Web accessibility audit for Walsall Healthcare NHS Trust.

By **September 23rd 2020,** all Public Sector websites must be WCAG 2.1 AA compliant in order to meet The Public Sector Bodies Accessibility Regulations 2018.

All websites in existence since before **September 2018** must be WCAG 2.1 AA compliant.

To achieve this, we need the following:
To audit, and action any criteria we do not meet by September 23rd
To have an accessibility statement on the website
To have an accessibility roadmap on the website

Please find below a detailed table of web accessibility criteria that we need to meet, along with how to pass that criteria.

Red – Little to no compliance, action required.
Yellow – Medium compliance, action suggested.
Green – Fully compliant, no action.
Blue – Requires further clarification.
Grey – N/A

Criteria	Summary	How to pass	Website compliance
A - Minimum requirement			
Non-text Content	Provide text alternatives for non-text content	Add a text alternative to your images If the content is video or audio, add a short description of the topic If a control or input field is non-text, add a name	
Audio-only and Video-only (Pre-recorded)	Provide an alternative to video-only and audio-only content	Provide a text transcript that conveys the same information as audio-only media; Provide a text transcript that conveys the same information as video-only media; or	

		Provide an audio-track that conveys the same information as video-only media.	
Captions (Pre-recorded)	Provide captions for videos with audio	Add captions to all videos with sound. Caption all spoken word. Identify speakers. Caption non-speech information (such as sounds).	
Audio Description or Media Alternative (Pre-recorded)	Video with audio has a second alternative	Provide a full text transcript of the video; or Provide a version of the video with audio description.	
Info and Relationships	Logical structure	Break up content with subheadings for new sections Mark headings with HTML header tags Use lists, tables and other formats where needed Use the correct HTML for all structural elements Use valid HTML everywhere Use clear labels and alternative text on forms	
Meaningful Sequence	Present content in a meaningful order	Present all content in a meaningful order Separate navigation menus from the content Use paragraphs in order Nest headings from H1 downwards to show their relative importance Choose whether a list needs numbering or not Use valid HTML	
Sensory Characteristics	Use more than one sense for instructions	Use more than one sense for instructions Avoid instructions that rely on sound	
Use of Colour	Don't use presentation that relies solely on colour	Ensure no instructions rely on colour alone Ensure that no information (like charts and graphs) relies on colour alone	
Audio Control	Don't play audio automatically	Don't have any audio that plays automatically.	
Keyboard	Accessible by keyboard only	A clean HTML and CSS website will often have keyboard accessibility without further work.	
No Keyboard Trap	Don't trap keyboard users	Test your website to make sure you can navigate away from, as well as to, all parts of your website by keyboard only. Make sure all navigation is controllable by either the 'Tab' or arrow keys, which is a standard many people are familiar with.	

Timing Adjustable	Time limits have user controls	If your website uses a time limit: Give your users an option to turn off the time limit before it begins (for example, a landing page before the time-controlled page can display a message that shows your customers what to do); or Give your users the option to adjust the time limit before it begins, over a range of at least ten times the default setting (you can do this with a landing page too); or Give your users the option to extend the period at least twenty seconds before it expires. This must be a simple action like clicking a button and must be available to use at least ten times.	
Pause, Stop, Hide	Provide user controls for moving content	Moving, blinking or scrolling content must have an option to pause, stop or hide it; and Auto-updating content must have the same options; or An option to control frequency	
Three Flashes or Below	No content flashes more than three times per second	Don't add anything to your website that flashes more than three times per second.	
Bypass Blocks	Provide a 'Skip to Content' link	Add a 'Skip to Content' link to all pages on your website. It's best if you make the link visible.	
Page Titled	Use helpful and clear page titles	Give each page on your website a unique and descriptive title.	
Focus Order	Logical order	A well-made HTML website will often comply with this guideline. Unplug your mouse and verify that you can use the 'Tab' key to navigate to every part of your website and use every function, including search boxes and forms – make sure each page has a sensible focus order.	
Link Purpose (In Context)	Every link's purpose is clear from its context	The purpose of the link is clear from the link text (for example, 'My blog'); or The purpose of the link is clear from the surrounding content, meaning the same sentence, paragraph or cell in a table (for example, 'Visit my blog'); or If the link is an image, the alt text of the image makes the link purpose clear (for example, 'Luke McGrath – Visit my blog'); and Links with the same destination have the same description (but links don't share a description if they point to different places).	
Language of Page	Page has a language assigned	Set the language in your template and you'll only need to do this once.	

