

Reasonable Adjustments Passport

This ‘adjustment passport’ is a live record of adjustments agreed between you and your manager to support you at work because of a health condition, impairment, or disability. You should complete this document in collaboration with your manager so that they are aware of the adjustments you may require and can put in place the support you need.



### Purpose:

This ‘adjustment passport’ is a live record of adjustments agreed between you and your manager to support you at work because of a health condition, impairment, or disability. You should complete this document in collaboration with your manager so that they are aware of the adjustments you may require and can put in place the support you need.

The University of Essex recognises that people who may need adjustments include both those with visible impairments (such as wheelchair users) and those with non-visible or ‘hidden’ conditions or impairments (such as people with mental health problems). The aim is to support staff who have or may acquire a disability or long-term condition that can have an impact on them carrying out their role.

We recognise that you are likely to have the best understanding of what adjustments are most likely to be effective and appropriate for you. Please include as much detail as you are comfortable providing.

The University is committed to listening to staff and ensuring that wherever possible, adjustments are accommodated so that barriers can be removed for disabled staff and for staff with long term health conditions.

**The purpose of this passport is:**

* To make sure that everyone is clear and has a record of what adjustments have been agreed
* To reduce the need to re-assess adjustments every time you change jobs, are relocated, or are assigned a new manager
* To provide you and your manager with the basis for future conversations about adjustments
* Identify your preferences for staying in touch if you are absent for an extended period
* Consider whether you would benefit from an application to Access to Work or Occupational Health
* Review the effectiveness of any adjustments agreed

This document should be reviewed if there are any changes to your job or your condition(s) or impairment(s). This would be to check if the adjustments are still appropriate and effective for you. You may also need to change the adjustments if they are not effective without any changes to your health. You may wish to review this on a regular basis, such as during performance reviews or as part of compulsory training reviews.

Your manager may need to get additional advice from [Occupational Health](https://www.essex.ac.uk/staff/professional-services/occupational-health-team) or [Employee Relations](https://www.essex.ac.uk/staff/professional-services/employee-relations-operations-team) before any adjustments or changes can be agreed and implemented, but this process should not be subject to any undue delays, and you should be consulted and kept informed of progress throughout. You may also decide to apply for Access to Work which is detailed on our [Staff Directory](https://www.essex.ac.uk/staff/health-and-wellbeing/access-to-work) for additional support.

If you have any concerns about any aspect of the process, you can also speak to your trade union rep for advice. You are also entitled to have your union rep accompany you to any meetings to discuss adjustments if you wish.

Additional guidance can be found under the [Useful Links](#_Useful_Links) section at the end of the document.

You are encouraged to make edits to this document as needed, such as changing the font, page colour, or amending terminology in a way that best suits you. If you need any assistance with this, please contact [Occupational Health.](mailto:ohquery@essex.ac.uk)

### Section 1: Personal Information

**Name:** Click to enter your name

**Job title:** Click to enter your current job title

**Line Manager**: Click to enter your line manager’s name.

**Department/School/Section:** Click to enter your department, school, or section.

**Summary of your health condition(s) that require adjustments:**

Click here to enter a summary of your health condition(s) that require adjustments

**Do you have any other health condition(s) that does not usually affect your work, but which you wish to bring to the attention of your line manager? If so, please provide a summary of these.**

Click here to enter other health condition(s) which do not need adjustments

**Previous assessments and recommended support**

You may already have existing documents which are valuable to share with your line manager to help them understand your disability or other health condition and the adjustments needed. Please attach or add a link to these documents below.

**Has any external written advice been given or requested?** (for example, from your GP, Occupational Health, DSE Assessor etc.) **Click for yes or no**

If you have been provided with this advice, please keep a copy with this document.

If you are awaiting this information, please tick this box:

**Have you previously had any adjustments or plans in place relating to your condition(s)?**

**Click for yes or no.**

If no, please move on to the next question.

If yes, did you find any of them helpful? Please provide any documentation or list them below.

Click here to add previous adjustments or plans

If you may have difficulty in evacuating in the event of an emergency, you may need a [Personal Emergency Evacuation Plan](https://www.essex.ac.uk/staff/fire-safety/peep) (PEEP). If you think you need a PEEP, you should discuss this with your line manager in the first instance then should contact the [fire safety team.](mailto:fire@essex.ac.uk)

Do you feel you may need a PEEP? Yes  No  **If no, please skip to section 2.**

Do you already have a PEEP in place? Yes  No

If yes, please store it with this document.

### Section 2: Adjustment Details

**Does your disability or health condition consistently affect any of these?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **All the time** | **Sometimes** | **Never** |
| Travelling to work |  |  |  |
| Moving around your office or campus |  |  |  |
| Your workstation equipment or layout (at home or on campus |  |  |  |
| One-to-one communication (online or face-to-face): |  |  |  |
| Communication with multiple people in meetings or social situations (online or face-to-face): |  |  |  |
| Audio-only communication (e.g., telephone calls): |  |  |  |
| Written communication |  |  |  |
| Reading or understanding written guidance |  |  |  |
| Time management and organisation |  |  |  |
| Learning new skills or taking on new tasks |  |  |  |
| Concentration (at home or in the office): |  |  |  |
| Reactions to sensory stimuli (noise, light, smells, temperature): |  |  |  |
| Use of computers or other technology |  |  |  |
| Mental wellbeing at work (i.e., lower overall mood, increased agitation, less communication) |  |  |  |

**Are there any other tasks that are not in the list above?** **If so, please provide details.**

Click to enter additional tasks.

