

Reasonable Adjustments Guide and Evaluation Form - Schools

1. Reasonable Adjustments

Under the Equality Act 2010 an employer has a duty to make reasonable changes for disabled applicants and for employees whose condition is covered under the Act.

2. Adjustment

The adjustment could be a physical change or a change in the way something is done, and could include assessing working hours, alternative duties & responsibilities, looking at alternative roles within the school or across the Council if appropriate and if there is a role available. If not, it may be possible to request a swap from another employee (in the short term with consent). If all other options have been explored there may be a need to consider redeployment. Please note this is not an exhaustive or exclusive list and in the course of your analysis other adjustments you believe appropriate should be considered.

3. Useful factors to consider when determining what is *reasonable*

The effectiveness in preventing disadvantage

How effective would the adjustment be/has the adjustment been in preventing the employee's disadvantage? It is important to note that if an adjustment doesn't remove or substantially alleviate the disadvantage, the effectiveness is not deemed reasonable. **(Neither trials, nor any tools used in analysis would be accepted as making a reasonable adjustment; these are merely aids in determining whether an action might be a reasonable adjustment).**

In reality, it may take several different adjustments to deal with alleviating the disadvantage, and advice can be sought from Occupational Health or other relevant practitioners with regards to other options/ideas that are available.

Its practicality

It is likely an employer will implement an adjustment that is easier rather than to take a step that is hard therefore, if the disadvantage can easily be removed by changing the way things are done, or the equipment that is used, then the adjustment is likely to be considered reasonable. However, although an adjustment may be difficult to implement it would not make it unreasonable and would need to be balanced against other factors.

The financial and other costs and the extent of any disruption caused

When trying to decide whether an adjustment would be reasonable, the cost of the adjustment and any disruption it might cause should be considered, along with the availability of any other resources, and the size and financial reserves of the organisation. Employers should explore financial assistance with the cost of adjustments, for example, Access to Work.

The cost of the adjustment and available organisational resources

A large organisation such as Reading Borough Council would be more likely to be expected to make a reasonable adjustment than one with fewer resources. In other words should an adjustment cost a significant amount, it is more likely to be reasonable if the “organisation” has substantial financial resources.

It is important to note that “resources” should be looked at across the whole of the organisation and not just the service area where the employee is situated. The balance of the factors practicality should be balanced against all above factors.

In an individual school the cost threshold could be lower.

Disruption

The employer should consider the disruption to business and the effect on others caused by the adjustment.

Health and safety considerations

Employers are not required to make adjustments that would endanger the health and safety of a disabled person or of other people. However, health and safety legislation must not be used spuriously to avoid making a reasonable adjustment. Before deciding whether or not health and safety considerations mean that an adjustment is unreasonable, managers should carry out a full and thorough risk assessment and investigate the alternatives. It is recommended that managers should contact their Health and Safety team for further advice, should not make assumptions and should take specialist advice where necessary.

Support already provided

Consideration should be given to the amount of help and support the employer has already provided to that employee.

Potential pitfall

When assessing whether an adjustment is “reasonable” it is important to be mindful you are not making any assumptions or incorrect perceptions as to someone’s disability/illness. If in doubt or you require further advice/guidance with regard to an individual’s disability or illness; seek further information directly from the individual

about their needs furthermore, you can seek advice from Occupational Health/GP/HR.

