

# Reasonable Adjustments Policy

This Policy provides an overview of the processes to follow to ensure the Trust meets its legal obligation under the Equality Act 2010 to consider and make reasonable adjustments in the workplace.

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## SUMMARY & AIMS

The purpose of this document is to:

- Provide practical support, information, and guidance for staff with a disability or long- term health condition that require adjustments in the workplace.
- Support Trust managers to have supportive and meaningful conversations with staff about any adjustments that may be required.
- Help managers understand their responsibilities in relation to the Equality Act 2010 and how workplace adjustments can impact positively on the wellbeing, experience, and performance in the workforce.
- Provide a clear and consistent pathway for all Trust staff who may require adjustments in the workplace at some time during their employment with the Trust.

## TARGET AUDIENCE:

This policy is relevant for all staff. It also applies to the following groups, who have an impairment or health condition that falls within the definition of 'disabled' under the Equality Act 2020

- Staff employed on a contractual basis.
- Bank staff.
- Volunteers or visitors undertaking work for, in partnership with or on behalf of the Trust.
- People on work placement with the Trust.
- People not employed by the Trust attending Trust training or development courses, whether on or off site.
- People on secondment to or from the Trust.
- Office holders such as board members and non-executive directors.
- People not employed by the Trust attending Trust related social or other events, whether on or off site.

## TRAINING

Training provided to new managers and refresher training for experienced managers.

## KEY REQUIREMENTS

Staff who require adjustments due to their disability and/or long term condition will bring this to the attention of their line manager.

Line managers will investigate and implement any recommended reasonable adjustments and will ensure that a Health Passport is completed within 3 months of the disability being highlighted to them

Line managers will review the effectiveness of the agreed reasonable adjustments at least on a 12 monthly basis.

Staff wishing to apply for Disability Leave will complete a Disability Leave Request Form and submit this to their line manager. Line managers will monitor and record the number of days of disability leave taken throughout the year (annual leave year 1 April to 31 March).

## 1.0 Quick look summary

- When notified that a member of staff has a disability and/or long-term health condition, Managers and supervisors should investigate and implement any recommended reasonable adjustments.
- Staff who require adjustments have a responsibility to bring to the attention of their Line Manager the fact that they have additional needs, and to assist with the investigation and implementation of reasonable adjustments as required.
- When determining the types of adjustment that might be both reasonable and appropriate, line managers should consider taking advice from a variety of sources including: their HR Advisor; Occupational Health; Health & Safety Team; Access to Work; Estates; Health Informatics Team.
- The Equality Act does not provide employers with a complete list of adjustments, because adjustments may vary between members of staff, their experience of their impairment and the type of work they carry out. Subsequently there is no 'one size fits all' method to use. Some examples of reasonable adjustments are outlined in section 5.3. The list is not exhaustive.
- A Health Passport (Appendix 2a) should be completed within 3 months of a disability being highlighted to management. The Health Passport is a living record of the reasonable adjustments agreed between the staff member who has a long-term health condition and/or disability and their line manager.
- The effectiveness of the reasonable adjustments should be reviewed by the line manager in conjunction with the member of staff on at least a 12 monthly basis.
- Staff with disabilities and/or long-term conditions can apply for Disability Leave. Disability leave is a 'reasonable adjustment' under the Equality Act (2010) and is distinct from sickness absence as it includes time when a member of staff is well but absent from work for a disability related reason.
- A maximum of 6 days paid leave (45 hours) pro rata for part time workers, can be requested by staff per annual leave year (April to March) and should be monitored and recorded appropriately. It should be noted that this time can be taken in hours or days, where appropriate and can also include travel time.
- Staff wishing to apply for Disability leave should complete a Disability Leave Request Form (Appendix 3) and submit this to their line manager. Some examples of reasons for planned disability leave are outlined in Section 6.4. This list is not exhaustive.

## 1.1 Version control and summary of changes

Version number	Date	Comments (description change and amendments)
1	May 2013	Draft policy and appendices
2	12 June 2013	Pre consultation amendments following review with HR
3	August 2013	Amendments following consultation with Staffside Discussed with HR Operation Team for comments and amendments.
4	18 October 2013	Added links to sources. Comments Occupational Health and Policy Group
5	29 October 2013	Added FAQ's in appendix 4. Updated Monitoring and compliance table.
6	21 March 2016	Post policy review added two additional useful links Page 22 local support organisation for city and county residents
7	30 September 2016	Changes to the policy generally in terms of references and format. Inclusion of 1.7 covering 'Conditions automatically treated as a disability'.
8	September 2018	Throughout Policy reference to Disabled Staff Support Group changed to MAPLE to reflect change in name.  Definitions that apply to this Policy – Added in reference to Remploy who provide support for employees with mental health conditions.  Section 4.5.2 – Added in details of services provided by Remploy.  Section 5.2.6 & 5.2.7 – Updated references to reflect name change of Data Protection & Information Sharing Policy and changes under GDPR.  Section 6 – Revised section on Disability Leave which now includes clarity on specific amount of entitlement.  Section 10 – Changed to reflect how training on Policy will now be provided. New Appendix 7 added on Training Needs Analysis.  Section 15 – Updated with correct names of associated policies. These have also been updated throughout main policy where appropriate.  Section 16 – Updated useful contacts and links.  Section 17 – Added in additional useful references and helpful guides.  Appendix 2 – Revamped from for documenting agreement following feedback from MAPLE group.  Appendix 3 – New form following changes to section 6 on Disability leave  Appendix 4 – Useful links removed from this Appendix as

Version number	Date	Comments (description change and amendments)
		<p>incorporated and updated into section 16. Appendix 5 – Reasonable Adjustments Case Law removed as not generally included as part of an HR policy.</p>
9	August 2021	<p>Updated Equality and Human Rights to reflect the new name of the team as equality, Diversity and Inclusion team and updated the new email to nhs.net.</p> <p>1.7 included the new statement to reflect the expectation of staff to follow the Trust leadership behaviour model.</p> <p>4.3 bullet point 3. Updated to reflect the new blended working approach and home working.</p> <p>4.6 and Appendix 2 have been added to include information around the use and application of the Health Passport.</p> <p>5.2.5 Confidentiality removed he/she to individuals</p> <p>5.5.3 - Added in health and safety</p> <p>7.1 - Added in – etc.</p> <p>7.2 - Removed ‘reduce unacceptable risk’, replaced with ‘reduce the risk to as low as is reasonably practicable’.</p> <p>7.3 - Removed he/she wishes - replaced with ‘they wish’.</p> <p>15.0 - Added in:</p> <ul style="list-style-type: none"> <li>• Display Screen Equipment Policy</li> <li>• Control of Substances Hazardous Policy and Procedure</li> <li>• Health and Safety Personal Protective Equipment Policy</li> </ul> <p>Appendix 5 - Updated to include new EDI team email. Appendix 10 - Privacy Impact screening updated and signed 16.0 &amp; 17.0 - Removed hyperlinks and replaced with web addresses.</p>
10	April 2022	<p>Section 16</p> <ul style="list-style-type: none"> <li>- Updated Occupational Health email and telephone number.</li> <li>- Updated Access to Work email address.</li> </ul> <p>Appendix 5- updated the flowchart with the correct Access to Work email address.</p>
11	March 2023	<p>Appendix 2a – Health Passport updated. Appendix 2b – Screen version of Health Passport added.</p>
12	November 2023	<p>Appendix 5 – Access to Workflow chart updated to include reference to support from procurement team when purchasing equipment.</p>
13	January 2025	<p>Target Audience – addition of Bank staff. Amended any reference to ‘employee’ to ‘staff’.</p> <p>Summary and Aims – reworded section to provide greater clarity on overall summary and aims Key Requirements – new section to comply with new Policy format.</p>

Version number	Date	Comments (description change and amendments)
		<p>Quick Look Summary – new section to comply with new Policy format.</p> <p>Section 1.2 – Change of Author from Vanda Walker – Senior HR Advisor to Chloe Warner – Senior HR Advisor.</p> <p>1.6 – Definitions that apply to this Policy – removal of reference to Remploy as organisation no longer in existence. Addition of ‘disability related reason’ to section on ‘Disability’</p> <p>Section 4.2 – First paragraph - changed wording from ‘managers have a duty to’ to ‘managers should’. Added in reference to Neurodiversity Staff Network. Second paragraph – additional signposting to section on Confidentiality Fifth paragraph – removal of paragraph as Disability Confidential scheme and Mindful Employer do not expressly require an annual conversation.</p> <p>Section 4.3.1 in previous version has been incorporated into section 4.3.</p> <p>Section 4.4 – addition of word ‘Teams’.</p> <p>Section 4.5 – rewording of section to provide more succinct explanation of aims of ‘Access to Work’ Additional signposting to Appendix 5</p> <p>Section 4.5.2 in previous version – removal of section as Remploy are no longer in existence.</p> <p>Section 4.6.2 – removal of reference to scheme being ‘voluntary’.</p> <p>Section 4.6.5 – new paragraph to help facilitate support when staff member transfers internally.</p> <p>Section 5.1.1 – wording reviewed and updated to ensure that it complies with new recruitment and on-boarding processes. Added in reference to Neurodiversity Support Network.</p> <p>Section 5.2.1 – Removal of reference to writing to Director of HR and OD as Section 8 outlines process for raising concerns under the Trust Dispute Resolution in the Workplace Policy and Procedure.</p> <p>Section 5.2.2 – Removal of reference to Remploy as no longer in existence. Removal of reference to other agencies as covered in section 4.2.</p> <p>Section 5.2.3 – reworded to emphasise merit of seeking advice from Occupational Health and to make it clearer that this applies equally when impairment is clear or hidden.</p> <p>Section 5.3.1 – addition of reference to further guidance on reasonable adjustments being available on Staffnet.</p>

Version number	Date	Comments (description change and amendments)
		<p>Section 5.4 – Throughout section reference to ‘Tailored Adjustment’ has been removed and replaced solely with ‘Health Passport’.</p> <p>Section 5.4.4 – reworded to emphasise role of new manager to have a supportive discussion when reviewing the Health Passport with new team member.</p> <p>Section 6.1 – added in ‘disability related reason’ to end of sentence.</p> <p>Section 6.3 – Changed ‘HR department’ to ‘HR Advisor’</p> <p>Section 6.5 – changed need to provide evidence of appointment to ‘may be required’ from always being required.</p> <p>Section 6.15 – Clarity that Disability Leave does not apply to bank workers.</p> <p>Section 6.16 Section 8 and Section 13 – Changed to reflect new name of appropriate policy.</p> <p>Section 8 – removed first paragraph in previous version as Trust would want to resolve such issues through further supported conversation between member of staff and manager.</p> <p>Section 9 – Added in reference to seeking further guidance from the HR Advisory Team and considering any appropriate action in line with the Trust Attendance Management &amp; Wellbeing Policy and Procedure.</p> <p>Section 11 – Removal of monitoring compliance around number of Health Passports implemented as there is no internal monitoring mechanism in place. Added monitoring via staff survey results in relation to reasonable adjustments</p> <p>Section 11.1 – Changed responsible team from HR to EDI Team.</p> <p>Section 15 – Replaced reference to Anti Bullying, Harassment and Victimisation (Dignity at Work Policy) and Grievance and Disputes Policy with Dispute Resolution in the Workplace Policy.</p> <p>Section 16 – removed references to external contacts (with exception of Access to Work) to avoid staff feeling excluded by contacts not being included.</p> <p>Appendix 2a – revamped Health Passport following feedback from staff.</p> <p>Appendix 4 q14 – added in additional signpost to section 6 and Appendix 3.</p> <p>Appendix 8 – Due Regard Screening Template – changed name of person and role undertaking Due Regard (equality analysis).</p>



14	April 2025	Appendix 2a Removed reference to OH self-referral as this is no longer available following OH contract refresh 2.4 Added reference to Reasonable Adjustment Manager's Guide which is now available on Staff Net.
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## 1.2 Key individuals involved in developing and consulting on the document

Name	Designation
Accountable Director	Sarah Willis
Author(s)	Chloe Warner – Senior HR Advisor
Wider consultation	MAPLE & Neurodiverse Trust Support Groups
	Trust Policy experts
	All LPT Employees Bands 7 and above

## 1.3 Governance

Level 2 or 3 approving delivery group	Level 1 Committee to ratify policy
Workforce Development Group	People and Culture Committee

## 1.4 Equality Statement

Leicestershire Partnership NHS Trust (LPT) aims to design and implement policy documents that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. It takes into account the provisions of the Equality Act 2010 and promotes equal opportunities for all. This document has been assessed to ensure that no one receives less favourable treatment on the protected characteristics of their age, disability, sex (gender), gender reassignment, sexual orientation, marriage and civil partnership, race, religion or belief, pregnancy and maternity.

If you would like a copy of this document in any other format, please contact [lpt.corporateaffairs@nhs.net](mailto:lpt.corporateaffairs@nhs.net)

All staff should act in accordance to our Trust leadership behaviours for all and be able to evidence adherence in situations that involve reasonable adjustments. A fundamental approach to developing our Leadership behaviours for all is our ability to both give and receive feedback in a positive and insightful way. The feedback method is based on defining; Context, Understanding, Behaviour and Effect (CUBE).

## 1.5 Due Regard

LPT will ensure that due regard for equality is taken and as such will undertake an analysis of equality (assessment of impact) on existing and new policies in line with the Equality Act 2010. This process will help to ensure that:

- Strategies, policies and procedures and services are free from discrimination.
- LPT complies with current equality legislation.
- Due regard is given to equality in decision making and subsequent processes.
- Opportunities for promoting equality are identified.
- The Trust will endeavour to make reasonable adjustments to accommodate any staff.

- Due regard will also be demonstrated through the use of human resources best practice and have adherence to all relevant employment legislation.
- In addition to the examples highlighted above, equality monitoring of all relevant protected characteristics to whom the policy applies will be undertaken. Robust actions to reduce, mitigate and where possible remove any adverse impact will be agreed and effectively monitored.

Please refer to due regard assessment (Appendix 8) of this policy.

### 1.6 Definitions that apply to this policy.

<b>Access to Work</b>	Access to Work is a specialist disability service delivered by Jobcentre Plus, which provides practical advice, support and funding to disabled people in employment and their employers to help them overcome work related obstacles resulting from disability. Further information is available section 4.5 and Appendix 5.
<b>Disabled</b>	The legal definition of disability is much broader than most people realise. It covers people with mobility difficulties, sight or hearing impairments, neurodiversity, learning disabilities, long-term conditions such as depression, diabetes or sickle-cell anaemia and people with certain illnesses such as cancer.
<b>Disability Leave</b>	Disability leave is a 'reasonable adjustment' under the Equality Act (2010) and is distinct from sickness absence as it includes time when an employee is well but absent from work for a <u>disability related reason</u> . Further information is available in section 6.0.
<b>Discrimination arising from disability</b>	It is unlawful to discriminate against staff because of a physical or mental disability or fail to make reasonable adjustments to accommodate a staff member's disability. Under the Equality Act 2010 (the Act) a person is classified as 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. Day-to-day activities include things such as using a telephone, reading a book or using public transport.
<b>Due Regard</b>	Having <b>due regard</b> for advancing equality involves: <ul style="list-style-type: none"> <li>• Removing or minimising disadvantages suffered by people due to their protected characteristics.</li> <li>• Taking steps to meet the needs of the people from protected groups where these are different from the needs of other people.</li> <li>• Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.</li> </ul>
<b>Reasonable Adjustment</b>	A reasonable adjustment is an alteration that an employer could make that would enable a disabled person to continue to carry out their duties without being at a disadvantage compared to others. Under the Equality Act 2010, there is a <b>legal duty</b> on employers to make these reasonable adjustments for disabled staff.
<b>Social Model</b>	The Trust adopts the Social Model which is that disabled people don't have 'disabilities' they face barriers by which they are 'disabled'.

## 2.0 Purpose and Introduction/Why we need this policy

- 2.1** The Equality Act 2010 (The Act) requires the Trust to make 'reasonable adjustments' where a provision, criterion, function, practice, and/or physical, environmental conditions of features in premises occupied by the Trust, places a disabled person at a substantial disadvantage when compared with people who are not disabled.
- 2.2** Examples of when Reasonable Adjustments may be required for a disabled person:
- Applies for and is recruited to a post.
  - When a member of staff becomes disabled or develops a long-term health condition.
  - When the impact of an impairment or medical condition deteriorates for a staff member.
  - When there is a change to the workplace or employment arrangements.
  - When there is need for a disabled member of staff to undertake further training.
- 2.3** Reasonable Adjustments may extend to the individual concerned only, such as providing a Support Worker, acquiring or adapting specialist equipment or organising transport to-from and within work, or they may be more wide-ranging to include changes to policies, procedures or corporate functions, to working arrangements or to enable access to premises that also includes car parking, signage, light/noise levels and safe evacuation.
- 2.4** Managers can find further guidance on Staff Net by searching for '[Reasonable Adjustments](#)' as well as the '[Reasonable Adjustments Manager's Guide](#)'.
- 2.5** The Trust must take reasonable steps to avoid disadvantage being caused to any disabled person in relation to recruitment, retention, promotion, development, retirement and dismissal.
- 2.6** In accordance with the Trust Equality, Diversity and Inclusion Policy the Trust recognises and uses the social model of disability. This policy aims to support any disabled member of staff who requires reasonable adjustments as far as this is reasonably possible.
- 2.7** All staff should act in accordance with our Trust leadership behaviours for all and be able to evidence adherence in situations that involve discussions around reasonable adjustments. A fundamental approach to developing our Leadership behaviours for all is our ability to both give and receive feedback in a positive and insightful way. The feedback method is based on defining; Context, Understanding, Behaviour and Effect (CUBE).

## 3.0 Policy Requirements

### 3.1 This policy aims to:

- To raise awareness amongst all managers and staff of the moral, social and legal obligations to make reasonable adjustments for people who are disabled or who have a long-term health condition, and in particular, the requirements under the Act.
- To encourage disabled staff to declare their information which enables the Trust to abide by a request for 'Reasonable Adjustments' and to feel confident in the

knowledge that they will be supported by the Trust should they require them.

- To provide managers who are responsible for making adjustments with information about their obligations under this policy, the procedure to follow, examples of adjustments that can be made and sources of support and guidance.
- To provide staff with the procedure to be followed if they feel that this policy is not being adhered to.
- To provide staff with the procedure to be followed if Health and Safety or Occupational Health advice conflicts with this policy statement.

## **4.0 Duties within the Organisation**

### **Roles and Responsibilities**

#### **4.0 Trust**

- The Trust has a responsibility to ensure that it complies with the Act to the effect that staff that have an impairment or long-term health condition are not discriminated against, and have reasonable adjustments made for them as required.
- The Trust has further responsibilities to ensure that managers are made aware of their obligations towards disabled staff and are supported in fulfilling them.
- The Trust is liable for the actions of its contractors as well as staff, regardless of whether such actions are with the express or implied authority of the Trust.
- Where an adjustment is considered reasonable, the Trust has a duty to make that adjustment, except where it did not know, and could not reasonably have known, that an adjustment is required.
- The Trust has an anticipatory duty to make adjustments. It is not acceptable to not make provisions just because a specific need has not as yet been identified. It is important to make provisions even for as yet unspecified needs. For example, processes must be in place to enable provision of information in Braille, even if this has not been requested to date.
- The Trust must also be able to show that it took such steps as are reasonable to encourage disclosure, as outlined below.

#### **4.1 Line Managers**

- When notified that a member of their staff has an impairment or long-term health condition, Managers should involve their Human Resources (HR) Advisor for support and guidance. The Manager should then investigate and implement any recommended reasonable adjustments in conjunction with HR. Consultation and advice may also be sought from Equality, Diversity and Inclusion Team, Occupational Health, Health and Safety advisors, Estates, IT advisor, Disabled Staff Group (MAPLE), Neurodiversity Staff Network Work Coach (previously known as Disability Employment Advisors) as well as the staff member concerned.
- Where appropriate Managers may need to brief other members of the team (with the consent from the individual), particularly in situations where the reasonable adjustments require a re-distribution of work tasks, hours or a change in work location. This must be undertaken in a sensitive manner in consultation with the member of staff. Please also refer to the confidentiality section 5.2.4 below.

- Any requests from the staff member for confidentiality that could potentially impact upon the support or extent of reasonable adjustments that might be made, should be discussed with the staff member.
- Line Managers will also take action to co-ordinate the implementation of reasonable adjustments following Access to Work, Occupational Health or other Health and Safety recommendations and in conjunction with the disabled member of staff, his/her manager and other relevant teams across the Trust.

## 4.2 Staff

- All staff have a responsibility to understand that people with an impairment or long-term health condition that impacts upon their daily activities, may require 'reasonable' adjustments from the employer. Such adjustments are intended to tackle discrimination and create equality of opportunity for disabled staff and are carefully designed so that they do not impact negatively on the work of other staff or the organisation.
- Although it is the responsibility of the Trust to take steps to find out about any need for reasonable adjustments, disabled staff who require adjustments have a responsibility to bring to the attention of their Line Manager the fact that they have additional needs, and to assist with the investigation and implementation of reasonable adjustments as required.
- Therefore staff should maintain appropriate, timely communication with their line manager if they believe they have developed an illness or condition that may fall within the boundaries of the Equality Act and reasonable adjustments may be required to support them to undertake their role.
- Staff have a responsibility to fully co-operate with Line Management, HR, other staff or supporting services in order to maintain a satisfactory level of performance and attendance. The individual should commit and follow agreed adjustments. Should any issues or concerns arise then they should raise this with their line manager at the earliest opportunity so that it can be addressed as quickly as possible.
- Staff responsible for organising functions, events, courses and meetings must ensure that all participants and visitors are asked if they require reasonable adjustments in advance and ensure that these are investigated and implemented as appropriate. Those responsible for organising such events will notify the Guest speakers/Facilitators presenting at such functions, events, courses and meetings to make them aware of the reasonable adjustments. This applies to both face to face and on-line events, courses and meetings.
- Staff working in teams such as HR, Occupational Health, Health and Safety, Estates and Communications Department are required to consider this policy when providing reports, advice, assessments and guidance to the Trust. This includes paying due regard to any need for reasonable adjustments, adopting an inclusive approach to the employment and retention of disabled staff, promoting equality and diversity and assessing any policy and strategic developments for barriers and potential adverse impact.

#### **4.4. Human Resources**

Human Resource teams have a duty to take proactive measures to encourage disclosure of disability and any needs. This can be done through adopting positive publicity, environment and workplace culture, promotion of this policy, and via the recruitment, interview, appointment or other registration processes.

They are also responsible for coaching and supporting managers and staff to recognise where adjustments may be needed and to support and advice on any actions that may be needed.

#### **4.5 Access to Work (Appendix 5)**

4.5.1 Access to Work was introduced in June 1994. Access to Work can help you get or stay in work if you have a physical or mental health condition or disability. The support you will get will depend on your needs. Through Access to Work you can apply for:

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

Further guidance on this is available at appendix 5, including the contact details to their external website and how staff can self-refer to the service.

#### **4.6 Health Passport**

4.6.1 LPT have introduced a Health Passport (Appendix 2a) which can be used by staff (and supported by managers) to record the needs of staff with disabilities and/or long-term health needs.

4.6.2. The Health Passport enables staff to transfer their reasonable adjustment requirements if they are moving from one part of LPT to another (as well as to other organisations who have adopted the Health Passport Scheme). This may be within a service area or to a completely different service. It avoids the need for staff to undergo a process of having to explain or justify a reasonable adjustment where one is not required where the new role is similar to or not substantially different to the one that the post-holder previously occupied.

4.6.3 There may be a need to review the Health Passport where the circumstances of the staff member change.

4.6.4 The line-manager must take in to account the Health Passport when making reasonable adjustments to the workplace to accommodate the staff member concerned.

4.6.5 Where a member of staff transfers internally, Line Managers with the consent of the staff member will agree arrangement for the Health Passport to be shared with the new manager. This will enable the new line manager to have a supportive discussion with the new staff member.

### **5.0 Putting the Policy into Practice**

There are 5 steps to be followed as applicable to ensure that this policy is carried out in practice. All staff should be familiar with each of the following steps in turn.

#### **5.1. Step 1 - Identification of Reasonable Adjustments**

New and existing staff may not declare they are disabled or have long-term health conditions because:

- They feel that they won't get a job, training, development or promotion.
- Their impairment is hidden and they feel embarrassed about bringing it up because it may be seen as trivial.
- Previous negative experiences in employment have left them worried about raising it.
- They may not like to ask for help or feel that they can manage and want to fit-in and not make a fuss.
- They are scared of losing their job.
- They think that they will be received unsympathetically or be told to "just get on with it".

5.1.1 The anticipatory duty placed upon the Trust requires staff to take reasonable steps to find out whether reasonable adjustments are needed. Such steps might include:

- Recruitment stage (pre-appointment) – applicants will be asked if they have any special requirements to allow them to attend and/or participate fully in the interview, and they will be asked to share with the hiring manager such requirements as soon as possible so the Trust can make the appropriate arrangements..
- Asking all staff at appointment with the Trust if they have any additional needs as a result of disabilities and/or health conditions. A clear explanation of why such information is sought, who else will see or have access to the information, what will be done with the information and how it will be used to trigger follow-up support or adjustments should be provided. Rather than asking staff to identify if they are disabled, it is more useful to ask if a member of staff may need any adjustments and what they may be.
- An example statement for use verbally or in written communications is: *'The Trust aims to be an equal opportunities and diverse employer. Please let us know if you have any disabilities and/or health conditions(s) that would require reasonable adjustments and what the adjustments could be. The information you provide will be used to support you. In addition, Access to Work can support you. If you have already got adjustments made through Access to Work at your current employer, you can contact Access to Work to bring your adjustments with you to LPT. Please let your Recruitment Officer know as they will be able to support you during the compliance and onboarding process. Please let your interviewers know so they can start preparing for when you start'.*
- Providing on-going opportunities for disclosure since many new staff may be hesitant to disclose additional needs at the start of employment. This might be done through regular supervision; the annual Appraisal process and/or, reminders of support available to meet additional needs at team briefings, and through email bulletins etc.
- Ensuring that staff are informed of the Trust's positive stance towards recruitment and retention of disabled staff through practices such as being signed up to the Disability Confident Scheme and Mindful Employer and ensuring high profile for the Disabled staff support group (MAPLE) and Neurodiversity Staff Network
- Projecting a clear welcoming message to the public and staff through literature i.e. recruitment, Trust Annual Report, ensuring full access to website, using appropriate language in written materials and showing positive

photographs or illustrations of disabled people.

- In compliance with the Act, ensuring Trust-wide promotion of equal opportunities for and positive attitudes towards disabled people, as well as elimination of unlawful discrimination and harassment.
- Signpost staff during induction and core mandatory training to key aspects of the policy in the context of equality and human rights awareness.
- Encourage staff who may require adjustments to complete a Health Passport (please see further information on passports below).

## **5.2. Step 2 - Action to be taken when notified that a person has additional needs**

Under this policy all staff who are notified that a person is disabled and requires reasonable adjustments to be made, have a duty either:

- To investigate and implement such adjustments (if they are in position of event organiser / facilitator or manager for that staff member); or
- To advise the member of staff to talk to his/her line manager about their additional needs (if a colleague has disclosed privately or in confidence). Please note: Issues of confidentiality are addressed in section. 5.2.4.

5.2.1 If a person requests adjustments to be made, then it is the line manager's responsibility to investigate and implement them as fully as possible, taking advice from the range of sources given below and in accordance with any request for confidentiality. It is recommended that the staff member completes a Health Passport (please see further information in section 5.4 below) and shares this with their manager for review and discussion.

**N.B:** It is important to remember that only a Chair of an Employment Tribunal has the authority to determine whether a person's impairment or health condition affords them protection under the law.

5.2.2 When determining the kinds of adjustments that might be both reasonable and appropriate, staff may wish to take advice from:

- The disabled person himself/herself, who will know their own needs and, in most cases, the kinds of adjustments that will be most effective
- Human Resource (HR) Advisory team, who can provide advice and guidance.
- Occupational Health, who may provide a report of recommendations regarding working environment and practices.
- Health and Safety, who may undertake a risk assessment and indicate any changes to procedures, provision of additional training or purchase of extra equipment that is required.
- Access to Work, who will fund a 'Vocational', 'Ergonomic' and/or 'technology and equipment' assessment of need for the staff member that is undertaken by an appropriate impairment or medical specialist, and that recommends solutions to any potential barriers. In most cases, Access to Work will fund whole or part of these recommendations (see Appendix 5 for details).

5.2.3 Where the impairment and need for adjustments is clear, no proof of confirmation is mandatory in order to implement adjustments. However managers may seek to obtain further advice where felt necessary such as a referral to Occupational Health or Educational Psychologist's report in the case of Dyslexia or other learning difficulties).



#### **5.2.4 Confidentiality**

Staff who are made aware of a colleague's impairment or health condition in confidence must:

- Advise the colleague to discuss their needs with their line manager, or other departmental manager, drawing their attention to this policy and other appropriate documents and corporate commitments.
- Advise the staff of other sources of support available (such as Union and Staff Associations, staff networks, counselling services such as AMICA etc.
- Discuss options regarding confidentiality (such as if, how and on what terms any aspect of the disclosed information might be brought to the attention of management, whether information might be shared anonymously, etc.)
- If individuals feel that the disclosed information may have health and safety or legal implications, inform the person of the extent to which confidentiality can/cannot be maintained, and of the obligation to inform management. The disabled person must be included in all discussions regarding his/her impairment or health condition.

5.2.5 Permissible Breach - An individual's breach of confidentiality can only occur where the disabled person's own safety is at risk, where the safety of others is at risk, or where a failure to disclose may result in criminal activity. Please see Data Protection and Information Sharing Policy plus the Individual Information Rights Policy for more information or go to the Data Privacy team for advice regarding confidentiality matters.

5.2.6 The Trust recognises that in some situations other colleagues may become aware of a staff members impairment or health condition that requires a reasonable adjustment to be made (regardless of whether or not there will be an outcome of a reasonable adjustment). Should this be the case the information must be treated as confidential and cannot be forwarded to a third party without the consent of the staff member concerned. This is because the impairment /health condition of the staff member is classed as 'special category data' under the General Data Protection Regulation (GDPR) (EU) 2016/679 and the Data Protection Act 2018.

### **5.3 Step 3 - Making Reasonable Adjustments**

5.3.1 The Equality Act does not provide employers with a complete list of adjustments because adjustments may vary between members of staff, their experience of their impairment and the type of work they carry out. Subsequently there is no 'one size fits all' method to use. Some examples of reasonable adjustments that you can make include (this list is not exhaustive):

- Flexible working arrangements in relation to hours, location and distribution of duties.
- Disability leave or time off for assessment, rehabilitation, treatment or counselling.
- Making adjustments to premises to enhance access for individuals with physical or sensory impairments, mental health or learning needs, or health conditions such as epilepsy or diabetes.
- Acquiring or modifying equipment e.g. magnifier, induction loop, desk-lamp, larger PC screen, adjustable-height furniture, voice activated software or a telephone adapted with an amplifier.
- Providing additional training.
- Providing additional supervision or mentoring.
- Transcribing or modifying instructions e.g. putting agendas, minutes or other

information into accessible formats such as large font, Braille or CD-ROM, making documentation available electronically via email attachment or on the Intranet.

- Modifying procedures for testing or assessment.
- Providing a reader or interpreter.
- Allowing the member of staff to work in a private room if most work is done in an open-plan office.
- Redeployment of a staff member into a suitable alternative role. Please refer to the Attendance Management and Wellbeing Policy and Procedure.
- Allowing extra breaks to help a staff member cope with fatigue
- Moving a work base - for example, transferring to a ground-floor office if breathlessness makes it difficult to climb stairs.

Further guidance on reasonable adjustments can be obtained from Staffnet.

**N.B :** In defining what is 'reasonable' for the purposes of the Act, only a court or employment tribunal can confirm this. In doing so, they will consider the following factors:

- The effectiveness of the adjustment in preventing the disadvantage.
- The practicality of the step.
- The financial and other costs to the Trust.
- The extent of any disruption caused.
- The extent of the Trust's financial and other resources.
- The extent of financial assistance that might be given to the Trust through, for example the Access to Work scheme.
- The impact on other staff.
- Any prescribed standards or professional requirements for the role.
- Adjustments made for other disabled staff.
- The extent to which the disabled person is willing to co-operate.

## **5.4 Step 4 - Health Passport**

5.4.1 A template of the 'Health Passport' can be found in Appendix 2a. An electronic version of the passport is also available on the Trust's Staffnet page. A Health Passport is a living record of reasonable adjustments agreed between a staff member who has a long term health condition and/or disability and their line manager.

5.4.2 The purpose of the agreement is to:

- Ensure that both parties, the individual and the manager, have an accurate record of what has been agreed.
- Minimise the need to re-negotiate reasonable adjustments every time the staff member changes jobs are re-located or assigned a new manager within the organisation.
- Provide staff and their line managers with the basis for discussions about reasonable adjustments at future meetings.

5.4.3 The Health Passport should be completed as soon as possible and within 3 months of the disability being highlighted to management. The agreement is a live document and should be reviewed regularly by both the staff member and manager and amended as appropriate by either side. As a minimum an annual review should be undertaken. Expert advice from third parties, such as occupational health, Human Resources, Access to Work or IT specialists may be needed before changes can be agreed and implemented.

- 5.4.4 New line managers of staff with a 'health passport' should discuss the adjustments outlined in the Health Passport and consider and agree whether they are appropriate and reasonable within the new role. The Health Passport may need to be reviewed once both parties have worked together for a reasonable period of time and are better able to assess the individuals needs within the new team.

The Health Passport allows the member of staff to:

- Explain the impact of their disability at work.
- Suggest adjustments that will make it easier for them to do their job.
- Obtain further information from their doctor, specialist or other expert.
- Request an assessment by occupational health, Access to Work or another expert.
- Review the effectiveness of the adjustments agreed.
- Explain any change in circumstances.
- Be reassured that their line manager knows what to do if the staff member becomes unwell at work and who to contact if necessary.
- Know how and when their line manager will keep in touch if the staff member is absent from work because of illness or a disability related reason.

- 5.4.4 The Health Passport allows the line manager to:

- Understand how a particular staff members' disability affects them at work.
- Explain the needs of the business or organisation.
- Explain the organisation's Attendance Management and Wellbeing Policy and Procedure and Reasonable Adjustments Policy.
- Recognise signs that a staff member might be unwell and know what they want to do in these circumstances including who to contact for help.
- Know how and when to stay in touch if the staff member is off sick.
- Consider whether or not the staff member needs to be referred for an assessment by an occupational health or another adviser to help both parties understand what adjustments are needed.
- Review the effectiveness of the adjustments already agreed including the continuing need for such arrangements.

## **5.5 Step 5 - Review of Fitness for purpose**

- 5.5.1 It is important to remember that a reasonable adjustment that has worked effectively for many years may stop being as effective as the person's impairment or health condition changes or the nature of the work itself changes. It is equally important to remember that two people with the same impairment may require different reasonable adjustments to be made.

- 5.5.2 It is recognised that in some cases an adjustment may be put in place, which the person with the responsibility to do so believes is effective, but which the disabled member of staff feels is not adequate. In this situation, the line manager should take the following action:

- Review the effectiveness of the adjustment to identify concerns (if any).
- Discuss alternatives that could address the difficulties identified.
- Seek specialist advice from internal and external sources (e.g. Occupational Health, Human Resources, Equality and Human Rights team, a disability employment advisor at Jobcentre plus, etc.) and health and Safety.
- Implement new reasonable adjustments if relevant. Review the effectiveness on a regular basis. A review of the Health Passport/adjustments is recommended to take place at least every 12 months or more frequently if required.

5.5.4 The member of staff concerned has a responsibility to co-operate with this process.

## 6.0 Disability Leave

**6.1** Disability leave is not the same as Sick Leave or Special Leave. Disability leave is a 'reasonable adjustment' under the Equality Act (2010) and is distinct from sickness absence as it includes time when a staff member is well but absent from work for a disability related reason.

**6.2** A maximum of 6 days paid leave (45 hours) pro rata for part time workers, can be requested by staff per annual leave year (April to March) and should be monitored and recorded appropriately. It should be noted that this time can be taken in hours or days, where appropriate and can include travel time

**6.3** A Disability Leave request form (Appendix 3) must be completed and sent to your line manager. Managers may wish to seek advice from their HR Advisor when considering requests for Disability Leave. Please refer to Appendix 4 Frequently Asked Questions for further information.

**6.4** Some examples of reasons for planned disability leave (but are not limited to leave that is associated with their disability for the following:

- Hospital, doctors, or complementary medicine practitioner's appointments (by accredited practitioners)
- Hospital treatment as an outpatient
- Assessment for such conditions as dyslexia and dyspraxia etc.
- Hearing aid tests
- Training with a guide dog or hearing dog
- Counselling/ therapeutic treatment
- Physiotherapy/Occupational therapy/Speech & Language therapy
- Patient education
- The adjustment/mending of technical aids.

**6.5** Where disability leave is being accessed for a medical appointment staff may be required to bring evidence of such appointments to their line manager, for example texts or letters detailing the appointment.

**6.6** There may be exceptional occasions where a member of staff requires a period of unplanned disability leave for a longer period than the maximum of 6 days (45 hours) pro rata for part time workers. Some examples may include (but are not limited to):

- A period of time off while reasonable adjustments are made at work

**6.7** To allow a staff member with either a newly acquired disability, or where there has been a significant change in the condition, to make changes inside and outside work, in order to accommodate their disability where there is a need for substantial changes to be made. In such circumstances the staff member can submit a disability leave request form (Appendix 3) to their line manager for an extended period of disability leave. Such cases will be approved at the discretion of the head of service.

**6.8** Every effort should be made not to delay the return of an individual who is fit to return to work.

- 6.9** Staff must be clear that the Trust is entitled to expect a reasonable level of attendance from all staff members. Although the Equality Act will be considered when managing sickness absence, it will not automatically prevent a member of staff from going through the levels of the Attendance Management and Wellbeing Policy and Procedure.
- 6.10** If a member of staff is absent due to sickness and it becomes clear that they may now qualify for disability leave they should discuss this with their line manager and submit a Disability Leave Request Form (Appendix 3).
- 6.11** Time spent on Disability Leave is counted as continuous service for all contractual benefits, including accruing annual leave, sick leave, and pension rights.
- 6.12** Disability leave must not be included for the purposes of assessing performance, promotion, attendance, selection for redundancy, and similar issues. To do so might discriminate against the member of staff with a disability.
- 6.13** Disability leave should be recorded by managers separately as 'disability' and 'non-disability-related' absences. Appendix 3 must be completed and signed by managers recorded onto the Electronic Staff Record system (ESR) or health roster.  
\* For line managers / ESR – to record on to ESR, select the following:
- Absence Type: Special Increasing Balance
  - Absence reason: Disability leave
  - If using Health roster – create an unavailability; the group will equal other leave and the reason should be DL (Disability Leave).
- 6.14** Line Managers are expected to keep a record of the number of 'Disability Leave' days taken throughout the leave year.
- 6.15** As Bank workers are not guaranteed work, they are expected to take appointments in their own time and therefore Disability Leave is not appropriate.
- 6.16** Appeals about the amount of disability leave allowed should be dealt with through the Trusts Dispute Resolution in the Workplace Policy.
- 6.17** If a staff member does not believe they are disabled or does not wish to be included under the definition of disability, then disability leave does not apply unless there is medical advice which supports this.

## **7.0 Action to be taken when Health and Safety advice conflicts with this Policy**

- 7.1** It is recognised that sometimes advice given from a Health and Safety perspective may conflict with this policy. Whilst the Health and Safety at Work etc Act 1974 and related regulations are prioritised above the Equality Act (in that employers are not expected to place disabled and other staff at inappropriate risk), The Equality Act does require consideration of any potential Reasonable Adjustments that, if implemented, might lessen the risks posed.
- 7.2** All advice must be reviewed carefully to ascertain the extent to which an adjustment might mitigate or reduce risk, and even apparently hazardous situations may be managed with reasonable adjustments by, for example, adapting procedures, purchasing equipment or providing additional training. The risk assessment process itself may provide opportunities to consider and, where possible, implement

reasonable adjustments to remove or reduce the risk to as low as is reasonably practicable. If, after attempting all Reasonable Adjustments, it is found that unacceptable risk still remains and a risk assessment is required, it is important to ensure that it:

- Focuses upon facts and not assumptions.
- Assesses the individual and avoids blanket assumptions.
- Involves the member of staff in discussions to identify how any risks may be overcome.
- Applies best medical evidence on prognosis, and associated hazards and risks as this impact upon the individual.
- Relates to the individual and the requirements of the job.
- Considers all relevant occupational factors.
- Identifies the actual duration and frequency of hazardous situations.

**7.3** Where a risk remains substantial despite any control measures and adjustments being implemented, an alternative 'reasonable adjustment' may be redeployment to another suitable alternative post where the risk does not arise. Any such decision, however, must be in consultation with the member of staff, line manager an HR Advisor and Occupational Health. The disabled person has the right to representation if they wish. Redeployment should be to a position where the disabled person has a reasonable chance of fulfilling all core duties of the new role, and where there is provision for re-training prior to assuming the new duties if this is required. Please refer to **Appendix 15** of the Attendance Management and Wellbeing Policy and Procedure. Advice should be sought from your HR Advisory team.

**7.4** If the risk is insubstantial in that there is no adverse impact on others and only to a minimal degree on the disabled person him/herself, and the member of staff states that they are happy to continue working, their wish should be respected where possible. As an employer the Trust is expected so far as is reasonably practical to do all it can to eliminate risk in the workplace, but the law does recognise that all risks cannot be removed absolutely. In this instance, explicit informed consent in writing by the disabled member of staff is essential, and a copy of this must be kept in his/her personal file, with signatures of the member of staff, his/her manager and HR Advisor.

## **8.0 Disputes**

A member of staff who is dissatisfied after reasonable adjustments have been put into place and attempts to resolve issues locally have not worked, can raise their concern via the Trusts Dispute Resolution in the Workplace Policy.

## **9.0 Exclusions**

The only circumstances that permit less favourable treatment occur when the member of staff genuinely cannot do the job for which they are employed or any other job that might reasonably offered, or when reasonable adjustments to the workplace are either impracticable or demonstrably beyond the resources available to the Trust. In such cases managers should seek guidance from their local Human Resources Advisor and action may need to be considered in line with the Trust Attendance Management & Wellbeing Policy and Procedure.

## 10.0 Training and Resources

The Trust acknowledges the importance of awareness and skills training for managers to ensure the effective implementation of this Policy. This is provided by the Human Resources Operational Team through a variety of formal and informal means including essential attendance for all new line managers on the Attendance Management and Wellbeing training refresher training for line managers; informal policy briefings; guidance tool kits; tailored ad-hoc training sessions.

## 11.0 Monitoring Compliance and Effectiveness

Page/Section	Minimum Requirements to monitor	Method for Monitoring	Responsible Individual /Group	Where results and any Associate Action Plan will be reported to, implemented and monitored Frequency of monitoring
1	Annual WRES and WDES reports: <ul style="list-style-type: none"> <li>• % of disabled staff at LPT</li> <li>• % of disabled staff saying their employer has made adequate adjustments to enable them to carry out their work.</li> </ul>	WRES/WDES Reports	EDI Workforce Group & Directorate Workforce Groups	EDI Workforce Group & Directorate Workforce Groups  Annually

**11.1** The Human Resources (HR) Advisory team will be responsible for the management of this policy. The policy may be reviewed and amended at any time if deemed necessary. Notification of any changes to policies will be communicated to all staff.

**11.2** Staff should be aware that the Trust intranet site version of this document is the only version that is maintained and controlled. **Note:** Any printed versions of the policy or copies that are saved locally should be viewed as 'uncontrolled' and as such may not necessarily contain the latest updates and amendments.

## 12.0 Dissemination and Implementation

We will communicate our policy clearly to staff at all levels of the organisation, as well as to other individuals and organisations that come into contact with the Trusts, such as general practitioners, job applicants, and contractors. Wherever appropriate we will ensure that contractors and other parties abide by the standards and requirements of this policy:

- All new staff will receive information about this policy and their responsibilities as part of their induction to the Trust.
- Existing staff will be briefed about this policy by their line manager.
- Progress reports and updates, including monitoring data, will be communicated to staff through staff newsletters and team-briefings.

## 13.0 Associated Policies

To support effective implementation and understanding the following policies are signposted for additional guidance:

- Carers Policy
- Dispute Resolution in the Workplace Policy
- Disciplinary Policy and Procedure
- Equality, Diversity and Inclusion Policy
- Flexible Working Policy and Procedure
- Health and Safety Policy
- Display Screen Equipment Policy
- Control of Substances Hazardous Policy
- Health and Safety Personal Protective Equipment Policy
- Recruitment and Selection Policy
- Attendance Management and Wellbeing Policy and Procedure
- Special Leave Policy
- Supporting Performance Policy.

These policies can be found on [Staffnet](#).

## 14.0 Useful Contacts and Links

### Human Resources Advisory Team

Team Secretary on 0116 295 7520, who will direct you to the appropriate HR Advisor. You can also find details on Staffnet: [https:// staffnet.leicspart.nhs.uk/your-working-life/essential-hr-tools/contact-details/](https://staffnet.leicspart.nhs.uk/your-working-life/essential-hr-tools/contact-details/)

### Equality, Diversity, and Inclusion Team

0116 295 7520 or 01162957680

Email: [LPT.EDI@nhs.net](mailto:LPT.EDI@nhs.net)

### Occupational Health

0116 258 5307

Email: [OAdmin@uhl-tr.nhs.uk](mailto:OAdmin@uhl-tr.nhs.uk)

### Trade Union/Professional Organisation accredited representative

0116 2294050

### Access to Work (see Appendix 5)

The Access to Work is a telephone-based service

Tel: 0800 121 7479

Textphone: 0800 121 7579

[www.gov.uk/access-to-work](http://www.gov.uk/access-to-work)

### Recovery College (run by Leicestershire Partnership Trust)

[www.leicspart.nhs.uk/service/leicestershire-recovery-college](http://www.leicspart.nhs.uk/service/leicestershire-recovery-college)



## 15.0 References and Bibliography

- Providing disability and reasonable adjustments A worker's guide to evidence under the Equality Act 2010 4<sup>th</sup> Edition.  
[www.gov.uk/government/publications/equality-act-guidance](http://www.gov.uk/government/publications/equality-act-guidance)
- Mental Health First Aid. [mhfengland.org](http://mhfengland.org)
- Action for happiness organisation. [www.actionforhappiness.org](http://www.actionforhappiness.org)
- Time to Change – Information and resources to tackle stigma and discrimination.  
[www.time-to-change.org.uk](http://www.time-to-change.org.uk)
- LLR Mental Health & Wellbeing Hub  
**Webpage:** [Llrstaffwellbeing.org](http://Llrstaffwellbeing.org)  
**Tel:** 01162544388  
**E-mail:** [mhwb.hub@nhs.net](mailto:mhwb.hub@nhs.net)

## 16.0 Fraud, Bribery and Corruption consideration

The Trust has a zero-tolerance approach to fraud, bribery and corruption in all areas of our work and it is important that this is reflected through all policies and procedures to mitigate these risks.

