

Access for All Design Guide to Fellowship Events

The RSA works with Fellows to develop a wide range of free events. We aim to ensure that these events are accessible to all and led according to our [Code of Conduct when representing the RSA and RSA Fellows' Charter](#).

We use the following principles to help plan Fellowship events:

Inclusive design: ensuring that in our planning we build inclusivity in as much as we can. For example, choosing venues with level-entry access, induction loop systems, accessible toilets, seating, designated parking and good public transport links. We use Eventbrite for booking and make sure additional phone and email support is available. The vast majority of our events are free.

Least restrictive access: We recognise that we cannot provide full accessibility to everyone – each person's needs are different and some needs may conflict, such as desired levels of lighting in a meeting space. Where we have to make choices, we will make those that restrict fewest people

Reasonable adjustments: we will consider providing additional access based on specific requests from those attending through direct conversations with them. For example, providing BSL or Lipspeaking/SSE interpretation, audio description and captions of presentations and video content, live speech to text, print material in alternative formats (including large print, audio, braille and easy read), a quiet space, refreshments that meet specific dietary needs.

On occasion, Fellows may wish to host an event or activity in a location which could restrict access. Examples might include:

- a countryside walk
- a visit to an historic building with access limitations

In these circumstances we will consider what reasonable adjustments can be made to maximise the opportunity for participation.

RSA Event Set-up Check List

Risk Assessment

The RSA's insurance covers Fellows' events as long as this form has been completed and returned to your relevant Area Manager at least one week before your event.

RSA events can be run both by RSA staff and Fellows. We want to ensure that all those who attend an event by the RSA are safe. We ask one of the organising Fellows to complete this form and return it to the Fellowship Team. Please contact your Area Manager if you have any questions. Thank you!

Name of Event	
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Date of Event	
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Fellow(s) Organising	
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Form completed by		Date:	
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Important considerations	Yes	No
Is there sufficient space for the proposed number of attendees?		
Is the venue suitable to handle the proposed numbers of attendees?		
Is the venue easily accessible for guests? E.g. Near a station, near car parking, and clearly signposted?		
If the venue is not normally open to the public (i.e. not a pub, café or similar), then have you ensured that the venue has public liability insurance?		
Is there clear access for emergency services?		
Are there clear evacuation procedures if there's a fire or reason to leave the building?		
Are all emergency exits clearly marked?		
Is there a First Aid box in the venue?		
Are the facilities and spaces suitable for guests with additional needs or requirements, such as wheelchair access, lifts, lighting, and acoustics? (Please see overleaf for further recommendations)		
Is there seating available if required?		
Have additional risks (including severe allergies) been logged? <i>RSA staff will pass on participant notifications of accessibility needs, dietary restrictions, or severe allergies.</i>		

Any additional considerations and notes:
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Accessibility and Inclusion

All RSA events should be held in accessible venues, with activities that are inclusive for all attendees. When planning your event, please take into account the following considerations, and please get in touch with your Area Manager or networks@rsa.org.uk if you have any questions or concerns, or if you need to access additional funding in order to ensure your event is fully inclusive to guests with specific needs. Thank you!

1. Getting there

- Is the venue easy to get to? Is it near a station, with parking near the entrance?
- Do you need to include any specific information in the pre-event communications so people can easily find the venue, the entrance, or the room where you're meeting?
- Is the entrance clearly marked, with large and clear signage?
- Do your pre-event communications give people an idea about what to expect in terms of the style of event and activities?

2. Getting around

- Are there ramps and enough space for wheelchair users to enter and turn?
- If the room is upstairs, is there a lift?
- Where are the disabled toilets?
- NB. All venues with public liability should have an accessibility statement – You may want to check with your venue what this is

3. Experiencing the event itself

Many aspects that will improve the experience for people with specific requirements will improve the experience for all guests:

- Is there an agenda available so people know what to expect, what's going to happen and when?
- Is the type of activity inclusive? Does it give everyone an opportunity to participate or contribute?
- Are there enough seats available if people need to sit down?
- Lighting and sight: Is the lighting flexible so you can brighten/dim according to need?
- Sound and hearing: How can you minimise background noise? Is there an option for an induction loop?