**How is your work experience affected by the above and what type of support would benefit you?**

Click to enter effects and types of support.

**Do you have any recurring or expected appointments which may affect your work?** (i.e., hospital appointments, therapy sessions, surgeries etc.). **If so, please provide details.**

Click to enter details of any recurring or expected appointments.

### Section 3: Fluctuating Conditions

**This section is for documenting how the severity of your health condition or disability changes** (i.e., pain levels, changes due to medication, sensory overstimulation, or overall fluctuations).

**If this does not apply to you, please skip to section 4.**

**On a good day, my condition may create the following impact(s) on me at work:**

Click to enter impacts on a good day.

**When things are not so good, my condition may create the following impact(s) on me at work**

Click to enter details of impacts on a bad day

**What temporary adjustments, if any, may be needed to support you when things are not so good?**

Click to enter details of bad day adjustments.

**How do you feel most comfortable communicating to your manager and/or colleagues that you are having a not so good day?**

Click to enter details of bad day communication

### Section 4: Agreed adjustments (to complete with your manager)

An employer must make reasonable adjustments to make sure workers with disabilities, or physical or mental health conditions, aren’t substantially disadvantaged when doing their jobs. A reasonable adjustment could be a change or adaptation to the physical or working environment that has the effect of removing or minimising the impact of the individual’s impairment in the workplace, so that they are able to undertake their role. Information on this can be found on our [Occupational Health webpage](https://www.essex.ac.uk/staff/managing-people/occupational-health-referrals).

**Provide a summary of each adjustment agreed between you and your line manager.** If the adjustment is temporary, state a predicted time frame. Please add further adjustments to the list if you agree that more than four are needed.

Use the adjustment in use section to either confirm that the previously agreed reasonable adjustments remain appropriate or that new adjustments have been agreed. Each time you undertake a review, initial and date the agreement and ask your line manager to do the same.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date adjustment agreed** | **Summary of adjustment** | **Review date** | **Adjustment in use** | **Initials** |
| Click to enter a date. |  | Click to enter a date. | Click for yes or no |  |
| Click to enter a date. |  | Click to enter a date. | Click for yes or no |  |
| Click to enter a date. |  | Click to enter a date. | Click for yes or no |  |
| Click to enter a date. |  | Click to enter a date. | Click for yes or no |  |

Click the + on the right for extra rows as needed

**Does anyone else need to be made aware of any of your adjustments?** (i.e., Head of Department, School Manager, Admin team)

|  |  |
| --- | --- |
| **Role** | **Adjustment(s) to be informed of** |
| *Example: Admin team* | *No teaching or meetings before 10am* |
| *Example: Others in office* | *Desk/chair not to be used or re-adjusted*  *No meetings before 10am* |
| Click to add role | Click to add adjustment(s) |
| Click to add role | Click to add adjustment(s) |
| Click to add role | Click to add adjustment(s) |

Click the + on the right for extra rows as needed

**Once complete, please share a copy of this document with** [**Occupational Health**](mailto:ohquery@essex.ac.uk)

### Section 5: Review

If you change your role within the University or have a new manager, you should provide a copy of this to them so that they understand what adjustments have been made for you. If you’re in the same role and your health condition remains the same, new managers should accept the adjustments outlined in the passport. The agreement may need to be reviewed and amended at a later date, but this shouldn’t happen until you’ve both worked together for a reasonable period of time.

You can review the passport and suggested adjustments as often as you feel it is appropriate too, but it is recommended that this be done if you move into a new job role, or your health condition changes. Your manager and Occupational Health will hold a copy confidentially in their records and you should also keep this safe to refer to when needed. This document won’t be passed on to anyone automatically.

If a review date is specified in this adjustment passport, you should put this in your calendar and let your manager know when the date arrives unless you need to speak with them before.

**GDPR Privacy Notice**

The University processes the personal and special category data you provide in this Passport in order to offer you any assistance, support, or reasonable adjustments you may need to help you fulfil your role. We recommend that you save this passport in the secure location. Your passport information will not be shared more widely unless you wish it to be. Further details on how your information as an employee is processed can also be found in the link above.

### Useful Links

**University resources**

* Disability and Access - <https://www.essex.ac.uk/about/equality-diversity-inclusion/disability-and-access>
* Equality, Diversity, and Inclusion - <https://www.essex.ac.uk/about/equality-diversity-inclusion>
* Health and Wellbeing page - <https://www.essex.ac.uk/staff/health-and-wellbeing>
* Occupational Health Referrals - <https://www.essex.ac.uk/staff/managing-people/occupational-health-referrals>
* Wellness Action Plan – <https://www.essex.ac.uk/staff/health-and-wellbeing/wellness-action-plan>
* Wellbeing Directory - <https://moodle.essex.ac.uk/mod/glossary/view.php?id=941378>

**Government resources**

* Access to Work - <https://www.gov.uk/access-to-work>
* Access to Work: factsheet for customers - <https://www.gov.uk/government/publications/access-to-work-factsheet/access-to-work-factsheet-for-customers>
* Government advice on reasonable adjustments - <https://www.gov.uk/reasonable-adjustments-for-disabled-workers>