Fraud relates to a dishonest representation, failure to disclose information or abuse of position in order to make a gain or cause a loss. Bribery involves the giving or receiving of gifts or money in return for improper performance. Corruption relates to dishonest or fraudulent conduct by those in power.

Any procedure incurring costs or fees or involving the procurement or provision of goods or service, may be susceptible to fraud, bribery, or corruption so provision should be made within the policy to safeguard against these.

If there is a potential that the policy being written, amended or updated controls a procedure for which there is a potential of fraud, bribery, or corruption to occur you should contact the Trusts Local Counter Fraud Specialist (LCFS) for assistance.

## Appendix 1

### The Meaning of Disability

**1. When is a person disabled?**

A person has a disability if they have a physical or mental impairment, which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.

**2. What conditions / impairments are covered by the Act?**

With the exception of cancer, HIV and multiple sclerosis, there is no definitive list of conditions / impairments which are covered by the Act. Each case must be considered individually, based on the definition given above taking into consideration the effects of the impairment on the individual. The definition might include, for example, people with the following:

- sensory impairment (vision and hearing)
- heart conditions
- musculoskeletal conditions such as back problems
- recurring or fluctuating conditions, such as arthritis or asthma
- mental health problems, such as depression
- epilepsy
- dyslexia
- diabetes
- severe disfigurements
- learning disabilities.

It should also be noted that individuals who are registered as blind or partially sighted by a local authority, or who are certified as being blind or partially sighted by a consultant ophthalmologist are automatically treated under the Act as being disabled.

If an individual has been disabled in the past due to a condition from which they have since recovered or from which they are in remission, then they are still protected from discrimination, victimisation or harassment by the Act.

**3. What about people who have recovered from a disability?**

People who have had a disability within the definition are protected from discrimination even if they have since recovered.

**4. What does 'impairment' cover?**

It covers physical or mental impairments; this includes sensory impairments, such as those affecting sight or hearing.

**5. Are all mental impairments included?**

The term 'mental impairment' is intended to cover a wide range of impairments relating to mental functioning, including what are often known as learning disabilities.

**6. What is a 'substantial' adverse effect?**

A substantial adverse effect is something which is more than a minor or trivial effect. The requirement that an effect must be substantial reflects the general understanding of disability as a limitation going beyond the normal differences in ability which might exist among people.

**7. What is a 'long-term' effect?**

A long-term effect of an impairment is one:

- which has lasted at least 12 months, or
- where the total period for which it lasts is likely to be at least 12 months, or
- which is likely to last for the rest of the life of the person affected.

Effects which are not long-term would therefore include loss of mobility due to a broken limb which is likely to heal within 12 months and the effects of temporary infections, from which a person would be likely to recover within 12 months.

**8. What if the effects come and go over a period of time?**

If an impairment has had a substantial adverse effect on normal day-to-day activities but that effect ceases, the substantial effect is treated as continuing if it is likely to recur; that is if it is more probable than not that the effect will recur.

**9. What are 'normal day-to-day activities'?**

They are activities which are carried out by most people on a fairly regular and frequent basis.

The term is not intended to include activities which are normal only for a particular person or group of people, such as playing a musical instrument, or a sport, to a professional standard or performing a skilled or specialised task at work.

However, someone who is affected in such a specialised way but is also affected in normal day-to-day activities would be covered by this part of the definition. The test of whether an impairment affects normal day-to-day activities is whether it affects one of the broad categories of capacity listed in Schedule 1 to the Act. They are:

- mobility
- manual dexterity
- physical co-ordination
- continence
- ability to lift, carry or otherwise move everyday objects
- speech, hearing or eyesight
- memory or ability to concentrate, learn or understand, or
- perception of the risk of physical danger.

**10. What about treatment?**

Someone with an impairment may be receiving medical or other treatment which alleviates or removes the effects (though not the impairment). In such cases, the treatment is ignored, and the impairment is taken to have the effect it would have had without such treatment. This does not apply if substantial adverse effects are not likely to recur even if the treatment stops (i.e. the impairment has been cured).

Members of staff requiring treatment for an impairment must be allowed time off work to attend. This must be recorded as disability related absence and not counted as sickness absence.

**11. Does this include people who wear spectacles?**

No. The sole exception to the rule about ignoring the effects of treatment is the wearing of spectacles or contact lenses. In this case, the effect while the person is wearing spectacles or contact lenses should be considered.

- 12. Are people who have disfigurements included?**  
People with severe disfigurements are covered by the Act. They do not need to demonstrate that the impairment has a substantial adverse effect on their ability to carry out normal day-to-day activities.
- 13. Are there any other people who are automatically treated as disabled under the Act?**  
Anyone who has HIV infection, Cancer or Multiple Sclerosis is automatically treated as disabled under the Act. In addition, people who are registered as blind or partially sighted, or who are certified as being blind or partially sighted by a consultant ophthalmologist are automatically treated under the Act as being disabled. People who are not registered or certified as blind or partially sighted will be covered by the Act if they can establish that they meet the Act's definition of disability. Please refer to the HIV in Employment Policy for further information and guidance regarding HIV.
- 14. What about people who know their condition is going to get worse over time?**  
Progressive conditions are conditions which are likely to change and develop over time. Where a person has a progressive condition, they will be covered by the Act from the moment the condition leads to an impairment which has some effect on ability to carry out normal day-to-day activities, even though not a substantial effect, if that impairment is likely eventually to have a substantial adverse effect on such ability.
- 15. Are people with genetic conditions covered?**  
If a genetic condition has no effect on ability to carry out normal day-to-day activities, the person is not covered. Diagnosis does not in itself bring someone within the definition. If the condition is progressive, then the rule about progressive conditions applies.
- 16. Are any conditions specifically excluded from the coverage of the Act?**  
Yes. Certain conditions are to be regarded as not amounting to impairments for the purposes of the Act. These are:
- addiction to or dependency on alcohol, nicotine, or any other substance (other than as a result of the substance being medically prescribed)
  - seasonal allergic rhinitis (e.g. hay fever), except where it aggravates the effect of another condition
  - tendency to set fires
  - tendency to steal
  - tendency to physical or sexual abuse of other persons
  - exhibitionism
  - Voyeurism.

Also, disfigurements which consist of a tattoo (which has not been removed), non-medical body piercing, or something attached through such piercing, are to be treated as not having a substantial adverse effect on the person's ability to carry out normal day-to-day activities.

Source From "the Duty to Promote Disability Equality: Statutory Code of Practice, Appendix B".



# Health Passport

**Name:**

**Role:**

An electronic or printed version of this passport can be accessed on Staffnet:  
<https://staffnet.leicspart.nhs.uk/your-working-life/equality-diversity-and-inclusion/resources-to-support-colleagues/support-for-disabilities-and-health-conditions/reasonable-adjustments/health-passport/>

## What is a Health Passport?

A Health Passport is a living record of adjustments or support that a staff member may need if they have a long-term health condition, mental health condition, neurodiversity, and/or learning difficulty. In some cases, reasonable adjustments may be needed to help staff members overcome barriers they may face and to help them thrive in the workplace.

You can use the passport to tell your existing or new line manager about your health and anything you may have in place or may need in the workplace which enables you to carry out your role effectively. You can then discuss and agree together what support or actions may be needed.

By completing the passport and sharing with your line manager this will:

- Enable your manager to get an understanding of how your health may impact you at work.
- Enable your manager to consider any support or adjustments that may be needed to allow you to effectively carry out your role.
- Enable your manager to consider any actions that may be needed, for

example, advice from Occupational Health, Health and Safety, or your local HR Advisor.

- Ensure there is a clear record of what has been agreed between you.
- Enable you to share a record of your health needs and any adjustments with any new line manager, where applicable.

**Please note:** You do not need to provide any information you are not comfortable disclosing, however, please consider that your manager will only be able to support you with information that you have shared.

## I'm not sure what reasonable adjustments I may need, where can I find further information?

Reasonable Adjustments are changes or adaptations an employer may need to make, either to a physical feature in the workplace, or the way things are done. Examples of adjustments might include:

- Changes to start and finish times
- Regular breaks
- Specialist equipment such as an ergonomic chair, or a sit to stand desk
- Extra time to complete certain tasks

Exactly what adjustments a person may need will be individual to them and their health condition(s).

We know that trying to understand what adjustments you might need can sometimes feel daunting. To support you with this you can find further guidance on our Staffnet intranet pages. Please click on the links below which will take you directly to the webpage:

<b>Access to Work (A2W)</b>	<p>Access to Work is an external government funded scheme which is run by the Department for Work and Pensions. It provides funded support to individuals who have a long-term health condition or disability, to help them thrive in the workplace.</p> <p>Whilst LPT has a duty to provide reasonable adjustments to staff where required, Access to Work may be able to offer funded support above and beyond this to help you at work. Examples of the support they may be able to provide includes:</p> <ul style="list-style-type: none"><li>• Specialist equipment or software</li><li>• A support worker</li><li>• A workplace coach</li><li>• Funding for taxis to and from work if you cannot drive or use public transport due to your health.</li></ul>
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	<p>If you have an existing or new long-term health condition we encourage you to consider self-referring to Access to Work as soon as possible to see what support and funding they may be able to offer.</p> <p>You can find further information on our Staffnet page <a href="#">Access to Work</a>. You should also seek advice from your line manager and your <a href="#">local HR Advisory team</a>.</p>
<b>Examples of Reasonable Adjustments</b>	You can find some guidance on examples of adjustments and links to other resources on our Staffnet page – <a href="#">Examples of Reasonable Adjustments</a>
<b>How to implement a Reasonable Adjustment</b>	If you or your manager are unsure of how to put an adjustment in place, including the cost of adjustments that can be agreed, there is further guidance on our Staffnet page - <a href="#">How to implement a reasonable adjustment</a> as well as the <a href="#">Manger’s Guide to Reasonable Adjustments</a>
<b>What equipment you may be able to order</b>	<p>There is a list of equipment that is available for purchasing on our Staffnet page - <a href="#">What equipment you may be able to order</a></p> <p>It is also important that staff who are regular users of computers or electronic devices, complete the e-learning Display Screen Equipment (DSE) module, followed by a DSE self-Assessment, and discuss this with their manager. The e-learning is accessed through ULearn.</p>

You can also find further resources in the table at the end of the passport which provides a detailed description of the support available and contact details.

## What to do once I’ve completed the passport

Once you have completed the passport you should share it with your manager and arrange to go through this together. As part of this discussion, you may identify other actions that may be needed before an adjustment/support can be put in place. For example, this might include:

- Advice obtained from the Trust’s [Occupational Health team](#)
- Advice from your [local HR advisor](#)
- A self-referral to [Access to Work](#) if this hasn’t already been considered

Once an adjustment has been agreed, these should be recoded at the end of the document and signed by both of you as a record of this, along with any other actions that have been agreed.

Please use the following sections to tell your manager about your health condition(s) and any adjustments or support you have in place or may need, to enable you to effectively carry out your role.

## About your health condition(s)

Please provide a description of your long-term health condition(s), mental health condition, neurodiversity, and/or learning difficulty, and how this might impact you at work. For example, this might include:

- Any diagnosis you feel would be helpful for your manager to know
- Any information regarding medication or appointments that you feel are relevant to work
- How does this impact you at work? Are there any task you may need help with or cannot do easily?



## Working hours

Do you have any difficulties with your working hours due to your health? For example:

- Are there certain times of the day that you struggle with working? If yes, please state when and why you find them challenging?
- Are you aware of the Trust's Flexible Working Policy and how to make a request should you wish to change your working hours?
- Do you feel you need any specific support relating to your working hours?

