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EGERTON UNIVERSITY

DISABILITY MAINSTREAMING POLICY

2013

Transforming Lives Through Quality Education
Egerton University is ISO 9001:2008 Certified

EGERTON UNIVERSITY

DISABILITY MAINSTREAMING POLICY 2013

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1.1 INTRODUCTION

Egerton University is committed to ensuring that all students and staff are treated equitably. The University Disability Policy provides a framework for identifying and removing any structural, organizational, physical, and attitudinal barriers which exist for persons with disabilities using our facilities. This will assist them to exploit as fully as possible all educational, employment, social and leisure opportunities within the various University campuses. The goal is to ensure that the University practices and facilities are not intentionally or unintentionally discriminatory, or present unnecessary barriers to students and staff with disabilities. This policy is a working document for all staff, students and visitors, and it will be reviewed and revised regularly.

In this document, University refers to Egerton University.

The following abbreviations have been used in the document:

- I. G.O.K - Government of Kenya
- ii. N.C.P.W.Ds - National Council for Persons with Disabilities
- iii. U.N - United Nations
- iv. PWD - Person(s) With Disability

1.1.1 Vision

A University environment which is barrier free, supportive and inclusive of, Persons with Disabilities.

1.1.2 Mission

To provide an enabling environment where Persons with Disabilities can take advantage of different opportunities, to exploit their full potential.

1.1.3 Objectives

This policy will guide the University:

- a) To develop best practices and procedures which encourage inclusion, and support of, Persons-with Disabilities
- b) To provide a social and physical environment that is barrier free to Persons with Disabilities, and
- c) To facilitate acquisition of materials, equipment and resources for use by Persons with Disabilities

1.1.4 Core Values

This policy will be guided by the University core values which are:

- i. Passion for excellence
- ii. Devotion to duty
- iii. Integrity
- iv. Transparency and accountability
- v. Social fairness and professionalism

In addition, the following principles will guide this policy:

- vi. Promotion and protection of human rights
- vii. Regard to the dignity of all human beings

1.2 LEGAL BACKGROUND

It is unlawful to discriminate against persons with disabilities, or people who have had a disability. Indirect discrimination where a provision, criterion or practice presents unnecessary barriers to persons with disability is potentially as unlawful as direct discrimination. This policy is based on guidelines published in the National Disability Policy (G.O.K, 2006), the Persons with Disability Act, (G.O.K, 2003), as well as The Standard Rules on the Equalization of Opportunities for Persons with Disabilities (U.N, 1994).

According to the Persons with Disabilities Act, 2003, disability refers to a physical, sensory, mental or other impairment, including any visual, hearing, learning or physical incapability, which impacts adversely on social, economic or environmental participation. This policy adopts the social model of disability, whereby disability is viewed as a result of the social and environmental barriers that hamper persons with impairments from reaching their full potential in mainstream society.

Discrimination refers to the act or process of giving different treatment, either directly or indirectly, to an individual or a group of people, because of certain characteristics or conditions that they have.

To be recognized by the University as a PWD, a person must either be certified disabled by a board of doctors constituted by a Medical Superintendent of Health, be registered with the National Council for Persons with Disabilities (N.C.P.W.Ds), or, be certified by the University's Chief Medical Officer.

The guidelines in this document are divided into two main sections; the first one deals with policies and procedures for students, while the second one deals with policies and procedures for staff.

1.3 POLICIES AND PROCEDURES FOR STUDENTS

1.3.1 Student Recruitment and Admissions

On application, students with special needs will be identified and an offer will be made to qualified applicants, unless:

- i. They have a condition that poses a health and safety risk to the student, e.g. some laboratory settings may be too risky for people with some types of disability.
- ii. There is need for specially adapted accommodation that the University cannot guarantee.
- iii. Despite making all reasonable adjustment, some areas may still be inaccessible or present difficulties for use by people with certain disabilities.

On admission, students with disability will be given career guidance and counselling, to assist them select courses that will be appropriate for them.

The University will provide, upon student's admission, a summary of services, facilities and cite accessibility for PWDs. This information will also be made available on the University web-site, at open days, exhibitions, and sent to enquirers who will declare they have a disability on their application forms.

