

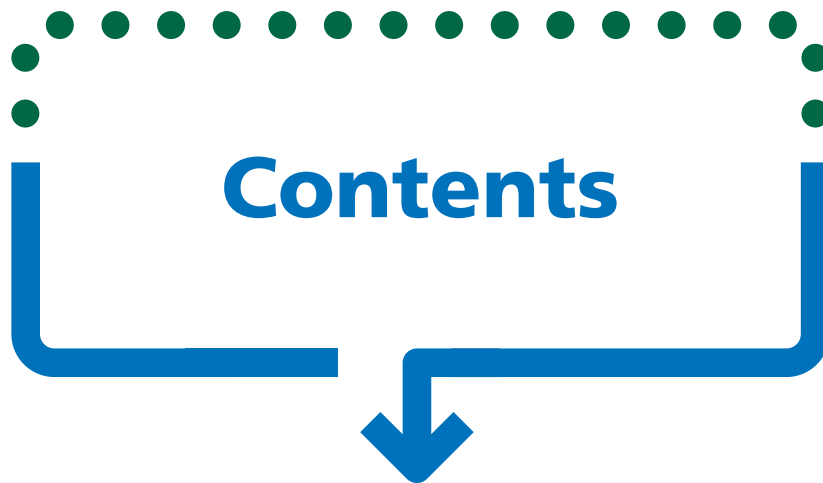


Fit for Work, Fit for Life – Reasonable Adjustments Guide

for employers who have
employees with health needs

Health needs • Legal requirements • Sources of help • Adjustment ideas





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Reasonable Adjustments Guide for Employers

This guide is aimed at employers who are recruiting or have team members with health needs, which may impact their workplace and/or job role.

When we say a GUIDE, we mean a GUIDE. Every team member is different, every health condition presents slightly differently, every workplace is different; and so you and your team member will need to work in partnership to enable the workplace to meet their needs so that they can deliver their job for you.

If all spaces were accessible for every person and their individual needs, we would not need to put reasonable adjustments in place, the environmental barriers would not be there in the first place. So, as an employer look at how your workplace is designed and establish whether this could be altered so that it is accessible to all e.g. adjustable lighting, calm décor, quiet spaces to work/rest in, wheelchair accessible access and space, documents printed on off-white paper and accessible font.

Secondly, review your culture, are you open and inclusive of everyone's individual needs, do people feel comfortable talking about their needs without concern it may go against them, is everyone well informed about different health conditions and are empathetic to people who experience them? If this is not yet the culture, think about how you can put training in place, role model the behaviours you would like your team to have, and establish policies and procedures which are inclusive of all needs.

Workplace health support is available in Essex and Suffolk, please visit www.goodhealthatwork.co.uk/resources/workplace-culture-and-policies and www.essexworkingwell.co.uk for more information.

This guide gives you some examples of the reasonable adjustments people may need, depending on their situation and the job they do. They are ideas, not a prescription, and not the only adjustments you can make; but they are here to help you start to have conversations with your team members and develop a plan that will work for them and you.

Reasonable adjustments can be relatively simple and free to put in place, but as an employer you will see the benefits through having a more diverse team, with different skills, life experience, and perspective who could improve your productivity, customer service and work culture.

Reasonable adjustments don't give an advantage, they remove a barrier for people.

Legal Requirements

The Law

The law requires employers and providers of education to make reasonable adjustments to accommodate disabled employees, trainees and students.

Disability Definition

The legal definition of having a disability is - if a person has a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Responsibilities

When an employee discloses a disability or you suspect they have a disability, the employer has a legal responsibility to support them, including making reasonable adjustments, protect them from disability discrimination, including harassment and victimisation.

Reasonable Adjustments

'reasonable adjustments' ensure that, as far as is reasonable, a disabled employee has the same access to everything that is involved in doing and keeping a job as a non-disabled person.

