



Basic Website Accessibility Report

Charleton Parish Council

Introduction

Kingsbridge Websites has been commissioned by Parish Council Council to carry out a basic check of it's website compliance with the international WCAG 2.1 AA website accessibility standard. This report explains the checks carried out, the issues resolved and advice on further steps that may be required in the future.

References

Doing a basic accessibility check:

<https://www.gov.uk/government/publications/doing-a-basic-accessibility-check-if-you-cant-do-a-detailed-one/doing-a-basic-accessibility-check-if-you-cant-do-a-detailed-one>

Understanding WCAG 2.1:

<https://www.gov.uk/service-manual/helping-people-to-use-your-service/understanding-wcag>

WAVE Web Accessibility Evaluation Tool:

<https://wave.webaim.org/>

Tests were carried out using the following sample pages:

Home page: <https://charletonparishcouncil.co.uk/>

A sample post: <https://charletonparishcouncil.co.uk/charleton/agenda-05-november-2020/>

Contact Page: <https://charletonparishcouncil.co.uk/contact/>

Basic Accessibility Check

1) Text content

Headings

Check that headings and sub-heading are styled with heading tags such as H1, H2 etc.

Action:

Headings checked and found to be compliant.

Check pages are usable when stylesheets are disabled

Check that content is readable even if stylesheets are disabled, or are not loading properly.

Action:

Yes, the content is readable with sty sheets disabled.

Check that instructions are styled properly

Make sure you're not conveying instructions in a way that relies on a user's ability to see the page.

Action:

Instructions updated to comply - for example, 'Read More' button labels changed to 'Read the full article'.

Check that links make sense

Check that the link text you're using clearly explains where any links will take the user.

Action:

As above.

Check that pages have good titles

Check whether your titles are descriptive. Ask yourself whether they clearly state - in simple language - what the pages are about and the tasks they'd help users complete.

Action:

Checked and updated where appropriate.

2) Images, video and audio content

Check any images have a description

check that any non-decorative images (including charts or diagrams) have an accompanying text description.

Action:

Text description added to all images.

Check any video or audio content is properly described

check that any videos or audio content are clearly described so that users who cannot hear them can still access the information.

Action:

Not applicable.

Check for images containing text

You'll need to check whether any of your sample images contain text. This is because screen readers will not be able to read the text within the image.

Action:

Not applicable.

3) Interactive tools and transactions

Check form fields are marked up appropriately

You need to make sure any form fields are marked up correctly. If they're not marked up properly, screen readers will not be able to tell what a form field is for, or what information the user should enter into it.

Action:

Form labels on contact form all present.

Check it's clear what information users need to provide

As you go through your sample forms, you'll need to check you're using field labels in a way that makes clear what information the user needs to enter.

Action:

Checked.

Check form elements are consistent across your website

When you're checking through your forms, you'll need to check that form labels are used consistently.

Action:

Checked.

Check users get a warning before they're timed out

You need to make sure to warn users if you're going to time them out after a period of inactivity.

Action:

Not applicable to this website.

Check that any error messages are helpful

When a user provides incorrect information in a form, you need to let them know they've made a mistake and help them correct that mistake.

Action:

Checked.

Check users can review their answers before submitting a form

This only applies to forms where there would be serious consequences to them making a mistake.

Action:

Not applicable to this website.

Check that form elements behave as expected

When you were working your way through some of your sample forms, you should have noticed whether interacting with any of the elements caused anything unexpected to happen.

Action:

Checked.

4) PDFs and other documents

Check the documents have meaningful titles

First, check the documents have descriptive titles that explain what they're for.

Action:

Generally good, although some titles could be clearer as to the content of the document.

Check for headings

check is that the document is broken up into sections - and that those sections all have descriptive headings.

Action:

Checked.

Check the documents convey instructions in an accessible way

You need to make sure you're not conveying instructions in a way that relies on a user's ability to see the document.

Action:

Checked.

Check that any link text makes sense

Next, check that any link text you're using clearly explains where the link will take the user.

Action:

Checked.

Check that images, charts and tables have a description

You'll need to check that any visual way of conveying data like a table, chart or image is described in the surrounding text.

Action:

Checked.