Students who have been admitted will not be required to queue during the registration process, and will be assisted to register as quickly as possible. The Registrar (Academic Affairs) will provide transport and somebody to assist students with disabilities to register and escort them to their rooms.

Disability awareness will also be included in the general student orientation programme.

1.3.2 Accommodation and Transport

The University will provide specially adapted accommodation to include wide washrooms, showers and low washbasins and low door handles, to serve the students with disabilities who can live independently. The students will not have to wait until the end of the registration process to be allocated rooms.

The University will assist unregistered students to be examined, certified and registered with the N.C.P.W.Ds.

1.3.3 Physical Access

The University will provide transport within the campus for students with disabilities who need assistance. This will be for attending classes, going for meals, to the library etc, as per arrangements made through the Directorate of Students' Welfare and the transport officer.

The University will make reasonable adjustments to improve physical access to the majority of University areas such as the library, students' mess, Health unit, administration block and a majority of the lecture halls. Appropriate furniture such as low tables and soft chairs will be provided in

the lecture halls, library, the mess, and other areas.

1.3.4 Access to University Services

The University will strive to ensure that all services available to non-disabled students are available to students with disabilities. Different sections will continually take an audit of the accessibility of their programs and services and make any corrective measures necessary.

1.3.5 Teaching & Learning

The University will provide support materials for lecturers working with students with disabilities. The Registrar (Academic Affairs) will be responsible for ensuring these materials are available for the members of staff that need them. Appropriate learning materials for students with disabilities will also be provided. Assistive devices such as crutches, white canes, Braille machines and binoculars will be provided and maintained by the University.

1.3.6 Examinations and Assessment

The University will ensure that the students with disabilities are treated equitably during examinations and continuous assessment tests by:

- i. Providing appropriate furniture such as left-handed seats, low chairs or tables for needy students.
- ii. Offering additional examination time where need be
- iii. Providing test papers in alternative formats, such as Braille and large print, and

- iv. Use of alternative examination rooms from the main examination rooms, where the main examination rooms may pose undue difficulties to students with disabilities

The above measures will only be applied once a student has agreed to take the alternative mode of assessment. The Director of Examinations and Timetabling will ensure the necessary measures are in place for alternative modes of assessment.

1.3.7 International Students

International students with disabilities will be subject to similar treatment and conditions once they are registered under the University programmes. However, students will be required to disclose their status, and negotiate with the relevant authority their support requirements before their arrival at the University.

The Registrar, (Academic Affairs) will be responsible for coordinating the different departments to ensure the students are comfortable.

1.3.8 Students with Mental Health Difficulties

The University is committed to providing a positive and helpful framework within which the University community can respond to issues relating to mental health. The University Medical Department will be responsible for providing guidance, advice and continuing support for students with mental health difficulties, as well as improving awareness within the University of the needs of students with mental health difficulties.

The Registrar, (Academic Affairs) will be responsible for ensuring that the

students receive the necessary and appropriate academic facilities and support for them to undertake their studies successfully.

1.3.9 Confidentiality and Disclosure

Students with disabilities will be expected to disclose their status to the Medical department, the Directorate of Students' Welfare, the Registrar (Academic Affairs), their Academic Advisor and the Chief Halls Officer. The University will respect the confidentiality of this information. However, circumstances which may endanger the safety and health of the student or that of other members of the University community, may-present instances whereby this commitment to confidentiality may be broken. Academic advisors are advised to encourage students to disclose

disabilities. Students will be required to give a written consent of the circumstances in which the confidentiality may be broken.

1.3.10 Capacity Building among Staff

The implementation of a University-wide disability strategy has significant implications for staff development. Disability awareness will be included in all staff induction activities and the Registrar (Academic Affairs) will continually advise and support individual members of staff on supporting students with disabilities in the teaching and learning environment.

The University will recruit staff members who can teach or offer the necessary assistance to students with special needs where need be.

The staff development programme will include workshops and presentations designed to improve teaching delivery and curriculum design

to accommodate the special needs of students with disability.

