

P Number:

Name:

De Montfort University Placement accessibility check list for Disabled students

This form should be completed by the placement provider, a representative from the University and the student.

The placement provider needs to ensure that their work environment is accessible for any disabled users prior to the commencement of the placement.

We have a legal obligation under the DDA to provide reasonable adjustments and to be anticipatory to disabled people's requirements.

Any adjustment that needs to be made should be done in consultation with the student.

Please CIRCLE your answer on the form below.

Accessibility and Reasonable Adjustments

1.	Has a tour of the work area been given?	YES	NO	N/A
2.	Has the student been shown where the accessible toilets are?	YES	NO	N/A
3.	Has the student had the opportunity to suggest any adjustments they may require?	YES	NO	N/A
4.	Have the reasonable adjustment requests made prior to the placement been put into place?	YES	NO	N/A
5.	If the student uses assistive software has this been loaded onto their station computer or an alternative provided?	YES	NO	N/A
6.	Does the student require alternative formats for documents?	YES	NO	N/A
7.	Where appropriate has extra time for assignment/report writing been agreed in advance?	YES	NO	N/A
8.	Has a model form/report been provided for the student to familiarise themselves with?	YES	NO	N/A
9.	Has the student had the hearing loop or alternative system demonstrated? (where relevant)	YES	NO	N/A
10.	Where the student may need to be absent due to their disability have the correct protocols been agreed?	YES	NO	N/A

Safety

11.	Has a PEEP been completed in case of emergency evacuation? (where appropriate)	YES	NO	N/A
12.	Does the student know where to dispose of sharps? (where appropriate)	YES	NO	N/A
13.	Has a course of action been agreed for a student having a seizure /hypoglycaemic attack (where appropriate)	YES	NO	N/A

If you answer 'NO' to any of the above (that are applicable) you will need to discuss with the student alternatives or the implications of not being able to provide the student's reasonable adjustment.

Signed by

Student:

Date: