



## Accessibility – Outline of current and proposed actions

Of fundamental important is the need for every Fleadh committee to consider accessibility from the outset when thinking about providing any service, venue, accommodation or product. Doing so will ensure accessibility is an integral part of Fleadh 2010.

Accessibility in Cavan Town has been improved significantly over the last 4 years with the provision of additional accessible parking bays & crossings with dropped kerbs & tactile paving for example as well as the work carried out to date by the Accessibility Officer and the Social Inclusion Unit. It is intended that access during the Fleadh will be further enhanced through the following actions:

- To continue to work with and take advice from the CRAIC Advisory Group, The Irish Wheelchair Association and any other relevant group or organization body on best practice and access issues.
- That once venues are confirmed, steps are taken to ensure they are accessible by persons with restricted movement, wheelchair users, hard of hearing, visually impaired etc.
- That all signage, brochures, leaflets and websites are designed to be accessible. (See [www.accesscavan.ie](http://www.accesscavan.ie) advice on accessibility to documents, websites, signage.)
- To ensure that all Stewards and Marshalls are trained on accessibility issues in order that they can provide advice or assistance on request and to ensure e.g disabled parking bays are only occupied by those entitled to use them.
- To assess the 2 existing 'accessible' toilets at the Town Hall and the Tesco Car park and carry out any works necessary to improve their accessibility.
- Existing toilet facilities e.g at the Courthouse and the Johnston library will also be available during the Fleadh period. These to be assessed for suitability also.
- Temporary accessible toilets need to be sourced for use at campsites, Fleadh village etc.
- Audits to be carried out – formally or informally of Bars and Restaurants in Cavan Town and this information to be available on the [www.accesscavan.ie](http://www.accesscavan.ie) website
- Provision of a new controlled pedestrian crossing in Farnham Street and the provision of additional disabled parking bays in Cavan Town.
- That all campsites are assessed for suitability and provided with adequate facilities including accessible car parking and toilet facilities and wash rooms.
- That [www.accesscavan.ie](http://www.accesscavan.ie) – is used to supply information on services during the Fleadh including car parking, toilet facilities, accessible accommodation, restaurants, bars, public buildings, campsites, event venues etc. This info to be made available to other websites and organisations groups such as CRAIC and the IWA.
- Provide Induction loops at all event facilities and to have in place appropriate signage advising of their availability and location.
- Provide priority seating for wheelchair users at all events and ensure seating arrangements are flexible enough to avoid wheelchair users having to be 'ringfenced'
- An Interactive map to be available on [www.accesscavan.ie](http://www.accesscavan.ie), linked to the disabledgo website, providing up to date information accessibility during Fleadh 2010
- Consider the option of providing raised platforms at event locations for wheelchair users

## Guidelines for the layout of documents

- Use a plain sans serif typeface such as Arial or Helvetica.
- A minimum of 12 point text is a good size for legibility. If space is limited use 10 point, but no less than that.
- For Headings, use a type size at least two points bigger than the main text.
- The number of typefaces and font sizes should be kept to a minimum.
- Mixing upper and lower case is easier to read than uppercase only. Never use upper case letters for all letters in a word. Do not use long strings of capital letters as they are difficult to read.
- Use bold lettering for emphasis, lowercase bold is best.
- Do not underline.
- Do not use italics.
- Legibility depends as much on the use of Space as selection of letterform. Line spacing refers to the amount of white space between each line of text. Consistent and wide inter-line spacing is essential.
- If text is set at 12pt, a minimum of 2pt of space is required between each line, giving a minimum leading of 14pt.
- Allow ample spacing between sections. Also, let white space frame all headings / sub-headings.
- Margins: Be generous. Aim for margins of about 25mm at the top and bottom of each page and side.
- Do not justify text as this can lead to gaps in sentences and prove more difficult to read. Use left aligned and right ragged margins for smoother and easier reading.

## Guidelines for Signage

The following guidelines are provided to assist signage makers and anyone looking to have a sign produced.

By using these basic guidelines, you will not only allow individuals regardless of their ability to view your sign, but will better promote what you are trying to say.

- The location, size, scale, and shape of the sign should be compatible with the building and the surrounding area.
- Fabrication should be done with quality materials and craftsmanship, and the lettering styles should be legible. The message should also be short and simple and made easy to understand.
- Lighting for signage should be subtle and fit in with the surrounding area.
- Awning and canopy signs should be affixed flat or flush to the surface they are on and safely secured.
- Try to avoid listing your products or services as this may mean the reduction in the size of the lettering, making it hard to read.

- Use contrasting colours, such as a dark coloured font on a white background