		If you trade internationally and have different parts of your website in different languages, make sure they are assigned correctly. HTML language codes match the ISO language codes standard. W3Schools has a full list of language codes.	
On Focus	Elements do not change when they receive focus	Ensure no element changes purely by receiving focus. Avoid both behavioural and visual modifications.	
On Input	Elements do not change when they receive input	Forms must not auto-submit when all fields are filled – this prevents your users from checking and editing what they have written. Focus (the field where the user will input next) must not automatically jump to the next field in a form once a field is complete. Using a control (like selecting yes or no) must not automatically perform the action (for example, selecting to subscribe to a newsletter in a check box must not automatically subscribe your user, they should be able to click a submit button to confirm their decision).	
Error Identification	Clearly identify input errors	Identify and explain to the user any mistakes that you can detect automatically. Add error explanation close to the error, showing what is wrong and how to fix it.	
Labels or Instructions	Label elements and give instructions	Label all input fields clearly and helpfully. Where a field needs a specific format, give an example (For example, for a 'date' field in a form you might use 'Enter the date as dd/mm/yyyy') Mark required fields with an icon and explain what the icon means before the form. Keep your labels simple – too much explanation can be counter-productive. Things like 'First name', 'Email' and 'Your message' are fine. The same goes for instructions, 'Required fields are in red and have a * symbol' works great. So does 'Fill in this form and click 'Submit' to get in touch'.	
Parsing	No major code errors	Ensure HTML elements have complete start (< >) and end (</ >) tags where needed. Nest all HTML elements correctly (for example, list objects within an ordered or unordered list). Use unique Ids. Check that HTML elements don't contain duplicate attributes.	

Name, Role, Value	Build all elements for accessibility	Use HTML specifications for any script you author for your website. If you use a plugin or other element authored by a third party, make sure it uses valid HTML markup.	
AA - Minimum requirement			
Captions (Live)	Live videos have captions	Add captions to live video.	
Audio Description (Pre-recorded)	Users have access to audio description for video content	Provide an audio described version of a video's soundtrack, selectable by the user; or Provide an alternative version of your video with audio description.	
Contrast (Minimum)	Contrast ratio between text and background is at least 4.5:1	Using a light background and dark text; or Using a dark background and light text; and Using a colour contrast checker to verify your choice.	
Resize Text	Text can be resized to 200% without loss of content or function	Users can resize text content in their web browser up to 200% without loss of meaning or function.	
Images of Text	Don't use images of text	Don't use an image of text when you can use plain text Display quotes as text rather than images Use CSS to style headings as text Use CSS to style navigation menus as text	
Multiple Ways	Offer several ways to find pages	Provide multiple ways for users to find your website's pages by: Adding an HTML sitemap page (which links to every page on your website) and link to it after the 'Skip to Content' link from Guideline 2.4.1; and Including a search function on every page (by adding it to the header); and Providing a clear and consistent main navigation menu.	
Headings and Labels	Use clear headings and labels	Use informative headings and subheadings where appropriate (a change in topic or purpose) to aid navigation through your content. Label all elements (for example, sidebar widgets, forms, search boxes, tables).	

Focus Visible	Ensure keyboard focus is visible and clear	Make the keyboard focus visible on all elements (menu items, form fields, links, etc…). Use CSS to apply a visual aid to keyboard focus – a border and/or underline is best.	
Language of Parts	Tell users when the language on a page changes	Set your website's main language by meta tag (see Guideline 3.1.1). Add a language attribute to content that is not in the main language.	
Consistent Navigation	Use menus consistently	Keep navigation menus in the same location on all pages; and Present the options in navigation menus in the same order on all pages; and Keep all other standard elements (for example, your search box) in the same location on all pages.	
Consistent Identification	Use icons and buttons consistently	Any icons used are consistent (for example, 'Print page' or Twitter link); and Elements with the same function are labelled and named consistently; or Elements with the same function have a consistent text alternative.	
Error Suggestion	Suggest fixes when users make errors	Your forms identify input errors. When the error is missing a required field, communicate this to the user with a text suggestion. If the error is in the format of the input, the suggestion shows the correct format (for example, 'The date must be in the form DD/MM/YYYY'). If the error is because the input needed to be from a limited list of values, provide these values and explain them.	
Error Prevention (Legal, Financial, Data)	Reduce the risk of input errors for sensitive data	Legal commitments, financial transactions, test responses and changes to user controlled data are reversible; or Legal commitments, financial transactions, test responses and changes to user controlled data are checked for input errors and the user is given a chance to correct any mistakes; or Add a confirmation page to the data input submission process that summarises the input and the outcome, with an option to correct or discontinue. This page has an input field (for example, a confirm button or checkbox) that acts as confirmation of the submission.	
AAA - Advantageous			

Sign Language (Pre-recorded)	Provide sign language translations for videos	Make an alternative version of your video with a sign language interpreter either present in the main video or embedded as picture-in-picture and link to it from near the original content.	
Extended Audio description (Pre-recorded)	Provide extended audio description for videos	Provide an extended audio described version of a video's soundtrack, selectable by the user; or Provide an alternative version of your video with extended audio description.	
Media Alternative (Pre-recorded)	Provide a text alternative to videos	Provide a full text transcript for your video and link to it from near the original content	
Audio Only (Live)	Provide alternatives for live audio	Add captions to live audio; or If the live broadcast is from a prepared script, make the script text available from near the original content.	
Contrast (Enhanced)	Contrast ratio between text and background is at least 7:1	Using a light background and dark text; or Using a dark background and light text; and Using a colour contrast checker to verify your choice.	
Low or No Background Audio	Audio is clear for listeners to hear	Make sure your pre-recorded audio doesn't contain any background noise; or If there has to be some background noise, it's generally 20 decibels lower than the foreground noise. That's about four times quieter.	
Visual Presentation	Offer users a range of presentation options	The following five features are cumulative, as all must be in place to pass: Provide a tool that enables users to select from several background and foreground colours; and Ensure text blocks are no wider than 80 characters (plus make sure resized browser windows do not need horizontal scrolling); and Ensure text is not justified to both sides of the webpage; and Line spacing is at least space-and-a-half within paragraphs and paragraph spacing is at least 1.5 times larger than line spacing Ensure text can be resized in a browser up to 200% without requiring the user to scroll horizontally	
Images of Text (No Exception)	Don't use images of text	Don't use an image of text when you can use plain text Display quotes as text rather than images	

