

Reasonable Adjustment Passport

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1. Reasonable Adjustment Passport

The reasonable adjustment passport is a live record of workplace adjustment(s) agreed between ***a line manager and a new or existing member(s) of staff.***

The purpose of the reasonable adjustment passport is to:

- Ensure the line manager and the member of staff have a record of the adjustments that have been agreed.
- Reduce the need to re-assess adjustments every time a member of staff changes jobs, are relocated or are assigned a new manager.
- Provide the line manager and the member of staff with the basis for future conversations about adjustments.

Managers will:

- Provide members of staff with the opportunity to discuss their strengths and how their condition/disability impacts on their work.
- Understand the need for reasonable adjustments that may enable the member of staff to remain at/or return to work.
- Line managers will make referrals to occupational health to understand what adjustments are required and to obtain advice.
- With the member of staff, review the effectiveness of the adjustments implemented.

Member of staff will:

- Suggest adjustments that would impact positively in doing their role.
- Provide their line manager and occupational health with information from their GP or consultant where it is pertinent to their job.
- Agree the adjustments with their line manager.
- Inform their line manager if there are any changes in circumstances.

What is a reasonable adjustment?

- A reasonable adjustment can remove barriers and reduce disadvantages related to those with visible impairments and those with non-visible health conditions.

2. When should a line manager consider reasonable adjustments?

Under the Equality Act 2010, an employer must consider making reasonable adjustments when:

- They know, or could be expected to know, a member of staff or job applicant requires reasonable adjustments.
- A member of staff or a job applicant who requires reasonable adjustments requests them.
- A member of staff who needs reasonable adjustments is having difficulty with any aspect of their job.
- A member of staff's absence record, sickness or delay in returning to work is because of or linked to their visible or non-visible health condition.

The Equality Act 2010 states you are disabled if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.

What does 'substantial' and 'long-term' mean?

- 'substantial' is more than minor or trivial impact on an individual or how they can do certain things, e.g., it takes much longer than it usually would to complete a daily task like getting dressed. This may fluctuate or change and may not happen all the time.
- 'long-term' it will affect the individual for at least 12 months, or it's likely to last for the rest of their life. It can still be considered long-term if the effects are likely to come and go. For example, an individual might have a fluctuating condition that affects them for a few months at a time with other times when they're not affected.

Progressive conditions

A progressive condition gets worse over time. For examples Alzheimer's disease, motor neurone disease, muscular dystrophy and Parkinson's. An individual with a progressive condition is considered by law to have a disability as soon as it starts to have an effect on their normal day-to-day activities, as long as this is likely to be long-term. The law states the effect does not have to be substantial as long as it's likely to become substantial in the future.

When should a line manager consider reasonable adjustments?

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Line Managers should consider a range of aspects to determine whether or not an adjustment is reasonable. When deciding whether an adjustment is reasonable a line manager can consider the following:

- How effective the change will be in reducing or removing barriers that a member staff would otherwise experience
- Its practicality
- The cost

Please refer to Appendix 1 flowchart on 'Managers Guidance on Reasonable Adjustment Process'

Examples of reasonable adjustments (not an exhaustive list)

- **Special equipment:** For example, providing a member of staff with an adapted mouse/ keyboard who has been diagnosed with arthritis, or, if they are visually impaired, they are provided with a large screen.
- **Physical adjustments:** For example, a member of staff is allocated a car parking space.
- **Access to information:** For example, ensuring the availability and use of appropriate ways to give and receive information such as modifying training guides for a member of staff, with the use of coloured paper for staff who have a form of dyslexia
- **Changing Duties/flexible working:** For example, by making changes to the duties outlined within the job description to allow a member of staff to reach their potential and work effectively.
- **A member of staff with a mental health condition** could benefit from having longer/more frequent breaks; provide partitioned area to reduce distractions/noise; divide larger projects into smaller tasks; to-do checklists; regular meetings with line manager

There may be circumstances where a member of staff requires reasonable adjustments for a short period of time. This temporary measure will be reviewed by the line manager on a regular basis with the member of staff.

N.B: A line manager may consider reviewing and changing some duties for a member of staff or reducing the number of hours they work per week. If this is a temporary measure a line manager will need to review this on a regular basis with the member of staff. This should not exceed a period of four weeks.

