

ANNEX A TO THE MOSI DISABILITY EQUALITY SCHEME SOI (DATED 4 DECEMBER 2009)

MOSI DISABILITY EQUALITY ACTION PLAN 2010 – 2013

OBJECTIVE	ACTION REQUIRED	LEAD	COMPLETION DATE
<i>POLICY</i>			
Develop and Publish a Museum Disability Equality Scheme (DES) and Action Plan.	<ul style="list-style-type: none"> • Ensure that all stakeholders, including people with disabilities, input accordingly. • Ensure that the DES and Action Plan objectives are achievable and incorporated into the Museum strategic planning process. • Review the DES and Action Plan regularly and publish an Annual Report. 	Head of Operations Director Head of Operations	4 December 2009. Annually. Ongoing
Review 2007 – 2009 Action Plan.	<ul style="list-style-type: none"> • Ensure that all Galleries, collections, presentations and demonstrations are accessible to people with disabilities. • The introduction of induction loops for all Galleries is to be examined. • Small scale models of key large exhibits are to be constructed/procured (where possible) to facilitate tactile appraisal. 	Head of Operations Head of Interpretation & Learning Curators	Ongoing
Future Mandatory Responsibilities.	<ul style="list-style-type: none"> • Implement Gender and Race Duties in accordance with EHRC Directive. • Ensure Museum policies, processes and practices comply with the Equality Bill. 	Head of Operations HR Manager	30 April 2010 and 31 May 2011 respectively. Ongoing.

CONSULTATION			
Access Forum Quarterly Meetings.	<ul style="list-style-type: none"> • Access Forum membership to be reviewed. • Disabled staff to advise and engage on relevant Action Plan issues. • Access Forum to regularly measure performance against the Plan. 	Head of Operations	Next meeting to be held in January 2010.
Liaison.	<ul style="list-style-type: none"> • Establish regular consultation processes with disabled people and relevant organisations. • Engage with Disabled related training organisations and personnel visiting the Museum. • People with disabilities are to be continually included in all Museum disabled Policies and activities. • Further promotion of Community Development & Outreach activities. 	Head of Operations HR Manager Head of Operations Head of Interpretation & Learning	Ongoing
Feedback/Impact Assessments.	<ul style="list-style-type: none"> • In order to improve services for all people with disabilities, feedback and ideas of all staff and visitors is to be encouraged. • Museum Comment cards can also be used for evidence gathering. • Analysis is to be conducted with the results being passed to the relevant operational/support manager for action. 	Head of Operations	Ongoing from 1 January 2010
Promote the Museum Equality & Diversity Policy.	<ul style="list-style-type: none"> • Including services offered to people with disabilities and by related organisations as necessary. • Publish the DES and Action Plan on the Museum 	Head of Operations HR Manager	Ongoing 4 December 2009

	<p>website and Intranet.</p> <ul style="list-style-type: none"> • Reinforce the strong and committed position of the Museum in relation to supporting people with disabilities. 	All	Ongoing
Review Site Accessibility.	<ul style="list-style-type: none"> • To include current Main Building refurbishment and future Gallery developments • In accordance with DDA. • Signage, Site orientation and mobility processes to be considered. 	Head of Operations Technical Services Manager	September 2010
<i>FACILITIES & PROGRAMMES</i>			
Arrange an Access Audit for all areas of the Museum.	<ul style="list-style-type: none"> • Review of last Audit to be carried out to ascertain if further Audits are required. • Physical and Sensory Impairment Audits to be carried out if required. • Any findings are to be incorporated into Action Plan as necessary. • Publish results accordingly. • Refurbishment of Main Building will be subject to a separate Audit. 	Head of Operations	28 February 2010. September 2010
Review of the provision of events programmes of activities for people with Sensory Impairments.	<ul style="list-style-type: none"> • Increase BSL interpretation for a greater range of public programmes. • Shows and events for people with sensory impairments should be reviewed. 	Head of Interpretation & Learning	
Develop existing and create new Galleries which are intellectually	<ul style="list-style-type: none"> • Appoint an access consultant and/or work in partnership with people with physical disabilities 	Head of Interpretation & Learning	TBA

accessible to a broad range of audiences.	and sensory impairments in developing intellectual access to new Galleries and related public programmes.		
Site Emergency Procedures.	<ul style="list-style-type: none"> • Emergency, disaster and evacuation procedures are to be reviewed as part of the Museum Security Review 2009. Consideration is to be given to those people with disabilities and hearing and visual impairments. • Training procedures to be carried out as required. • People with disabilities should be invited to test all procedures relating to them before publication of SOPs. • Rehearsals to be carried out frequently. 	Head of Operations	1 April 2010
STAFF			
Ensure that Disability and Equality Awareness Training is delivered.	<ul style="list-style-type: none"> • Equality and Diversity Awareness Training Refresher (to include Disability Awareness scheduled throughout 2010. • Aforementioned training to be delivered to all staff and volunteers annually, including new staff at Induction, as appropriate. • Managers and key personnel must be fully aware of their responsibilities. 	HR Manager	Ongoing.
Review HR Policies, Procedures and Practices.	<ul style="list-style-type: none"> • To include recruitment and promotion processes. • Relevant methodologies to be reviewed and equal pay audit to be conducted. • All applicants with a disability who meet the minimum criteria for a job are to be interviewed. 	HR Manager	January 2010

RESOURCES			
Finances.	<ul style="list-style-type: none"> • Ensure that financial resources are established and in place so that the relevant areas of the Action Plan can succeed. • Forecast planning to be carried out in consultation with the Head of Finance. 	Head of Operations Head of Finance	April and November 2010 Ongoing
EVALUATION			
Evaluate the effectiveness of facilities, services and information for people with disabilities.	<ul style="list-style-type: none"> • Establish an evaluation process. • Evaluation results are to be incorporated into the annual DES and/or Action Plan as required. 	Head of Operations	February 2010
Review Museum Marketing and Literature in relation to people with disabilities and those with sensory Impairments.	<ul style="list-style-type: none"> • Museum Website to display current DES and Action Plan along with any other information that would be of use to any person(s) with disabilities visiting the Museum. • Downloadable large print information to be available. • Considerations to be given to all literature that may be read by visually impaired people, such as Museum guides, leaflets, etc. 	Head of Business Development	1 March 2010