

- understand how to use the induction loop system.
8. The requirements in point 1-7 shall apply equally to the Boardroom at Downsmere on the Princess Royal Hospital site or any other stipulated Boardroom.
 9. Should any Boardroom need to be used for a function other than a meeting where information is imparted and where a rearrangement of the furniture is necessary, then the fixed microphone should be put in a safe place until after that function and then re-instated.
 10. The Trust should make known to all relevant managers and prospective Chairman of meetings the RNID fact sheets and leaflets which can be found on the RNIDs web site: www.rnid.org.uk. Of particular interest might be the Fact sheet explaining the use of induction loops/infra-red systems at public venues. It would be of great benefit to all Trust staff concerned with meetings to study this web site which has much information.
 11. All meetings shall be conducted in accordance with RNID guidelines. It should not be assumed that attendees at meetings can hear well. It should be established clearly that that is in fact the case.
 12. Advice should be given throughout the Trust for all staff to be urged to take reasonable steps when communicating with people who may or may not have hearing difficulties. Trust staff should always look at the person being spoken to or if on the telephone speak clearly. Staff should never talk to people with their back to them. Staff should attempt not to mumble and if they have facial hair they should take particular care to speak clearly. Staff should where possible, not sit in front of a light source (eg a window) thus making it difficult for the lips to be seen.
 13. This schedule concerns the subject of assisting people with impaired hearing, sometimes called residual hearing. Apart from the reference to making lips visible, it is not relevant to people who have no hearing and who therefore might use sign language.
 14. If any Trust staff member would like additional advice or information, they are welcome to make contact with Colin Bennett whose advice is always without charge.
 15. The Trust shall pay to Colin Bennett £1,000 by way of damages and "costs". There shall be no application to the court for costs in the legal sense of that word. The payment of this sum and the agreement of the Tomlin Order with it's associated Schedule will represent a final settlement of the Claim.