



Accessibility policy, Guidance for Speakers and risk assessment for use of stage

Appendix A
March 2022

Guidance for Speakers

Thank you for agreeing to speak at a u3a meeting.

- Please do use a microphone. It is important to do so even if you have a loud voice because people with hearing aids switch to a loop system which is activated through the mic.
- Do allow time for a sound check. Ask someone to stand at the back of the hall / room to check if you can be heard clearly.
- If you are giving a talk in the main church we would advise you to stand on the stage if possible and display items so that the audience can see them easily.

Risk assessment for use of Stage

What is the hazard?

Slips, trips and falls

Who might be harmed and how?

Speakers, other visitors and anyone else using stage may be injured if they trip on the stairs up to the stage, slip/trip on the stage, or fall from the stage edge into the main Church.

What are you already doing?

General good housekeeping is carried out. All areas well lit, and kept tidy, including stairs. No trailing leads or cables.

Do you need to do anything else to control this risk?

- Only those who feel fit, able and confident to use stage will be encouraged to do so no pressure exerted on anyone who feels uncomfortable about this.
- Advise stage users to use handrail when going up or down steps to stage (Add to speakers' guidance)
- Stage users strongly advised to stand behind lectern when speaking (or at least the same distance from the edge of the stage as the lectern is situated).

Action by who?

Guidance for Speakers to be sent out with booking form to speakers by Speaker Seeker.

Review Date
March 2024