of contact:** Ensure that everyone can make their accessibility needs and experiences known.

## Venue Layout

- **Clear Pathways:** Keep pathways clear of obstacles to ensure everyone can move around easily.
- **Quiet Areas:** Provide quiet areas for people who may need a break from noise and activity.
- **Lighting:** Ensure the venue is well-lit but avoid overly harsh or flashing lights that may cause discomfort.
- **Seating:** Arrange tables and chairs with plenty space to move around and remove any obstacles.
- **Variety of Seating Options:** Offer chairs with and without arms, as well as different height chairs.
- **Table Height:** Ensure tables are at a height that is accessible for wheelchair users.

## Dietary Needs

- **Allergy Information:** Clearly label all food items with ingredients and potential allergens.
- **Dietary Preferences:** Provide a variety of options, including gluten-free, vegetarian, and vegan choices.
- **Easy-to-Eat Foods:** Consider offering finger foods or pre-cut items for guests with limited dexterity.

## Activities

- **Inclusive Games:** Choose games and activities that everyone can participate in, regardless of physical, sensory, communication or cognitive impairments or neurodiversity.
- **Seated Options:** Provide seated versions of activities for those who cannot stand for long periods.
- **Sensory-Friendly:** Consider offering sensory-friendly activities for guests with sensory sensitivities.

## Assistance

- **Moving and carrying:** Be ready to assist people who might have difficulty moving around the venue and carrying items.
- **First Aid:** Ensure there is a first aid kit on hand and that there are people there who know basic first aid procedures.