

Access Requirements 2022/23

BOP is committed to creating an accessible work environment for everyone. This form is sent to everyone we work with to help us identify the best ways to provide what you need in terms of access, communication and the environment you work in. This is not an equality monitoring form (these are issued separately, are anonymous and are about us understanding the makeup of our company).

This form is broken into several sections, these are:

- Communication and hearing support
- Physical and Environmental
- Sighted Support
- Wellbeing & Work/Life Balance
- Caring Responsibilities
- Travel and Accommodation
- Access to Work

Please complete the sections relevant to you and provide as detailed answers as possible.

If you are involved in a touring project please make sure you complete the travel and accommodation section.

We will use this information to help us to support you & build your access requirements into our project and production planning. All information is kept confidential.

Depending on how many sections you complete this form may take between 2-8 minutes to complete.

If you have any questions do not hesitate to get in touch.

* Indicates required question

Do you have an access statement or rider you would like to share with us? If you do please send to your BOP contact. If you are not sure who this is please contact us via all@boptheatre.co.uk

Communication and hearing support

Please use this section to tell us the best way to contact you and then if you have any d/Deaf or hearing impaired access requirements.

1. Please tell us about your preferred communication method: *

Mark only one oval per row.

	Preferred contact method	This contact method is fine	This contact method is ok but I would prefer another first	I do not to use this contact method unless absolutely necessary	I cannot use this contact method
Email	☐	☐	☐	☐	☐
Phone	☐	☐	☐	☐	☐
Text Message	☐	☐	☐	☐	☐
WhatsApp	☐	☐	☐	☐	☐
WhatsApp Voice Message	☐	☐	☐	☐	☐
Zoom	☐	☐	☐	☐	☐
FaceTime	☐	☐	☐	☐	☐
Skype	☐	☐	☐	☐	☐

2. Hard copy of written information format e.g. contract, script, tour details: (please tick)

Check all that apply.

- ☐ Standard
☐ Large Print
☐ Electronic Copy i.e PDF
☐ Audio
☐ Brailnote compatible
☐ Specific text / background colours
☐ Other: _____

3. Do you require communication support? For example in a rehearsal room or online meeting?

Check all that apply.

	British Sign Language	Sign Supported English	Lip Reading	Speech to text	Loop	Captions (AI)	Captions (live)
Yes	☐	☐	☐	☐	☐	☐	☐
No	☐	☐	☐	☐	☐	☐	☐

4. Any other comments or information you feel it would be useful for us to know?
For example preferred hours of contact, i.e not before 10am or after 6pm

Physical and Environmental

Please use this section to tell us about any environmental access requirements you may have when with us at our office, in rehearsal spaces, at venues etc.

5. Do you require wheelchair/level access?

Mark only one oval.

- ☐ Yes
- ☐ No
- ☐ Sometimes

6. Do you have limited mobility that would restrict walking distance or navigating steps?

Mark only one oval.

- ☐ Yes
- ☐ No
- ☐ Sometimes

7. Would a quiet break away space be beneficial?

Mark only one oval.

- ☐ Yes
- ☐ Yes - and must be private
- ☐ No

8. Do you require an accessible bathroom?

Mark only one oval.

- ☐ No
- ☐ Yes
- ☐ Yes with significant space for wheelchair manoeuvre

9. Do you require Changing Place bathroom facilities?

Mark only one oval.

- ☐ Yes
- ☐ No

10. Are there any environmental requirements we should be aware of? For example - Lighting levels, room temperatures, sound sensitivities? etc.

11. Do you require a Personal Assistant?

Mark only one oval.

- ☐ Yes
- ☐ No
- ☐ Sometimes - Please provide more info below

12. Any other comments or information you feel it would be useful for us to know?

Sighted support

If you have any visual impairment please provide details below.

13. For orientation reasons would you like to be met from public transport?

Mark only one oval.

