



COMMUNICATION FOR SAFE CARE
ONLINE TOOLKIT

ACCESSIBLE CO-DESIGN · RESOURCE

Accessibility Checklist

A practical checklist for planning and running accessible, inclusive co-design sessions.

Get Started





What we'll cover

Seven categories to guide accessible, inclusive co-design.

- 1 Planning and Preparation**
- 2 Venue and Environment**
- 3 Digital Accessibility**
- 4 Communication and Materials**
- 5 Inclusive Facilitation and Engagement**
- 6 Follow-up and Feedback**
- 7 Additional Resources**



Accessibility Checklist

1. Planning and Preparation

☐

Have you identified participants' accessibility needs in advance? (See Access Check Template)

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Have you provided multiple ways for participants to share their needs? (e.g. email, phone, survey)

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Have you allocated extra time for communication and participation adjustments?

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Have you budgeted for accessibility costs? (e.g. interpreters, Easy Read materials)



Accessibility Checklist

2. Venue and Environment

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Is the venue physically accessible? (e.g. ramps, working lifts, accessible toilets, wider doorways)

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Is the space quiet with minimal background noise?

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Is there good lighting to support lip reading and visual communication?

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Are there adjustable seating options available?

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Are service animals allowed?



Accessibility Checklist

3. Digital Accessibility

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Is the platform accessible with screen readers and keyboard navigation?

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Have you provided clear instructions on how to use the platform?

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Are captions, transcripts, and interpreters (including sign language interpreters) available?

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Have you tested the chat function for accessibility?

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Have you provided multiple ways to participate? (e.g. speaking, typing, visual boards)



Accessibility Checklist

4. Communication and Materials

☐

Are materials available in multiple formats? (e.g. Easy Read, large print, Braille, digital)

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Are documents designed with accessibility in mind? (e.g. clear fonts, high contrast, alternative text for images)

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Are facilitators trained in inclusive communication strategies?

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Have you planned for supported decision-making or communication partners if needed?

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Are all key concepts explained in plain language without jargon?



Accessibility Checklist

5. Inclusive Facilitation and Engagement

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Have you set clear expectations for participation in an accessible way?

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Are participants given time to process information and respond?

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Are there multiple ways for people to contribute? (e.g. written, verbal, visual)

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Are breaks included? Is the schedule flexible enough to accommodate different needs?

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Are facilitators using respectful and inclusive language?



Accessibility Checklist

6. Follow-up and Feedback

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Have you provided accessible ways for participants to give feedback?

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Have you followed up with any promised adjustments or support?

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Are next steps and outcomes communicated clearly in accessible formats?

Accessibility Checklist



Additional Resources

Web Content Accessibility Guidelines: [\(WCAG\) 2 Overview – W3C Web Accessibility Initiative \(WAI\)](#)

Sydney Health Literacy Lab – [Health Literacy Editor: SHeLL Editor](#)

[Colour Contrast Checker](#)