**Accessibility checklist**

If you’re organising an event or trip, and some of your members are elderly or frail, please ensure that they have enough information to decide if they can come - once people know, the decision is theirs. In some cases you may need to visit beforehand, or ring up, to find out:

* What is the purpose of the visit?
* What will be the total cost per person?
* What will happen during the visit – approximate timetable?
* If there is food, can allergies be accommodated? Will there be regular food, with seating and a table?
* Travel: if the journey is more than an hour, will there be stops, with an accessible toilet?
* At the venue:
* How far will we need to walk?
* Is the ground rough?
* Are there steps, or a ramp?
* Is there an accessible toilet?
* If there is a speaker, is there a loop system?
* Does the coach have reasonably easy steps, and a handrail?
* If private cars are being used to transport members, drivers should be advised to let their insurance companies know that they sometimes use their cars for charity work. This should not affect their premiums.