This Policy will be applied in a non-discriminatory way, in line with the School’s Equality and Diversity policies.

1. **Introduction**

1.1 These guidelines have been devised to provide guidance to managers in supporting a member of staff with impairment or with a health-related issue requiring support at work.

1.2 It is recognised that disabled people have often faced barriers resulting in limited jobs, training, development and promotion. This is not acceptable to the School. Disability should not be confused with an inability to function. The School recognises that attitudinal and environmental factors can sometimes have a disabling impact on individuals.

1.3 The School recognises the need to create an inclusive and supportive environment which meets the needs of disabled staff. The School also recognises that issues which are hidden often attract a higher barrier for the individual to overcome in seeking to disclose and obtain help. The School seeks to improve the experience of individuals with hidden disabilities that may be harder to disclose.

2. **The legal position**

2.1 As well as requirements under the School’s Equality and Diversity Strategy, there are also legal requirements placed on employers relating to employment of disabled people. These are mainly covered by the Disability Discrimination Acts 1995 and 2005 (collectively referred to as the DDA), as follows:

2.2 The DDA defines a disabled person as anyone with a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities. “Long-term” is defined as an effect of an impairment lasting for at least 12 months. People with HIV, cancer and multiple sclerosis are deemed to be covered by the DDA effectively from the point of diagnosis, rather than from the point when the condition has some adverse effect on their ability to carry out normal day-to-day activities.

2.3 The DDA therefore widens the definition of disability beyond an obvious physical impairment such as blindness or partial paralysis. For example, a disabled person under the DDA can include someone with dyslexia, a hearing impairment, learning difficulties an autistic spectrum condition, bipolar illness, serious asthma, or a severe disfigurement.

2.4 The DDA makes it unlawful to discriminate against a person in the course of employment on two grounds:
• if, for a reason which relates to a person’s disability, an employer treats the disabled person less favourably than other people, and
• if the employer cannot show that this treatment is justified.

2.5 Under the amended DDA, the School as a public body has a positive duty to eliminate discrimination and promote good relations between disabled and other people and to eliminate harassment. The School must also take steps to promote positive attitudes towards disabled people.

3. **Reasonable adjustments**

3.1 Every effort should be made to accommodate the needs of a disabled person working at the School by making reasonable adjustments to the workplace and to working arrangements. This applies to all aspects of employment, including recruitment and selection, probation, appraisal, staff development, promotion, redundancy, disciplinary or grievance procedures etc. This will apply to job applicants or to current members of staff.

3.2 Reasonable adjustments might include the following:

- making adjustments to the workplace (including, where necessary, the provision of special equipment);
- assigning a disabled person to a different location of work;
- allocating minor duties of the person with disabilities to another member of staff;
- redeployment to a suitable alternative post if no reasonable adjustment to current working arrangements is possible. This may involve retraining the staff member;
- altering the individual’s working hours (e.g. allowing them to travel flexible hours to accommodate transport arrangements, or changing their hours to fit with the availability of a carer);
- allowing the person a reasonable amount of time off for remedial therapy and assessment etc. in connection with their disability;
- training the individual to use special equipment, and
- modifying selection tests (e.g. providing an oral rather than a written test to a person with restricted manual dexterity).

4. **Guidance**

4.1 The following guidance may be appropriate in any of the following circumstances:

- a member of staff is recruited and appointed with an impairment which affects their ability to carry out normal day-to-day tasks and has lasted or is expected to last for at least 12 months

- A member of staff becomes disabled or develops a health-related issue during their employment

- A member of staff discloses a disability or health-related issue during their employment
4.2 In any of the circumstances above it is possible that barriers may exist in the workplace which may affect the role holder’s ability to carry out their work. Therefore it will be necessary to identify whether an adjustment can be made to overcome or reduce the barrier and enable the role holder to work effectively.

5. Disclosure and confidentiality

5.1 This guidance is underpinned by the need for there to be an open dialogue between an applicant or member of staff and the School. In some circumstances an applicant or post holder may choose not to disclose information about their impairment to their line manager. In such circumstances an applicant or post holder may raise the issue with a member of Human Resources, or with the Equality and Diversity Manager. A post holder may also seek advice from a trade union representative regards disclosure.

5.2 However, if adjustments are to be made, it will normally be necessary to involve the line manager, although the extent to which confidential information is to be disclosed must be agreed beforehand.

6. Recruitment and selection

6.1 Shortlisting decisions should be made on the basis of who is the best person for the job and also take account of our interview commitments under the Disability Symbol agreement. If a candidate is disabled, reasonable alterations to working arrangements can often accommodate the candidate who should be considered on the same basis as other candidates.

6.2 It is unlawful to include requirements which are not essential, or are marginal to a particular post, for example:

- insisting on a particular level of educational qualification, even though it is not necessary or significant for the job;
- inserting into job descriptions physical requirements (e.g. mobility) from candidates when it is not necessary or significant for the job.

6.3 As part of the recruitment process, it is possible to ask applicants if they need any adjustments in the process itself. Further guidance can be provided by the Equality and Diversity Manager or from Human Resources.