Legislation

Equality Act (EA) 2010
Disability Discrimination Act 1995 (DDA) NI

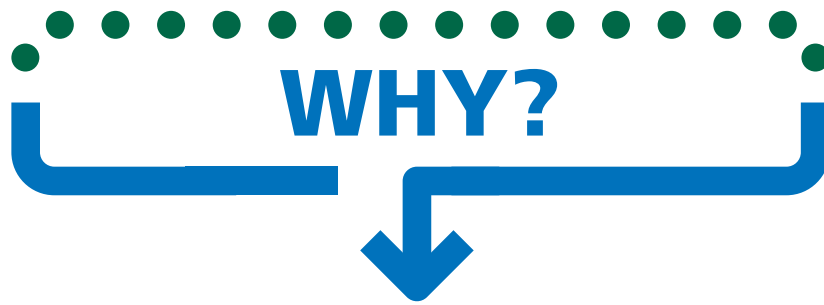


Further information

Acas - www.acas.org.uk/reasonable-adjustments

GOV.UK - www.gov.uk/government/publications/reasonable-adjustments-a-legal-duty

WHY?



Human Right

Every working aged person in our community has a right to work, and has attributes and skills to offer a workplace.



Health

Being in safe and secure work significantly contributes to good health and wellbeing.



Culture

Employees within organisations who value inclusivity are more likely to say they worked for a high-performing company and have higher job satisfaction.



Economic

By helping people into work we are helping to grow the economy, ultimately reducing taxes and increasing investment into public services.



Inclusivity

Disability is not an attribute of an individual, but is created by societal and environmental barriers. By providing an inclusive working environment you are enabling a person to access work like their peers and lessen the impacts of their disability.



Skills

If workplaces and organisations are inclusive to everyone's needs there will be no barriers to finding the right candidate, with the right skills for your organisation.



HOW?

Disclosure

It is the person's choice whether they disclose their disability to their workplace, but employers should do all they reasonably can to create an environment and recruitment process where people feel safe and comfortable to talk about disability.

Initial Conversation

Meet with your employee and ask the person to share as much as they feel comfortable about their needs so you can understand how to help. Discuss and agree reasonable adjustments together, the person knows their needs more than anyone else, but might not know what is possible within the organisation or job role.

Requests

During the recruitment phase applicants can ask for reasonable adjustments for any part of the recruitment process. E.g. someone might need the application form in a different format, wheelchair access for an interview, or more time for an interview test. When employed there are various ways someone can make a reasonable adjustment request. They could do it:

- in writing - for example in a letter or email
- in a meeting with their manager or employer
- through a formal process, if the organisation has a process set up for requesting reasonable adjustments

Consideration

You may want more information to make decisions, so with the employee's permission you can contact their doctor or refer them to occupational health for advice. Research what options are available to you and explore Access to Work scheme with your employee to see if that can assist. An employer does not have to make adjustments that are unreasonable, but should still find other ways to support the person.

Action

- An employer should confirm any agreed reasonable adjustments in writing.
- The person's needs might change, so regularly meet with the person to see if further adjustments are needed.
- Keep a record of what has been requested and what's been put in place.



Further information

Acas - www.acas.org.uk/reasonable-adjustments/asking-for-reasonable-adjustments
National Autistic Society - www.bit.ly/3L0VC3R

Access to Work Scheme

What is it?

Government funded scheme to help a person get or stay in work if they have a physical or mental health condition or disability. **Employee is the applicant and recipient.**

They can apply for:

- grant to help pay for practical support with their work
- support with managing their mental health at work
- money to pay for communication support at job interviews

Criteria

- must be in paid work or applying for paid work
- physical or mental health condition or disability
- be 16 or over
- live and work in the UK

Mental health support

Support to manage their mental health at work, which might include:

- a tailored plan to help them get or stay in work, or
- one-to-one sessions with a mental health professional

Job interviews

Help pay for communication support at a job interview if:

- they're deaf or hard of hearing and need a BSL interpreter or lip speaker
- have a physical or mental health condition or learning difficulty and need communication support

Practical support

They can request:

- specialist equipment and assistive software support workers, like a BSL interpreter
- a job coach or a travel buddy costs of travelling to work
- if you cannot use public transport adaptations to your vehicle so you can get to work
- physical changes to your workplace



