



Reasonable Adjustments Guidance for Employees and Managers

As a supportive and inclusive employer, our priority is to provide a safe and comfortable environment for all our staff to effectively carry out their duties. This guidance outlines our procedures for implementing changes to our usual practices, ensuring fairness to all individuals involved.

This guidance applies to any individual who requires reasonable adjustments or support from the College and can be read in conjunction with the following policies: Equality, Diversity, Inclusion and Belonging policy; Equipment policy; Ways of Working policy, and the Flexible Working policy.

Reasonable adjustments at the College

It is the College's duty to make reasonable adjustments when a person with a disability or need is at a disadvantage. As a Disability Confident employer, we are committed to equality of opportunity, to being fair and inclusive, and to being a place where everyone belongs.

Reasonable adjustments apply to the following:

Those interviewing for a role at the College

Prospective employees, inclusive of those with a disability or need are welcome and encouraged to submit their interest in any role advertised at the College.

The accessible and inclusive design of the building allows us to be open and welcoming to people of all abilities.

To ensure a comfortable and safe interview, whether it be a physical adjustment or process change, prospective employees are invited to complete the [reasonable adjustments form](#) or contact the HR department. The College ensures that the HR department are trained to handle the information you submit to us with care and discretion.

Those starting a new role at the College

All new starters will receive a medical questionnaire in their on-boarding documents from the HR department and be sent a risk assessment on their first day to be countersigned by their manager. The medical questionnaire and risk assessment gives the employee opportunity to declare any medical conditions that may require adjustments (if not already disclosed), for example, whether they need support evacuating the building in the event of an emergency, and whether they can hear the fire alarm. The HR department will meet with the member of staff to discuss the disclosure and work with the manager (if appropriate) to ensure reasonable adjustments are made accordingly.

Those working at the College who currently have /or developed a disability or need

Employees can declare a disability or requirement for reasonable adjustments at any time during their employment by filling out the [Wellbeing Action plan](#). To make the most effective changes to an employee's working environment, it is advised this conversation is held with the line manager. However, an employee can speak to HR first if they prefer to.



Employees who develop a disability or health condition whilst working for the College must notify their manager and the HR department if they need support evacuating the building in an emergency.

Any adjustments made should be reviewed annually or if requirements change. Employees should reach out to their manager to initiate the review. Please note, if for any reason there are confidentiality concerns with the line manager being made aware, the HR department will carry out the review with the employee.

Type of reasonable adjustments that can be considered

Reasonable adjustments can apply to all areas of work. Please note that the below list is not exhaustive and other adjustments may be required by the employee.

Changes to the workplace

- changing the layout of a work area
- providing an accessible car parking space
- holding a job interview in a room that is accessible for someone who uses a wheelchair

Changes to the work arrangements

- changing working patterns
- distributing breaks more evenly across the day
- flexible working
- working from home or hybrid working
- time off for medical appointments and treatment
- a phased return to work after absence

Doing things differently

- distributing work differently within a team
- giving different responsibilities or offering another suitable role
- adjustments to the interview process such as, sharing questions in advance or more time for written or reading test
- finding different ways to train someone

Providing equipment, services or support

- providing extra or adapted equipment, such as chairs, computer software, and phones
- providing emails and documents in an accessible format
- giving one-to-one support, for example, to help someone prioritise their work
- providing other specialist support, for example, a sign language interpreter

Before implementing reasonable adjustments, the College will carefully consider the following factors:

- **Practicality:** The College will consider the nature of the work environment, job requirements, and any potential limitations or constraints.
- **Financial implications:** Costs will be evaluated in relation to the available resources and the overall impact on the budget.
- **Impact on other employees:** Other staff members will be considered when making reasonable adjustments to ensure an inclusive and equitable work environment for all.
- **Consistency with existing adjustments:** The proposed adjustments will be reviewed alongside any reasonable adjustments already in place for other employees. The College will aim to maintain fairness and consistency in its approach to supporting the needs of all staff members.

By thoroughly assessing these factors, the College can make informed decisions regarding reasonable adjustments that balance the needs of the individual with the operational requirements and resources of the college.



Access to Work

We see Access to Work as a vital partner in our journey toward creating a workplace where every individual, regardless of their abilities, can contribute to the College's success. Access to Work is a government initiative that provides support and guidance to individuals with disabilities or health conditions to help them secure and maintain employment.

The scheme can contribute towards the cost of special equipment, physical changes to your workplace, taxi journeys to and from work if you cannot use public transport, a support worker or job coach to help you at work, and disability awareness training for the people you work with. To check if you are eligible for the scheme, please visit the government website.

For further advice concerning any aspect of this guidance please contact the HR Team:

RCSHR@rcseng.ac.uk

