NHS

Greater Manchester
Primary Care Provider Board
The partnership of primary care providers

Website accessibility checklist

This accessibility checklist will be used to undertake a basic accessibility audit of the Greater Manchester Primary Care Provider Board (GM PCB) website https://gmpcb.org.uk during January 2023.[1]

Following the audit, the Delivery Team will create a plan to fix any accessibility problems that are found, publish an accessibility statement and ensure that future content and features of the website are accessible.

1. Text

- Check pages use proper headings
- Check pages are usable when stylesheets are disabled using the WAVE tool http://wave.webaim.org
- Check that instructions are styled properly
- Check that links make sense
- Check that pages have good titles

2. Images, video and audio content

- Check that images have a description via an <alt></alt> tag
- Check any video or audio content is properly described. Video published after 23 September 2020 requires captions. Audio published after 23 September 2020 requires transcripts.

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[1] Government guidelines https://www.gov.uk/guidance/make-your-website-or-app-accessible-and-publish-an-accessibility-statement state that an organisation can undertake a basic accessibility audit if undertaking a detailed accessibility audit against the international WCAG 2.1 AA accessibility standard https://www.w3.org/TR/WCAG21 places a 'disproportionate burden' on it.

- Audio descriptions for video and audio content that is not described e.g. graphs, charts and maps
- Check for images containing text as screen readers will not be able to read the text within the image.

3. Interactive tools and transactions

- Check form fields are marked up appropriately. Clicking field labels should cause your cursor to appear inside the corresponding field.
- Check it's clear what information users need to provide
- Check form elements are consistent across your website
- Check users get a warning before they're timed out
- Check that any error messages are helpful
- Check users can review their answers before submitting a form
- Check that form elements, such as dropdown menus or radio buttons, behave as expected

4. PDFs and other documents

- Check the documents have meaningful titles
- Check for headings
- Check the documents convey instructions in an accessible way
- Check that any link text makes sense
- Check that images, charts and tables have a description

5. Technology

Tests using a mobile or tablet device

- Check that pages respond properly when you try to change the page orientation.
- Check you can navigate using just one finger
- Check you're not relying on complex motions such as shaking or tilting. An alternative solution must be provided where there are complex motion requirements.

Navigating without a mouse by just using a keyboard

- Check you can tell where you are on the page when tabbing through content on a page
- Check the order makes sense when tabbing
- Check nothing unexpected happens when tabbing through content on a page
- Check you do not get stuck when navigating through content
- Check forms are still usable without a mouse
- Check users can skip to the main content on a page

Checking content is usable when zoomed in or magnified

- Checking content is usable when you enlarge the text
- Checking how the page behaves when users zoom in

Colour contrast

- Check the colour contrast ratio between text and the background colour of your website is at least 4 using the WAVE tool http://wave.webaim.org.
- Check the colour contrast between any buttons or navigational elements, such as like 'next' or 'submit' buttons

Pop-ups and interactive or flashing content

- Check that users can disable animated or moving content
- Check for content that plays automatically when a page loads, such as video or audio
- Check whether there's an alternative for people who cannot see maps

Search and other forms of navigation

- Check there are multiple ways to navigate your website
- Check your navigation behaves consistently
- Check links do not trigger on the down-press of a mouse alone. Links should trigger when the mouse button is pressed down and then released.

6. HTML checks

- Checking tables and bullet lists are styled properly
- Check that pages specify the language the content is written in. The pages should include the following html tag <html lang="en"> or <html lang="en-gb">
- Check any video players are accessible. The buttons used to interact with the video player should be marked up in a way that a screen reader would recognise.

7. Exempt content

Content that is exempt from the accessibility regulations:
- pre-recorded audio and video published before 23 September 2020
- live audio and video
- heritage collections like scanned manuscripts
- PDFs or other documents published before 23 September 2018 - unless users need them to use a service, for example a form that lets you request school meal preferences
- maps - but you'll need to provide essential information in an accessible format like an address
- third party content that's under someone else's control if you did not pay for it or develop it yourself - for example, social media 'like' buttons
- content on intranets or extranets published before 23 September 2019 (unless you make a major revision after that date)
- archived websites if they're not needed for services your organisation provides and they are not updated