

## **Writers' Access Rider template guidance**

If you require this document in an alternative format please email: [admin@writersguild.org.uk](mailto:admin@writersguild.org.uk)

### **Purpose of the Access Rider**

An Access Rider is a document that details your individual access needs. They are often described as 'living documents' as your needs may change or you identify different barriers and solutions to different situations.

Access Riders are used by disabled people to ensure that those engaging them are aware of any reasonable adjustments they may need to make in order for a disabled person to perform a job. An Access Rider ensures that the person is not unfairly disadvantaged because of their disability.

Conversations about access can be difficult and some people struggle to communicate their needs fully. An Access Rider is an easy way to clearly communicate your access needs to anyone with whom you're working and to start a conversation about what you need to do your job. Using an Access Rider can help everyone feel confident in their working relationships with each other.

### **How, where and when to use Access Riders**

This is your document, and it is up to you to decide how, where and when you feel comfortable using it. The WGGB would recommend that you send it to the person who has contracted/engaged you once you've agreed to work on a project and/or have been commissioned. Sending your Access Rider early in the process will mean that everyone knows what to expect and ensures that there is time for adjustments to be made.

### **Questions to ask yourself before completing your Access Rider**

- What work are you undertaking?
- What access issues have I experienced before and am likely to experience again?
- How have these issues been solved?
- What are my access requirements for different situations - eg online events,

in-person meetings, receiving notes?

- Is everyone familiar with the technology I use/require?

## **Filling out the form**

### **Engagement details**

Here you provide details of your engagement.

### **Sharing the Access Rider**

Here is where you provide details about who gets to access your Access Rider and how long they get to keep it.

You will want to think about who you will be working with and who will need to make any necessary adjustments. For example, if you are likely to be working on multiple engagements for the same engager, you may want the HR department to store your Access Rider centrally and share it with production line managers or script editors etc. Or if you are working on a theatre production, you may want to share your Access Rider with the producer who can then make adjustments and manage relationships with the rest of the cast and crew.

You may also want to consider for how long the contractor needs to keep the Access Rider. If your engagement is relatively short, you may want to ask them to destroy their copies of the Access Rider at the end of the engagement. As Access Riders are living documents, and your needs may change, you may want to present a different Rider if you work for that contractor again in future. If, however, you are working on a continuous drama or repeatedly with the same production company or theatre and your needs are unlikely to change, you may want them to keep a copy of your Rider for a fixed period. This would mean that you do not need to keep sending the same copy of your Rider for each new engagement.

### **‘Details about my disability and how it affects my work’**

Here you provide details of how your disability affects you in your working life.

- What challenges and barriers do you face because of your disability?
- What issues have arisen in the past?
- What effect can this have on you and your work?
- Do your impairments fluctuate or are they exacerbated by certain factors?

### **I require the following reasonable adjustment to be made**

This section forms the main part of your Access Rider. Here you should give details of all your access needs. Your Access Rider can be as detailed as you need it to be and you don't need to explain why you need things.

It might be helpful to separate things into sections that relate to different aspects of the engagement or different barriers you face. If you are using an adapted instrument, including links so people can familiarise themselves with the technology, can be useful.

### **Things to think about**

- What barriers were described in the previous section?
- What measures are helpful to you in reducing or removing these barriers?

### **Emergency information**

Use this section to detail what to do and what not to do in an emergency. You can also provide an emergency contact person. This section is optional.

### **Further information**

Access Riders are still new to some people, and giving additional information can often be helpful. You can use this section to provide further details of your impairment or condition if you wish, or for details of further reading.