

# BUC GUIDELINES

## C13 Disability Discrimination Act 1995 (03/2008)

**These notes are offered as guidelines by The Baptist Union Corporation Limited to provide information for Baptist churches.**

**These notes can never be a substitute for detailed professional advice if there are serious and specific problems, but we hope you will find them helpful.**

**If you want to ask questions about the leaflets and one of the Baptist Trust Companies are your property trustees, you should contact them. They will do their best to help.**

**If your church property is in the name of private individuals who act as trustees they may also be able to help.**

### ABOUT THE ACT

The Disability Discrimination Act 1995 contains provisions affecting people and organisations who provide goods, facilities and services. They are called service providers and this term obviously includes churches. The Act places duties on service providers which affect the way in which they deal with disabled people.

The duties were introduced in three stages.

- Since 2 December 1996 **it has been unlawful for service providers to treat disabled people less favourably for a reason related to their disability.**
- Since 1 October 1999 service providers have to make **reasonable adjustments for disabled people.** This can include providing extra help or making changes to the way services are provided.
- From October 2004 service providers **will have to make reasonable adjustments to the physical features of their premises** to overcome physical barriers to access.

### DEFINITIONS IN THE ACT

**A Person with a disability** is someone who has a physical or mental impairment, the effect of which is substantial, adverse and long term on their ability to carry out normal day to day activities.

- Physical or mental impairment includes sensory and hidden impairment.
- An effect is substantial if it is more than minor or trivial.
- An effect is long-term if it has lasted (or is likely to last) for at least a year or is likely to last for the rest of the life of the person affected.

**Discrimination** occurs in two possible ways.

- A disabled person is unjustifiably treated less favourably than others for a reason related to the disability.

- A service provider unjustifiably fails to comply with the duty to make reasonable adjustments for the disabled person.

## WHAT IS WRITTEN IN THE LAW?

Jesus asked a legal expert this question. In Luke 10.25-37 we can read about Jesus' teaching in the *Parable of the Good Samaritan*. Jesus challenged established attitudes and demanded more than compliance with a minimum standard or set of rules.

Against the background of that teaching churches should not be satisfied if they merely fulfil the law's demands. The wider gospel and mission issues are discussed on pages 4-5 of this leaflet. Yet ministers and deacons, as managing trustees, are right to ask what are the legal requirements of the Act.

The principle requirements are:

- **Avoiding treating disabled people less favourably.**
- **Making reasonable adjustments.**

## AVOIDING TREATING DISABLED PEOPLE LESS FAVOURABLY

Since 2 December 1996:

- It has been unlawful for a church to refuse to provide (or deliberately not to provide) a service to a disabled person which is offered to other people, unless the refusal (or non-provision) can be justified.

### **Example**

*A group of disabled people are visiting a church. Without giving any explanation, they are refused entry even though the church is open to other visitors. This is a refusal of service which is likely to be unlawful.*

- It has been unlawful for a church to offer a disabled person a lower standard of service than is offered to other people or to serve a disabled person in a worse manner, without justification. A lower standard of service might include segregation of disabled people or being offhand or rude to them.

### **Example**

*A church steward asks a person with severe facial disfigurement to sit at the back of the church, out of sight of other worshipers, even though there is space elsewhere. This is likely to be against the law.*

- It has been unlawful for a church to provide a service to a disabled person on terms which are worse than the terms offered to other people, without justification. Worse terms include making higher charges or imposing extra conditions (except where the service is individually tailored to the requirements of the disabled person).

### **Example**

*A person who is both deaf and blind wants to go on a church holiday week. The organiser asks for a larger deposit because it is thought, without good reason, that because of the disability the disabled person is more likely to cancel the holiday. This is likely to be against the law.*

## MAKING REASONABLE ADJUSTMENTS

Since 1 October 1999 churches have had a **legal duty** to take such steps as are reasonable in the circumstances:

- To **change a practice, policy or procedure** which makes it impossible or unreasonably difficult for disabled people to take part in church activities.
- To **provide a reasonable alternative method** of making church activities available to disabled people where a physical feature makes it impossible or unreasonably difficult for them.
- To **provide an auxiliary aid or service** if it would enable (or make it easier for) disabled people to take part in church activities.

