

**What is meant by ‘blind or partially sighted’?**

In Britain nearly one million people are blind or partially sighted – almost one person in sixty. There are different degrees and types of visual impairment. Very few blind people see nothing at all. A minority can distinguish light but nothing else. Some have no central vision; others have no side vision. Some see everything as a vague blur; others see a patchwork of blanks and defined areas. So some people with impaired vision can see enough to read this leaflet, though they might have difficulty crossing the road.

**How can staff help?**

- encourage students who have not already done so to contact the Disability & Well-being Service to arrange an ISSA
- when given an ISSA, please put into action the reasonable adjustments, or contact the Disability & Well-being Service to discuss
- introduce yourself and other people clearly, including when people arrive and leave and say where people are in the room
- provide minutes of meetings, lectures notes or other written communication, in the person’s preferred format
- where someone might need to take notes, ask if they would prefer to record the meeting or conversation
- when you are offering a handshake say, "shall we shake hands?"
- if the person seems to need help ask "may I offer you an arm?"; that way, you can guide, rather than seeming to propel the person
- when you are offering a seat, guide the person’s hand to the back or arm of the seat, and say that is what you are going to do

- tell the person if you are going to move away, so that they are not left talking into empty space
- be aware of possible restricted mobility as a result of visual impairment: eg. room layout, emergency evacuation and everyday hazards of bags and furniture
- Ignore guide dogs which have a harness on - they are working and concentrating