7. Interview arrangements

7.1 All disabled candidates who meet all the essential criteria for a job vacancy will be shortlisted and considered on their abilities. Shortlisted candidates are asked whether any particular arrangements are necessary in order for them to attend the interview, or to do the job for which they have applied. The School will make every reasonable effort to accommodate a candidate’s requirements, including meeting the cost of reasonable travel expenses.
8. Selection

8.1 The criteria used in interviews and selection tests should only relate to what will be required of the future post holder. Thus, for example, it would be inappropriate to require someone with learning difficulties to complete a numeracy test where the job entails very little numerical work and is not part of the person specification for the post.

9. Offer of appointment

9.1 Where a disabled person has accepted an offer of employment, the Human Resources Manager handling the recruitment should contact the member of staff as soon as possible to identify whether any adjustments are needed in relation to the post.

9.2 During the first six weeks of a new appointment, Access to Work will fund 100% of approved costs associated with support for disabled staff. It is therefore important to involve Access to Work as early as possible to try and ensure that any adjustments are put in place prior to the start of employment. After six weeks employment, the School will have the first £1,000, and 20% of the approved costs up to £10,000.

10. Procedure for supporting disabled staff in post

10.1 Initially, the post holder should complete the Employee’s section of the Reasonable Adjustment Request form (a copy is provided at the end of this document) and give this to their line manager who will organise for them to meet. They should discuss barriers in the workplace, which may affect the individual’s ability to carry out their role. Where barriers exist it is appropriate to consider whether an adjustment or adjustments can be made and the ease or difficulty involved. Three processes are detailed below for supporting staff where barriers have been identified.

10.2 The individual may bring a work colleague or School trade union representative, to disclosure meetings or meetings where the need for adjustments is discussed

i) Where an adjustment or adjustments can be facilitated relatively easily the line manager should follow the process below:

<table>
<thead>
<tr>
<th>WHERE AN ADJUSTMENT OR ADJUSTMENTS CAN BE FACILITATED RELATIVELY EASILY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Discussion between line manager and post holder to identify adjustment(s) needed</strong></td>
</tr>
<tr>
<td><strong>↓</strong></td>
</tr>
<tr>
<td><strong>Adjustment(s) put in place by line manager</strong></td>
</tr>
</tbody>
</table>
ii) Where the line manager and individual agree that specialist equipment is required to overcome any barriers, then the post holder concerned should self-refer to Access to Work and follow the process below:

<table>
<thead>
<tr>
<th>WHERE LINE MANAGER AND INDIVIDUAL AGREE SPECIALIST EQUIPMENT IS REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post holder to self-refer to Access to Work</td>
</tr>
<tr>
<td>Access to Work assess individual’s requirements, involve technical advisors as appropriate and authorise spending</td>
</tr>
<tr>
<td>Adjustment(s) made and or equipment bought</td>
</tr>
</tbody>
</table>

iii) Where the level and requirement for adjustment(s) is unclear or unknown, the line manager should refer the individual to Human Resources to organise a referral to Occupational Health following the process below. (In some cases a more appropriate specialist organisation that deals with employment concerns of people with that disability may be sought instead).
10.3 Depending on the circumstances, it may be necessary to use more than one process simultaneously; for example, it may be possible to agree temporary adjustments whilst a referral to Access to Work is pursued.

10.4 A copy of both sections of the reasonable adjustment form should be kept by the employee and the line manager and a copy sent to Human Resources, Pay and Pensions.

10.5 At any time information and advice can be sought from the Equality and Diversity Manager, Human Resources, or a Trade Union Representative.

11. **Roles and Responsibilities**

It is likely that that a number of people with a range of roles and responsibilities will be involved at various stages.
i) The Post holder

It will be the responsibility of the post holder to inform their line manager that they require reasonable adjustments to be made to enable them to carry out their work/day-to-day activities or that an investigation is required to determine if there actually are any reasonable adjustments that would help.

Unless the School is notified of barriers in the workplace which may affect a disabled employee less favourably than a non-disabled employee there is little that can be done to overcome the barrier.

If, for any reason, an individual would prefer not to approach their line manager they may speak in confidence to Human Resources, or the Equality and Diversity Manager.

ii) The Line Manager

It is part of the line manager’s responsibility to consider whether it is possible to make adjustments to a role where a disabled member of staff is recruited or where an employee develops a disability while in post. Any adjustment must be effective in helping remove any disadvantage, if it doesn’t have any impact there is no point.

There may be some relatively straightforward changes which can be made and will have little effect on operations or others within the team and can be agreed between the post holder concerned and the line manager. Other alterations may be more complex and involve technical equipment, therefore professional advice from Access to work, Human Resources or Occupational Health will be required. The line manager should agree with the employee a date to review any adjustments in place at least on an annual basis.

iii) Human Resources

Human Resources staff can offer advice and guidance to employees and line managers on how to deal with issues arising from a disability or impairment in a sensitive and confidential way. Human Resources can organise a referral to Occupational Health.

iv) Equality and Diversity Manager

The Equality and Diversity Manager can offer advice and guidance to both line managers and post holders and can support post holders with applications to Access to Work and in completing the Reasonable Adjustment Request form.

v) Occupational Health

It may sometimes be necessary for the School to seek expert advice in relation to the nature and extent of impairment so as to consider appropriate support and adjustments. Occupational Health can provide practical advice and whether further diagnostic tests may be required.