1.3.11 Communications

Effective and accessible communications are a key requirement for both staff and students with disabilities. Application forms, instruction booklets, handbooks, tests and examinations etc., can be modified on request.

1.3.12 Discrimination and Non-Compliance

All students and staff are expected to treat students, staff and visitors with disabilities with the same dignity and respect as their non-disabled counterparts. Any form of harassment of a person with a disability on account of their impairment is unacceptable behaviour and is unlawful under the terms of the Persons with Disability Act (GOK, 2003).

All students and staff are required to familiarize themselves with the University's Disability Policy. Any intentional discrimination or disrespect of persons with a disability, or impeachment of the University Disability Policy may lead to disciplinary action such as expulsion, suspension and dismissal from duty.

1.4 POLICIES AND PROCEDURES FOR STAFF

Egerton University is committed to ensuring that managers and supervisors are offered specific courses, such as Disability Access Workshops, where they will be provided with information and skills to hire and supervise employees with disabilities, learn to ensure that workplace environments are accessible and how to assess the ability of employees with disabilities to perform the essential functions of the job. The University aims to create

conditions in which its staff and applicants to posts at the University are treated equitably regardless of any disability, as far as is reasonably possible as follows:

1.4.1 Recruitment-

The University recognizes that people with disabilities possess a wide range of abilities and academic achievements and, therefore, will publish guidelines where such job applicants will be — given the opportunity to request any reasonable adjustments to the application process (e.g. large print or Braille application form).

The University will develop effective policies for the recruitment of persons with disabilities and will review and develop recruitment and promotion procedures which will encourage applications from people with disabilities.

Vacancies will be advertised in a wide range of media, including national and local newspapers and websites. Text of all advertisements and further particulars will be made available to the N.C.P.W.Ds for translation into different formats for PWDs, and for forwarding the advertisements to interested PWDs.

The essential criteria should be the minimum criteria needed to carry out the job. All candidates will be assessed on their abilities, experience and suitability for the post according to objective criteria. Any discrimination or less favourable treatment on grounds of an individual's disability must be justified on 'substantial and material' grounds in accordance with the Persons with Disabilities Act (2003). This must take account of the requirements of the job, the effect of the individual's impairment upon the

job and consider any reasonable adjustments which might reduce or eliminate the effect. Blanket exemptions for jobs on health or fitness requirements that are unrelated to the post are not lawful, although it is legitimate to specify mandatory requirements for jobs (such as lifting or driving). The discussion of support requirements will be separate from consideration of the applicant's suitability for the post applied for. All candidates will be considered on their abilities as well as on their merits.

1.4.2 Selection

Consideration will be given to interview arrangements to ensure that a PWD is not at a disadvantage compared to other applicants. This may include ensuring that the interview room is accessible for any applicants with mobility difficulties. Applicants with disabilities will be offered reasonable adjustments in relation to the interview process, such as sign language interpreters, adjustments to any presentations, etc. However, the PWD will be responsible for informing the University of his/her status beforehand, and any special requirements that they have, so that the necessary adjustments will be done on time.

During the interview process, selection panels will be encouraged to assess how any applicant with a disability can meet the requirements of the post, considering any reasonable adjustments which may be necessary and appropriate. Any assessment methods must be adjusted for applicants with a disability where appropriate, such as allowing oral presentations or use of technology, etc.

1.4.3 Reasonable Adjustments

The University will make reasonable adjustments to the workplace and to employment arrangements to ensure that a PWD is not at any disadvantage when compared to a non-disabled person. Reasonable adjustments are changes to the duties of the post or employment arrangements to allow a PWD to undertake, or continue to undertake, a job. Such adjustments might include measures such as: altering working hours; allowing absences during working hours for rehabilitation, assessment or treatment; giving additional training; modifying physical features of the workplace such as fixtures and fittings, furniture and access to equipment; making special arrangements for parking and access to buildings.

1.4.4 Definition of Reasonable Adjustment

Appendix 1 provides some guidance for auditing areas where reasonable adjustments may be made. However, it is not exhaustive and other adjustments may be necessary in individual circumstances.