Further information

GOV.UK - www.gov.uk/access-to-work
or Contact **Job Centre Plus** for advice

**General Examples
of Adjustments
that can be made**



Recruitment & Interview Examples



- Extra time offered for assessments.
- Offer different interview formats e.g. in-person, online, or job trial day.
- Offer comfort breaks for adjusting position, brain breaks or for taking medication.
- Offer interview questions prior to interview, and/or offer candidate paper and pen to jot notes on the questions.
- Avoid long interview questions, ones with multiple parts or inferred language.
- Different ways of applying for roles such as verbal (recorded), video or picture CV's.
- Provide easy read, accessible adverts, applications, and communications.
- Ensure interview location is wheelchair accessible.
- Let them know when you have enough information during interview questions.
- Offer different interview times to accommodate the person's health needs, when they can function at their highest or around care needs.



Workplace Design Examples



- Ramps, rails, lifts in areas where there is a change of floor height.
- Hearing loop within the whole building.
- Allocated parking near the entrance.
- Assistive equipment - Standing desks, ergonomic keyboards, posture adjustable chairs, hoists for lifting items, moving equipment.
- Consider positioning of light switches/outlets/window openings for wheelchair users.
- Signage with contrasting colours to help people with visual impairment.
- Taps and kitchen equipment suitable for people with reduced range of movement in hands.
- Door widths and door opening mechanisms accessible for wheelchair users.



Further information

Some examples of websites where people can check contrast and that colour schemes are accessible to the colour blind can be found here:

<https://accessibility.education.gov.uk/tools-testing/tools/contrast-checker>



Workplace Environment Examples



- ➔ Visual prompts - e.g. timetables, checklists, post-it notes for reminders.
- ➔ Colour overlays for screens or for reading hard copies of documents. Do not use white backgrounds/paper.
- ➔ Quiet spaces with reduced level of distraction.
- ➔ Larger computer screens so everything is visible (reduces burden on memory).
- ➔ Allow for temperature adjustments.
- ➔ Avoid fluorescent lighting and have option of dimmer lighting.
- ➔ Work space without any posters on the walls or other decor that adds visual stimuli.
- ➔ Consider switching from electric hand dryers to providing paper towels.
- ➔ Visible clocks, allowing/encouraging use of alarms and timers.



Work Space Examples

- Workstation dividers to prevent noise and visual distractions.
- Use of perching stools for people needing to stand for periods of time.
- Away from doors, lifts, reception areas or other noisy/distracting areas.
- Without obtrusive smells e.g. away from kitchen areas, bins for people with hypersensitive olfactory systems.
- Colour overlays for screens or reading hard copies of documents typically for people with dyslexia or migraines.
- Individual lighting solutions.
- Putting felt pads under chair legs to prevent the scraping sound on floors and unnecessary noise disturbance.
- Consider position of workspace, to reduce physical barriers to accessing and moving within the space.
- Provide lockable drawers/lockers for medication and specialist equipment.
- Provide noise cancelling headphones to assist concentration.
- Without any posters on the walls or other decor that adds visual stimuli.
- Quiet office spaces available rather than working in an open-plan space to reduce noise distraction.
- Offer the individual their own desk space rather than 'hot desking'.



Technological Examples

- Vibration alerts, Microsoft Translate, AI TEAMS transcript, Microsoft Speech Recognition software.
- Windows Accessibility, Magnification software/Apps.
- Use software to ensure documents can be interpreted by a screen read, are in plain English or in easy read format.
- Colour overlays for screens or reading hard copies of documents.
- Communication aids e.g. The Quicktalker, Gotalk, and Bigmack.
- Automated machinery.
- Text to Voice, or Voice to Text software/smartphone apps, predictive text, voice recognition, spell check, ready made templates.
- Consider Apps and coaching services to support your employee and you e.g. Brain in Hand.
- Mind mapping software, organisational tools, memory reminders.
- Light touch or ergonomic keyboards and mouse.