Where this does not form a part of a phased return plan and the member of staff would like to adjust duties or working hours permanently. The member of staff in conjunction with the line manager should consider this under a formal flexible working request. They must follow the

University's Flexible Working Policy and Procedure as this would change the member of staff's conditions of employment.

If a line manager requires further assistance to determine whether an adjustment is reasonable, they should get in touch as soon as possible with occupational health and the Human Resources Department. As some adjustments have a procedural element and may require approval before an agreement is made.

Occupational Health

Occupational Health (OH) can provide advice to a line manager on what might be a reasonable adjustment in individual circumstances, such as a reasonable adjustment to their workstation or recommending specialist equipment. **Any recommendations made by occupational health are advice only** and the line manager should work with HR to discuss if the recommendation(s) are operationally and financially feasible.

Disclosure and Confidentiality

A staff member may have a disability or long-term health condition that is not visible, and a member of staff who is disabled may not self-define as being disabled.

A new member of staff will be asked to complete a Personal Health and Capability Declaration form when they receive the terms and conditions of their employment. Following the review of the form by occupational health, the member of staff may be asked to attend a meeting, where their personal requirements will be discussed, and any recommendations which may be required will be sent to their new line manager for consideration and agreement.

Where staff do disclose information, the line manager should maintain confidentiality and must obtain consent with the member of staff if other colleagues/team members are to be informed. If a line manager becomes aware that a member of staff is encountering challenges, they must arrange a meeting as soon as possible and not delay holding this meeting.

There is no legal requirement for staff to disclose a disability. However, a line manager may find it difficult to accommodate their needs without this disclosure/information.

Access to Work

Access to Work is a government initiative to support staff who are disabled or have a physical or mental health condition. Access to Work can support staff starting work or support a successful return to work after period of sickness absence due to their disability or physical and mental health. Access to Work can provide funding for adaptations to equipment, awareness training for colleagues, mental health support, travel to and from work and a range of other support. How much funding the staff member is awarded is dependent on individual circumstances.

As every member of staff may have their own individual circumstances, line managers need to ensure they discuss their support needs and signpost them accordingly. **More information can be found on the University's health and wellbeing pages.**

Car Parking Pass

A line manager may consider requesting a car parking pass (on a temporary basis) for a member of staff whom for example, is struggling to walk whilst awaiting surgery or during their post-operative recovery period. Managers will be required to make a referral to occupational health and in the referral the line manager must ask the length of time the pass will be required for, location, and an agreed review date and they will advise if the member of staff would be eligible for a pass.

NB: Although you may obtain a car parking pass, car parking spaces are limited in designated areas and therefore are subject to availability. If you are a blue badge holder this may not apply to you.

Please refer to Appendix 2 on how to obtain car parking pass.

Once the car parking pass has been approved by the line manager will be expected to make regular occupational health referrals to review the staff member's car parking pass eligibility. Occupational Health will regularly review the staff members post-operative recovery, injury, symptoms and advise on the duration of the car parking pass **see Appendix 2.**

Please note: A Car parking pass will not be approved without an Occupational Health referral and HR approval.

Risk Assessment on the reasonable adjustment being implemented

Where a reasonable adjustment is very complex to implement, and the proposed reasonable adjustment could impose a health and safety risk to members of staff working in the same environment. A manager may need to complete a risk assessment before implementing any changes.