In all cases, the person concerned must be consulted on the reasonable accommodation of his or her needs. Decisions on whether an adjustment is reasonable must take into account all relevant factors, including the extent to which the alteration will improve the situation for the employee or job applicant with a disability, the cost of the measures, both financial and in terms of disruption caused to others and the ease of making the change. The employee is expected to cooperate with any arrangements subsequently agreed. Any proposal by the manager to make reasonable adjustments or provide equipment for an individual should be discussed with the Human

Resource Manager and the Director, Planning & Development, prior to any course of action being taken.

1.4.5 Training, Induction and Support

Training events and information sessions on disability awareness, recruitment and selection will be organized regularly in conjunction with the staff of the NCPWDs.

The Human Resources Manager, in conjunction with the relevant manager will be responsible for discussing with PWDs any individual needs they may have, such as additional induction requirements, particular equipment or car parking, and for ensuring that support is provided on an on-going basis, with regular assessment of whether needs are being met. Advice and support is available from Human Resources Division. The provision of reasonable adjustments should be reviewed by managers during the annual appraisal process. PWDs will not be disadvantaged in their opportunities for training and development. Where appropriate, specialist training will be made available in order to allow them to develop their skills and career opportunities.

In cases where advice is needed on a medical condition or on the safety implications of recruiting an employee with a disability, managers will liaise with Human Resources Division and any other specialist agencies for guidance, as appropriate. Throughout the University, senior managers are expected to encourage the involvement and participation of employees with disabilities to ensure that, wherever possible, employment practices and procedures recognise and meet their specific needs.

1.4.6 Disclosure and Confidentiality

Any information regarding a person's impairment provided to the University will be treated in confidence. All information collected for monitoring purposes will be kept in confidence, and all existing staff and applicants will be told that the information will be used only for Equal Opportunities monitoring purposes.

Individuals should be asked by their manager whether they wish their colleagues to be informed of their disability status, and their wishes in this respect should be followed. If there are exceptional circumstances which lead the manager to believe that non-disclosure of an impairment could cause a hazard to other employees, for example for health and safety reasons, then they should discuss the matter with the Human Resource Manager. Any decision taken should be reported back to the member of staff to whom it relates.

1.4.7 Working Environment

The University is committed to making buildings and sites accessible, where this is reasonably possible, although it is recognised that there may be difficulties with some established University buildings and external environs.

All new buildings will be designed to meet the statutory access requirements laid down. An access map will be made available indicating routes to buildings; lift access and other facilities for those with mobility difficulties. This map will also be accessible on the University web-site. Where practical, the University will make adjustments to the immediate

working environment of a PWD, for example the provision of special furniture, equipment or signage. Any additional needs should be identified when the Health and Safety work station assessment is carried out during the induction period for newly appointed staff with a disability, or as and when required for a member of staff who becomes disabled whilst already employed by the University.

PWDs may need special provision to enable them to make proper use of Information Technology (IT) devices. IT can also provide a way of overcoming disadvantages in other aspects of the work environment. The University will provide the relevant IT support on individual basis to employees with disabilities. Information and assistance shall be available through the Human Resources Division.

1.4.8 Health and Safety

It may be necessary on occasion to make special arrangements to ensure that a person's impairment, or any effect of it, does not increase risk either for themselves or for others. When managers conduct risk assessments for staff with disabilities, consideration should be given to the provision and review of any reasonable adjustments as outlined in the PWD Act 2003. In case of an emergency, particular attention will be directed to evacuation of the PWDs, such as the lame, wheelchair users and those with sensory loss.

1.4.9 Disability Arising During Employment

When employees become disabled during the course of their employment, all reasonable steps will be taken to accommodate the effects of their impairment by making adjustments to their existing employment or through

appropriate retraining and redeployment enabling them remain in employment within the University. Each case will be considered individually. The Human Resources Department will seek the involvement of the individual concerned and update the personal files accordingly. The Departmental Head will be responsible for monitoring any adjustments to the working environment in consultation with the individual staff member with a disability.

