

Access to Work

Access to Work (ATW) is a government fund run by the Department for Work and Pensions to support disabled people in work. Individual staff members need to apply for ATW themselves but line managers should assist with and facilitate the process.


Access to Work might pay for:


- A British Sign Language interpreter or personal assistant.
- Specialist equipment such as desk, monitors, desk and chairs.
- Extra transport costs, such as a taxi where no public transport is available.


 www.gov.uk/access-to-work



Contact us:

 0131 651 4252

 StaffDisability@ed.ac.uk

 www.ed.ac.uk/health-safety/staff-disability-advice-service

If you require this document in an alternative format, such as large print or a coloured background, please contact us by email.

The Staff Disability Advice Service (SDAS)

Providing advice and guidance about potential reasonable adjustments in the workplace or information about Access to Work for staff at the University of Edinburgh.



THE UNIVERSITY of EDINBURGH
Health & Safety Department

About the Staff Disability Advice Service (SDAS):

The University aims to be an employer of choice for disabled people and is committed to removing barriers to employment for disabled staff. We strive to maintain a people-centred and inclusive working environment where staff feel confident to disclose their disability, impairment or neurodiversity and have access to support, if required.

The Staff Disability Advice Service (SDAS) can provide advice and guidance to disabled, deaf, and / or neurodivergent colleagues and line managers about potential reasonable adjustments in the workplace.



What is covered by the term 'Disability'?

The Equality Act 2010 defines disability as any physical or mental impairment which has a substantial and long term adverse effect on someone's ability to carry out normal day to day activities.

For the purpose of the Act, these terms have the following meanings:

- 'Substantial' means more than minor or trivial.
- 'Long term' means that the effect of the impairment has lasted or is likely to last for at least twelve months. Long term effects include those which are likely to recur, for example in fluctuating conditions.
- 'Day to day activities' are normal activities carried out by most people on a regular basis. Examples include non-specialist job tasks, communication skills, learning and understanding.

This can cover a wide variety of physical, mental and sensory impairments.



What are Reasonable Adjustments?

Under the Equality Act 2010 employers have a duty to make reasonable adjustments to any elements of the job which place a disabled person at a substantial disadvantage compared to non-disabled people.

Examples of reasonable adjustments may include, but are not limited to:

- Changes to working hours / pattern, or flexible working;
- Changes to work location or homeworking, if possible in the role;
- Paid time off for assessments or treatments;
- Alterations to the office space or procedures;
- Purchase or modification of equipment;
- Reallocation of duties;
- Redeployment.