## Equipment and Technology

Do you require any specific equipment or software to support you at work? For example:

- Do you have assistive software to help you at work? If so what is this? How does it help you?
- Do you require any specialist equipment such as an ergonomic chair? Please state what this is and how it helps you.
- If you use an electronic device such as laptop or computer, have you completed a DSE Assessment in the last 12 months?

## Communication at work

Do you require any support with communication at work? For example:

- Do you find it easier to understand written communication then verbal?

## Is there anything else you'd like to share?

If there is anything else you'd like to share with your manager that you feel is relevant, please record this below:



## Other actions agreed (if applicable)

You and your manager may agree that there are some other actions that are needed, and you should use the section below to document these, as well as any agreed timeframes to complete these. For example this might include:

- Referral to Occupational Health for advice
- Advice from your local HR Advisor
- Staff member to complete self-referral to Access to Work

<b>Actions agreed</b>	<b>Date agreed</b>	<b>Deadline to complete/review</b>	<b>Staff member signature</b>	<b>Manager signature</b>

## Review Meetings

It is recommended that the passport should be reviewed between you and your manager on an annual basis. However, there may be a need to review this further for example:

- During regular supervisions/one to one meetings
- At return to work meetings following a period of sickness absence
- At the annual appraisal
- Before a change of job or duties
- When introducing new technology or ways of working
- If you feel the adjustments are not working, or further adjustments are needed

The dates of review meetings should be captured in the table below along with the outcome and any changes that have been agreed, where applicable.

Review date	Outcome of review meeting e.g. <ul style="list-style-type: none"> <li>• Adjustments working well, no changes.</li> <li>• If changes are agreed, detail what these are.</li> </ul>	Staff member signature	Line manager signature

## Passport Declaration

I agree that this is an accurate reflection of the meeting and agree to retain an up to date copy of this passport, a copy of which will be retained by my manager and my local HR Advisor.

I understand that permission will be sought from me before the content of the passport is shared, however I understand that in certain circumstances the passport may be subject to disclosure by my manager (e.g. if there is an urgent temporary change in line management).

I agree that it is my responsibility to ensure that any new manager, or anyone I think would need to know about my condition and the agreed adjustments, are informed of the passport by me.

<b>Staff member name:</b>	
<b>Staff member signature:</b>	
<b>Date:</b>	
<b>Manager name:</b>	
<b>Manager signature:</b>	
<b>Date:</b>	

## Key Contacts and Other Resources

Below is a table of key contacts and resources that you/your manager may find useful should you need any further support or information.

	<b>How they may be able to support you</b>	<b>Contact details (if applicable)</b>
<b>Your line manager</b>	<ul style="list-style-type: none"> <li>• Take time to understand any long-term health condition(s) that you have shared with them.</li> <li>• Consider what reasonable adjustments may be required to support you at work.</li> <li>• Consider whether they need to seek advice from Occupational Health.</li> <li>• Support you in implementing any recommendations that may have been recommended through the Access to Work process (if applicable).</li> <li>• Liaise with their local HR Advisory team and other key contacts for support if required</li> </ul>	
<b>Your local HR Advisor</b>	<ul style="list-style-type: none"> <li>• Provide advice to managers and staff in navigating through policies and procedures such as Attendance and Wellbeing</li> <li>• Provide advice on examples of adjustments that may be appropriate.</li> <li>• Support you/your manager to engage with the Trust's Occupational Health department for advice and guidance.</li> <li>• Assistance in understanding what is 'reasonable' when considering adjustments.</li> <li>• Support with Access to Work queries and the process.</li> </ul>	<p>You can find details of your local HR Advisory Support on Staffnet: <a href="#">HR Contact Details</a></p> <p>Please do reach out to them and/or share their details with your manager if you feel this would be helpful.</p>
<b>Occupational Health</b>	<ul style="list-style-type: none"> <li>• If you have an underlying condition or disability, it may be necessary to make a referral to the Occupational Health Department for advice and support on matters such as health, lifestyle and general wellbeing or you need advice about a return-to-work plan where a case is particularly complex, or you need advice about work reasonable adjustments.</li> </ul>	<p>Your manager can refer you to OH. Further details are available on Staff Net: <a href="#">Occupational Health</a></p>

<b>Health and Wellbeing resources</b>	<p>There are a number of different services and resources which can support your health and wellbeing. This includes:</p> <ul style="list-style-type: none"> <li>• AMICA Psychological wellbeing</li> <li>• Menopause support</li> <li>• MSK Physio service</li> <li>• Financial wellbeing resources</li> <li>• Health and wellbeing champions.</li> </ul>	<p>You can access further information about all of these services on our Health and Wellbeing pages on Staffnet: <a href="#">Health and Wellbeing</a></p> <p>You can also find regular updates about local health and wellbeing offers in our E-news communication that is emailed out to staff.</p>
<b>Procurement Team</b>	<ul style="list-style-type: none"> <li>• Help/advice with raising requisitions for equipment or software through the Trust's procurement system 'iProc', including Purchase Order (PO) numbers, obtaining quotes from suppliers and raising invoices for payment.</li> <li>• Chase up the progress of equipment or software that has been ordered on your behalf.</li> </ul>	<a href="mailto:lpt.procurement@nhs.net">lpt.procurement@nhs.net</a>
<b>Finance Team</b>	<ul style="list-style-type: none"> <li>• Managers should liaise with their directorate finance lead when claiming back the costs of any equipment/software purchased via Access to Work.</li> <li>• Finance will provide you with the bank account details needed for claiming and provide any further guidance as required to ensure that your department is reimbursed for the costs of equipment/software you have purchased.</li> </ul>	<a href="mailto:lpt.financialaccounting@nhs.net">lpt.financialaccounting@nhs.net</a>
<b>Leicestershire Health Informatic Service (LHIS)</b>	<ul style="list-style-type: none"> <li>• Provide guidance on NHS approved software such as 'Text Help Read and Write' or 'global tasks'.</li> <li>• Support you in downloading/accessing software that has been approved, onto your LPT laptop/desktop.</li> <li>• Guidance on equipment that may be available, such as obtaining a larger desktop screen, or a second desktop screen, exploration of how to change your screen colour etc.</li> </ul>	<p>You can contact LHIS on 0116 2953500.</p> <p>You can also raise a query via the LHIS Self-Service Portal website: <a href="https://hisservicedesk.leicestershire.nhs.uk/">https://hisservicedesk.leicestershire.nhs.uk/</a></p>



<b>Equality Diversity and Inclusion (EDI) team</b>	<ul style="list-style-type: none"> <li>• Our ambition is for our Trust to be an organisation free from discrimination, where all staff can reach their potential. We are determined to improve this.</li> <li>• Support and guide colleagues with reasonable adjustments and resources available.</li> </ul>	<a href="mailto:lpt.edi@nhs.net">lpt.edi@nhs.net</a>
<b>Health and Safety Team</b>	<p>Can provide advice and guidance in relation to risk assessments to keep you safe and well at work, for example:</p> <ul style="list-style-type: none"> <li>• Fire safety risk assessments</li> <li>• Manual handling assessments</li> <li>• Lone worker risk assessments.</li> </ul>	<a href="mailto:lpt.healthandsafety@nhs.net">lpt.healthandsafety@nhs.net</a>  There is a manager's guide to Health and Safety on their Staffnet page which can be accessed <a href="#">here</a> .
<b>Reasonable Adjustment Clinic (RAC)</b>	<p>If you are having difficulties trying to implement a reasonable adjustment or would like to seek further support, you can book onto one of the Trust's Reasonable Adjustment Clinics.</p>	<p>The online booking form can be accessed here:  <a href="https://outlook.office.com/book/lptReasonableAdjustmentsClinic@nhs.onmicrosoft.com">https://outlook.office.com/book/lptReasonableAdjustmentsClinic@nhs.onmicrosoft.com</a></p>

## Appendix 2b

### Health Passport for Screen Readers

Name: (add name here)

Role: (add role here)

What is a Health Passport? A Health Passport is a living record of adjustments or support that a staff member may need if they have a long-term health condition, mental health condition, neurodiversity, and/or learning difficulty. In some cases, reasonable adjustments may be needed to help staff members overcome barriers they may face and to help them thrive in the workplace.

You can use the passport to tell your existing or new line manager about your health and anything you may have in place or may need in the workplace which enables you to carry out your role effectively. You can then discuss and agree together what support or actions may be needed.

By completing the passport and sharing with your line manager this will:

- a) Enable your manager to get an understanding of how your health may impact you at work.
- b) Enable your manager to consider any support or adjustments that may be needed to allow you to effectively carry out your role.
- c) Enable your manager to consider any actions that may be needed, for example, advice from Occupational Health, Health and Safety, or your local HR Advisor.
- d) Ensure there is a clear record of what has been agreed between you.
- e) Enable you to share a record of your health needs and any adjustments with any new line manager, where applicable.

Please note: You do not need to provide any information you are not comfortable disclosing, however, please consider that your manager will only be able to support you with information that you have shared.

I'm not sure what reasonable adjustments I may need, where can I find further information? Reasonable Adjustments are changes or adaptations an employer may need to make, either to a physical feature in the workplace, or the way things are done. Examples of adjustments might include:

- a) Changes to start and finish times
- b) Regular breaks
- c) Specialist equipment such as an ergonomic chair, or a sit to stand desk
- d) Extra time to complete certain tasks

Exactly what adjustments a person may need will be individual to them and their health condition(s).

We know that trying to understand what adjustments you might need can sometimes feel daunting. To support you with this you can find further guidance on our Staffnet intranet pages. Please click on the links below which will take you directly to the webpage:

Access to Work is an external government funded scheme which is run by the Department for Work and Pensions. It provides funded support to individuals who have a long-term health condition or disability, to help them thrive in the workplace.

Whilst LPT has a duty to provide reasonable adjustments to staff where required, Access to Work may be able to offer funded support above and beyond this to help you at work. Examples of the support they may be able to provide includes:

- a) Specialist equipment or software
- b) A support worker
- c) A workplace coach
- d) Funding for taxis to and from work if you cannot drive or use public transport due to your health.

If you have an existing or new long-term health condition we encourage you to consider self-referring to Access to Work as soon as possible to see what support and funding they may be able to offer.

You can find further information on our Staffnet page: <https://staffnet.leicspart.nhs.uk/your-working-life/equality-diversity-and-inclusion/resources-to-support-colleagues/support-for-disabilities-and-health-conditions/reasonable-adjustments/access-to-work/>. You should also seek advice from your line manager and your local HR Advisory team.

You can find some guidance on examples of adjustments and links to other resources on our Staffnet page: <https://staffnet.leicspart.nhs.uk/your-working-life/equality-diversity-and-inclusion/resources-to-support-colleagues/support-for-disabilities-and-health-conditions/reasonable-adjustments/examples-of-reasonable-adjustments/>.

If you or your manager are unsure of how to put an adjustment in place, including the cost of adjustments that can be agreed, there is further guidance on our Staffnet page: <https://staffnet.leicspart.nhs.uk/your-working-life/equality-diversity-and-inclusion/resources-to-support-colleagues/support-for-disabilities-and-health-conditions/reasonable-adjustments/examples-of-reasonable-adjustments/> as well as the Manager's Guide to Reasonable Adjustments <https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fstaffnet.leicspart.nhs.uk%2Fwp-content%2Fuploads%2Fstaff-directory%2FReasonable-Adjustments-Managers-Guide-08.04.25.docx&wdOrigin=BROWSELINK>

There is a list of equipment that is available for purchasing on our Staffnet page: <https://staffnet.leicspart.nhs.uk/your-working-life/equality-diversity-and-inclusion/resources-to-support-colleagues/support-for-disabilities-and-health-conditions/reasonable-adjustments/access-to-work/whaticanorder/>.

It is also important that staff who are regular users of computers or electronic devices, complete the e-learning Display Screen Equipment (DSE) module, followed by a DSE self-Assessment, and discuss this with their manager. The e-learning is accessed through uLearn.