Specialist organisations specific to the disability may also be considered, and the employee is encouraged to provide information about such organisations.
The reports from Occupational Health will be sent to Human Resources and copied to the post holder. Any report will not be shown to any third party without the consent of the individual concerned.

**Access to Work**

Access to Work is a Government Scheme which provides advice to disabled employees and employers and support with extra costs. For people who are starting a paid job, the grant is up to 100% of the approved costs in the first 6 weeks. For existing employees who have been in employment for more than 6 weeks and need special equipment or adaptations to premises, Access to Work pays a proportion of the costs, with the School being liable for paying the first £1,000 and 20 per cent of the approved costs up to £10,000.

Whatever an employee’s status, Access to Work can pay up to 100 per cent of the approved costs of support workers and fares to work. After between one and three years, Access to Work will review the circumstances and the support being provided.

Employees must self refer and once their application is made, a needs assessment will be undertaken by an Access to Work Advisor. In some cases this may be undertaken in the work place. Practical help can include aids for special equipment, adaption to premises and support with travel. It is the responsibility of the line manager or Faculty/department to purchase equipment recommended and claim back grant.

More information on Access to work can be found using the following link:


This document can be made available in alternative formats (e.g. larger print). Please contact the Human Resources Office.
Reasonable Adjustment Request form

<table>
<thead>
<tr>
<th>Your name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>Job title</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Faculty/Department</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Line manager's name</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Employee**

**My condition/disability in the workplace**

My condition/disability is:

The length of time I have had this condition is:

You are not obliged to give details about your disability, impairment or health condition, only how it affects you in your working life. However, to make reasonable adjustments, the School needs to understand the condition or disability.

The School has an obligation to ensure the health and safety of employees, which can only be achieved when provided with full details.

This information will be kept confidential and only disclosed in confidence to another individual with your prior consent, therefore you are encouraged to provide as much information as possible.

**Description of barriers experienced**

**Nature of adjustment sought**
Evidence

Suitable evidence may be needed to ensure that we provide appropriate support and or reasonable adjustment. Please provide information on any advice sought from anyone else. Please indicate when advice was received or provide a date when it is expected.

<table>
<thead>
<tr>
<th></th>
<th>Report received or expected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupational Health</td>
<td></td>
</tr>
<tr>
<td>GP/Specialist</td>
<td></td>
</tr>
<tr>
<td>Access to Work</td>
<td></td>
</tr>
<tr>
<td>Workstation Assessment</td>
<td></td>
</tr>
<tr>
<td>Other (Please specify)</td>
<td></td>
</tr>
</tbody>
</table>

How are the barriers identified are affecting your ability to work?

How effective do you believe the adjustment(s) will be in preventing these barriers?

What, if any, remedial actions have been taken?

I understand that further information may be needed from me and that expert advice or an assessment may be necessary. The views of other colleagues may also be sought where appropriate and I understand that my prior consent will be sought.

I confirm that the information I have provided is accurate and that this reasonable adjustment request has been fully explained to me.
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How practical is it to make this adjustment? For example how long will it take to implement the adjustment? Will additional training be needed for post holder or anyone else?</td>
<td></td>
</tr>
<tr>
<td>What are the financial and other costs, if any, of the adjustment?</td>
<td></td>
</tr>
<tr>
<td>What, if any, disruption will be caused by making the adjustment?</td>
<td></td>
</tr>
<tr>
<td>Has financial or other assistance been sought to help make the adjustment e.g. Access to Work?</td>
<td></td>
</tr>
<tr>
<td>What effect, if any, will the adjustment have on other employees?</td>
<td></td>
</tr>
<tr>
<td>Would making the adjustment result in any unacceptable risks to the health and safety of any person?</td>
<td></td>
</tr>
<tr>
<td>Would making the adjustment reduce a health and safety risk for any person?</td>
<td></td>
</tr>
</tbody>
</table>

Employee’s signature

Date

**Line manager**
Is the adjustment on a permanent or temporary basis? Please state.

<table>
<thead>
<tr>
<th>Referral</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access to Work</td>
<td></td>
</tr>
<tr>
<td>Occupational health</td>
<td></td>
</tr>
<tr>
<td>Other (please state)</td>
<td></td>
</tr>
</tbody>
</table>

Is it necessary to refer to any of the following:

The adjustments(s) requested have been discussed with the employee and her/his views have been sought and accurately recorded. A copy of this form to be retained by the line manager.

With the consent of the employee a copy of this form may also be given to a new line manager. If the employee changes job or is assigned a new manager, the new manager should accept the adjustments outlined in this agreement as reasonable and ensure that they continue to be implemented. The agreement may need to be reviewed and amended at a later date but this should not happen until both parties have worked together for a reasonable period of time.

<table>
<thead>
<tr>
<th>Line manager's signature</th>
<th>Date</th>
</tr>
</thead>
</table>

DATE OF REVIEW