The duty to **make reasonable adjustments** is a cornerstone of the Act. It requires service providers to take positive steps to make their services accessible to disabled people.

- This goes beyond the initial duties of avoiding treating disabled people less favourably. It requires churches to make reasonable adjustments if it is impossible or unreasonably difficult for a disabled person to make use of the services normally offered. It is obviously good practice to include disabled people, and organisations who represent them, in the process of considering what adjustments a church should make.

## CHANGING A PRACTICE, POLICY OR PROCEDURE

Over time a church will establish, either formally or by custom, particular ways of doing things. Practices, policies and procedures will develop which, unintentionally, may create difficulties for disabled people. The church must take reasonable steps to change them so that they no longer have that effect.

- A **practice** is what the church actually does.
- A **policy** is what the church intends to do.
- A **procedure** is how the church implements a practice or a policy.

### ***Examples***

*A church has a policy of not allowing guide dogs onto its premises. This would be considered an unreasonable policy.*

***Churches should be seeking to positively encourage disabled people to take a full part in the life of the Church. It would be illegal for a church not to allow a disabled person to participate by, for example, becoming an elder of a member of a committee because of their disability.***

## PROVIDING A REASONABLE ALTERNATIVE METHOD

Churches have to consider all the circumstances of the case. This will help them to determine what is a reasonable alternative method of making services available to disabled people.

The Act does not define reasonable adjustments but some of the factors which churches might take into account are:

- Whether taking any particular action would be effective;
- The extent to which it is practical to take those steps;
- The extent of any disruption;

- The financial and other costs;
- The extent of the church's financial and other resources;
- The amount already spent on making adjustments;
- The availability of financial or other assistance.

A physical feature includes any feature arising from the design or construction of the building or access to the building. It also includes any fixtures fittings and equipment in the building or brought into the building.

**Example**

*The church bookshop, in an old building, has a narrow entrance at the top of a flight of stairs. The shop staff are willing to serve disabled people by bringing goods to the customer at the entrance to the building. This is likely to be a reasonable step for the shop to take.*

**PROVIDING AN AUXILIARY AID OR SERVICE**

The duty to provide auxiliary aids or services requires churches to take reasonable steps in the circumstances to make its services accessible to disabled people. What is reasonable may depend on the size of the church. The factors already noted in the section *PROVIDING A REASONABLE ALTERNATIVE METHOD* will apply.

**Examples**

*The provision of a loop system to aid worshippers with hearing impairment.*

*The willingness to help those who are visually impaired. This might include providing Braille or large print hymn books or song sheets. Needs differ and what is important is that the church are seen to be willing to respond to those needs so far as they can reasonably do so.*

*Providing parking spaces near the church doors, reserved for disabled people.*

*Providing gluten free bread for use at Communion Services by those who have Coeliac Disease.*

**2004 AND BEYOND**

The duty to provide a service by a reasonable alternative method for access is only one element of the duty relating to physical features.

From October 2004 service providers should make **reasonable adjustments to the physical features of their premises to overcome physical barriers to access.**

Many churches have already made alterations. If you have not done so already it is essential to make plans for alterations to or adjustments to premises or to buy appropriate ramps or other equipment.

**Action**

*Now is the time to do an Access Audit on your church premises. This will help you identify the often unsuspected barriers imposed on people with disabilities.*

**A GOSPEL ISSUE**

The 'new' legislation enshrined in the Disability Discrimination Act may well be seen as posing a problem

to many churches. Some, especially those with older buildings, may struggle to comply with the Act at all. Most will face the expenditure of time, energy and money. But this is not merely about a response to a legal problem or political correctness. Ensuring that our churches and their buildings are genuinely welcoming to people with disabilities is primarily a Gospel issue.

One of our *Five Core Values* is to be an *Inclusive Community* and there is a clear injustice involved where we are found to be excluding considerable numbers of people from participation in the life of our churches. To proclaim that the Gospel is for everyone and then to exclude people from our midst is hypocrisy. What we are actually saying to people is that they and their concerns and needs do not matter to us. Conversely, by welcoming disabled people into our midst, we are affirming them and enriching the life of the church.