Further information

AbilityNet - www.abilitynet.org.uk



Working Practice Examples

Working Arrangements

- Consider home working (even if only during periods of ill-health), hybrid or office working depending on the person's needs.
- Offer health and wellbeing activities and protected time to complete them.
- Allow flexibility to work hours, breaks, and working pattern to help people with the management of their symptoms.
- If uniform is required consult with the person as to whether any variations are required due to their needs.
- Adjust work duties, either short or long-term depending on person's needs.

Communication

- Give instructions and meeting notes in the format most suited to the person e.g. written, audio, spoken.
- Ask employees to suggest different ways of approaching responsibilities that would work better for their skills, ways of thinking, and/or health needs.
- Break tasks down into clear, bite size steps.
- Consultation/advance warning of any changes to workplace, schedules, process etc.
- Discuss their communication styles and the best way to support them.

Support

- Offer increased supervision/frequent check-ins and feedback.
- Educate yourself about the person, their health condition and support needs.
- Operate a mentor system.
- Offer an open and inclusive culture within the workplace, demonstrating compassion and inclusivity through action.



EMPLOYEE WELLBEING

Sleep or Fatigue Examples

Top Facts

- Sleep disturbances can impact our memory, physical activity levels/stamina, concentration, mood, motor skills, and reaction times.
- People with fatigue and/or sleep disturbances may need some reasonable adjustments to help them during the day. The good news is the adjustments are relatively simple and inexpensive but will make a big difference for the person's health, wellbeing and productivity.

Work Environment

- Visual prompts - e.g. wall charts for routines, checklists, post-it notes for reminders.
- Physical reminders - e.g. laying out everything needed for tomorrow at the end of today, labelled 'homes' for storing tools etc.
- Larger computer screens so everything is visible (reduces burden on memory).
- Visible clocks, allowing/encouraging use of alarms and timers as memory reminders.
- Reducing distractions: - Allow headphones with music or ambient noise, or ear plugs - Own space if possible, with reduced level of distraction.
- Having everything the person needs as close by as possible to reduce risk of forgetting them.

Consider...

These may be difficult:

- Long periods working in isolation.
- Monotonous and repetitive tasks without variation.
- Need for high levels of concentration to manage risk (e.g. industrial safety monitoring, long distance driving).
- Standing for long periods of time, provide perching stool or regular breaks.

Working and Management Practices

- Offer increased supervision/frequent check-ins and feedback.
- Agree a 15 minute start and finish time window, rather than a rigid fixed start time with sanctions for being slightly late.
- Tasks broken down into clear, bite size steps.
- Give instructions and meeting notes in writing rather than verbally.
- Operate a buddy system for tasks to help maintain focus.
- Allow rest breaks.
- Offer home working/hybrid working if helpful to reduce the energy used up travelling.
- Offer different working hour configuration to focus on when energy levels are at their peak.

Technology

Potentially helpful apps include:

- To do list reminders/scheduling apps.
- Aids if concentrating on reading is a problem - Text to speech software.
- Blockers to eliminate distractions from social media/smart phones during tasks.
- White noise/ambient noise apps.
- Note taking apps.



Sensory Examples



Top Facts

- People with sensory sensitivities can be hypersensitive (become overwhelmed) or hyposensitive to sensory stimulus (crave it). Each person is different so it is very important to speak with the person and understand their needs.
- Some people's sensory acuity can mean they have extraordinary **hearing**, vision, smell, and taste which can be an asset in some job roles.
- Some people can become overloaded by the sensory input from their environment and become overwhelmed, either shutting down and withdrawing, or becoming distressed.
- Some people have partial or complete sensory loss e.g. deafness or visual impairment.



Further information

For further information to help identify a person's sensory profile (as sometimes this can be difficult, are available here: <https://library.sheffieldchildrens.nhs.uk/sensory-profile/>

Work Environment

- Allow for temperature adjustments.
- Avoid fluorescent lighting and have option of dimmer lighting.
- Minimise wall decor, posters etc. that adds visual stimuli, soothing wall colours.
- Reduce noise distractions, base person away from lifts and busy areas, allow headphones with music or ambient noise, or ear plugs.
- Base the person away from rubbish bins, kitchen areas, strong smelling areas.
- Have quiet spaces available with reduced level of distraction for work and breaks.
- Putting felt pads under chair legs to prevent the scraping sound of chairs.
- Consider switching from electric hand dryers to providing paper towels.
- Adjusting the layout of meeting rooms to help everybody see each other clearly (important for lipreading).
- Install equipment, such as amplified telephones or flashing-light fire alarms.
- Install hearing loop system.
- Modified equipment such as large screen monitors and magnification software.