The Head of Department will liaise with the Human Resource Officer and discuss available options with the concerned staff after taking the necessary external assessments on the affected staff. These may include:

- i. Continue with same post with reasonable adjustment to the duties and / or the working environment, or provision of appropriate equipment.
- ii. Re-deployment to another post within the University, which may require retraining within a reasonable timescale.
- iii. Consideration of early retirement / resignation on ill-health grounds.
- iv. If having considered all other options, it is apparent that the employee cannot realistically continue in employment, then a decision to terminate the employment may be made. In such a case the employee will have to undergo a medical check-up by a board of not less than 3 medical doctors, who must present a report on the same. The University Medical Officer of Health will coordinate this activity. As in the normal procedure, an employee for whom

termination of employment is recommended may still exercise his/her usual right to appeal.

The University will Endeavour to assist all employees who become disabled in making contact with appropriate organizations which may be able to provide them with information and continuous support.

1.4.10 Discrimination and Non-Compliance

All students and staff are expected to treat students, staff and visitors with disabilities with the same dignity and respect as their non-disabled counterparts. Any form of harassment of a person with a disability on account of their impairment is unacceptable behaviour and is unlawful under the terms of the Persons with Disability Act (GOK, 2003).

All students and staff are required to familiarize themselves with the University's Disability Policy. Any intentional discrimination or disrespect of persons with a disability, or impeachment of the University Disability Policy may lead to disciplinary action such as expulsion, suspension and dismissal from duty.

1.4.11 Channels of Communication

The first point of contact for individual members of staff will be their Head of Department or Section. Alternatively, an individual may contact the Human Resource Department. The individual's Head of Department/Section is responsible for ensuring that all matters relating to employment are dealt with appropriately. If the Head of Department/Section is unable to resolve an issue, they should contact the

dean, director or immediate boss. Consequently, the relevant Registrar, Deputy Vice-Chancellor (D.V.C) and ultimately the Vice-Chancellor and the University Council may deal with the issue at hand.

1.4.12 Monitoring and Review

The Directorate, of "Students Welfare, the Medical Department, and the Registrar (Academic Affairs) will maintain statistical data on students with disabilities, and may also elicit feedback from students. The Directorate of Students' Welfare will also be responsible for monitoring the University's provision for students with disabilities.

Every Deputy Vice-Chancellor will be responsible for the implementation, monitoring and review of policies that fall within their mandate. The Deputy Vice-Chancellor, (Administration & Finance) will bear the overall responsibility for monitoring and reviewing any action plans arising from this policy. He/She also will constantly monitor and review all relevant policies within the University, in order to identify areas that need change or improvements in reference to disability mainstreaming. The Disability Mainstreaming Committee will operate under the Deputy Vice-Chancellor, (Administration & Finance) to coordinate all Disability Mainstreaming activities in the University (See Figure 2). This policy, in turn, will be reviewed and updated every 5 years.

The guidelines provided in Appendix I will be used to assess the accessibility of different areas in the University.

2.1 IMPLEMENTATION

The University will provide the resources needed to implement this policy through its budgetary plans.

The Disability Mainstreaming model will be employed in implementing this policy as illustrated in Figure I. According to this model

Organizational commitment

This refers to the organizational commitment of management to mainstreaming disability, in terms of why the organization is committed and the purpose that the organization hopes to achieve. This commitment underpins all disability mainstreaming activities in the University.

Sensitization

This is the process of building people's engagement with the issue and personal commitment to mainstreaming. Sensitization is about individuals buying in to the organizational commitment. Therefore, the University will undertake various activities to sensitize both students and staff on disability.

Workplace mainstreaming is the process of ensuring that University policies and practices in the workplace are inclusive, equitable and non-discriminatory, and do not create barriers or reinforce the negative effects of the issue. Thus, the University will make appropriate adjustments to workplace policies, practices and environment so that PWDs can participate equally in the workplace, as students, employees or volunteers.