The Act should not be seen as a burden but rather a mission opportunity. As is noted in the **Churches For All** campaign (explained in more detail later):

*It must be remembered that inaccessible activities and buildings are a barrier, not just to a disabled person, but to their family too. No one would want to attend a church and leave a disabled family member at home.*

Further, many *cannot* attend church because the disabled dependent *cannot* be left alone

A Minister for Disabled People pointed out that:

*Accessible services are attractive services. Changes which help people with disabilities, also make services more convenient for everyone to use.*

David Grayson, Chairman of National Disability Council, stated powerfully:

*Satisfied customers tell their friends and family where it's good to shop.*

## **BIBLE VERSES**

Two passages in particular deserve our attention in this context.

The first is 1 Corinthians 12 where Paul develops the Body of Christ image fully. He stresses that a body is made up of many parts and none is independent of any others. Every part has a contribution to make to the welfare of the whole and without that contribution the whole body is restricted and impoverished.

Unless we are serious about including people with disabilities in the life of our churches we are robbing not only these individuals but also depriving the whole church.

The second passage to look at is Galatians 3 26-28

*<sup>26</sup>You are all sons of God through faith in Christ Jesus, <sup>27</sup>for all of you who were baptised into Christ have clothed yourselves with Christ. <sup>28</sup>There is neither Jew nor Greek, slave nor free, male nor female, for you are all one in Christ Jesus. (NIV)*

Here Paul is triumphantly asserting that in Christ there are no distinctions. We would want to echo verse 28 and say that national, social and gender issues are no longer of importance. Disability should not be an issue either.

## **ATTITUDE**

The basic issue is about how we see people, not just whether wheelchairs can easily get into our buildings or whether everyone can read the words of the songs. If we truly value the person with a disability we will automatically want to see that that they are not disadvantaged but are included and enabled to participate.

It is all about human respect and seeing people with the eyes of Christ who loves them and seeks to redeem them. Although this leaflet will say several things about particular practices that need to be changed and also about alterations to buildings.

It is **changes of attitude that are crucial**. It is important to see each person as an individual, with gifts to share rather than focus on the challenges disabled people may present to a church or the adjustments that need to be made to welcome everyone.

## WHO ARE WE TALKING ABOUT?

*One source suggests that one in four households in the UK has a close relative or friend with a disability*

One difficulty in thinking about disability is that the term covers an enormous spread of people. While we immediately think of people in wheel chairs or with restricted mobility, there are many other categories.

For example, in the UK there are 8.5 million people who are hard of hearing, and 2.5 million who use a hearing aid. Of these, one hundred thousand are totally deaf. In order not to exclude many of these people from our activities and full sharing in fellowship, we need to have sensitive regard to their problems. At the simplest level, where a deaf or partially deaf person is lip reading, allowing them an unrestricted view of the preacher will help them enormously. The provision of hearing loops in church and ancillary meeting halls (which is of great benefit to hearing aid wearers) is another obvious move.

It is important for a church to consider the different kinds and levels of disability to be found. For example, an older person who finds it a problem to climb even one or two steps may be staying away from church for that reason. The irony is that they may no longer be around to be asked and the solution in many cases may not be particularly difficult or expensive if there is a will to overcome it.

The website [www.findachurch.co.uk/info/cfa.html](http://www.findachurch.co.uk/info/cfa.html) provides information about churches and what they offer. They highlight churches that exhibit good practice in making provision for people with Mobility Impairment, Hearing Impairment, Visual Impairment, and Learning Disability.

How would your church be assessed?

## GOOD STORIES

Thomas

*Thomas is my son. He is four years old and autistic. For three years we took Thomas to our local church. I loved this church and never dreamt that I would leave it. But the Sunday school was not able to deal with him, so we had to look after him every week ourselves. Unable to understand or communicate he would run around the church and scream and clap. He gave every impression of being a naughty child, but he simply did not know how to behave - how could he when he does not understand? People stared and 'tutted' their disapproval, but few offered to help.*

*We were then invited to another church by a friend. The attitude towards special needs that we met there was amazing. On Day One we were approached by leaders of a special needs support group who prayed for Thomas, and for us (nobody had ever prayed for us at our last church). They offer one-to-one care for Thomas most Sundays and run a support group for parents. We have also been offered reserved seats. Members of the church have babysat so that we can attend Alpha and house groups. What this church has done is make it feasible for us to worship as a family. We have been made to feel loved and welcomed rather than an inconvenient nuisance.*

## Wealdstone

*Another outstanding example of good practice is found in the ministry to deaf people at Wealdstone Baptist Church. Signing is provided at services, with visiting preachers being carefully briefed (using material drawn up by deaf people) on how to help lip-readers. Sermon headings are given on the OHP*

*and care is taken after the service and in informal settings to integrate deaf people in conversations and activities. Not surprisingly, deaf people from outside the natural catchment area of the church are drawn to attend.*

## **YOUR CHURCH..START WITH AN AUDIT**

An audit of **practices** and **buildings** is an obvious starting point.