You can also find further resources in the table at the end of the passport which provides a

detailed description of the support available and contact details.

What to do once I've completed the passport? Once you have completed the passport you should share it with your manager and arrange to go through this together. As part of this discussion, you may identify other actions that may be needed before an adjustment/support can be put in place. For example, this might include:

- a) Advice obtained from the Trust's Occupational Health team.
- b) Advice from your local HR advisor.
- c) A self-referral to Access to Work if this hasn't already been considered.

Once an adjustment has been agreed, these should be recoded at the end of the document and signed by both of you as a record of this, along with any other actions that have been agreed.

Please use the following sections to tell your manager about your health condition(s) and any adjustments or support you have in place or may need, to enable you to effectively carry out your role.

About your health condition(s). Please provide a description of your long-term health condition(s), mental health condition, neurodiversity, and/or learning difficulty, and how this might impact you at work. For example, this might include:

- a) Any diagnosis you feel would be helpful for your manager to know
- b) Any information regarding medication or appointments that you feel are relevant to work
- c) How does this impact you at work? Are there any task you may need help with or cannot do easily?

Your working hours. Do you have any difficulties with your working hours due to your health? For example:

- Are there certain times of the day that you struggle with working? If yes, please state when and why you find them challenging?
- Are you aware of the Trust's Flexible Working Policy and how to make a request should you wish to change your working hours?
- Do you feel you need any specific support relating to your working hours?

Equipment and Technology. Do you require any specific equipment or software to support you at work? For example:

- Do you have assistive software to help you at work? If so what is this? How does it help you?
- Do you require any specialist equipment such as an ergonomic chair? Please state what this is and how it helps you.
- If you use an electronic device such as laptop or computer, have you completed a DSE Assessment in the last 12 months?

Communication at work. Do you require any support with communication at work? For example:

- Do you find it easier to understand written communication than verbal?

Is there anything else you'd like to share? If there is anything else you'd like to share with your manager that you feel is relevant, please record this below:

Record of agreed workplace adjustments. Once you have met with your manager to go through the above, you should have a discussion about the workplace adjustments or support that you may need and document this in the table below.

Please note that some adjustments may be easy to put into place and agreed by your line manager, whereas others may require some further advice or information before they can be formally agreed. For example, a referral to Occupational Health, and/or advice from your local HR Advisor.

Workplace adjustment agreed: (add adjustments here)

Date agreed: (add date)

Staff member signature: (add signature)

Manager signature: (add signature)

Other actions agreed (if applicable). You and your manager may agree that there are some other actions that are needed, and you should use the section below to document these, as well as any agreed timeframes to complete these. For example this might include:

- a) Referral to Occupational Health for advice
- b) Advice from your local HR Advisor
- c) Staff member to complete self-referral to Access to Work

Actions agreed: (insert actions here)

Date agreed: (insert date)

Deadline to complete/review: (insert date)

Staff member signature: (insert signature)

Manager signature: (insert signature)

Review Meetings. It is recommended that the passport should be reviewed between you and your manager on an annual basis. However, there may be a need to review this further for example:

- a) During regular supervisions/one to one meetings
- b) At return to work meetings following a period of sickness absence
- c) At the annual appraisal
- d) Before a change of job or duties
- e) When introducing new technology or ways of working
- f) If you feel the adjustments are not working, or further adjustments are needed

The dates of review meetings should be captured in below along with the outcome and any changes that have been agreed, where applicable.

Review date: (insert date)

Outcome of review, for example, are the adjustments working well? Have any changes been agreed? (insert outcome)

Staff member signature: (insert signature)

Manager signature: (Insert signature)

Passport Declaration. I agree that this is an accurate reflection of the meeting and agree to retain an up to date copy of this passport, a copy of which will be retained by my manager and my local HR Advisor.

I understand that permission will be sought from me before the content of the passport is shared, however I understand that in certain circumstances the passport may be subject to disclosure by my manager (e.g. if there is an urgent temporary change in line management).

I agree that it is my responsibility to ensure that any new manager, or anyone I think would need to know about my condition and the agreed adjustments, are informed of the passport by me.

Staff member name: (insert name)

Staff member signature: Insert signature)

Date: (Insert date)

Manager name: (Insert name)

Manager signature: (insert signature)

Date: (Insert date)

Key Contacts and Other Resources. Below are key contacts and resources that you/your manager may find useful should you need any further support or information.

Your line manager may be able to support you by:

- a) Take time to understand any long-term health condition(s) that you have shared with them.
- b) Consider what reasonable adjustments may be required to support you at work.
- c) Consider whether they need to seek advice from Occupational Health.
- d) Support you in implementing any recommendations that may have been recommended through the Access to Work process (if applicable).
- e) Liaise with their local HR Advisory team and other key contacts for support if required

Your local HR Advisor can support you by:

- a) Provide advice to managers and staff in navigating through policies and procedures such as Attendance and Wellbeing

- b) Provide advice on examples of adjustments that may be appropriate.
- c) Support you/your manager to engage with the Trust's Occupational Health department for advice and guidance.
- d) Assistance in understanding what is 'reasonable' when considering adjustments.

You can find details of your local HR Advisory Support on Staffnet:

<https://staffnet.leicspart.nhs.uk/your-working-life/essential-hr-tools/contact-details/>.

Please do reach out to them and/or share their details with your manager if you feel this would be helpful. Alternatively you can also contact the general HR Advisory inbox on [lpt.hradvisoryteam@nhs.net](mailto:lpt.hradvisoryteam@nhs.net).

Occupational health can help you if you have an underlying condition or disability, it may be necessary to make a referral to the Occupational Health Department for advice and support on matters such as health, lifestyle and general wellbeing or you need advice about a return-to-work plan where a case is particularly complex, or you need advice about work reasonable adjustments.

Your manager can refer you to OH and/or you can self-refer by calling 0116 258 5307 or email [OHadmin@uhl-tr.nhs.uk](mailto:OHadmin@uhl-tr.nhs.uk).

The service is available between 08.30am and 4.30pm, Monday to Friday.

Health and Wellbeing resources. There are a number of different services and resources which can support your health and wellbeing. This includes:

- a) AMICA Psychological wellbeing
- b) Menopause support
- c) MSK Physio service
- d) Financial wellbeing resources
- e) Health and wellbeing champions.

You can access further information about all of these services on our Health and Wellbeing pages on Staffnet: <https://staffnet.leicspart.nhs.uk/your-working-life/health-and-wellbeing/>.

You can also find regular updates about local health and wellbeing offers in our E-news communication that is emailed.

The Procurement Team can:

- a) Help/advice with raising requisitions for equipment or software through the Trust's procurement system 'iProc', including Purchase Order (PO) numbers, obtaining quotes from suppliers and raising invoices for payment.
- b) Chase up the progress of equipment or software that has been ordered on your behalf.

They can be contacted on [lpt.procurement@nhs.net](mailto:lpt.procurement@nhs.net).

The Finance Team can:

- a) Managers should liaise with their directorate finance lead when claiming back the costs of any equipment/software purchased via Access to Work.
- b) Finance will provide you with the bank account details needed for claiming and provide any further guidance as required to ensure that your department is reimbursed for the costs of equipment/software you have purchased.

They can be contacted on [lpt.financialaccounting@nhs.net](mailto:lpt.financialaccounting@nhs.net)

Leicestershire Health Informatic Service (LHIS) can:

- a) Provide guidance on NHS approved software such as 'Text Help Read and Write' or 'global tasks'.
- b) Support you in downloading/accessing software that has been approved, onto your LPT laptop/desktop.
- c) Guidance on equipment that may be available, such as obtaining a larger desktop screen, or a second desktop screen, exploration of how to change your screen colour etc.

You can contact LHIS on 0116 2953500. You can also raise a query via the LHIS Self-Service Portal website: <https://hisservicedesk.leicestershire.nhs.uk/>

The Equality Diversity and Inclusion (EDI) team:

- a) Our ambition is for our Trust to be an organisation free from discrimination, where all staff can reach their potential. We are determined to improve this.
- b) Support and guide colleagues with reasonable adjustments and resources available.

They can be contacted on: [lpt.edi@nhs.net](mailto:lpt.edi@nhs.net)

The Health and Safety Team can:

- a) Can provide advice and guidance in relation to risk assessments to keep you safe and well at work, for example:
  - a) Fire safety risk assessments
  - b) Manual handling assessments
  - c) Lone worker risk assessments.

They can be contacted on: [lpt.healthandsafety@nhs.net](mailto:lpt.healthandsafety@nhs.net). There is a manager's guide to Health and Safety on their Staffnet page which can be accessed:

<https://staffnet.leicspart.nhs.uk/wp-content/uploads/staff-directory/Health-and-Safety-Handbook-v1-February-2022.pdf>



The Reasonable Adjustment Clinic (RAC). If you are having difficulties trying to implement a reasonable adjustment or would like to seek further support, you can book onto one of the Trust's Reasonable Adjustment Clinics. The online booking form can be accessed here: <https://staffnet.leicspart.nhs.uk/your-working-life/equality-diversity-and-inclusion/resources-to-support-colleagues/support-for-disabilities-and-health-conditions/reasonable-adjustments/reasonable-adjustment-clinic/>

## Appendix 3

### Disability Leave Request Form

For Completion by member of staff

Name:	Service:
Number of days/ hours requested:	Date(s) of Requested Absences:
Number of days taken to date in the current year (April to March):	
Reasons for current request:	
Signed:	Date:

#### For Completion by Line Manager

Disability Leave requested above granted?

Yes

No

If no, please give reason in the box provided below

Total number of paid hours granted:

Previous entitlement taken

Recorded on Special Leave Record Sheet/ESR Self Service/ E Roster

Name of the manager ..... Job Title .....

Signed .....

Date .....

**Note: If extended disability leave is being requested above the entitlement of 6 days (45 hours) pro rata for part time staff please send this form to Head of Service for approval. If you have any queries please contact your HR Advisor in the first instance for support/advice.**

Copies of the completed form should be sent to your line manager.

## Appendix 4

### Frequently Asked Questions

In addition to the below, further information on Reasonable Adjustments can be found on Staff Net: [Reasonable Adjustments: A guide for staff members and line managers](#)

**Q1. What is a reasonable adjustment?**

A. A reasonable adjustment is an alteration that an employer could make that would enable a disabled person to continue to carry out their duties without being at a disadvantage compared to others. Under the Equality Act 2010, there is a **legal duty** on employers to make these reasonable adjustments for disabled staff.

**Q2. How do I know if I am a disabled person according to the law?**

A. The Equality Act 2010 says that a disability is a physical or mental impairment, which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities. This definition includes impairments or medical conditions such as Cancer, HIV or MS.

**Q3. What does a reasonable adjustment include?**

A. A reasonable adjustment may include 'provisions, criteria and practices', 'physical features' and 'provision of auxiliary aids'.  
The code of practice for (employment) for the Equality Act gives the following examples of reasonable adjustments:

- Making adjustments to premises
- Allocating some of the disabled person's duties to another person
- Transferring them to fill an existing vacancy
- Altering their working hours
- Allowing absence for rehabilitation, absence or treatment
- Arranging or giving extra training
- Acquiring or modifying equipment
- Modifying instructions or reference manuals
- Modifying procedures for testing or assessment
- Providing a reader or interpreter
- Providing supervision.

**Q4. What is the purpose of an adjustment?**

A. The purpose of implementing an adjustment for you is to ensure that you are able to perform to the best of your ability. This applies to whether an adjustment is made during the recruitment process or in the workplace itself.

**Q5. What type of support is available to me if I have a disability?**

A. The Trust offers a wide range of support to disabled members of staff. The extent of this support would be dependent on the needs and circumstances of the individual, who would be consulted on any reasonable adjustments which may need to be made. Two people with the same disability are not likely to need the same adjustments, as everyone is different, therefore adjustments would be made on a case by case basis.