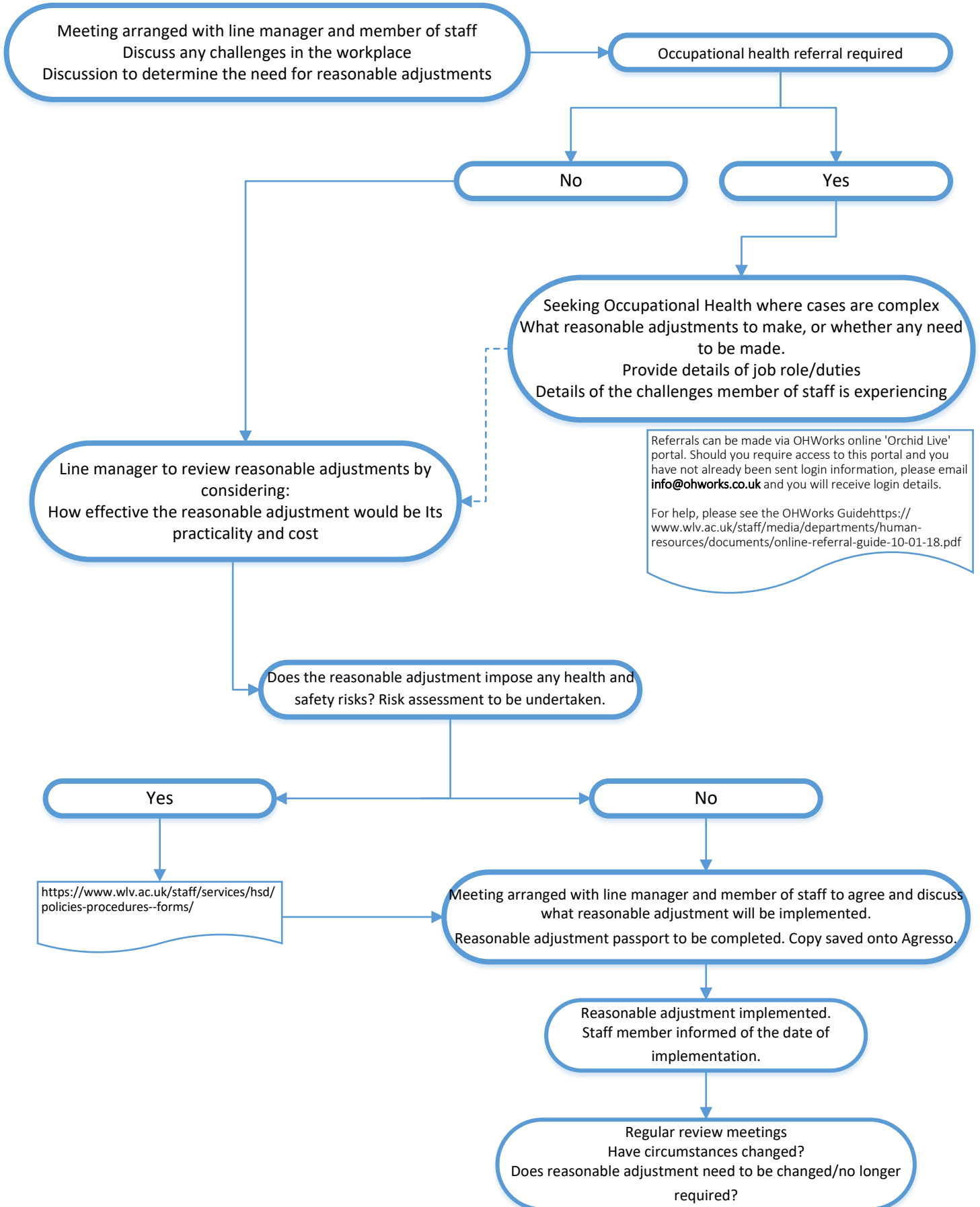
Once a line manager has completed a risk assessment, they should evaluate and make a decision if the proposed reasonable adjustment is safe to implement and meets the health and safety requirements [Policies, Procedures & Forms - University of Wolverhampton \(wlv.ac.uk\)](#). [Advise should be sought from the Health and Safety manager.](#)

