

Creating an Accessibility Statement

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Step 1 – Assess your site

Use the Website Audit Checklist to check your site. Note any failures. If you are using a tool which tells you which standard the failure relates to, make a note of this. You may also be given a report on your site's accessibility from the 'Funnelback accessibility auditor' if it is part of the main university website.

Reference Materials

[Website Audit Checklist](#)

[Digital Accessibility Tools](#)

Step 2 – Select a list of areas where the site works well

Note some areas where the site works well. You can use the examples below, but ensure that you have checked if these examples are true for your site:

You should be able to:

change colours and fonts

zoom in up to 300% without the text spilling off the screen

navigate most of the website using just a keyboard

navigate most of the website using speech recognition software

listen to most of the website using a screen reader

Step 3 – Collate a list of areas where the site is not meeting the standards

From your notes in step 1, you need to create a list of all the issues including what standard each issue relates to. You might want to use a spreadsheet to collect the data and then turn it into sentences/paragraphs later. Your spreadsheet could have the following headings:

- Issue (e.g. Some images don't have a text alternative.)
- Why it's a problem (e.g. This means that the information in the images isn't available to people using assistive technology.)
- Standard it relates to (e.g. This doesn't meet WCAG 2.1 success criterion 1.1.1 Non-Text Content.)
- Improvement plan (e.g. When we publish new content, we'll make sure that all images have text alternatives (unless they are purely decorative). We will work our way through the site, adding appropriate alternative text to existing images. We are educating our content editors to ensure that they create accessible content.)

For each issue create a paragraph explaining the problem and why it doesn't meet a specific standard. For example:

Some images don't have a text alternative. This means that the information in the images isn't available to people using assistive technology. This doesn't meet WCAG 2.1 success criterion 1.1.1 Non-Text Content. When we publish new content, we'll make sure that all images have text alternatives (unless they are purely decorative). We will work our way through the site, adding appropriate alternative text to existing images. We are educating our content editors to ensure that they create accessible content.

If there are a lot of issues, you might want to split them into categories, e.g. Headings, Images, Links, etc.

Reference Materials

[Web Content Accessibility Guidelines \(WCAG\) 2.1](#)

[WebAIM's WCAG 2 Checklist](#)

Step 4 – Note some easily summarised issues

Make a note of a selection of issues identified in step 3 that can be summarised easily in bullet points. These will be used in the main page of the accessibility statement where you mention a few of the areas where there are problems in simple language. You might want to update your spreadsheet to add an additional column to flag up the issues you've picked out.

Step 5 – Consider if you need to claim

'disproportionate burden'

Check your list of issues to see if any of them would be very difficult to fix. Consider whether the benefit to fixing the issue would outweigh the effort required to fix it. If you feel that the benefit is very low but the cost (in terms of resources, time or money) is very high, you may be able to claim 'disproportionate burden'. If this is the case, note the issue, and gather evidence justifying your decision.

Step 6 – Collate list of areas that are outside of the scope of the legislation

There may be some content on your website that is outside of the scope of the legislation, e.g. older documents or videos. Make a list of the types of content on your site that fall into this category. For example:

Many of our older PDFs and Word documents don't meet accessibility standards. The accessibility regulations [do not require us to fix PDFs or other documents published before 23 September 2018](#) if they're not essential to providing our services.

We do not plan to add captions to live video streams because live video is [exempt from meeting the accessibility regulations](#).

Reference Materials

[The Public Sector Bodies \(Websites and Mobile Applications\) \(No. 2\)](#)

[Accessibility Regulations 2018 – details of where the legislation applies.](#)

Step 8 – Insert your data into the Accessibility Statement template

[Your template](#) should consist of 2 files. You will need to replace highlighted text with data about your site.

1. Accessibility Statement (main page).docx
 - a. Name of site
 - b. Site URL
 - c. List of areas where your site works well (from Step 2)
 - d. List of some of the issues on your site in simple languages (from Step 4)
 - e. The location of the contact page for your site
2. Technical Accessibility Statement.docx
 - a. List of areas where your site is non-compliant (from Step 3)
 - b. List of areas where you are claiming disproportionate burden (from Step 5) (if any)
 - c. Details of content on your site that is not within the scope of the regulations (from Step 6) (if any)
 - d. Summary of what you're doing to improve accessibility (from Step 3 improvement plans)
 - e. Dates when the statement was created and reviewed
 - f. Date site was assessed and basic details of how this was done

Step 9 – Create webpages for your Accessibility Statement

Note: if your statement is going to be in the CMS you will need to be a Moderator to create new sections. If you are a Contributor, ask a Moderator to help.

- Create a page for the content from 'Accessibility Statement (main page).
- Create a sub-page for the content from 'Technical Accessibility Statement'
- Paste in the contents of the appropriate documents to the appropriate pages.
- Make sure you check your links, e.g. the link from the main page to the technical statement.

Step 10 – Translate your Accessibility Statement

Much of the text is already translated in the template files, but you will need to translate some of the content you add, e.g. the list of areas where you are non-compliant, or the list of areas where you are claiming disproportionate burden. If you send the full documents to the Translation Unit, be sure to mention that you only need the parts highlighted in yellow to be translated.