Working and Management Practices

- Allow regular movement/stretching breaks or time out as and when the person requires it.
- Allow the person to use fidgets, have footrest, weighted lap/shoulder bags to gain necessary sensory feedback.
- Avoid long tasks, staying in same place for a period of time.
- Make the workplace and work day as predictable as possible, reduce uncertainty.
- If uniform is required consult with the person as to whether any variations are required due to sensory needs.
- If there are busy periods/spaces consider whether the person would prefer to leave at a different time to avoid this OR Stagger the start/end of the day for all workers so there are no busy periods.
- Do not expect people to use eye contact or show emotional expressions as this is not possible for some people.
- Consider how to reduce anxiety for all workers by providing clear requests/instructions without using inference or unnecessary time pressures, sufficient warning and detail about upcoming events or changes to the workday.
- Consider Apps and coaching services to support your employee and you e.g. Brain in Hand.



Chronic Pain Examples



Top Facts

- Some pain will be constant, and some will come and go.
- The person may suffer tiredness and lack of energy due to poor quality sleep.
- They may experience side effects from medication to treat their pain.
- Many people with chronic pain describe being frequently irritable and frustrated, feeling depressed and having lower self-esteem and self-confidence.
- Reduced mobility and dexterity can lead to muscle weakness, which can increase pain levels.
- Nausea and a lack of appetite can be common side effects of pain.
- Concentration and memory can also be impacted by pain and tiredness.
- Everybody presents differently and their needs are individual to them.
- However, many people remain in work whilst experiencing chronic pain. Reasonable adjustments assist with this.

Work Environment

- Have a lockable drawer or similar for medication and equipment to be stored safely.
- Facilities available to warm up heat packs e.g. microwave or freezer to store cold packs.
- Ergonomic desk equipment, chair and seating to provide appropriate positioning and support.
- Ensure the workplace and facilities are physically accessible for people with different levels of mobility e.g. wheelchair users, walking frames.
- Having own desk space rather than hot desking.

Working and Management Practices

- Consider whether duties need to be altered so that they are achievable within the person's needs.
- Some medications can make people drowsy and prevent them from working in some safety-critical roles.
- More frequent breaks to help replenish energy levels and concentration.
- Offer breaks and a private place to take their pain management medication.
- Some people need their medication to take effect before they can carry out normal morning activities so consider a later start time.
- Prolonged activity including sitting, standing, or lifting can aggravate pain so provide movement breaks and minimise these situations where possible.
- People worry about not being believed by others, talk with your employee to understand their needs and whether they want colleagues to know about their needs, agree the narrative.
- Stress can aggravate pain so agree a manageable workload or schedule.
- Considering flexible working options especially during a flare- up of pain.
- Consider agreeing sickness absence and return to work plan in advance of flare-ups to reduce the stress associated with this.
- Accommodate self-management activities the person may need to complete during worktime e.g. mindfulness or exercises.



Low Mood or Anxiety Examples



Top Facts

- Mental health problems can happen suddenly, due to a specific event, build up gradually over time, be hard to spot because everyone has different signs and signals, be hidden because many people find it difficult to talk about their mental health, and fluctuate over time which means that an employee's ability to cope with the demands of the job might change.
- A mental health problem can be a disability under the Equality Act 2010. If an employee has a disability, their employer must make reasonable adjustments.
- People can experience fatigue, lack of concentration, and have disturbed sleep associated with their mood.
- Everyone's needs are different so it is important to talk through their individual situation.
- For some people it is very difficult to raise their needs due to fear of people treating them differently, so it is important to acknowledge their needs, show understanding and empathy.
- Mental Health First Aid training can help to spot the signs and symptoms of mental ill health and signpost someone to appropriate support.