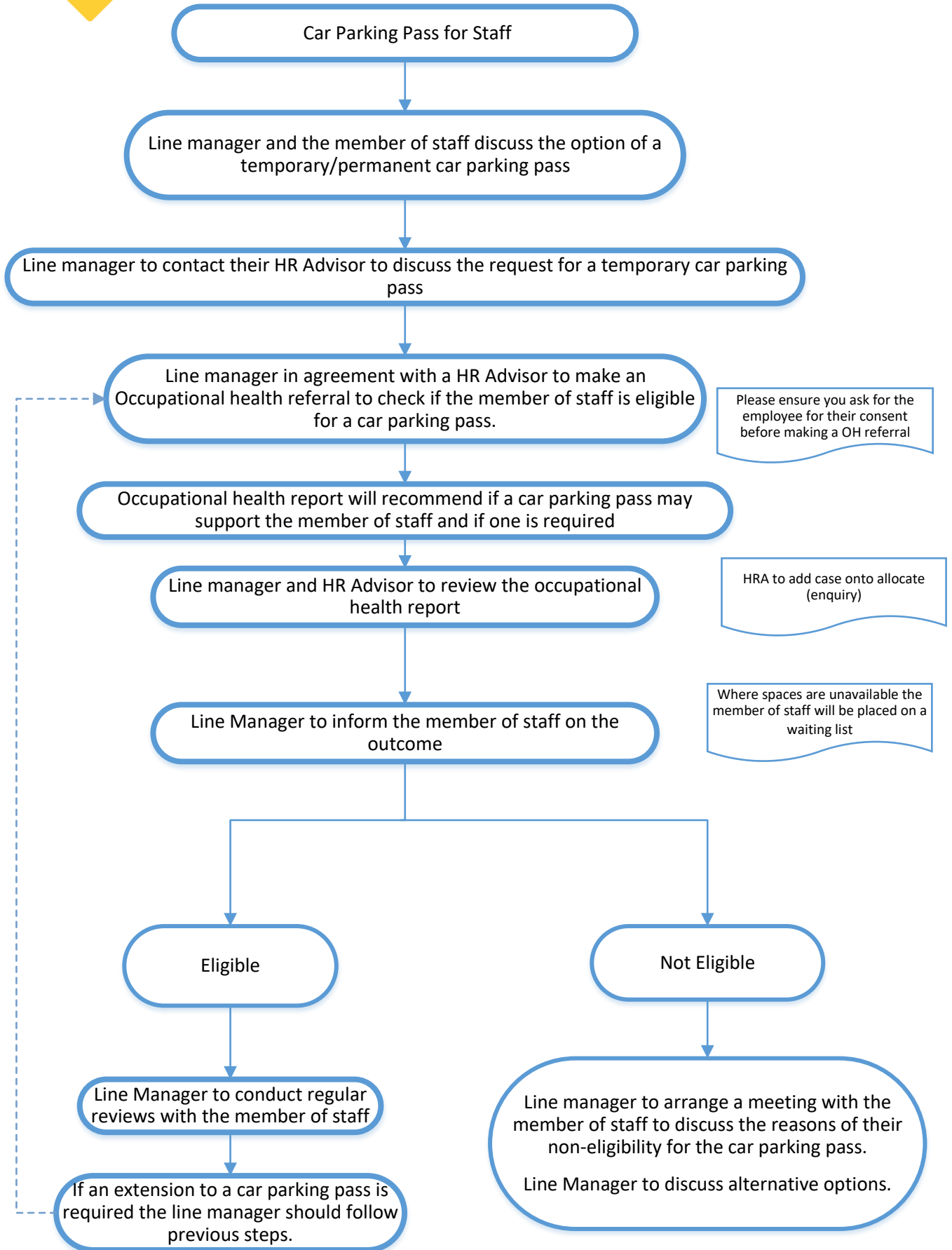
Guidance for managers conducting meetings:

When a line manager meets with the member of staff the line manager should keep an open mind by not making assumptions and should avoid making generalisations. Disabilities and conditions can affect members of staff differently, therefore managers should ensure they look at each case individually. An adjustment for one member of staff may not be appropriate for another member of staff with a similar disability.

Managers should identify the challenges the member of staff is experiencing and identify the essential/inherent requirements of the job, so appropriate reasonable adjustments can be considered. Managers should implement any adjustments considered as reasonable as soon as possible and 'do not delay.' Where a case is complex managers should seek advice from OH and the Human Resources Department.

The decision to implement a reasonable adjustment is to be made by the line manager taking into consideration advice provided by occupational health and human resources. The member of staff should be informed of the date the reasonable adjustment will be implemented and agree on the frequency of review meetings.





**Reasonable Adjustment
Checklist**

The checklist will enable line managers to complete the reasonable adjustment passport and ensure to line managers are compliant with the Equality Act 2010. It's a line manager duty to support their member of staff with any disability and implement any reasonable adjustment or modifications to their role or workspace.

Action	Yes	No	Comment
<p>Discussing the member of staff's need for reasonable adjustments.</p> <p>Arrange a meeting with the member of staff.</p> <p>Ask the member of staff to discuss what their disability is and how it impacts on their work Discuss how they think that we could help to enable them to adjust and carry out their work duties.</p>			
<p>Seeking Occupational Health Advice With the consent of the member of staff, seek advice from Occupational Health on what reasonable adjustments to make, or whether any need to be made.</p> <p>Within the referral be specific about the nature of the member of staff's disability or condition and how this may impact on the demands of their role.</p> <p>The referral should also identify the key responsibilities and expectations of the role to allow OH to consider what adjustments might be useful. Propose or request guidance on reasonable adjustments to consider.</p>			
<p>The member of staff has explored the support available through Access to work (ATW)</p> <p>ATW can support members of staff that require reasonable adjustments and their employers to overcome barriers in the workplace.</p> <p>Funding can be given, for example, to pay for adaptations to premises or to existing equipment, special aids equipment and support staff.</p>			