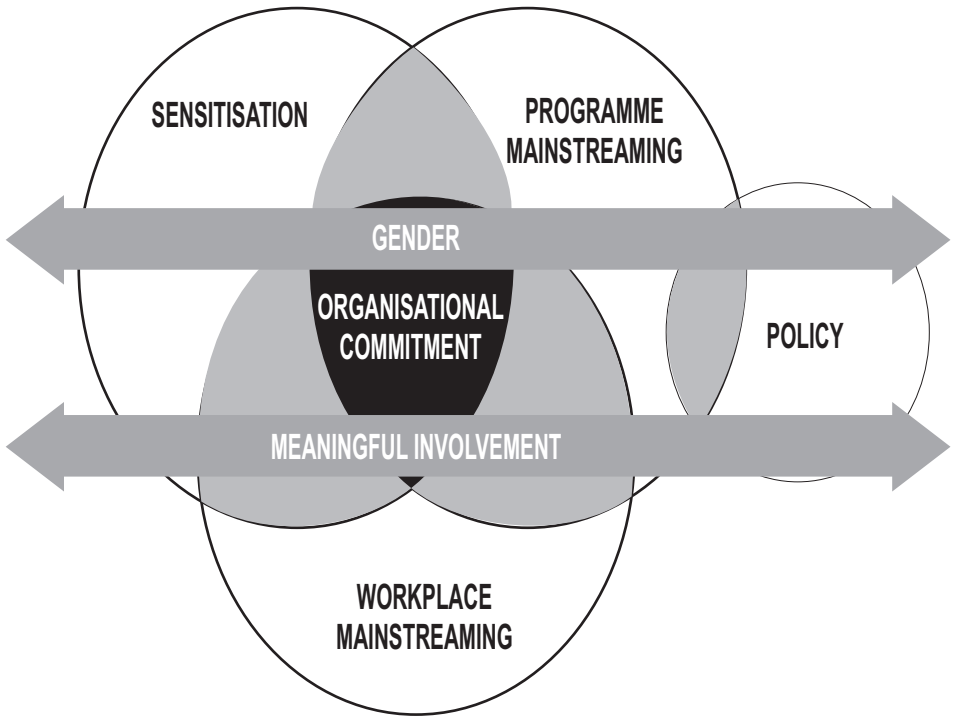


Figure 1: Disability Mainstreaming Model (Source: National Council for Person with Disability, 2010)

Programme mainstreaming involves ensuring that the University's programmes and services are inclusive, equitable and non-discriminatory, and do not create barriers or reinforce the negative effects of the issue. As well as looking at programme design and service delivery, this means including excluded people in programme planning, implementation, management and reviewing.

Policy mainstreaming refers to the process of addressing wider policy and institutional barriers that exclude people from equal participation or reinforce the negative effects of the issue.

Two essential principles cut across the element of disability mainstreaming:

- **Meaningful involvement** of people directly affected by the issue is essential for every element
- **Gender** must also be incorporated as part of every element. Women with disabilities are doubly discriminated against, as people with disabilities and as women.

2.2 DISSEMINATION OF POLICY

The Deputy Vice- Chancellor (Administration & Finance) will ensure that copies of the policy are distributed to strategic areas such as faculties, departments, Schools, Institutes, Libraries and Hostels. Braille and Kiswahili versions will also be availed. The University will make the policy part of the conditions for employment and incorporate it in the Performance Contract.

2.3 FRAMEWORK FOR IMPLEMENTING THE POLICY

The following framework will be used to implement the policy, as well as for reporting any disability issues:

