

## **Beeston u3a Accessibility policy: Appendix B**

### **Guidance for Meeters and Greeters at Open Meetings**

The Meet and Greet team, positioned in the foyer, are there to welcome and help those arriving for the Open meeting.

This guidance is to help Meeters and Greeters provide the appropriate support for an attendee with disabilities and/or health related needs.

#### **Support for Attendees with Disabilities and/or Health related needs:**

Please keep an eye out for anyone arriving with mobility or other difficulties:

- Open the double “fire exit” doors if this would enable them to access the building more easily.
- Ask whether they need help, in going into the Meeting Hall or to get to the Refreshment or Booking rooms. If so, escort them to their preferred destination.
- Two wheelchairs are available in a cupboard in the Meeting Hall, opposite the entrance door from the foyer, and can be fetched if felt necessary.
- Offer the attendee one of the seats marked as “Reserved” in the Meeting Hall. Move the “Reserved” sheet as necessary to a seat which will meet their needs.
- Be aware that there is an Accessible Toilet situated on the right of the corridor from the foyer to the Refreshments room.