

Workplace adjustments and procedure

Under the [Equality Act 2010](#), a person is disabled if they 'have a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day-to-day activities'.

The legislation recognises that bringing about equality for disabled people may mean changing the way in which employment is structured, the removal of physical barriers and/or providing extra support for a disabled member of staff. This means that we have a legal duty to make 'reasonable adjustments' in the workplace for staff with a disability.

The duty to make adjustments that are reasonable aims to create a level playing field. Adjustments will always be specific to the member of staff and are to be considered when changes occur to:

- any features of the ONR's premises
- ONR policies or procedures which may put a disabled person at a substantial disadvantage in comparison with their non-disabled colleagues; or
- when a member of staff is diagnosed with a disability or health condition or there are changes to their existing disability or health condition

The adjustment/s can range in scale and may be a simple adjustment that makes the difference between whether a disabled person is able to do their job effectively or not.

The purpose of this guidance is to provide clarity on the process and define the responsibilities for managers, staff and the various corporate support teams involved.

More information about disability and the Equality Act 2010 is in the [Equality and Diversity Policy](#).

What is classed as 'reasonable'?

Under the Equality legislation, a number of factors are likely to have a bearing on whether it is 'reasonable' for ONR to make an adjustment:

- how practical the adjustment is;
- how effective the adjustment is in enabling a disabled person to do their job or preventing the disadvantage
- the extent of an organisation's financial and other resources
- the financial and other costs as well as how disruptive it is - cost is not just about the price of making physical adaptations, for example, but also in terms of:
 1. The cost of replacing the member of staff
 2. Their level of skill and knowledge
 3. Their length of service (it is likely to be more reasonable to make an expensive adjustment for a permanent member of staff than one on a temporary contract)
 4. Whether the adjustment may be of benefit to other members of staff (disabled and non-disabled);

However, it is important to remember that every case relating to a workplace adjustment is unique.

Manager responsibilities

As a manager you must:

- ensure you treat requests for workplace adjustments consistently, promptly and confidentially;
- meet with the member of staff to discuss their needs;
- make, and ask, for suggestions about appropriate adjustments;
- take advice from [Occupational Health](#) and/or other specialist assessor if necessary;
- where necessary involve relevant corporate support teams at the early stages;
- explain why any requests are not 'reasonable';
- record and provide outcomes in writing;
- agree a date to review the adjustments with the member of staff;
- ensure you do not make assumptions about the member of staff's abilities and preferences;
- ensure that agreed workplace adjustments are recorded on the [Workplace Adjustment Passport](#)

Member of staff responsibilities

As a member of staff:

- you should be prepared to discuss your situation with your manager so that [workplace adjustments](#) can be considered
- you will have access to advice and guidance on disability issues throughout your career with ONR;
- you should raise the need for workplace adjustments with your manager as soon as possible, and ensure you raise any problems or changes in requirements with them as they arise;
- be prepared to explain your requirements to others should you be required to attend additional work-related activities, e.g. learning and development activities (information on workplace adjustments are not held centrally, nor is this type of information passed to training providers etc);
- your manager will ensure that you receive appropriate training and support, including adjustments, to enable you to carry out your work;
- if necessary, ONR will arrange for a specialist assessment to help identify any possible workplace adjustments to support you in carrying out your work;
- the arrangements for your adjustments will be reviewed at least annually to ensure they still meet your work requirements;
- you should bring to the attention of your manager, immediately, any change to your condition that could affect the adjustments;
- you should complete the [Workplace Adjustment Passport](#)
- you have the opportunity to share information and experience, in relation to disability in ONR through the [Diversity Inclusion Group](#) (DIG)

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