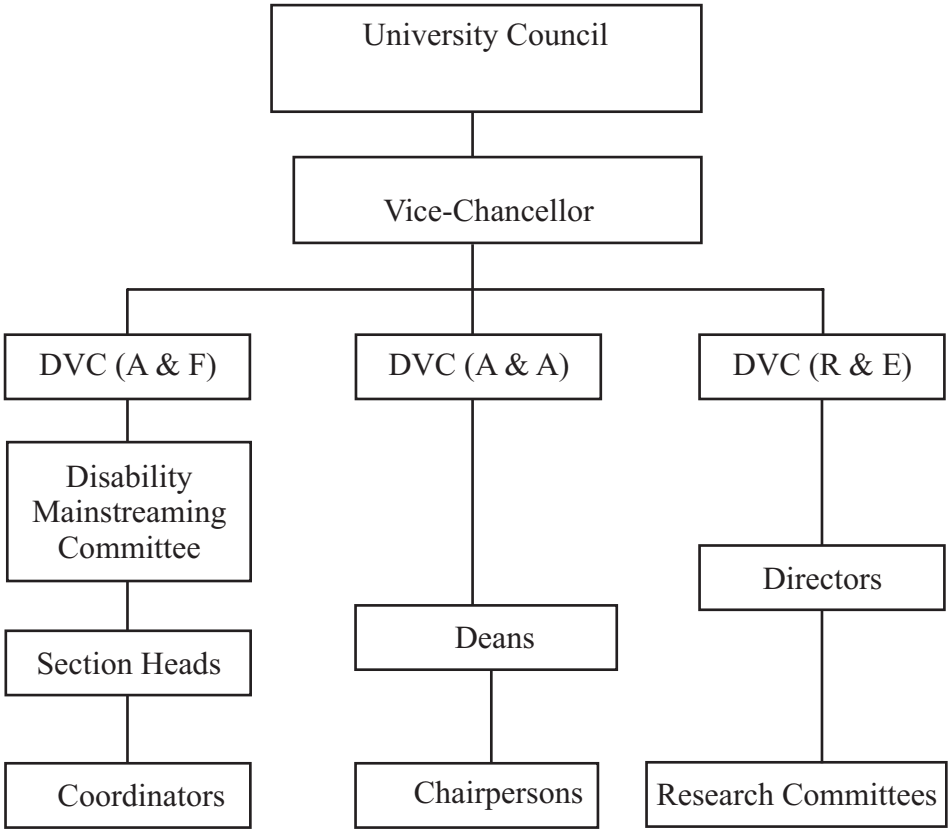


Figure 2: Disability policy implementation framework

APPENDIX I

ACCESSIBILITY AUDIT GUIDELINES BY N.C.P.W.DS

A. Parking

	Y	N
1. Are there adequate numbers of accessible parking spaces available? (a minimum of 1 per 25 spaces)		
2. Are accessible spaces marked with the International Symbol of Accessibility?		
3. Measure at least 3 metres long and have (or share) an adjacent access aisle at least 3 metres wide?		
4. Is there an enforcement procedure to ensure that only those who need it use accessible parking?		
5. Is there an accessible route connecting accessible spaces to accessible buildings on the same site, that does not cross roads?		

B. Dropped kerbs / outside paths

	Y	N
1. Is there a dropped kerb wherever an accessible route (connecting accessible facilities, accessible buildings, accessible elements and accessible spaces) crosses a kerb?		
2. Is the dropped kerb's width, not including the flared sides, a minimum of 1 metre?		

	Y	N
3. Is its slope no steeper than 1:20 (one cm rise in 20 cm)?		
4. Are outside paths of travel stable, firm, and slip-resistant?		
5. Do all grills have a hole diameter no more than 0.8cm		
6. Are there guide strips (of a different floor texture) for people using white canes?		
7. Hazards for white cane users: Have hazards been removed which protrude into the walkway e.g. overhanging signs, fire extinguishers, tree branches, that protrude more than 10cm at a height of between 65 cm and 2m?		

C. Ramps

	Y	N
1. Do all ramps higher than half a metre have railings on both sides?		
2. Do all ramps have a slope no steeper than 1:12 (one cm rise in 12 cm)?		
3. Are ramps non-slip?		
4. Is there a clear width (between handrails) of at least 42 inches?		
5. Is there a level landing (as wide as the ramp and at least 2 metres long) at the top and bottom of each ramp and each ramp run, and resting platform every 10 metres?		

D. Entrance

	Y	N
1. If there are stairs at the main entrance, is there a ramp, lift, or alternative accessible entrance?		
2. Do all inaccessible entrances have signs indicating the location of an accessible entrance?		
3. Is the entire front desk or at least a section of the front desk at a height where customers in wheelchairs can see over the desk comfortably and have face-to-face conversation with staff?		
4. Are the receptionists, security guards and other customer service officers trained in disability awareness?		
5. Are sign language interpreters available on request?		
6. Are personal assistants available on request?		

E. Doors

	Y	N
1. Is the door handle no higher than 1.2 meters and operable with a closed fist?		
2. Can doors be opened without too much force (maximum is 2kg)?		
3. Do large, floor length windows and mirrors have stickers to prevent partially sighted people walking into them?		