In some cases, it may be possible to involve **Access to Work**, who are able to assess an individual within the workplace and recommend reasonable adjustments. These will not always be physical adjustments to the workplace.

If you feel you require adjustments or any other type of support, please contact your line manager or HR Advisor.

**Q6. What happens if my condition changes?**

A. It is likely that your condition will change over time, and consequently your support needs. It is important that you continue to be open and honest about what you require and to engage in the relevant discussions to fulfil your role.

**Q7. What is Access to Work?**

A. Access to Work is a scheme which is run by Jobcentre Plus. It can provide disabled people with financial support to help with increased costs for things such as travelling to work by taxi instead of using public transport, paying for a support worker, paying for specialized equipment or for physical alterations to the employer's premises.

Access to Work may also be able to help if a disabled person needs a communicator or British Sign Language (BSL) interpreter at a job interview.

**Q8. Am I eligible for Access to Work?**

A. If you are disabled and feel that you may need help through Access to Work you will need to be:

- Already working in paid employment
- Unemployed and about to start a new job
- Unemployed and about to start a Work Trial
- Self-employed.

Your impairment must stop or prevent you from being able to do parts of your job or the job you have applied for. It may be that your impairment does not have a big effect on what you can do every day but it must be a long-term effect rather than something short-term like a broken arm.

**Q9. How do I contact Access to Work?**

A. If you feel that your employment is likely to be affected by your impairment and that this impairment is likely to last for at least 12 months, you should contact either your local Access to Work contact Job centre, through the website, your line manager or HR Advisor.

**Q10. What adjustments is the Trust legally required to make for disabled candidates and staff?**

A. An employer has a duty to make 'reasonable adjustments'. What is deemed reasonable depends on the individual case and circumstances, including how necessary the adjustment is, how practical it is, and the financial or other resources of the organisation.

**Q11. Who is responsible for implementing adjustments during the recruitment process?**

A. Organising for adjustments to be made during the recruitment process is the responsibility of both the organisation and the individual. The organisation cannot be expected to guess what someone requires, and the applicants cannot expect the organisation to guess what they need. Both parties must communicate. The more open, honest and timely the communication, the more efficient the implementation process will be.

**Q12. Do I have to tell my employer that I need an adjustment?**

- A. It is understandable that you may not wish to talk about the nature of your disability to your employers. However, in return, you must understand that it is difficult for your employers to provide what you need if you don't tell them. Should you not wish to disclose the nature of your disability you could instead only discuss the impact of your condition on your ability to undertake the role. Whilst employers would encourage you to share so that maximum support can be offered, there is no obligation on you to disclose either the nature of your condition or its impact.

**Q13. Who pays?**

- A. The law forbids the employer from making a disabled worker pay for any of these adjustments, and financial assistance may be available from the Government for the employer under access to work funding if the disabled person qualifies for it (see contact details for Access to Work in Appendix 5).

**Q14. What is Disability leave?**

- A. A person with a disability should have their disability-related leave counted as a distinct and separate thing, and it can be argued for as a reasonable adjustment. There is further guidance in Section 6.0 and the Disability Leave Request Form (Appendix 3).

## Appendix 5

### YOUR CONDITION

Your disability or health condition must affect your ability to do a job or mean you have to pay work-related costs.

For more details click on the following link:

[DEFINITION DISABILITY](#)

### EXAMPLES OF SUPPORT

- Adaptation to existing equipment
- Special equipment i.e. screen readers
- A support worker or job coach
- A support service if you have mental health condition
- Cost of moving equipment if you change job location
- A communicator at job interview
- Transport to and from work.

If in doubt ask your [HR support](#) or EDI team [LPT.EDI@nhs.net](mailto:LPT.EDI@nhs.net)

## Access To Work (ATW) Flow Chart

New or existing staff with disability discuss with LINE MANAGER/HR to access whether ATW\* is needed. LM will refer to OH if required

NO

No further support needed at this stage

YES

Staff applies to ATW with help from Line Manager. If applies within 6 weeks of new job ATW will fund 100% of recommendations.

[Access to Work \(www.gov.uk\)](https://www.gov.uk)

Telephone: 0800 121 7479

Textphone: 0800 121 7579 [Relay UK](#) (if you cannot hear or speak on the phone):  
18001 then  
0800 121 7479

ATW assess and authorise level of support

Division/Service purchases equipment with support from the procurement team

Equipment delivered and installed

Division/Service claims money from ATW

Division/Service is reimbursed by ATW

### Useful resources

[Reasonable Adjustment Policy](#)

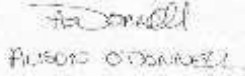
[Reasonable Adjustments & Health Passport](#)

[Staff Support Networks](#)



## Appendix 6 Training Needs Analysis

Training required to meet the policy requirements must be approved prior to policy approval. Learning and Development manage the approval of training.

<b>Training topic/title:</b>	Reasonable Adjustments		
Type of training: (see Mandatory and Role Essential Training policy for descriptions)	<input type="checkbox"/> Not required <input type="checkbox"/> Mandatory (must be on mandatory training register) <input checked="" type="checkbox"/> <b>Role Essential</b> (must be on the role essential training register) <input type="checkbox"/> Desirable or Developmental		
Directorate to which the training is applicable:	<input checked="" type="checkbox"/> Directorate of Mental Health <input checked="" type="checkbox"/> Community Health Services <input checked="" type="checkbox"/> Enabling Services <input checked="" type="checkbox"/> Estates and Facilities <input checked="" type="checkbox"/> Families, Young People, Children, Learning Disability and Autism <input checked="" type="checkbox"/> Hosted Services		
Staff groups who require the training: (consider bank /agency/volunteers/medical)	All line managers		
Governance group who has approved this training:	EDI Group	Date approved:	December 2024
Named lead or team who is responsible for this training:	HR Advisory Service		
Delivery mode of training: eLearning/virtual/classroom/informal/adhoc	Blended		
Has a training plan been agreed?	Yes		
Where will completion of this training be recorded?	<input checked="" type="checkbox"/> uLearn <input type="checkbox"/> Other (please specify)		
How is this training going to be quality assured and completions monitored?	Reported to EDI group and through uLearn manager reports		
<b>Signed by Learning and Development Approval name and date</b>			Date: 24.1.25

## Appendix 7 The NHS Constitution

- The NHS will provide a universal service for all based on clinical need, not ability to pay.
- The NHS will provide a comprehensive range of services.

<b>Shape its services around the needs and preferences of individual patients, their families and their carers</b>	<input type="checkbox"/>
<b>Respond to different needs of different sectors of the population</b>	<input type="checkbox"/>
<b>Work continuously to improve quality services and to minimise errors</b>	√
<b>Support and value its staff</b>	√
<b>Work together with others to ensure a seamless service for patients</b>	√
<b>Help keep people healthy and work to reduce health inequalities</b>	√
<b>Respect the confidentiality of individual patients and provide open access to information about services, treatment and performance</b>	√




## Appendix 8 Due Regard Screening Template

Section 1	
Name of activity/proposal	Reasonable Adjustment Policy
Date Screening commenced	January 2025
Directorate / Service carrying out the assessment	Equality, Diversity and Inclusion Team
Name and role of person undertaking this Due Regard (Equality Analysis)	Robin Cafferata – Equality, Diversity and Inclusion Team Co-ordinator
Give an overview of the aims, objectives and purpose of the proposal:	
AIMS: The aim of the policy is provide support, guidance and advise on making 'Reasonable Adjustments' for staff who have a disability that is recognised and protected under the Equality Act 2010.	
OBJECTIVES:	
<ul style="list-style-type: none"> <li>To raise awareness amongst all managers and staff of the moral, social and legal obligations to make reasonable adjustments for people who are disabled or who have a long-term health condition, and in particular, the requirements under the Act.</li> <li>To encourage disabled staff to declare their information which enables the Trust to abide by a request for 'Reasonable Adjustments' and to feel confident in the knowledge that they will be supported by the Trust should they require them.</li> <li>To provide managers who are responsible for making adjustments with information about their obligations under this policy, the procedure to follow, examples of adjustments that can be made and sources of support and guidance.</li> <li>To provide staff with the procedure to be followed if they feel that this policy is not being adhered to.</li> <li>To provide staff with the procedure to be followed if Health and Safety or Occupational Health advice conflicts with this policy statement.</li> </ul>	
Section 2	
Protected Characteristic	If the proposal/s have a positive or negative impact please give brief details
Age	The policy has a positive impact, as the aim is to support staff who have or may through the duration of their employment with the Trust have a disability that impacts on them carrying out their role. This policy will provide guidance on the reasonable adjustments staff require to carry out the full responsibilities within their role.
Disability	As above
Gender reassignment	As above
Marriage & Civil Partnership	As above
Pregnancy & Maternity	As above
Race	As above
Religion and Belief	As above
Sex	As above
Sexual Orientation	As above
Other equality groups?	As above
Section 3	
Does this activity propose major changes in terms of scale or significance for LPT? For example, is there a clear indication that, although the proposal is minor it is likely to have a major affect for people from an equality group/s? Please tick appropriate box below.	
Yes	No
High risk: Complete a full EIA starting click <a href="#">here</a> to proceed to Part B	Low risk: Go to Section 4. ✓
Section 4	
If this proposal is low risk please give evidence or justification for how you reached this decision:	

The decision is based on the positive outcome staff will have when reasonable adjustments are implemented to support them carrying out their role.

Signed by reviewer/assessor	Robin Cafferata	Date	22 January 2025
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*Sign off that this proposal is low risk and does not require a full Equality Analysis*

Head of Service Signed		Date	23 January 2025
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## Appendix 9 Data Privacy Impact Assessment Screening

<p>Data Privacy impact assessment (DPIAs) are a tool which can help organisations identify the most effective way to comply with their data protection obligations and meet Individual's expectations of privacy.</p> <p>The following screening questions will help the Trust determine if there are any privacy issues associated with the implementation of the Policy. Answering 'yes' to any of these questions is an indication that a DPIA may be a useful exercise. An explanation for the answers will assist with the determination as to whether a full DPIA is required which will require senior management support, at this stage the Head of Data Privacy must be involved.</p>		
<b>Name of Document:</b>	<b>Reasonable Adjustments Policy</b>	
<b>Completed by:</b>	<b>Chloe Warner</b>	
<b>Job title</b>	<b>Senior Human Resources Advisor</b>	<b>Date 22 January 2025</b>
<b>Screening Questions</b>	<b>Yes / No</b>	<b>Explanatory Note</b>
1. Will the process described in the document involve the collection of new information about individuals? This is information in excess of what is required to carry out the process described within the document.	<b>No</b>	
2. Will the process described in the document compel individuals to provide information about them? This is information in excess of what is required to carry out the process described within the document.	<b>No</b>	
3. Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information as part of the process described in this document?	<b>No</b>	
4. Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?	<b>No</b>	
5. Does the process outlined in this document involve the use of new technology which might be perceived as being privacy intrusive? For example, the use of biometrics.	<b>No</b>	
6. Will the process outlined in this document result in decisions being made or action taken against individuals in ways which can have a significant impact on them?	<b>No</b>	
7. As part of the process outlined in this document, is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For examples, health records, criminal records or other information that people would consider to be particularly private.	<b>Yes</b>	<b>Part of a process to appropriately support staff who require reasonable adjustments.</b>
8. Will the process require you to contact individuals in ways which they may find intrusive?	<b>No</b>	
<p><b>If the answer to any of these questions is 'Yes' please contact the Data Privacy Team via <a href="mailto:Lpt-dataprivacy@leicspart.secure.nhs.uk">Lpt-dataprivacy@leicspart.secure.nhs.uk</a></b>  <b>In this case, ratification of a procedural document will not take place until review by the Head of Data Privacy.</b></p>		
<b>Data Privacy approval name:</b>	<b>S Ratcliffe</b>	
<b>Date of approval</b>	<b>30/01/2025</b>	

Acknowledgement: This is based on the work of Princess Alexandra Hospital NHS Trust