5) Technology

Tests using a mobile or tablet device

You'll need to start by doing some checks using a mobile or tablet device to check that your website is usable on these types of device.

Action:

Tested on smartphone and tablet.

Navigating just using a keyboard

Some of your users need to navigate without a mouse, just using a keyboard. You'll need to do some checks to see how easy it is for them to do that.

Action:

Checked.

Check you can tell where you are on the page + tabbing

When you navigate just using a keyboard, you do not have the mouse cursor to let you know where the focus is on the page.

Action:

Checked.

Check forms are still usable without a mouse

Take your sample of forms and see if you can complete them without using a mouse.

Action:

Checked.

Check users can skip to the main content on a page

Lots of websites contain several links and navigational elements in the header at the top of the page. Users need to be able to skip past these links straight to the main page content

Action:

Actioned & checked.

Checking content is usable when zoomed in or magnified

Some users with visual impairments use screen magnification tools that zoom into the page content, or increase the size of the text. You'll need to check your content is usable for people using these tools.

Action:

Content is usable when zoomed.

Checking how the page behaves when users zoom in

You'll need to check what happens to your pages when you adjust the page zoom in your browser.

Action:

Pages behave as expected.

Colour contrast

Some users with visual impairments will not be able to interact with your website if the colour contrast is set incorrectly.

Action:

Contrast has been adjusted for elements where required.

Check for text contrast

You'll need to check that the contrast ratio between text and the background colour of your website is at least 4.5:1.

Action:

Checked and improved where necessary.

Check any buttons and navigational elements

Check that the colour contrast between any buttons or navigational elements

Action:

Actioned and checked.

Pop-ups and interactive or flashing content

Pop-ups or flashing images can be very distracting. Users need to be able to disable or dismiss these elements easily.

Action:

There are no pop-ups or flashing images on the website.

Check that users can disable animated or moving content

Things like scrolling carousels or blinking images can be very distracting for people with cognitive disabilities.

Action:

Not applicable.

Check for content that plays automatically

Check that audio or video content does not start automatically.

Action:

There is no audio or video content on the website that plays automatically.

Check whether there's an alternative for people who cannot see maps

Some websites contain interactive maps.

Action:

There is only one map and it is not essential for website navigation.

Search and other forms of navigation

You'll need to do some checks to see how accessible your website's navigation is. Navigation includes things like search, site maps and navigation categories.

Action:

Checked.

6) HTML checks

Checking tables and bullet lists are styled properly

Start by checking that any tables and bullet lists have been styled properly.

Action:

Checked.

Check the language the content is written in

A screen reader needs to know what language a page is written in so it uses the correct speech libraries for accent and pronunciation.

Action:

Checked - the language is English (en-GB).

Check any video players are accessible

You need to check that any video players are accessible.

Action:

Not applicable.

Actioned

Published an Accessibility Statement on the website:

<https://charletonparishcouncil.co.uk/accessibility-statement/>

Recommendations

Ensure that website editors remember to add text descriptions to images. Guidance can be provided if editors are not sure how to do this.

Create posts for articles instead of using PDFs. If using PDFs ensure that they are meaningful titles.

Summary

We have carried out the 'Basic Accessibility Check' as outlined above, actioned any work required and noted where improvements can be made in the future.

WAVE Web Accessibility Evaluation Tool - BEFORE & AFTER

The image displays two side-by-side screenshots of the WAVE Web Accessibility Evaluation Tool interface, comparing results before and after improvements.

Left Screenshot (Before):

- Address: <http://charletonparishcouncil.co.uk/>
- Styles: OFF ON
- Summary:

 - Errors: 13
 - Contrast Errors: 0
 - Alerts: 7
 - Features: 3
 - Structural Elements: 26
 - ARIA: 8

- View details >

Right Screenshot (After):

- Address: <https://websitedrafts.co.uk/charleton/>
- Styles: OFF ON
- Summary:

 - Errors: 0
 - Contrast Errors: 0
 - Alerts: 8
 - Features: 13
 - Structural Elements: 28
 - ARIA: 11

- View details >
- Congratulations! No errors were detected! Manual testing is still necessary to ensure compliance and optimal accessibility.