Many of the organisations we have listed at the end of this leaflet have useful material to help you. There is also a suggested form for an audit on pages 12 and 13 of this leaflet.

The purpose of an audit is to assess imaginatively the premises and what goes on in them. This should help you to ensure that people with disabilities are not being either excluded or being treated as second class citizens.

Ask your own members to help - particularly people who are new to your church. They may be able to offer constructive comments as to how things could be improved. What are the first impressions received by a visitor - how might a person with a disability be restricted from entering or participating.

Another way to do this might be to approach a secular organisation working with disabled people in your locality and invite them to come to the buildings and help you with an audit. They will have a first hand understanding of the problems and you will already have begun to build bridges into the community. The British Council of Disabled People can put you in touch with such organisations.

If you are able to make your buildings fit for disabled people those bridges may become permanent and fruitful ones. You are not on your own; there are many local organisations and national organisations which would be delighted to help you.

And don't keep the provisions you make for disabled people a secret – advertise them – and include the standard logos on your publicity material so that people will know what your church has to offer.

## **ACTION AT VARIOUS LEVELS**

So what can be done? **For a local church**, the audit is the first move and depending on the results of this an Action Plan should be drawn up. This will need to be budgeted

And the plan should include a timetable for implementation. The final element would be a review process to ensure that no lapses occur in practice and to check that no new problems emerge. The National Association of Councils for Voluntary Service can provide some suggestions about where to go for funding in certain cases.

Churches should be aware of campaigns like **Churches For All**. Information about this can be obtained from *Through the Roof* (see address listed later). This commits churches to tackle these access issues, and provides measurable standards by which to achieve this.

Churches are encouraged to adopt a **Churches For All** policy statement and display it to show their commitment to the inclusion of disabled people and continuous monitoring of accessibility. Churches could consider the **1421 Challenge** encouraged by *CARING-UK*. This challenges churches to accept the principles of the Parable of the Banquet Luke 14.21 - and appoint a representative for disabled people, regardless of whether there are any disabled people in the church or not.

The **Roofbreaker Guides**, produced by *Through the Roof*, are an invaluable resource and highly recommended.

Quite apart from the issue of access, churches should look at how they can encourage disabled people in their fellowship to participate actively in the ordinary life of the church. For example, people with physical disabilities could be encouraged to take on a co-ordinating role in children's work or housegroups, they can be involved in prayer ministry, or their administrative skills could be used

(disabled people often have computer skills). Those with learning difficulties could be encouraged to participate in drama groups. Those with mental health needs could collect the offering and can be involved in housegroups. These are just a few examples.

**In Clusters**, there can be a pooling of ideas and resources. It may well be that some one from another church in your cluster has some expertise and contacts that can help.

**At Association level**, the Associations can be very valuable in organising appropriate training and helping churches launch their audits. *Through the Roof* is able to provide resources for training, both to Associations and individual churches - and training can be a great way of changing attitudes. One person who attended such an Association training day wrote:

*I thought the training day was brilliant. I was in tears several times and it is difficult to put into words all that spoke to my heart. It gave me the confidence to work with disabled people and a love for them*

**Nationally**, help can come in the shape of publications (such as this), in monitoring progress in the implementation of the Act, working out with our colleges the implications for training and perhaps in the monitoring of building grant applications for disability features.

## WHAT DOES THIS MEAN FOR CHURCHES?

Whilst we need to be good stewards of our resources, all this need not cost too much. We recognise that some churches would struggle financially to make substantial alterations to their buildings. But churches should not be put off or discouraged - there are many things, which need not cost money at all. Remember that the autistic boy's parents were greatly blessed by reserved seats and prayer – these cost nothing!