Work Environment

- Providing spaces where someone can have quiet time or private space to complete self-management techniques e.g. mindfulness.
- Providing reserved parking to reduce the stress of commuting.
- Use examples from the sections for attention and sleep/fatigue.
- Having own desk space rather than hot desking.

Working and Management Practices

- Offer regular check-ins, prioritise work and create structure in the working day.
- Provide training or coaching to build confidence in skills relevant to the job.
- With the person, review their responsibilities to reduce those that are more stressful.
- Provide a buddy or mentor to be a dedicated person who can support with work tasks.
- Offer regular breaks throughout the day.
- Allow someone to work from home/hybrid to minimise distractions or engage in activities that allow them to manage their mental health.
- Provide time for the person to undertake activities which will help their mental health.
- Allow them to have their cameras turned off in TEAMS meetings etc.
- Use examples in the section for attention and sleep/fatigue.
- Ask the person if moving them to a different role or department would help their mental health.
- Allow short breaks for staff to do breathing exercises, meditation, relaxation exercises, go for a walk.



Reduced Mobility or Range of Movement



Top Facts

- There are hundreds of health conditions which can impact someone's ability to mobilise/ walk and affect how their limbs, hands and feet move and function.
- Conditions may include arthritis, osteoporosis, carpal tunnel syndrome, fibromyalgia, stroke, cerebral palsy, back pain, multiple sclerosis, respiratory disorders etc.
- As well as having reduced movement and mobility the person may experience pain, disturbed sleep, fatigue, and mood changes.
- UK law states that employers must put reasonable adjustments in place so that a disabled person is not disadvantaged. This includes physical access into and around a building.
- Everyone's needs are different so it is important to talk through their individual situation as soon as possible so that changes have been made prior to their employment commencing.

Work Environment



- Buildings must have accessible entrances and allow for easy movement to and within essential areas.
- Accessible toilets, changing facilities, and other amenities must be provided, considering the needs of wheelchair users.
- Safety measures must ensure that wheelchair users can exit buildings safely in case of emergencies.
- Reserved disabled parking spaces with dropped curbs.
- Kitchen/rest facilities that can be reached by seated and standing employees.
- Lockable drawer for the storage of medication and equipment to help the person.
- Workspace assessed and appropriate e.g. ergonomic desks, keyboard, and mouse; stools for use instead of standing.
- Having own desk space rather than hot desking.

Working and Management Practices



- Talk through the person's role and establish if there are duties which the person cannot complete, or will need equipment to assist.
- Ask the person if moving them to a different role or department would help their health.
- Discuss how their role is delivered across the day/week and adjust around pain management, medication, pacing.
- Offer regular breaks to access pain relieving interventions e.g. hot packs.
- Allow someone to work from home/hybrid to reduce the demands of travel, accommodate their flare-ups, pain management, fatigue.
- Schedule in breaks between meetings to move within the building/readjust posture/position.
- Reduce or avoid prolonged activity including sitting, standing, or lifting.
- If uniform is required consult with the person as to whether any variations are required.
- Consider software to minimise typing and fine finger movement.
- Consider automated processes within appropriate industries.



Attention or Memory Difficulties



Top Facts

- Neurodiversity, the menopause, mental health conditions, side effects of medication etc. can all affect a person's attention or memory.
- Some attention deficit medications can cause sleep disturbances and loss of appetite.
- As everyone's presentation will be different discuss their individual needs and how best you can support them to deliver their role.

Work Environment

- Noise-cancelling headphones.
- Fidget toys.
- Having own desk space rather than hot desking.
- Standing desk.
- Regular breaks throughout the day.
- Quiet place to work away from distractions.
- Organising spaces carefully - for example, avoiding clutter.
- Signs giving clear directions around the workplace.
- Software to support with reading or writing - for example, a screen reader or a speech-to-text programme.
- Locate person away from busy areas/distractions.
- Have a low sensory input space e.g. avoid posters, bright lighting.
- Do Not Disturb signs or out of office when completing complex task.

