



Reasonable Adjustments Process for Staff

1. Introduction

We are proud of our diversity at St George's, University of London and are constantly working towards shaping an inclusive organisation.

We want to operate in an environment where all are valued and everyone in our community can excel and thrive.

Disability affects us all, either individually or through friends and family and we would like to ensure that any member of staff that has or acquires a disability whilst working at St George's is given the support required in order for them to participate fully in our community.

We can only support members of staff if they declare a disability, we aim to provide an environment that is inclusive and staff feel comfortable in declaring so they can access the right support. This can be done through a line manager or Human Resources. Once this has been declared, discussion can then take place on what support would be appropriate.

2. Definition of Disability

The Equality Act 2010 defines a disability as:-

'A physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities'

'Substantial' is more than minor or trivial, e.g. it takes much longer than it usually would to complete a daily task like getting dressed

'long-term' means 12 months or more, e.g. a breathing condition that develops as a result of a lung infection

A Reasonable Adjustment can be made to ensure that someone with a disability is not disadvantaged in fulfilling their job. This can include:

- changing the recruitment process so a candidate can be considered for a job
- doing things another way, such as allowing someone with social anxiety disorder to have their own desk instead of hot-desking
- making physical changes to the workplace, like installing a ramp for a wheelchair user or an audio-visual fire alarm for a deaf person

- letting a disabled person work somewhere else, such as on the ground floor for a wheelchair user
- changing their equipment, for instance providing a special keyboard if they have arthritis
- allowing employees who become disabled to make a phased return to work, including flexible hours or part-time working

3. Process

Once a member of staff declares that they have a disability to their line manager or HR. They will then be asked how they wish to proceed. Some may want to keep this information confidential and so should be managed as such. However, if reasonable adjustments are required it may be difficult to organise if it involves making adjustments that impact on other colleagues in the same office or team i.e. adjusted start times or new equipment that might affect office space etc. This discussion will take place when the member of staff decides how they wish to proceed.

If the member of staff has managed their disability and knows what support may be required then the process can be straight forward in making reasonable adjustments.

If a member of staff is unsure of what support they need in terms of being able to carry out their role at St George's then there are two routes that can be taken.

Access to work is a Central Government Service that provides advice and guidance free of charge to those that are disabled and in work or be about to start or return to work. Any member of staff can contact them to ask for advice. They will be able to advise on any support they can offer and also what support St George's could be offering.

<https://www.gov.uk/access-to-work/apply>

You can also contact Access to Work on 0800 169 0154

Monday to Friday, 8am to 6pm

Email

dwponline.helpdesk@dwp.gsi.gov.uk

Access to Work can prepare reports with recommendations of what equipment/adjustments are needed. This information will not be passed automatically to any line manager or HR unless specifically requested by the member of staff. The member of staff can request at that point that the report be sent in to HR or their line manager.

Again it is completely up to the member of staff what they would like to share.

Another route to gaining support on reasonable adjustments would be through Human Resources or your Line Manager who can advise on reasonable adjustments and purchase the required equipment which would come from the Department/Institute budget.

Once recommendations for reasonable adjustments have been suggested then the member of staff can agree with their line manager and HR and record the adjustments via the 'Reasonable Adjustments Agreement' found in Appendix 1.

This Agreement should list the reasonable adjustment(s) being made and include a date that it will be reviewed. It is suggested that reasonable adjustments be reviewed after 3 months to ensure it is working for both parties. However it can be reviewed at any time.

If you require any advice in confidence you can contact Human Resources hrhelp@sgul.ac.uk

Reasonable Adjustments Agreement

Name

Line Manager's Name

Department/Institute

Reasonable Adjustment(s) Agreed

Date of Review

Signed

Dated