Accessibility Best Practice Checklist

For Daily Use by Editorial Staff

Use this checklist daily when creating or editing content to ensure compliance with UK accessibility legislation and WCAG 2.1/2.2 standards. Check each item as you complete it.

Images & Graphics

✓ All images have descriptive alt text that conveys the purpose/content

✓ Decorative images have empty alt text (alt="")

✓ Complex images (charts, graphs) have detailed descriptions in text or captions

✓ Images of text are avoided unless necessary for branding

✓ Color contrast ratio is at least 4.5:1 for normal text

Text & Formatting

✓ Headings are used hierarchically (H1, H2, H3, etc.)

✓ Text is clear, concise, and uses plain language

✓ Lists are properly formatted using bullet or numbered lists

✓ Links have descriptive text (avoid 'click here' or 'read more')

✓ Acronyms and abbreviations are explained on first use

Multimedia

✓ Videos have accurate captions/subtitles

✓ Audio content has transcripts available

✓ Auto-playing media can be paused/stopped by users

✓ Video/audio controls are keyboard accessible

✓ Media players meet accessibility standards

Documents & Downloads

✓ PDFs are tagged and properly structured

✓ Documents use proper heading hierarchy

✓ Tables have headers and are simple in structure

✓ Document language is specified

✓ Forms are accessible with proper labels

General Web Content

✓ Page titles are unique and descriptive

✓ Content can be navigated using keyboard only

✓ No content relies solely on color to convey information

✓ Text can be resized up to 200% without loss of content

✓ Error messages are clear and suggest solutions

Need Help? If you have questions about accessibility requirements or need clarification on any item in this checklist: Contact your section editor directly Ask in the Slack #editorial-advice channel Refer to the full Framework Guide for detailed explanations **Training Available:** Accessibility training sessions will be announced in the Slack editorial advice channel. Attendance is recommended for all editorial staff. *Note: CMS improvements to support accessibility are being implemented by the development team and will be rolled out soon.*