

(Mae'r ddogfen hon hefyd ar gael yn Gymraeg)

<b>Project Name:</b>	<b>Amdani! Conwy</b>		
<b>Document title:</b>	<b>Volunteer Host - Access Assessment (English)</b>		
<b>Venue/Event</b>			
<b>Lead Contact</b>		<b>Job title</b>	

This template is a guide to help you think about ways you can make your projects and events accessible for a range of people especially those with specific access requirements such as Disabled, Deaf and neurodivergent people.

Use the table and prompts below to guide what access information you should include and what provisions will be in place to meet the access needs of volunteers and the public.

You can use the [Access Assessment Guide](#) document to support the completion of this template.

We recommend you use this template everytime you complete an opportunity and update according to best practice and learnings acquired throughout your time with the Amdani! Conwy project.

This open source document is free to use in your wider governance and to make your venue/event more accessible to all you engage with, including staff and visitors.

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Contact David Cleary – Access and Inclusion Officer if you have any questions, queries or require this document in a different format. Email: [david@dacyrmu.com](mailto:david@dacyrmu.com) or call 07743 932406 to arrange a call.

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	<b>Access area</b>	<b>Consideration</b>	<b>Mitigation</b>	<b>Additional measures</b>
1	Consultation and planning	<p>- Have you asked people what their access requirements are?</p> <p>How have you requested this information?</p>		
2	Mobility/level access requirements	<p>- Have you thought about access for wheelchair users and those requiring level access?</p>		

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3	Large scale crowd events – Audiences over 300	Large scale requires considerations about people's safety and how disabled people can gain the best experience with compromise. One size fit all is not acceptable and event/venue will need to have a plan in place depending on how the events are run		
4	Flashing lights & loud audio	- Are there repetitive flashing lights that affect light sensitive issues or sudden loud noises which can trigger sensory overload? Have a light fixed on any BSLI's so they are always seen		

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5	Discrimination (Staff, artist, contractors, technical workers and public)	- What action will be taken if someone is discriminatory or abusive? Remember discrimination can be unintentional too.		
6	Invigilation and stewardship	- What access considerations are put in place for staff and volunteers. Are there long periods of standing? What locations are people in, i.e., near entrances or outdoors. Are there issues with the environment which can impact the senses such as hard surfaces, changing lights, dark place areas.		

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7	Parking and drop off points	<ul style="list-style-type: none"><li>- Is there accessible parking near the venue or event space?</li><li>- Are there adequate drop-off and pick-up points</li></ul>		
8	Public transport	<ul style="list-style-type: none"><li>- Is there a regular and accessible public transport route to the event or venue.</li></ul>		
9	Toilet and restroom Facilities	<ul style="list-style-type: none"><li>- Are toilets and facilities accessible and are clearly sign posted?</li></ul>		
10	Communications	Is the language and the format of marketing information accessible to everyone?		

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		<p>Are the messages in easy Read English or Cymraeg?</p> <p>Are there images which show diversity and welcome to range of people with Protected Characteristics</p>		
11	Fire safety (Alarms)	<p>- Does emergency procedure or alarm communicate with d/Deaf, visually impaired, neurodivergent staff, volunteers and audiences?</p>		

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12	Interpretation	- Is live communication supported and accessible?		-
13	Training and Access Documents	- Does your organisation have an awareness of and use Access documents or handbooks across all team members?		

