**Accessibility Requirements**

Who it concerns:

* impaired vision
* motor difficulties
* cognitive impairments or learning disabilities
* deafness or impaired hearing

What we need to do (digital):

* Make the website accessible by meeting the accessibility standards
* Publish an accessibility statement (include details of content that doesn’t meet accessibility standards)
* Provide an accessible alternative for content that doesn’t meet standards (if requested)

Accessibility standards:

* Complying with WCAG 2.1 AA
* Deadline 23 September 2020 (existing websites) – (2018 for new sites)
* To check is we meet accessibility we can complete [Accessibility tests](https://www.w3.org/WAI/test-evaluate/preliminary/)

Planning:

* Find out what needs fixing
* Which parts meet accessibility and which don’t (also needed for accessibility statement)
* Check by using automated and manual accessibility tests (reveal issues with code, design and content)
* Pay for a full accessibility audit – in-depth review?
* GOV.UK Service Manual [automated and manual testing](https://www.gov.uk/service-manual/technology/testing-for-accessibility#testing-your-code) and [getting an accessibility audit](https://www.gov.uk/service-manual/technology/testing-for-accessibility#how-to-get-an-audit)

Priorities:

* What is cheaper / easier options to make the site more accessible
* Essential services
* Colour contrast
* Change size to fit users devices
* Etc
* What is not accessible should be available in another format for users who cannot access
* Make a roadmap / plan to show how we will meet accessibility standards
* Aim to fix highest priority items first

Accessibility statements:

* Will need to be published from 23 September 2019 (new sites created after 23 September 2018) OR 23 September 2020 for sites already existing
* Publish statement as a html page, linked to from a prominent place (website footer)

Statement must state:

* What doesn’t meet accessibility and why
* How people with access needs can get access to content that is not accessible
* How to report accessibility problems to us (link to government website they can use if not happy with our response
* **Model to A.S to come December 2018**

Making content accessible:

* Making sure [PDFs or other documents they create are accessible](https://www.gov.uk/guidance/how-to-publish-on-gov-uk/accessible-pdfs)
* Making sure images are accessible
* Follow conventions for creating accessible content (write descriptive links instead of using ‘click here’)

Exemptions: (Intranets, Extranets and Archives)

* Content on intranets and 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

Support:

* [local government digital network](https://localgov.digital/) - ask questions on their accessibility Slack channel
* [central government accessibility community](https://www.gov.uk/service-manual/communities/accessibility-community)