

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**](#)