



Workplace Adjustment Form: Guidance for Staff and Managers

If you require this document in an alternative format, such as large print, plain text or a coloured background, please contact the Staff Disability Advice Service on 0131 651 4252, or email staffdisability@ed.ac.uk.

Managers should complete online training on [Implementing Reasonable Adjustments](#) to support staff when reviewing the workplace adjustment form. The University's guidance on [supporting disabled staff is also helpful](#). For peer support, staff can contact the [Disabled Staff Network](#).

Staff or line managers can make a referral to the Staff Disability Advice Service to get advice on reasonable adjustments in the workplace or information about Access to Work.

[Staff Disability Advice Service Self-Referral Form](#)

[Staff Disability Advice Service Referral Form for Line Managers](#)

[Staff Disability Advice Service webpage](#)

1. What is a Workplace Adjustment Form?

The Workplace Adjustment Form can be used to guide the conversation about reasonable adjustments. It is a live record of adjustments considered and what is agreed between the staff member and their line manager to help identify and remove barriers at work.

It may be completed between staff member and manager or it may be completed following a referral for advice from the Staff Disability Advice Service. It is for individual staff members to keep and share with anyone they think needs to know about the barriers that they face within or outside the workplace, and the adjustments needed to prevent or reduce the effect of those barriers in their work environment.

This document won't be passed on to anyone automatically, so you have control of the information and who it is passed to. The form and agreed adjustments should be reviewed three to six months after the adjustments have initially been put in place and annually thereafter.

Barriers in the workplace could be identified as:



- **Physical environment:** such as inaccessible buildings with stairs and no ramps or lack of tactile markings for identifying spaces or objects
- **People's attitudes:** such as not viewing disabled people as equal members of society.
- **Communication:** such as text being too small, lack of image descriptions/ alternative formats, no captions for videos or BSL interpreter available.
- **Organisational:** such as meeting times being too early/ late or too long, inaccessible events or services.

2. The purpose of the Workplace Adjustment Form is to:

- ensure everyone is clear about what adjustments have been considered and reviewed and have a record of the agreed adjustments;
- reduce the need to re-assess adjustments as a result of changes to an employee's job or line manager;
- act as a useful template for conversations about current and future adjustments.
- provide a clear timeline for expectations and deadlines.

The form and agreed reasonable adjustments should be reviewed three to six months after the adjustments have initially been put in place and annually thereafter for two reasons:

1. to ensure they remain effective in removing any identified workplace barriers;
2. and where they are found no longer to meet that requirement, to allow a timely conversation to take place to identify adjustments that will address the issues faced by the staff member.

3. The benefits of a Workplace Adjustment Form

The Workplace Adjustments Form allows the staff member to:

- explain the personal impact of their working conditions, given their personal circumstances
- explain the barriers that they encounter that stop them participating fully at work



- suggest adjustments that can/may make it easier for staff to fully participate in work activity
- review the effectiveness of adjustment/s provided and the ongoing impact this has on work
- explain any change to health or circumstances.
- feel reassured that the line manager will know what to do if they become unwell at work, when to contact emergency services and who to contact if necessary
- know how and when your manager will keep in touch should a staff member be absent from work due to their disability
- consider including more information from a GP, specialist or other expert as appropriate to support your request.

4. The Equality Act 2010 and Social Model of Disability

The [Equality Act \(2010\)](#) states that there is a duty to make reasonable adjustments where someone is placed at a substantial disadvantage because of their disability compared with non-disabled people or people who don't share their disability. Making reasonable adjustments will help to remove barriers at work and may help to reduce sickness absences and ultimately increase work productivity.

A disability is defined as: "A physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities."

This may include:

- A physical impairment
- A sensory impairment, for example, deaf (including deaf users of British Sign Language (BSL), and those who are deafened, deafblind and hard of hearing) or a Visual impairment
- A mental health condition
- A specific learning difficulty or neurodivergence such as dyslexia or dyspraxia
- Learning disability
- Any other disability or impairment
- Diagnosed as HIV positive, or with cancer, multiple sclerosis or other long term chronic condition.



More information about this and examples of adjustments can be found on the [University's guidance on supporting disabled staff](#), [Staff Disability Advice Service](#) or [Disability Rights UK](#).

There is no register of disabled people in the UK. So it can also be helpful to avoid using terms such as 'are you registered as disabled?', instead you could ask if someone if they 'self-identify as disabled?'

The Social Model of Disability:

This was developed by disabled people and focuses on disability being caused by the way society is organised, rather than by a person's difference. It looks at ways of removing barriers that restrict life choices for disabled people. Encourages a person centred approach to making adjustments and can help remove these barriers in a managed and supportive way.

5. Completing and storing the Workplace Adjustment Form

If a staff member has access to a computer, it is recommended that the form is completed on MS Word. However, staff can also print the form and use as a hard copy. If needed, Information Services provides [open-access](#) computers across campus. If a printed copy is required please contact the Staff Disability Advice Service on 0131 651 4252, or email staffdisability@ed.ac.uk.

Not everything on the form listed may be relevant to the staff member, but it can be useful to review each section and consider if there are barriers that the University can reduce (such as physical regarding building and the office space or communication such as a requirement for a British Sign Language Interpreter or larger font). This process may also assist in identifying external sources for support such as [Access to Work: get support if you have a disability or health condition](#) or for mental health [Able Futures](#).

The staff member is responsible for storing the form in a secure location. The information within the form belongs to the staff member and will only be access by them and their line manager unless the staff member chooses to share it with another party.

Relevant sections of the Workplace Adjustments Form may need to be shared with any departments that are vital to the



procurement/installation of any adjustments with consent (e.g. notifying IT Services of recommended software in order to secure further support, Estates for specialist furniture or Fire Safety Unit for fire evacuation advice).

The completed form can be saved securely on a University computer. If printed please store this in secure location. This is the employee's document to keep and to share with anyone they think needs to know about any health impact or barriers that may arise and affect them at work. It will not be passed to anyone without consent.

Employees who do not have access to a computer and have completed the form by hand, are advised to keep the form in a secure location and provide their line manager with a printed hard copy.

The information will not be passed on to anyone (including HR) unless the employee chooses to share it.

6. Request for feedback

The University aims to continually improve its support and services for staff. As a new tool for staff, we would like to ask users (employees and their line managers) of the Workplace adjustments form and guidance to provide their feedback.

Your feedback will help us to improve our Service and guidance ensuring it is fit for purpose and provides the support that you need. The feedback provided will be continually reviewed.

Staff members will be contacted individually after the advice is complete or alternatively if you can email staffdisability@ed.ac.uk directly with feedback.

7. Complaints

The University is committed to maintaining an effective complaints procedure and recognises that lessons can be learnt from complaints, enabling it to improve the quality and effectiveness of its services.

Initially the use of frontline resolution is recommended that seeks to resolve straightforward complaints swiftly and effectively at the point at which the complaint is made, or as close to that point as possible.



THE UNIVERSITY *of* EDINBURGH Health & Safety Department

If you have a complaint to raise please email staffdisability@ed.ac.uk detailing the nature of your complaint or you can contact the [Director of Health and Safety](#) directly.

Document version

Version number	Summary of change	Date and by whom
V1.0	New	N Waite 12/01/2023
V1.1	Edit to section 5	N Waite 06/09/2023