

General Accessibility Checklist

- Do you understand what is meant by accessibility and ensuring that everything is as equitable as possible? This should cover all information, activities, equipment, all areas of the working environment can be used for their purpose by as many people, irrespective of an individual's abilities or circumstances, as possible?
- Are all areas and activities accessible? These should include all laboratory areas, offices, desk areas and work stations, social areas, toilets and shower rooms, seminar rooms, specialist computer areas, specialist equipment.
- Is the building accessible? Where appropriate, this should include provision of lifts, wheelchair ramps, quiet/wellbeing rooms, prayer room, gender neutral toilets, accessible toilets, air conditioning or fans, hearing loops and fire alarms for the hard of hearing.
- Do all equipment specific computers and specialist computing facilities have accessible software?
- Are processes and policies reviewed regularly, to ensure accessibility has not been challenged?
- Are seminar speakers and other presenters advised to use accessible slides (e.g. pastel background, dark sans serif font, limited text)? Is a hearing loop in place?
- Are key platforms, such as health and safety, data management, instructions and equipment protocols, designed to work with accessible software and meet accessibility needs (such as fonts and background colours)?
- Are all users and potential users asked about their needs to ensure accessibility?
- Are impacts on accessibility considered when changes are made e.g. new equipment is purchased, building works, reorganisation of work or office areas?
- Has an accessibility audit been completed? What was the outcome? What are the plans?