



CLEVELAND COLLEGE OF ART & DESIGN

<i>Title:</i>	Disabled Persons Procedure		
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<i>Approved by:</i>	H&S Committee	<i>Date:</i>	18 March 2015
<i>Date to be reviewed:</i>	January 2018		
<i>Minor amendments:</i>	<i>Date:</i>		
	<i>Nature of:</i>		

The policy or procedure will be reviewed by the date shown on the front cover sheet, or sooner if a change in legislation, best practice, or other circumstances indicate that this is necessary. If, for whatever reason, the policy or procedure is not reviewed by the date shown, the policy or procedure shall stay in force until formally reviewed.

INTRODUCTION

Cleveland College of Art and Design shall do as much as possible to facilitate the work of persons with disabilities, and ensure that as far as practicable the premises do not represent an obstacle to equal opportunities in recruitment, training, promotion, transfers and other employment matters.

SCOPE

This Procedure applies to everyone associated with the College; The Board, employees, students, visitors, contractors and any other people who may be affected by its activities who the policy refers to or covers.

DEFINITIONS

The Disability Discrimination Act defines a disabled person is someone with a physical or mental impairment which has a substantial and long-term adverse effect on

- Mobility
- Manual dexterity
- Physical coordination
- Continence
- Ability to lift, carry or otherwise move everyday objects
- Speech, hearing and eyesight
- Memory or ability to concentrate, learn or understand
- Perception of the risk of physical danger

This procedure will also apply to individuals temporarily disabled and those suffering from certain medical conditions (such as epilepsy, narcolepsy, diabetes, etc.).

Disabled Persons		
Procedure	Role / Responsibility of -	How
<p><u>Staff, Students and Visitors</u></p> <p>Determine whether a person has a disability</p>	Human Resources /Student Support	Obtain information from the member of staff or student at interview/selection stage.
Provide information on the Disabled Person (DP) to the appropriate members of staff.	Human Resources /Student Support	Discuss the individual with the appropriate Programme / Course Leaders / Department or senior Managers before the individual starts – confirm details in writing. <u>First aiders and Fire Marshals should be informed of any special needs that individuals may have.</u>
Consider the needs of the disabled person to enable them to carry out the tasks/duties required by their course/role.	Human Resources /Student Support Programme / Course Leaders / Department & senior Managers	Using the information obtained and your knowledge of the task, process, equipment, hazards, and risks involved carry out a risk assessment for the individual. Review any existing risk assessments and ensure that the specific vulnerability of persons with disabilities is taken into account. Determine whether alterations to premises, modifications to equipment and machinery will be needed.
Consider emergency evacuations for the disabled person(s).	Human Resources /Student Support In liaison with fire marshals.	If necessary draw up a personal emergency evacuation plan (PEEP) – record in writing.
Implement all actions identified.	Human Resources /Student Support Programme / Course Leaders / Department & senior Managers	Obtain and provided any necessary equipment, inform appropriate people (including the DP) of procedures etc. Cooperate with all persons involved.

<p><u>Visitors</u></p> <p>Identify visitors with disabilities.</p> <p>Suitable and sufficient health and safety arrangements should be made for them while on the premises.</p> <p>In the event of a fire the visitors and contractors books should be held by the chief fire marshal to enable confirmation of evacuation to be gained.</p>	<p>Receptionist Members of staff hosting visitors Facilities Manager (for contractors)</p> <p>Chief Fire Marshal</p>	<p>Sometimes this is obvious – e.g. wheelchair users.</p> <p>The visitors and contractors signing in books now contain a notice requesting such visitors to inform their college contact if they would have any difficulty, require special assistance or take medication.</p> <p>Visitors should be accompanied by their college contact whilst they are on college premises.</p> <p>Contractors' whereabouts should be known at all times as they may be on the premises for long periods and being accompanied during this time may not be practical.</p> <p>Fire Marshals should be informed of the location of contractors should a fire or other emergency arise.</p>
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MONITORING AND EVALUATION	Role / Responsibility of -	How
<p>Monitor and evaluate the effectiveness of the procedure.</p> <p>Review this procedure on a regular basis or sooner if required.</p>	<p>Health and Safety Advisor</p>	<ul style="list-style-type: none"> • Undertake checks on numbers of disabled staff, students, and visitors at the college during the review period. • Seek information, views, and comments from appropriate members of staff. • Making an assessment of the effectiveness of the procedure based on the information obtained.

EQUALITY STATEMENT

This policy will be implemented in line with the principles of the college's commitment to equality and diversity which is: Cleveland College of Art and Design is committed to the principles of equality and diversity and aims to ensure that all employees and college users are treated fairly and equally regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

RELATED DOCUMENTATION

<http://www.equalityhumanrights.com/advice-and-guidance/your-rights/disability/>