**Attitude** matters to disabled people. A church could have all the latest 'disabled modcons' but this would mean little if discriminatory attitudes are still expressed. If a church takes to heart the fact that this is a Gospel and mission issue and is willing to change its practice accordingly where necessary, a huge step forward will have been taken.

Spending money on ramps for wheel chairs or hearing loops and the production of printed material in a large print format etc is an expression of our concern for all people and for mission. These items are as necessary as chairs and tables - not optional extras!!

The Act requires service providers to take all 'reasonable steps.' No church would want to fall below such a standard.

It is worth noting that many disabled people feel this Act is not completely satisfactory and has limitations.

With this in mind, churches have a choice: they can take the Act and respond to it up to the point of its legal limitations only, or they can see it as an opportunity to grasp the nettle of a glaring injustice in society and show the way. If we ignore the spirit of the Act, we also ignore the scriptural message in Corinthians and not only rob individuals with disabilities of the chance to be part of a church, but also we, as a whole body, will be impoverished.

This is another opportunity for church growth. Let's take it in a positive way and reap the benefits for the kingdom.

## BUT WE CAN'T!!

Remember that there are a range of difficulties and even if you cannot provide the perfect route into your church for a wheelchair user you can ensure that people with Visual or Hearing impairment or Learning Difficulties can participate fully. In any case if the welcome in your church is good and its activities imaginative and inclusive then the access route — even if it is less than ideal — may be less significant to those who come.

Some churches worry that providing access for a wheelchair user through a side door will put people with a disability at a disadvantage since they will miss speaking to the minister and not be included by the welcome team...so why not have a welcome team at both doors and let your minister alternate between the side and front entrances - until you are able to make a permanent and ideal alteration.

Don't give up before you start - do all you can.

A good architect may be able to suggest ways to overcome the limitations with your buildings that nobody else has thought of.

Please refer to other organisations - try to learn from others.

For example the BUild group may be able to suggest material that will help you to include people with Learning Disability in your services. Some of this material has been prepared for schools or by other denominations — but it is full of good ideas.

The Disability Discrimination Act only asks us all to do what we should have been doing - or at least trying to do all the time.

## **LISTED BUILDINGS AND CONSERVATION AREAS**

Some churches face particular problems as their building is in a conservation area or they are a Listed Building. Permission will often be needed for work to alter these premises.

Local authorities will be able to confirm the status of your building. The requirements of the Disability Discrimination Act are important **BUT even urgent work should not be done without the appropriate consent.**

English Heritage should be able to offer some guidance as you consider ideas.

English Heritage have issued a booklet entitled "Easy Access to Historic Buildings". This can be ordered by phoning 0870 333 1181 or in pdf form from [www.english-heritage.org.uk/easyaccess](http://www.english-heritage.org.uk/easyaccess).

There are differing priorities between different Legislation so you will need to seek the advice of a suitably qualified architect with experience in dealing with Listed Buildings.

**DO NOT ALTER ANY BUILDING WITHOUT OBTAINING THE NECESSARY CONSENTS - THAT IS PLANNING PERMISSION, BUILDING REGULATIONS APPROVAL AND LISTED BUILDING CONSENT.**

## **EXPERTS AND SALESMEN**

Churches are encouraged to seek expert advice about their buildings.

A good professional may not only be able to suggest ways to overcome access problems but also to do this in a cost effective way.

We anticipate that churches will be approached by 'experts' either appointed by the local authority or special interest groups offering guidance. We do want to encourage all our charges to follow the legal requirements but this does not necessarily mean implementing every idea that is presented.

'Experts' can cause confusion especially where perhaps, for example, the Conservation Officer, Fire Officer and the Access Officer offer conflicting advice about the same building!!

Any plans for alterations of a building will need careful thought and planning - as well as appropriate planning, building regulation or listed buildings consent.

Specialist companies may also approach churches offering surveys or equipment. They may suggest that

the church must buy their particular goods and services if they are to avoid operating 'illegally'.

These firms can sometimes be selective in terms of the extracts quoted from the legislation. They may cause some churches to feel pressured into making hasty purchases of expensive and sometimes inappropriate equipment. These companies can sometimes be very expensive - and sometimes their claims are even fraudulent.