F. Horizontal circulation

	Y	N
1. Does the accessible entrance provide direct access to the main floor, lobby, or elevator?		
2. Are there signs designating permanent rooms and spaces, such as rest room signs, exit signs, and room numbers?		
3. Do all floors have hard, slip resistant surfaces or tightly woven carpet?		
4. Do floors have a non-glare finish?		
5. Are all corridors at least 1.4m wide and free from obstacles and steps?		
6. Hazards for white cane users: Are corridors free from hazards such as signs and fire extinguishers that protrude more than 10 cm from the wall at a height of between 65 cm and 2m from the ground?		

G. Seats / Tables / Counters

	Y	N
1. Are the aisles between chairs or tables at least 1 meter wide?		
2. Are the spaces for wheelchair seating distributed throughout?		
3. Are knee spaces at accessible tables at least 0.7 meters high, 0.8 meters wide and 0.5 meters deep?		

H. Vertical Circulation

	Y	N
1. Are there ramps or elevators to all levels?		
2. On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternative?		

I. Stairs / Lifts

	Y	N
1. Do stairs have good lighting?		
2. Are stairs level with a non-slip surface and a minimum width of 1.3metres		
3. Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?		
4. Do lifts have visible and verbal or audible door opening/ closing and floor indicators?		
5. Do the controls outside and inside the lift have raised and Braille lettering?		
6. Is there a sign at each floor identifying the floor in raised and Braille letters?		
7. Is the lift emergency intercom usable without voice communication?		
8. Are there Braille and raised-letter instructions for the emergency communication system?		

J. Toilets

	Y	N
1. Is there at least one toilet (one for each sex) fully accessible?		
2. Are there signs at inaccessible toilets that give directions to accessible ones?		
3. Is there tactile signage identifying toilets?		
4. Are doors equipped with accessible handles (operable with a closed fist), 1.2 meters high or less?		
5. Does the entry configuration provide adequate manoeuvring space for a person using a wheelchair?		
6. Is there a 1 meter-wide path to all fixtures?		
7. Are soap and other dispensers and hand dryer, sinks 1.2 meters high or less and usable with one closed fist?		
8. Is the door handle no higher than 1.2 meters and operable with a closed fist?		
9. Is the mirror mounted with the bottom edge of the reflecting surface 1 meter high or lower?		
10. Is there Braille information available on condom dispensers?		

K. Signage

	Y	N
1. Is all signage 1.5 meters above the ground?		
2. Are signs on doors on the same side as the door knob?		

	Y	N
3. Is signage well lit, using uniform lighting (e.g., not spotlights), with illumination coming from behind or beside the text or sign?		
4. Is signage in clear contrasting colours (e.g., black and white)?		
5. Is signage in Braille?		

L. Conference / Meeting rooms

	Y	N
1. Are aisles, including side aisles at least 1m wide?		
2. Have special seating arrangements or paired wheelchair spaces totalling 2m in width been provided (by means of the removal of several chairs) that accommodate wheelchair users within the body of the audience and still provide lines of sight?		
3. Is there one such wheelchair location in area seating up to 25 persons (two in an area seating up to 50; four in an area up to 300 etc)?		
4. Are raised platforms / stages accessible via a ramp		
5. Is there an "induction loop" in the PA system for persons using hearing aids?		
6. Are accessible toilets available close to meeting / conference rooms?		

M. Emergency Preparation

	Y	N
1. Do you have a wheelchair available for use?		
2. Do you have an emergency plan that includes persons with disabilities?		
3. Do selected staff know how to handle an emergency - illness, power cut, fire etc. if persons with disabilities are involved or present?		

PRIORITY ITEMS BASED UPON AUDIT RESULTS

<u>Short Range Goals (within 3 months):</u>	<u>Long Range Goals (within 12 months)</u>
1.	
2.	
3.	
4.	
5.	

Deficiencies that will require a large financial layout (+KES 100,000).

1. _____
2. _____
3. _____
4. _____

Location:

Date:

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E-mail: dvcre@egerton.ac.ke Website: www.egerton.ac.ke