# Website Accessibility Checklist

A practical first review for common website barriers

There are 35 quick checks. Tick each one as you review it on your key pages: home, contact and anything that takes bookings or sales.

This is a practical first review of common accessibility barriers. It is not a complete WCAG conformance audit or legal compliance determination.

## Structure

- [ ] Each page has a clear, unique title that describes it.
- [ ] The main language of each page is identified in the code.
- [ ] Headings describe the page and follow a logical order, with no levels skipped for looks.
- [ ] Header, navigation, main content and footer are marked up as regions.
- [ ] Buttons perform actions and links go to places. They are not swapped.
- [ ] Link text makes sense out of context. No bare "click here" or "read more".

## Keyboard

- [ ] Every link, button and form control can be reached and used with the keyboard alone.
- [ ] No keyboard traps: you can always tab out of menus, dialogs, maps and chat widgets.
- [ ] Every focusable item shows a visible focus indicator.
- [ ] Sticky headers, cookie banners and chat bubbles never completely cover the focused item.

## Visual

- [ ] Normal text has at least 4.5:1 contrast against its background (3:1 for large text).
- [ ] Buttons, form field borders, icons and focus indicators have at least 3:1 contrast against what is next to them.
- [ ] Colour is never the only signal for errors, required fields, selected options or links.
- [ ] Text can be enlarged to 200% without losing content or function.
- [ ] At 320 CSS pixels wide (about 400% zoom on a desktop), normal content reflows without sideways scrolling.
- [ ] Content still works when users override line, word, letter and paragraph spacing.
- [ ] Click and tap targets are at least 24 by 24 CSS pixels, or spaced far enough apart.

## Content

- [ ] Informative images have useful alt text. Decorative images have empty alt text.
- [ ] Important text is real text, not a picture of text.
- [ ] Videos have captions and audio has a transcript, where the content calls for it.
- [ ] Key information is written in clear language and is easy to find.

## Forms

- [ ] Every field has a visible label. Placeholder text is not the only label.
- [ ] Required fields are identified in text, not by colour alone.
- [ ] Instructions and formats are connected to the field they belong to.
- [ ] Errors are identified in text and say what to fix.
- [ ] Success and error messages are available to assistive technology, not just visible on screen.

## Motion

- [ ] Anything that moves or updates on its own for more than five seconds can be paused or stopped.
- [ ] Animations are reduced or removed when the visitor's device asks for reduced motion.
- [ ] Nothing flashes more than three times in any one second.

## Testing and feedback

- [ ] An automated scan has been run and its findings reviewed by a person.
- [ ] Key tasks (contact, book, buy) have been completed using only the keyboard.
- [ ] The site has been checked at 200% zoom and at phone width.
- [ ] A screen reader has been used on at least one key page.
- [ ] Third-party tools (booking, chat, payments, maps) have been tried, not assumed.
- [ ] Visitors have a way to report an accessibility barrier, and someone reads what arrives.

## Notes

Reference: W3C WCAG 2.2 and Easy Checks (w3.org/WAI). Passing this checklist does not establish WCAG conformance or legal compliance. This is general information, not legal advice. Guides, laws and the contrast checker: vortio.com/resources/accessibility-toolkit