Just because the requirements of the Disability Discrimination Act need urgent action please do not forget to obtain competitive quotes.

## **VALUE ADDED TAX**

There is some relief for churches seeking to make improvements to meet the requirements of the Disability Discrimination Act.

Before commencement of any work the church and contractor should check the position carefully.

The contact number for the National VAT helpline is 0845 010 900 and there is also a useful website at [www.hmce.gov.uk/form/graphics/708.pdf](http://www.hmce.gov.uk/form/graphics/708.pdf).

Where a building is listed extra relief from VAT became available after the Budget in April 2004.

We are not able to offer advice on VAT but your professional advisor should be able to offer guidance in relation to any building or installation work.

## **FUNDING**

There is no central source of funding for the provision of facilities for disabled people. It is worth approaching the Social Services Department of your local authority, however, who may be able to put you in touch with grant making organisations. Also research through your library, may help identify local charities that may be able to help.

For listed buildings there is a Listed Places of Worship Grants Scheme — Tel: 0845 601 5945.

### **BUild—Baptist Union Initiative for people with Learning Disabilities**

The Revd Sior Coleman MA  
12 Barford Crescent  
Kings Norton Birmingham B38 OBH  
Tel 0121 433 5417

### **Through the Roof**

PO Box 353  
Epsom  
Surrey KT18 5WS  
Tel: 01372 749955  
E-mail [info@throughtheroof.org](mailto:info@throughtheroof.org)  
Web site [www.throughtheroof.org](http://www.throughtheroof.org)

### **British Council of Disabled People**

FREEPOST MID02164  
Stratford-on-Avon CV37 9BR  
Tel: 0845 7622 633  
Web site [www.bcdp.org.uk](http://www.bcdp.org.uk)  
Can put you in touch with secular organisations of disabled people in your area

**Disability Rights Commission (DRC)**

Helpline: 08457 622 633  
Textphone: 08457 622 644  
E-mail: Via following page on website  
<http://www.drc-gb.org/whatwedo/helplineenquiry.asp>

**National Christian Disability Helpline**

0845 300 1599

**National Association of Councils for Voluntary Services (NACVS)**

177 Arundel Street  
Sheffield S1 2NU  
Tel: 0114 278 6636  
Fax: 0114 278 7004  
Textphone: 0114 278 7025  
Email: [nacvs@nacvs.org.uk](mailto:nacvs@nacvs.org.uk)

**Centre for Accessible Environments (CAE)**

Nutmeg House  
60 Gainsford Street  
London  
SE1 2NY  
Tel 020 7357 81280  
E-mail [info@cae.org.uk](mailto:info@cae.org.uk)  
Web site [www.caeorg.uk](http://www.caeorg.uk)  
A technical information training and consultancy resource

**English Heritage**

23 Saville Row  
London  
W1X 1AB  
Tel 020 7973 3434  
Information about how the Disability Discrimination Act affects existing historic building legislation

**Christian Deaf Link UK**

The Olive Tree Centre  
First Floor, 69 High Street  
Rayleigh, Essex SS6 7EJ  
Tel: 01268 743261  
Fax: 01268 743261  
E-mail: [deaflink01@aol.com.uk](mailto:deaflink01@aol.com.uk)  
Web site [www.DeafChristian.org.uk](http://www.DeafChristian.org.uk)

**Torch Trust for the Blind**

Torch House  
Hallaton  
Market Harborough  
Leicestershire LE16 8UJ  
Contact: Mike Townsend  
Tel: 0870 7700272  
Fax: 0870 7700262  
Email: [info@torchtrust.org](mailto:info@torchtrust.org)

A more detailed summary of the Act, with further practical examples, is available from The Churches Main Committee, One Millbank, London SW1P 3JZ (£1.00 including postage)  
– Tel: 020 7898 1878 – Fax: 020 7898 1798 – email: [cmc@c-of-e.org.uk](mailto:cmc@c-of-e.org.uk).