Working and Management Practices

- Flexible arrival time could be considered, and flexible hours across the week.
- Regular check-ins on how work is going.
- Planners that visually highlight things like deadlines and appointments.
- Use of reminders or notification tools.
- Breaking work up into smaller tasks.
- Having extra time to plan out and complete work and read communications.
- Discuss with the person whether any elements of the role are difficult to complete, and adjust duties accordingly.
- Talk through written information with the person, to check they're clear on the content and what is required.
- Break down instructions into clear steps.
- Block out time with no disturbances to complete tasks.
- Enable note-taking or record meetings.
- Offer support in planning tasks.
- Utilising memory aids such as notebooks or project management tools on Microsoft Office.
- Follow-up conversations with a written summary.



Women's Health Needs



Top Facts



- Employers have a duty not to discriminate in terms of gender or disability.
- Menopause or menstrual health related symptoms could be regarded as a disability.
- Some women experience cyclical health conditions throughout their working lives. There are a number of conditions they may suffer.
- Women can also experience incontinence during and after pregnancy, or other stages of life.
- Women can experience many symptoms during pregnancy, postnatally and these can continue longer term if not treated.
- Perimenopause is the period of time preceding menopause, and can commence when a woman is in her 40's. Menopause on average commences at 51-52 years old.
- Both of these conditions can have a combination of physical, emotional and cognitive symptoms; including temperature fluctuations, "brain fog", fatigue, poor concentration, sleep disturbances, mood changes, anxiety, headaches, palpitations, blood loss etc.
- For advice on all common women's health conditions visit www.wellbeinghub.scot/wp-content/uploads/2023/10/NWH_Workplace-adjustments-guide.pdf

Work Environment



- Ensure comfortable working temperature.
- Provide easy access to cold drinking water and toilet facilities.
- Ability to order more uniform to be able to change more frequently if needed or consider different clothing options.
- Ensure outdoor spaces are available for fresh air.
- Low lighting or install reflective screens on windows to deflect the light.
- Lockable drawer for the storage of medication and products to help with symptoms.
- Provide microwave for heat packs and freezer for cold packs.

Working and Management Practices



- Consider a temporary adjustment to someone's work duties/hours.
- Provide a quiet area to work.
- Reduce physical tasks if required.
- Ensure regular breaks.
- Allow time out and access to fresh air.
- Allow for more frequent breaks to go to the toilet.
- Have sanitary products available if possible.
- Allow home working on days when symptoms are worse.
- Make sure there is a short break between meetings to allow people time to go to the toilet if needed.
- Consider a temporary change to duties if current role is not manageable due to symptoms.
- Consider a change to shift patterns or the ability to swap shifts on a temporary basis.
- Create a taboo free culture regarding menstruation and menopause.

Accessible Workplace Checklist

Workplace Design

Do you have....

Yes No N/A Action

Reserving parking spaces near to the entrance/exits of the building for people with restricted mobility?

Level access to the building?

Automatic doors to help those with limited dexterity or mobility?

Lifts (including braille on buttons) and ramps on change of floor height?

Braille and signage with contrasting colours on doors and all signage?

Accessible toilets?

Lowered reception desk?

Access to kitchen equipment at a lowered level? Taps and kitchen equipment suitable for people with reduced range of movement in hands?

Light switches/outlets/window openings at lowered levels?

Door widths and door opening mechanisms accessible for wheelchair users?

Work Spaces



Do you have....

Yes No N/A Action

Sufficient space for a wheelchair user to get around freely?

Natural daylight bulbs? And dimmable lighting?

Hearing loop system?

Height adjustable or standing desk?

Ergonomic IT equipment?

Ergonomic or saddle desk chairs?

Coloured overlay screens?

Quiet areas to work away from noise, smells and distractions?

Perch stools for people who need to stand for long periods?

Visual prompts - e.g. timetables, checklists, post-it notes for reminders

Larger computer screens so everything is visible (reduces burden on memory)?

Ability to adjust room temperature?

Work space without any posters on the walls or other decor that adds visual stimuli?

Low noise electric hand dryers or paper towels?

Visible clocks, allowing/encouraging use of alarms and timers?