<p>Implementing ‘physical’ reasonable adjustments</p> <p>The physical workplace can be a barrier to a member of staff who has a long term health condition or a disability</p> <p>For example, wheelchair users, or moving furniture. Please contact estates and facilities/digital services if you require assistance in moving equipment)</p>			
<p>Redeployment</p> <p>Where a member of staff, as a result of their disability/condition/injury, is unable to continue to carry out the required duties of their role then redeployment may need to be explored.</p> <p>There is no obligation to create a new role specifically for the member of staff concerned.</p>			
<p>Adjusted duties</p> <p>What duties could be adjusted to enable the member of staff to return to/remain at work? This could include offering lighter/reduced duties/workload. Any changes outside this should be done through a flexible working request.</p>			
<p>Business Impact</p> <p>Considered the impact (including impact on other staff and to service provision) Consider further discussion with Health and Safety.</p>			
<p>Any health and safety risks</p> <p>Dependent on the reasonable adjustment should a risk assessment be required see link for forms Policies, Procedures & Forms - University of Wolverhampton (wlv.ac.uk)</p>			
<p>Planned date of Implementation of adjustment</p> <p>[Do not delay]</p>			
<p>Review period / monitoring arrangements</p> <p>Have dates scheduled in the diary and agree on the frequency of review meetings.</p>			

Reasonable Adjustment Passport

This is a record of the reasonable adjustments agreed between the member of staff (new or existing) and line manager below.

Line Managers and member of staff should review this document regularly (at least every 6 months*) and amend as appropriate.

Date of meeting:.....

Member of Staff Details	
Name	
Job Title	
Faculty/ Department	

Line Manager Details	
Name	
Job Title	
Faculty/ Department	

My Disability in the Workplace	
<p>My Disability</p> <p><i>A member of staff is under no obligation to disclose the nature of their disability; however, it is important to explain that their disclosure would assist their department in offering the most effective reasonable support available.</i></p>	
It may have the following impact on me at work:	
Details of any reasonable adjustments and support already in place?	

Advice and information provided by my GP, e.g. on fit notes and recommendations for my employer? (Copy of fit note to be provided to the line manager)

**I need the following agreed reasonable adjustments:
(Refer to Access to Work/ Occupational Health recommendations if relevant)**

Line Manager - will review and seek professional advice before any agreement to reasonable adjustments.

Approved and agreed action plan for adjustments deemed reasonable

Adjustment	Actions required to implement adjustment (include person responsible)	Any Health and Safety Risks (complete risk Assessment)	Planned date of implementation of adjustment	Review period/ monitoring arrangements	Comments

Wellness at Work (members of staff who have fluctuating mental and/or physical health conditions)

The following signs are indications that I may be becoming unwell:

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Emergency contacts- If I am not well enough to be at work, I am happy for my line manager to contact any of the following emergency contacts in the order of preference indicated below:

- 1.
- 2.
- 3.

** Members of staff must inform their line manager if there are changes to their condition, and could have an affect on their work, and if the agreed adjustments are not working. To discuss any further reasonable adjustments or changes that should be made.*

Acceptance			
Signed by Member of staff		Date	
Signed by Manager		Date	
Review Date of Reasonable Adjustment Passport		Date	

Car Parking Pass			
Name of Issuer		Date	

Approved By		Date	
Pass details		Expiry Date	

Changes to Employment (Role/Line Manager)			
Name of new Line manager (If applicable)		Date	
New Role/Job Title		Date commenced	

Note

An up-to-date copy of this passport will be retained by the member of staff /line manager and uploaded onto Agresso.

A copy of this passport may also be given to a new or prospective line manager with the prior consent of the member of staff. This is to ensure a new or prospective line manager is aware of any reasonable adjustments implemented and previously agreed with the member of staff.

This agreement may be reviewed and amended as necessary with the agreement of line manager and member of staff.

- At any regular one-to-one meeting
- At a return-to-work meeting following a period of sickness/health related absence.
- Before a change of job or duties or introduction of new technology or ways of working.
- Before or after any change in health/work circumstances.