**DISABILITY DISCRIMINATION ACT 1995  
ACCESS AUDIT**

**ADDRESS OF PREMISES .....**

<b>FEATURE</b>	<b>DIFFICULTY</b>	<b>ACTION</b>
<p><b>Getting to the Premises</b></p> <p>Signs Position and definition of entrance Car Parking Routes-Surfaces, lighting, obstacles</p>		
<p><b>Getting in and out</b></p> <p>Steps and ramps Alternative access Doors Thresholds Widths Handles Ease of opening Entrance mats Entrance lobbies Getting out in an emergency</p>		
<p><b>Moving around</b></p> <p>Layout Use of colours Signs Lighting Lifts, stairlifts or platform lifts Handrails Facilities for wheelchairs Avoiding hazards</p>		
<p><b>Seating</b></p> <p>Space for wheelchairs Some chairs with armrests Space for guide dogs</p>		

<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>Amplification and acoustics</li> <li>Induction loop</li> <li>Lighting</li> <li>Shelves and display racks</li> <li>Signs</li> <li>Other means of communication</li> <li>Signing</li> <li>Large print books and sheets</li> <li>Braille copies</li> <li>Size and style of printing</li> </ul>		
<p><b>Toilets</b></p> <ul style="list-style-type: none"> <li>Signs</li> <li>Accessible for wheelchair users</li> <li>Grab Rails</li> <li>Free from obstructions</li> </ul>		

**Other Comments**

This Guideline leaflet is also available on our website.

Other Guidelines Leaflets that may be of help to you

B4	<i>Redeveloping Church Premises</i>
B4a	<i>Contract Procurement the Alternatives</i>
B6	<i>Loans to Churches</i>
C7	<i>Health and Safety and Fire Precautions</i>
C8	<i>Construction (Design and Management) Regulations</i>
C15	<i>Control of Asbestos Regulations 2002 and Churches</i>
LB1	<i>Introducing the Listed Buildings Advisory Committee</i>
LB2	<i>Applying to the Listed Buildings Advisory Committee</i>
LB3	<i>Advising Churches on Applications to the Listed Buildings Advisory Committee</i>
LB5	<i>Looking after your Church Buildings</i>

Association Trust Company	Contact
<b>Baptist Union Corporation Ltd</b>	Baptist Union Corporation Ltd Baptist House PO Box 44 129 Broadway Didcot Oxfordshire OX11 8RT  Telephone: 01235 517700
<b>East Midlands Baptist Trust Company Ltd</b>	The Baptist Union Corporation Ltd Baptist House PO Box 44 129 Broadway Didcot Oxfordshire OX11 8RT  Telephone: 01235 517700
<b>Heart of England Baptist Association</b>	Heart of England Baptist Association BMS International Mission Centre 24 Weoley Park Road Selly Oak Birmingham B29 6QX  Telephone: 0121 472 4986
<b>London Baptist Property Board</b>	London Baptist Association 235 Shaftesbury Avenue London WC2H 8EP  Telephone: 020 7692 5592
<b>North West Baptist Association</b>	Baptist Union Corporation Ltd Baptist House PO Box 44 129 Broadway Didcot Oxfordshire OX11 8RT  Telephone: 01235 517700
<b>South West Baptist Trust Corporation</b>	South West Baptist Trust Corporation Wonford Baptist Chapel 36-38 Wonford Street Exeter Devon EX2 5DL  Telephone: 01392 433533
<b>West of England Baptist Association</b>	West of England Baptist Association The Old Forge Broom Hill Stapleton Bristol BS16 1DN  Telephone: 0117 965 8828

As at Jan 2009

This is one of a series of *Guidelines* that are offered as a resource for Baptist ministers and churches. They have been prepared by the Baptist Union Corporation Limited and are, of necessity, intended only to give very general advice in relation to the topics covered. These guidelines should not be relied upon as a substitute for obtaining specific and more detailed advice in relation to a particular matter.

The staff at the Baptist Union Corporation, at Baptist House (or your regional Trust Company) will be very pleased to answer your queries and help in any way possible. It helps us to respond as efficiently as possible to the many churches in trust with us if you write to us and set out your enquiry as simply as possible.

The Baptist Union Corporation staff also deal with churches that are in trust with the East Midland Baptist Trust Company Limited, the North Western Baptist Association (Incorporated), and Yorkshire Baptist Association.

**If your holding trustees are one of the other Baptist Trust Corporations you must contact your own Trust Corporation for further advice. A list of contact details has been included.**

**If you have private trustees they too should be consulted as appropriate.**

**Contact Address and Registered Office:**

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