Felt pads under chair legs to prevent the scraping sound on floors and unnecessary noise disturbance?

Workspaces positioned to reduce physical barriers to accessing and moving within the space?

Lockable drawers/lockers for medication and specialist equipment?

Noise cancelling headphones to assist concentration?

Individual own desk spaces rather than 'hot desking'?

Technology



Do you have....

Yes No N/A Action

Vibration alerts, Microsoft Translate, AI TEAMS transcript, Microsoft Speech Recognition software?

Windows Accessibility, Magnification software/Apps?

Software to ensure documents can be interpreted by a screen read, are in plain English or in easy read format?

Communication aids e.g. The Quicktalker, Gotalk, and Bigmack?

Automated machinery?

Text to Voice, or Voice to Text software/ smartphone apps, predictive text, voice recognition, spell check, ready made templates?

Apps and coaching services to support your employee and you e.g. Brain in Hand?

Mind mapping software, organisational tools, memory reminders?

Light touch or ergonomic keyboards and mouse?

Door widths and door opening mechanisms accessible for wheelchair users?

This is not an exhaustive checklist, but a starting place to assess your working environment to make it more accessible for employees with different health needs. Not all questions will be applicable, but please use the checklist to think through how you could support new and existing team members within your workplace.

Funding



Disabled employees may be entitled to support that may help them to get a job or stay in a job.

Access to Work is a DWP funded employment support programme that aims to help disabled people start or stay in work. It can provide practical and financial support for people who have a disability or long term physical or mental health condition. It is something that disabled employees apply for independently of work, employers do not apply for it on their behalf.

Support can be provided where someone needs help or adaptations beyond reasonable adjustments. Access to Work will not pay for reasonable adjustments. These are the changes that employers are responsible for and must legally make to support you to do your job.

An Access to Work grant can pay for practical support to help your employee stay in work, or to support you if you are self-employed. Access to Work does not provide the support itself but provides a grant to reimburse the cost of the support that is needed.

Please visit www.gov.uk/access-to-work for more information.



Sources of Advice

Access to Work

www.gov.uk/access-to-work

ADHD Focused Support

www.adhduk.co.uk/reasonable-adjustments

Autism Focused Support

www.autism.org.uk/advice-and-guidance/topics/employment/what-support-can-i-get-at-work

Definition Of Disability Under The Equality Act 2010

www.gov.uk/definition-of-disability-under-equality-act-2010

Diabetes

www.diabetes.org.uk/living-with-diabetes/life-with-diabetes/employment

Disability Confident Employer Scheme

www.gov.uk/guidance/disability-confident-how-to-sign-up-to-the-employer-scheme



Epilepsy

www.epilepsysociety.org.uk/employment#-for-employers

Government Advice on Legal Duties

www.gov.uk/government/publications/reasonable-adjustments-a-legal-duty

Government Advice on Employing People

www.gov.uk/government/publications/employing-disabled-people-and-people-with-health-conditions

Health & Safety Executive Advice

www.hse.gov.uk/disability/best-practice

Health Adjustment Passport

www.gov.uk/government/publications/health-adjustment-passport

Hearing Impairment Support

www.rnid.org.uk/information-and-support/your-rights/your-rights-at-work

Male Menopause Advice

www.nhs.uk/conditions/male-menopause

Mental Health Adjustments

www.acas.org.uk/reasonable-adjustments/mental-health-adjustments

Mental Health Benefits: Back To Work Support

www.mind.org.uk/news-campaigns/campaigns/benefits/back-to-work

Rheumatoid Arthritis

www.nras.org.uk/product/an-employers-guide-to-rheumatoid-arthritis

Support with Employee Health and Disability

www.support-with-employee-health-and-disability.dwp.gov.uk/support-with-employee-health-and-disability

Visual Impairment Support

www.rnib.org.uk/living-with-sight-loss/equality-and-employment/reasonable-adjustments-at-work

Women's Health Focused Support

www.wellbeinghub.scot/wp-content/uploads/2023/10/NWH_Workplace-adjustments-guide.pdf



**Suffolk and
North East Essex**
Integrated Care Board