Accessibility check list

for designing and delivering research for people with a visual impairment ☑

1. Clearly communicate (in an accessible format) the following to the participant:
    a. Study objectives ☐
    b. Benefits of taking part ☐
    c. How accessibility needs will be met ☐
    d. Being visually impaired doesn't make you ineligible to take part part ☐
    e. How the participant and their data will be kept safe ☐
    f. That you work for a reputable and trusted organisation ☐

2. Establish a way to identify and record participant accessibility needs and adjustments required (during first contact) ☐

3. Study information and ongoing communication should be provided in a range of different formats:
    a. Telephone ☐
    b. Face to face meetings/appointments ☐
    c. Large print paper format ☐
    d. Email ☐
    e. USB/Audio ☐
    f. Easy Read format ☐
    g. Braille ☐
    h. Reader to read documents to participant ☐

4. Information provided in advance of the appointment and the participant given adequate time to process it ☐

5. Plan for accessible travel arrangements:
    a. Up front reimbursement for travel and parking ☐
    b. Reserved parking spaces ☐
    c. Arrange for hospital transport or taxis ☐

d. Ensure public transport is accessible ☐

6. Clinic space is accessible and meets accessibility standards
   a. Use of high contrast colour on all surfaces ☐
   b. Bright white/yellow in stairways and on steps ☐
   c. Use of tactile markers on floors ☐
   d. Good lighting ☐
   e. Use of large clear signposting on doors and walls ☐
   f. Walkways kept free from clutter and trip hazards ☐

7. A plan for additional support to be provided, should clinic space not be fully accessible (could include Sighted Guidance) ☐

8. Accessible information provided about how to get to the clinic and what will happen at during the appointment ☐

9. Member of each team trained as a Sighted Guide or understands accessibility needs of a visually impaired person (including reception staff) ☐

10. Plan for the same member of staff to see participant where possible ☐

11. Offer flexible appointments:
   a. Plan for breaks during long appointments ☐
   b. Offer enough time for processing needs ☐
   c. Flexible times, to fit around daylight, and other commitments and responsibilities ☐
   d. Offer a cup of tea during appointment ☐

12. Where research is online:
   a. Provide an accessibility toolbar on websites ☐
   b. All web content should meet Digital Accessibility Standards ☐
   c. Ensure websites are compatible with participants accessibility software ☐
   d. Provide telephone or in-person support for online research ☐
   e. Provide an ‘offline’ alternative for those who are digitally ☐

excluded

f. Links to documents or websites have been checked for accessibility ☐

13. Plan to provide participants with regular updates on the progress of the study and a way to feedback the results at the end ☐

For further information, please use this link to access the **Researcher Guidance: Making research accessible for people with a visual impairment**

We welcome your comments and feedback on this document to help us improve it. Please email them to: donna.coe@nihr.ac.uk

A 2nd version of this document will be published later in the year to reflect further comments, feedback and learning.