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COSCA Validated Training Providers

Training Venue Guidelines

1. Introduction

These guidelines on venue accessibility are:

- for COSCA Validated Training Providers to assess the suitability of training venues for COSCA validated training courses
- intended to help remove barriers to COSCA validated training courses that would otherwise prevent or make access to them difficult or impossible
- to inform the disability awareness training of COSCA Validated Training Providers
- for trainers and all those involved in the validated training programme
- designed to reflect the fact that only 2% of people use wheelchairs or need disabled access, but that there are many more people who need different forms of help to access training venues and training programmes.

2. The Venue Access Guide

Approach to the venue:

Parking

| | Yes | No |
|---|--------------------------|--------------------------|
| • is the access around designated off-street parking spaces suitable for boot access and for cars with rear hoists? | <input type="checkbox"/> | <input type="checkbox"/> |
| • is there less than 45 metres from the designated parking spaces to the training venue? | <input type="checkbox"/> | <input type="checkbox"/> |

Public transport

| | | |
|---|--------------------------|--------------------------|
| • do buses, trains and other forms of public transport provide reasonable access to the training venue? | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

Entrances

| | | |
|--|--------------------------|--------------------------|
| • is the disabled access clearly signed from the outside of the venue? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the disabled access clearly signed from inside the venue? | <input type="checkbox"/> | <input type="checkbox"/> |
| • are the external steps and the ramped access safe? | <input type="checkbox"/> | <input type="checkbox"/> |
| • are there handrails for those with walking difficulties? | <input type="checkbox"/> | <input type="checkbox"/> |

Doorways

| | | |
|--|--------------------------|--------------------------|
| • are doorways suitable for wheelchair access? | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|

Seating and Room Layout

| | | |
|--|--------------------------|--------------------------|
| • is there a choice of seating with a range of seat heights and seats with and without arms? | <input type="checkbox"/> | <input type="checkbox"/> |
| • is the room layout and access to it free of trip hazards e.g. rugs, deep pile carpets, confusing patterns on floor coverings, lack of contrasting colours between floor covering and furniture, low lighting, unexpected changes in floor level, slippery floor surfaces, wall projections, badly placed and/or uncovered radiators, and items stacked in passageways? | <input type="checkbox"/> | <input type="checkbox"/> |
| • is the room allergy free? (When, for example, assistance dogs are in use, the room may not be allergy free. When this is the case, it is important to alert users of the room in advance that the room is not allergy free.) | <input type="checkbox"/> | <input type="checkbox"/> |
| • is the training environment neuroinclusive? (For example, are soft furnishings used to reduce distracting noise during small group work etc.?) | <input type="checkbox"/> | <input type="checkbox"/> |

Toilets

| | | |
|---|--------------------------|--------------------------|
| <ul style="list-style-type: none"> are there disabled toilet facilities? | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> are the disabled toilet facilities suitable for left and right-handed people? | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> are the disabled toilet facilities suitable for males and females? | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> are the disabled toilet facilities suitable for wheelchair users who need a wide turning space? | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> are grab rails fitted to help people pull themselves up to a standing position? | <input type="checkbox"/> | <input type="checkbox"/> |

3. Information leaflets

| | | |
|--|--------------------------|--------------------------|
| <ul style="list-style-type: none"> are the information leaflets on the venue in an accessible format e.g. font and typeface size and colour/contrast for those with visual and other impairments? | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> do the information leaflets state clearly that the training venue is accessible? | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> When there is not full disabled access, do the information leaflets state that the space has limited accessibility and describe the level of accessibility? | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> do the information leaflets state clearly that assistance dogs are permitted in the space used for training? | <input type="checkbox"/> | <input type="checkbox"/> |

4. Fire procedures

| | | |
|---|--------------------------|--------------------------|
| <ul style="list-style-type: none"> are there clear fire procedures in place for those with a disability? | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> is there a system in place to assist those with disabilities and those who need assistance in the event of a fire, and does this system take account of the fact that not all disabilities are visible? | <input type="checkbox"/> | <input type="checkbox"/> |

5. Useful Publications and Resources

- The **Access Audit Handbook** is produced by the Centre for Accessible Environments. It is a multi-media planning tool for auditing the accessibility of buildings and services, writing reports and funding applications, and providing information on best practice in building management. It offers straightforward guidance about undertaking access audits and writing reports to communicate recommendations. Earlier copies of the Handbook written by Alison Grant and published in 2005 (ISBN 1-85946-177-8) are still available, but later versions can be purchased directly from the Centre for Accessible Environment's website:

[Publications - CAE](#)

- **The Equality Act 2010**

The Equality Act 2010 consolidates existing anti-discrimination and harassment law and makes further discriminatory acts unlawful. The majority of the Act came into force on 1st October 2010 with financial and legal considerations for both employees and employers.

The Act provides a legal framework to protect the rights of individuals and advance equality of opportunity for all.

It provides Britain with a discrimination law which protects individuals from unfair treatment and promotes a fair and more equal society.

[Equality Act 2010 \(legislation.gov.uk\)](#)

- **United Nations Convention on the Rights of the Child (Incorporation) (Scotland) Act 2024**

The United Nations Convention on the Rights of the Child is a universally agreed set of non-negotiable standards and obligations. These basic standards—also called human rights—set minimum entitlements and freedoms that should be respected by governments. They are founded on respect for the dignity and worth of each individual, regardless of race, colour, gender, language, religion, opinions, origins, wealth, birth status or ability and therefore apply to every human being everywhere. The UNRC was incorporated into Scottish law in 2024 – see link to the legislation below.

[United Nations Convention on the Rights of the Child \(Incorporation\) \(Scotland\) Act 2024 \(legislation.gov.uk\)](#)

Brian Magee
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