



A step-by-step guide on producing an Accessibility Guide for your park

Documents you will need:

We will be providing you with some documents to help you prepare the Accessibility Guide for your park.

1. **Our ‘Not just a check box’ report and the Sensory Trust’s ‘Access Chain: an inclusive design tool’.**
2. **A template of a Park Accessibility Guide** – use this structure to present your findings (request from Madison@yourpark.org.uk).
3. **Tips and Tricks** - to help you collect and present information about what is in your park in the best way.

We also have an example Accessibility Guide if you would like to see it.

Step by step process:

Step 1: Learn (approx. 30 mins)

Familiarise yourself with accessibility and the experiences of Disabled people and carers when using parks. To help you do this we will be providing you with:

1. Our research report - ‘Not just a checkbox’ which details the barriers which prevent disabled people and carers from getting out to parks and the sort of information they like to know about before planning a visit.
2. The access chain, a design tool developed by the sensory trust which looks at access from the perspective of the visitor. This will give you a stronger understanding of accessibility.

<https://www.sensorytrust.org.uk/resources/guidance/access-chain-an-inclusive-design-tool>

Step 2: Collect information & photos (approx. 1 hour)

Go out to your park and view it with accessibility in mind. Use the Park Accessibility Guide template to collect the required information and take photos of the features listed.



Step 3: Write it up (approx. 1 hour)

Make your guide! Do this by opening the Park Accessibility Guide template in Microsoft Word. Type the information you gathered into the template and insert the photos.

Step 4: Review & Finalise

Email us a copy of both your guide and filled out table to: madison@yourpark.org.uk with the subject: friends of __ park's accessibility guide.

We review it within 1 week, offer any feedback and when finalised, convert it into a PDF.

Step 5: Promote

We will then send this back for you to promote locally.

Our report found that participants were most likely to become aware of events and activities through their social network. While Facebook is often a popular resource, our participants expressed a desire for the social media channels to be diversified e.g. Next Door.

We will submit your guide to the Council's website.