		Use CSS to style headings as text Use CSS to style navigation menus as text	
Keyboard (No Exception)	Accessible by keyboard only, without exception	A clean HTML and CSS website will often have keyboard accessibility without further work. This is a great example of why you need to invest in web design and development from the outset.	
No Timing	No time limits	This guideline builds on Guideline 2.2.1. That guideline (at the lower Level A standard of compliance) requires you to offer users a chance to turn off or extend time limits. At Level AAA, this guideline requires that you do not set time limits at all (with two exceptions below).	
Interruptions	Don't interrupt users	Don't use an automatic redirect or refresh function based on a time delay (for example, if a webpage has moved, do not redirect users to the new page after a certain amount of time). Provide an option for turning off all but 'essential' interruptions (see below).	
Re-authenticating	Save user data when re-authenticating	When you ask a user to re-authenticate their identity, the user can continue exactly as before with saved data (for example, their shopping basket contents, input into forms or accessibility options). Things like surveys and questionnaires can be saved and completed at a later date.	
Three Flashes	No content flashes more than three times per second	Don't add anything to your website that flashes more than three times a second.	
Location	Let users know where they are	Use breadcrumbs to help with navigation. Show the sequence a user is following and where they are in that sequence. For example: You are here: Home > Fish > Bass; and Add a sitemap page to your website (see Guideline 2.4.5) so your users have another way of finding what they want. Add a link to the sitemap somewhere prominent like the header.	
Link Purpose (Link Only)	Every link's purpose is clear from its text	To comply with this guideline, make sure that for each link on your website: The purpose of the link is clear from the link text; or If the link is an image, the alt text of the image makes the link purpose clear.	

Section Headings	Break up content with headings	Add a heading for every new thought or topic in your content (for example, a travel article may have headings to indicate the distinct sections on dining, transportation, and lodging).	
Unusual words	Explain any strange words	Avoid using unusual words and phrases. If you need to use an unusual word or phrase, you can explain the meaning to your users by: Showing the meaning in the text (for example, 'I like bass. A bass is a fish.'); or Showing the meaning in brackets (for example, 'I like bass (a type of fish)'; or Linking the word to a definition on a glossary page on your website; or Linking the word to a definition footnote on the same page.	
Abbreviations	Explain any abbreviations	Avoid using abbreviations, acronyms and initialisms. If you need to use an abbreviation, you can explain the meaning to your users by: Showing the meaning in the text (for example, Federal Bureau of Investigation (FBI)); or Linking the abbreviation to a definition on a glossary page on your website; or Linking the abbreviation to a definition footnote on the same page; or Using the abbreviation HTML tag to expand the abbreviation.	
Reading Level	Users with nine years of school can read your content	Writing so that someone with no more than nine years of school can understand you (that's nine years from their first day at school, so no college or further education). Adding summaries, images and diagrams to content to help explain meaning. Breaking up content with well-organised sections and headings.	
Pronunciation	Explain any words that are hard to pronounce	Avoid using words where the meaning, in context, is ambiguous without a pronunciation guide If you need to use such a word, you can explain the meaning to your users by: Providing the phonetic pronunciation of words immediately after the word; or Linking the word to a pronunciation guide on another page on your website; or Linking the word to a pronunciation guide on the same page.	

Change on Request	Don't change elements on your website until users ask	To pass this guideline, you need to ensure the following five statements are true: If you have an element that updates automatically (like a live news ticker), there is an option to pause this and update only when requested; and All links open in the same window, unless it's essential (for example, opening a transcript to a video); and If a link does open in a new window, the user is aware of this (for example, in the anchor text of the link or by an icon); and Forms do not auto-submit when fields are filled; and Any redirect from one page to another is immediate.	
Help	Provide detailed help and instructions	Labelling input buttons with the nature of the input (for example, 'Subscribe' or 'Buy'); and Where an input field needs more information than a label provides, add a link to that information near the field (for example 'Help with this answer'); and Where a field needs a specific format, use a label, adjacent text or placeholder text showing the correct format (for example, 'Date: DD/MM/YYYY').	
Error Prevention (All)	Reduce the risk of all input errors	All data input submissions are reversible; or All data input submissions are checked for input errors and the user is given a chance to correct any mistakes; or Add a confirmation page to the data input submission process that summarises the input and the outcome, with an option to correct or discontinue. This page has an input field (for example, a confirm button or checkbox) that acts as confirmation of the submission.	