Website Accessibility Checklist

Creating an accessible website is crucial to ensure that users of all abilities can navigate and interact with your content. Here's a basic website accessibility checklist to guide you through the key elements:

Page Structure & Navigation

- ☐ Proper use of HTML headings (h1 to h6) to organize content
- ☐ Clear and consistent navigation placement throughout the website
- ☐ Meaningful page titles that describe the content accurately
- ☐ Logical reading order for screen readers
- ☐ Lists are formatted properly and include headings
- ☐ Users have access to a clear site map
- ☐ All functionality accessible and operable via a keyboard
- ☐ Skip navigation link to bypass repetitive content and go directly to the main
- ☐ Website posts and pages can be crawled by screen readers

Images & Multimedia

- ☐ Alt text for all images, providing concise and descriptive information
- ☐ Captions and/or transcripts for audio and video content
- ☐ All media have a text description
- ☐ Text equivalents for complex graphics or charts
- ☐ Written transcripts are available for all audio and video content
- ☐ Audio transcripts are available for videos
- ☐ Description contains a way to view or access the written transcript
- ☐ All videos (including live) have captions
- ☐ On-page media does not auto-play
- ☐ Media can be stopped, paused, or muted
- ☐ Content does not flash 3+ times / second or users have the option to stop content from blinking or flashing excessively

Colour & Contrast

- ☐ Sufficient color contrast between text and background (at least 4.5:1 ratio)
- ☐ Avoid relying solely on color to convey information

Online Forms & Controls

☐ Descriptive labels for form fields

☐ Error messages that clearly explain issues and provide solutions

☐ Adequate spacing and clickable areas for touch devices

Readable Text

☐ Text can be manually magnified by 200%

☐ Small text has a contrast ratio of at least 4.5:1

☐ Large text has a contrast ratio of at least 3:1

☐ Line height and spacing for improved readability

Other Considerations

☐ Content is accessible in multiple ways without a user losing information

☐ Content & instructions are not limited to one sense

☐ Link text is clear and actionable, rather than vague or the link itself

☐ Your site is accessible by all browsers

☐ You have a documented web accessibility policy

☐ Your accessibility policy is linked on your site

☐ Users have a way to report accessibility issues with your website

By regularly reviewing and addressing these elements, you can create a more inclusive and accessible website for all users, regardless of their abilities or disabilities. Remember that accessibility is an ongoing process, and continuous improvement is key!

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