

Accessibility Mini-Audit

Why Accessibility is Not Optional

Accessibility isn't a 'nice to have' or a special feature—it is a baseline requirement for a functional workplace. As discussed in this month's Loud About Inclusion newsletter, when tools, documents, or processes are inaccessible, the cost is paid in the hidden workload of disabled employees. This worksheet is designed to help you identify where access breaks in everyday operations, prioritise the most impactful fixes, and ensure inclusion is built into systems—not added later as a workaround.

Use this audit to test 3 high-traffic journeys, identify your top 5 barriers, and assign clear owners to remove them.

Identify Your Top 3 Journeys

Pick the workflows people touch constantly (e.g., onboarding, HR portals, all-hands meetings). Record the name of the workflow (Journey), the tool (software package or form) and the owner of the journey.

Journey	Tool / Process	Owner
1.		
2.		
3.		

The Quick Check Audit

Use the following checklist to capture the key barriers that are included in the existing journey.

Top Tip

Seek input from multiple end-users to ensure that there are many view points considered as part of the review process.

Area	What to check	Notes / Barriers Found
Documents	<input type="checkbox"/> Headings used (not just bold) <input type="checkbox"/> Links make sense out of context <input type="checkbox"/> Images have alt text (if meaningful) <input type="checkbox"/> Readable font/contrast	
Meetings & video	<input type="checkbox"/> Captions on by default <input type="checkbox"/> Accessible slides shared in advance <input type="checkbox"/> Text alternatives for audio/video <input type="checkbox"/> Hybrid participation is supported	
Systems & forms	<input type="checkbox"/> Keyboard navigation works <input type="checkbox"/> Form fields labelled clearly <input type="checkbox"/> Error messages are clear & actionable <input type="checkbox"/> Timeouts are reasonable	

Top 5 Barriers & Fix Plan

Record the top 5 barriers and the agreed actions to address these barriers. Ensure that there is a person nominated as an owner, not just a job title to build in accountability into your improvement process.

Barrier	First Step to Fix	Owner	Due
1.			
2.			
3.			
4.			
5.			

The Procurement Rule

To stop barriers from returning, embed this rule into purchasing: No new tool purchase or renewal without verified accessibility requirements. Ask vendors how they test for accessibility, not just if they “comply.”