**Personal Adjustment Passport Form**

**Introduction**

Short and long-term health conditions will sometimes require an adjustment at work, especially those conditions which may fall under the Equality Act 2010.

We are committed to supporting those with health conditions and remove or reduce barriers in the workplace that disabled people face.

This adjustment passport is a record of the agreed adjustments between the manager and the employee to support the employee at work due to a health condition, impairment or disability. It is for the employee to keep and pass on to those who need to know about any impact or issue arising from their condition that can affect them at work.

**Aim**

To make sure that everyone is clear and has a record of what adjustments have been agreed, for which job role and when.

To have an agreed format for the employee to share with their manager and to ensure new managers are aware of the adjustments.

To make it easier to reassess adjustments on change of job or relocation.

To provide the employee and their manager with the basis for future conversations about adjustments.

This passport should be reviewed regularly to check if the adjustments are still appropriate and effective for the employee (at least every twelve months, or sooner if there is any changes to the job or their condition)

Advice can be sought from the Occupational Health, Safety and Wellbeing Service or HR where required. Contact details for the OHSW Service: [OHSW@coventry.gov.uk](mailto:OHSW@coventry.gov.uk)

It is the employee's responsibility to keep a copy of the Adjustment Passports and provide it when necessary.

A copy of the Passport will also be kept by the manager.

A copy may need to be provided to the Occupational Health Service and/or Human Resources where required, to effectively support the employee in the workplace.

**More information**

**Definition of a disability:**

The definition of a disability is that an employee has to have a 'physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.'

There is no absolute definition, it is not simply a case that some conditions are classed as a disability and others are not. For example, a person with dyslexia may or may not be disabled. To satisfy the definition, the disability must have lasted at least 12 months, or be likely to last at least 12 months, or be likely to last for the rest of the person's lifetime (if less than 12 months).

Normal day-to-day activities cover what most people do in their everyday lives such as walking, eating, shopping or forming social relationships.

**The law**

The law around reasonable adjustments is to ensure employers and service providers make any changes appropriate to ensure that services and the workplace are accessible for disabled people.

They have a duty to provide the conditions that enable all workers to participate and contribute. The duty to make reasonable adjustments is embedded in the Equality Act 2010. It states that it is unlawful to discriminate against workers because of a physical or mental disability or to fail to make reasonable adjustments to accommodate a worker with a disability. This relates to both current disabled employees and employees who become disabled. It also relates to any prospective employees.

**Reasonable adjustments**

Reasonable adjustments are how employers can help to reduce or eliminate barriers which prevent a person with an injury, illness or disability from doing their job. The Equality Act 2010 places a duty upon employers to make adjustments that aim to remove these barriers wherever reasonable, so that a disabled person is not put at a disadvantage when compared to a non-disabled person.

Many of the adjustments your employer can make will not be particularly expensive, and they are not required to do more than it is reasonable for them to do. What is reasonable depends, among other such as on the size and nature of your employer's organisation.

**Disclosing a disability**

Disclosing a disability is an individual decision, and there is no obligation on anybody to do so. However, there are many reasons why disclosing a disability to a current or prospective employer is a positive action that will empower, protect and assist disabled people in the workplace. Legislation is in place under the Equality Act 2010 to assist and protect disabled people in employment or seeking work, but in many cases the protection and assistance that legislation offers is dependent on the individual disclosing their disability.

**Reviewing adjustments**

A review date should be specified in the adjustment passport, you should put this in your calendar and let your manager know when the date arrives. It is important that you speak to your manager at any time if you believe your situation or needs have changed and it needs to be reviewed earlier.

Managers should refer to the relevant policy guidance for more information on how to manage the process of putting adjustments in place effectively.

In order to avoid discrimination, it would be sensible for employers not to attempt to make a fine judgement as to whether a particular individual falls within the statutory definition of disability, but to focus instead on meeting the needs of each worker. The duty aims to make sure that as a disabled person, you have, as far as is reasonable, the same access to everything that is involved in getting and doing a job as a non-disabled person.

The Access to Work scheme

Access to Work is a publicly funded employment support programme that aims to help more disabled people start or stay in work. It can provide practical and financial support for people who have a disability or long term physical or mental health condition.

You can apply for Access to Work if you are normally resident in, and working in, Great Britain, have a disability or long-term health condition that means you need an aid, adaptation or financial or human support to do your job (long term means lasting or likely to last at least 12 months)

If the help you need at work is not covered by your employer making reasonable adjustments, you may be able to get help from Access to Work. You'll be offered support based on your needs, which may include a grant to help cover the costs of practical support in the workplace.

An Access to Work grant can pay for:

* special equipment, adaptations or support worker services to help you do things like answer the phone or go to meetings.
* help getting to and from work.

**Occupational Health Safety and Wellbeing Service**  
Thomas Yeoman House  
Coventry  
CV1 4LY  
Tel: 02476833285  
Email: [ohsw@coventry.gov.uk](mailto:ohsw@coventry.gov.uk)

**Helpful links:**

[Access to Work scheme](https://www.gov.uk/access-to-work)  
[Ability Net website](http://abilitynet.org.uk/workplace/what-are-reasonable-adjustments)

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| **Employee Details** | |
| Employee name |  |
| Staff number |  |
| Organisation |  |
| Job title |  |
| Line manager. |  |

**Workplace Adjustment Details**

This section covers the current capabilities of the employee and what can be adjusted to help them carry out their duties.

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| Date of adjustment required |  |
| Date of Occupational Health assessment |  |

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| --- |
| **Are there any disability or medical condition the employee has, that needs no action, but needs to be brought to the attention of their manager**. \* |
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\*NOTE: Where adjustments are not currently required, however there is a need for awareness for health and safety reasons, for example diabetes due to the risk of hypoglycaemia or allergy due to the risk of anaphylaxis

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| **How does the employee's health impairment or disability affect them at work** . \* |
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\*NOTE: Health issues can affect employees in many ways in the workplace, for example difficulty using a telephone or computer, interacting with colleagues, following instructions, driving and carrying everyday objects. Completing this section forms the basis for considering what adjustments are needed.

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| **What adjustments have been agreed to assist them to carry out their duties** \* |
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\*NOTE: Adjustments are recommended to remove or minimise disadvantages experienced by people with disability or as temporary measure. Some examples of reasonable adjustments might include:

* a special chair because of back problems
* a special keyboard because of arthritis
* changing working hours or patterns of work
* a phased return after sick leave

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| Review date\* |  |

\*Review must take place within a one-year period

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|  | **YES** | **NO** |
| Does the employee agree to the adjustments |  |  |

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| --- |
| **Emergency contacts**  Please provide details of the employee's emergency contacts to be used if the employee is unwell or there are any concerns about their wellbeing\* |
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\*By providing contact details the employee consents to these people being contacted in the event of an emergency

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| --- | --- | --- |
|  | | Date |
| Employee signature |  |  |
| Manager signature |  |  |