- ☐ Yes
- ☐ No

14. Is there a possibility you may require a sighted guide at some point? If yes, let us know and we can have a conversation about that with you.

15. Would you need script line-feed during rehearsals?

Mark only one oval.

☐ Yes

☐ No

16. Will you bring any of your own support we need to be aware of? I.e Guide Dog. Please provide details:

17. Do you have any preferences of how people give descriptions of places, people or other things to you?

18. Do you require a Personal Assistant at work?

Mark only one oval.

☐ Yes

☐ No

19. Any other comments or information you feel it would be useful for us to know?

Wellbeing & Work/Life Balance

Please provide us with information that will help us to support your wellbeing during your time with us. This might be because you have caring responsibilities, anxiety or mental health related needs or anything else that effects your time with BOP.

20. Do you require flexible approaches to working locations or environments?

21. Would flexible approach to start/finish times benefit you during your time with BOP? If YES please provide details:

22. Do you have any requirements related to the consumption of food and drink?
This could include any allergies or intolerances you have, or if you prefer a private space for meals.

23. Do you require a Personal Assistant at work?

Mark only one oval.

- ☐ Yes
☐ No
☐ Sometimes

24. Do you take additional precautions against COVID?

Mark only one oval.

- ☐ Yes
☐ No
☐ Sometimes

25. If you said Yes or Sometimes to the above question please provide more information.

26. Any other comments or information you feel it would be useful for us to know?

Caring Responsibilities

BOP is a PiPA (Parents and Carers in Performing Arts) Charter Partner and are striving towards creating a more family friendly working environment.

27. Do you have caring responsibilities that you'd like BOP to know about?

Mark only one oval.

☐ Yes

☐ No

☐ I'm unsure, please can we talk about this more.

28. If yes or maybe please provide more information:

29. Any other comments or information you feel it would be useful for us to know?

Travel & Accommodation

Please complete this section if you are doing any travel.

If you are touring or undertaking a larger amount of travel, e.g more than a typical commute, we will send you a more detailed questionnaire.

30. During rehearsals or while on tour do you require accessible transport and accommodation or have any other related access requirements? e.g. Ground floor room or to be met at station.

31. Do you require accommodation on tour to include an adapted shower-room/bathroom?

Mark only one oval.

☐ Yes

☐ No

32. Do you have any other requirements relating to hotel accommodation e.g., close to lift or ground floor?

33. Do you hold a disability railcard?

Mark only one oval.

☐ Yes

☐ No

34. Do you have any specific travel restrictions e.g. regular breaks for Guide Dog, prefer to transfer to seat on a train or in the van?

35. Do you require a parking space at the location?

Check all that apply.

- ☐ I have a blue badge
- ☐ I need a disabled parking bay right outside the location
- ☐ I need parking close the location
- ☐ I need parking in the local area
- ☐ I have no parking requirements
- ☐ Other: _____

36. Will you require travel or accommodation for a PA?

Mark only one oval.

☐ Yes

☐ No

☐ Sometimes

37. Any other comments or information you feel it would be useful for us to know?

Access to Work

Access to Work is a government scheme that provides grants for:

*special equipment, adaptations or support worker services to help you do things like answer the phone or go to meetings

*help getting to and from work

If you require additional support it maybe appropriate for us to apply to access to work and knowing the information below will help us to plan.

38. Are you happy to make an application, if appropriate?

Mark only one oval.

☐ Yes

☐ No

39. Have you made a successful claim to Access to Work in the past?

Mark only one oval.

☐ Yes

☐ No

40. Any other comments or information you feel it would be useful for us to know?

Anything else?

We have tried to cover the most common access requirements / barriers people face at work within this form. If there is anything we missed or more information you would like us to know please use this section to do so.

41. Please let us know anything else that will help us work together:

42. Supporting Information : You may wish to include a link to any resources you'd like us to read, or write a statement about a situation in which you did not receive the support you needed, or anyother relevant information you would like to share

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