CPR Training Sessions - Accessibility Checklist

This is a checklist to help you make your sessions for learning CPR as accessible as possible. This can be printed out and completed as you are planning, caring out, and reviewing your sessions

Remember: this is not an exhaustive checklist! Listen to attendees about what will work for them. There are blank rows for you to add your own items. If you need any support with this then please get in touch with us at hello@savealife.scot.

**Planning the Session**

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| **To consider …** | **Notes** |
| If you are able to pick a venue, accessibility features you should be on the lookout for include: * Easy access by public transport and disabled parking spots nearby;
* A space for the session which has step free access;
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| If you have been assigned a venue, have you asked them about their accessibility? Questions to ask include but are not limited to:* Do you have an accessible toilet?
* Is there step free access to the space the session is being held?
* Is there a quiet space that attendees could go to if they need a break?
* Are there blue badge parking spots by the venue?
* Is there a hearing loop?
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| Have you asked attendees what you can do to make the session accessible for them? |  |
| Have you included information about the accessibility of the venue when advertising the session?  |  |
| Have you offered participants an opportunity to look at materials prior to the session?Have you considered the format of your materials when you send them out? Not all formats are accessible to screen readers. Word documents tend to be good. |  |
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*Once you know more about your participants, you may want to consider if any of these things would be helpful. If you aren’t sure, then just ask them! Disabled people are really used to adapting things and talking about their access needs, so you can take your lead from them!*

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| **To consider …** | **Notes** |
| Would any attendees benefit from having a British Sign Language interpreter, induction hearing loop, or a live captioner?  |  |
| Would any attendees benefit from being seated in a place where they have easy access to the exit?  |  |
| Would any attendees benefit from being seated close to you to help them hear you?  |  |
| Would any of your attendees benefit from there being facilities for assistance dogs (e.g. a water bowl) |  |
| If you have any hard of hearing or deaf participants, you may want to consider the background noise levels and whether the space is well enough lit for them to see you clearly.  |  |
| Would any of your attendees benefit from the materials being printed in a larger font? Generally, size 14 font and upwards is good.  |  |
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**Running the Session**

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| **To consider …** | **Notes** |
| Is the space where the session is being held well signposted? Consider whether signs are at a height where wheelchair users could read them.  |  |
| Have you planned regular breaks into the session? |  |
| Have you highlighted the importance of all parts of the chain of survival in your session? |  |
| Have you allowed time to check in with any Disabled participants to see how they are getting on? |  |
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**Reviewing the Session**

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| **To Consider …** | **Notes** |
| Have you followed up with any Disabled participants to find out how they found the session, and for any feedback on what could have made it more accessible? |  |
| Have you taken some time to think about what worked well/could be improved about the accessibility of the session you have just run?  |  |
| Have you reached out to Save A Life for Scotland via hello@savealife.scot to share any questions/challenges you have encountered, or anything that went particularly well?  |  |
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