4. Good practice in application

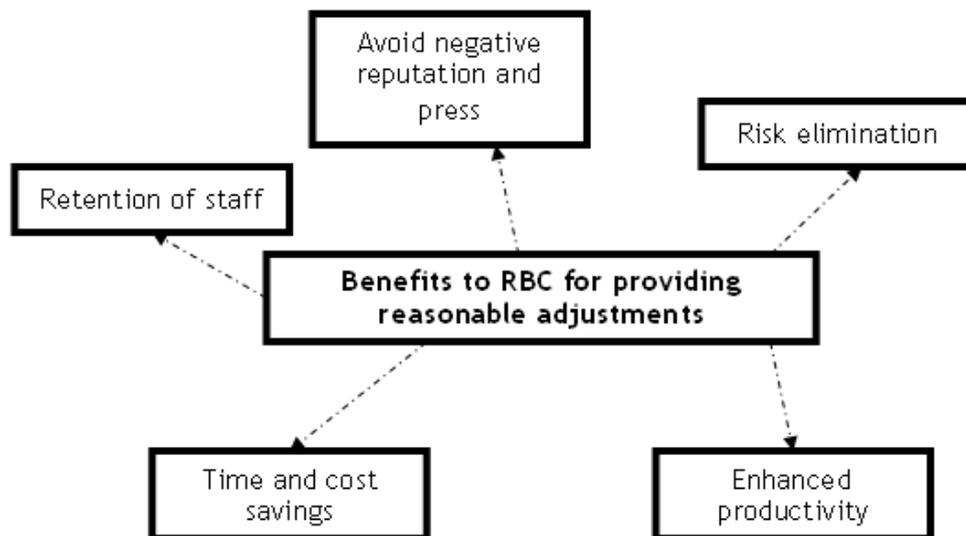
1. Give thorough consideration in making a reasonable adjustment for both employees covered by the Equalities Act 2010 and those who may have a health issue identified but are not covered by the definition of disability.
2. Consider each case fully and fairly on its individual merits.
3. Ensure as far as is reasonably practicable a member of staff covered by the Equalities Act 2010 has the same access to all facilities and support that is involved in conducting a role as someone without a disability, throughout the employment relationship.
4. Seek advice and support from HR in any stage of considering and/or when implementing a reasonable adjustment. Further advice from Occupational Health can also be sought.
5. There are currently no set time-scales for making a reasonable adjustment, therefore, good practice should be making an adjustment promptly and, managers should be actively monitoring and reviewing an adjustment in-line with any improvements or deterioration in the employee's health.
6. If you encounter a delay in implementing a reasonable adjustment, please contact your Human Resources Adviser for further advice, particularly if the cause of the delay may delay/prevent the member of staff from returning to work.

5. Types of adjustments (not an exhaustive list, further advice should be sought from HR and Occupational Health)

Examples:

- Modification of instructions and processes.
- Access to work may provide financial support – the employee must apply to access this.
- Technology changes, reasonable adjustments might involve the provision of software or other adaptive technology.
- Changes of equipment to support forms of impairments.
- Allowing more flexible working or working from home on days when travelling in is difficult or more rest may be needed during the day.
- Adjusting start times when medication affects sleep.
- Enabling the employee to have a Personal Assistant (not RBC funded) to help them at work.
- Removing the need for an employee to push clients in wheel chairs. Note if this is done for one person, then another...when a third needs the same adjustment it is not likely to be possible to accommodate another person.
- Purchase special chair for someone with back problem.
- Allowing the employee greater control over how they plan and manage their time and workload, if practicable.

- A phased return to work if the person has been on sickness absence - starting with phased hours/days or part-time working and building up over 6-8 weeks.
- Allowing time off to attend therapeutic sessions, treatment, assessment and/or rehabilitation.
- Look at the employee’s physical environment and review what adjustments would be desirable. E.g. offer a quiet place to go if feeling anxious or stressed.
- Changing shift patterns or exploring different work options such as part-time, job-share, flexible working etc.
- Looking at aspects of the job that the person finds particularly stressful and rearranging responsibilities.
- Homeworking can be a positive reasonable adjustment for disabled staff whether it is occasional, partial homeworking or a temporary arrangement whilst the office is being made accessible or for impairment related reasons. Managers should liaise with IT to ensure that assistive software is compatible with the home working arrangement.
- Redeploying the employee to another vacancy within the school or, of appropriate, the Council. This should usually be a last resort once all reasonable adjustments have been fully explored in the individual’s existing role.





Reasonable Adjustment Evaluation

EMPLOYEE INFORMATION

Name Of Employee:	Job Title
Date of Birth:	Team:

CASE BACKGROUND

EVALUATION
Summary of adjustments considered between manager & staff member.

ACTION / OUTCOME

Adjustment agreed taking in account any medical advice

ADJUSTMENT DETAILS

Effective Date:	_____	Next Review Date:	_____
Agreed phased return period (if applicable):	_____	Further Review Date:	_____

SIGNATURES

Employee's Signature:	_____	Date	_____
Manager's Signature:	_____	Date	_____
Human Resources Signature:		Date	_____