

Reasonable Adjustments for Disability – Guidance for Staff

The Legal Framework

If you have a physical or mental impairment which has a substantial and long-term effect on your ability to carry out normal day-to-day activities you are protected under the Equality Act 2010. If you have been diagnosed with a mental health concern or with HIV infection, multiple sclerosis or cancer, you are also covered by the Act.

Our duty to you if you have a disability

We will provide adjustments that are reasonable, in order to remove or minimise barriers that might exist in the workplace so that as far as possible you are not disadvantaged at work because of your disability. Examples of reasonable adjustments are:

- Providing a sign language interpreter at a training event
- Providing or modifying equipment or software, eg providing a special keyboard if they have arthritis
- Providing additional training or supervision
- Modifying procedures for testing or assessment
- Making physical changes - eg installing a ramp for a wheelchair user or an audio-visual fire alarm for a deaf person
- Allowing employees who become disabled to make a phased return to work - eg working flexible hours or parttime
- Considering broader health conditions and circumstances to identify adjustments with no cost implications. For example someone with social anxiety

could be assigned their own dedicated desk rather than being required to “hot desk”

Your manager will need to make an assessment of any proposed adjustment. A Reasonable Adjustments Form has been designed to help with this. Your manager will discuss this with you so that your ideas and views are fully understood. You can suggest reasonable adjustments or your manager can suggest them.

If you don't know what kind of adjustment might help, you can ask for information or advice from:

- People Directorate
- Occupational Health
- Access to Work - available through JobCentre Plus
atwosu.london@dwp.gsi.gov.uk
- For a fact sheet on Access to Work click on this link:
<https://www.gov.uk/access-to-work>

Your line manager is responsible for leading the process, with input from you, as well as other parties as necessary. For example, it may be necessary to liaise with the IT Helpdesk or building manager where adjustments will involve equipment, software or changes to the built environment.

Every effort will be made to research and implement reasonable adjustments in a timely way. Your line manager should keep you informed of any delays.

Where it's appropriate to do so, your manager might make a referral to Occupational Health for advice. You can also request assessment and advice from Access to Work (your manager cannot do this for you). Access to Work may also be able to contribute towards any costs involved for example

in purchasing equipment you may need, or sign language support or help with fares to work if you cannot use public transport.

What is “reasonable”?

It is the employer’s decision as to whether it considers an adjustment is reasonable. Ultimately however it would be for an Employment Tribunal or appeal court to decide.

The following are some of the factors which may be taken into account when deciding what is reasonable.

- whether the step would be effective in removing or minimising the barrier
- practicality of the adjustment
- financial and other costs
- the extent of disruption caused
- extent of the employer’s financial or other resources
- type and size of the employer

Rights, responsibilities and confidentiality

We will keep your sensitive and personal information securely as required by the Data Protection Act. In order to provide reasonable adjustments it may be necessary to share information between relevant parties/related organisations. As far as possible information regarding your particular health condition will be kept confidential. You also have a responsibility to co-operate with the procedure for agreeing adjustments including any assessment that may be needed.

Implementation and review

Once the adjustment has been agreed and implemented you and your manager should carry out reviews as appropriate, for example after 3 months, twice a year as part of the appraisal process or where there is a significant change to objectives or work requirements. If you feel a review is needed you should raise this with your manager.

Adjustments not agreed

If your manager reaches the view that there is no adjustment or further adjustment that can be made they will discuss this with you and the People Directorate. Reasons will be explained to you and any next steps discussed.

What if you or your manager moves job?

If your manager moves job or leaves, they should pass on the Reasonable Adjustments form to your new manager so that they can ensure you receive the support you need. If you move to a new post, it may be necessary for your new manager to discuss reasonable adjustments with you and complete a new form. This is because the adjustments might need to change because the post or location is different.

New Joiners

If you are a new joiner the People Directorate will liaise with you and the recruiting manager if you need reasonable adjustments.

Further Information

If you would like further information about the content of this guidance, please contact the People Directorate.