YOUR CONDITION
Your disability or health condition must affect your ability to do a job or mean you have work related costs. For more details click on the following link DEFINITIONS

EXAMPLES OF SUPPORT
- Adaptation to existing equipment
- Special Equipment i.e. screen savers
- A support worker or job coach
- A support service if you have a mental health condition
- Cost of moving equipment if you change job location
- A communicator at job interview
- Transport to and from work

If in doubt ask your HR support or email epunft.equality@nhs.net

Access to Work flow Chart

Access To Work Flowchart

YES

New or existing employees with disability and requires support discuss with LINE MANAGER/HR to assess whether ATW is needed. Line manager will refer to OH if required.

Employee contacts AtW with help from LM
If new employee must be within 6 weeks

AtW assess and authorise level of support

Dept/Service purchases equipment

Dept/Service claims money from AtW

Dept/Service is reimbursed by AtW

No further support needed at this stage

Access to Work
Telephone: 0800 121 7479
Textphone: 0800 121 7579
Email: atwosu.london@dwp.gsi.gov.uk

Monday to Friday: 8am-7:30pm

Useful Resources
- AtW
- Reasonable adjustments for workers with disabilities or health conditions