**PROCEDURE SUMMARY**

This procedure provides an overview of the processes to follow to ensure the Trust meets its legal obligation under the Equality Act 2010 to consider reasonable adjustments in the workplace.

The Trust monitors the implementation of and compliance with this procedure in the following ways:

This procedure will be subject to review as per the agreed review schedule of Trust HR policies and as agreed by the Trust’s Joint Partnership Committee.

Compliance with this procedure will be against the Trust’s agreed minimum requirements/standards as detailed within its Auditable Standards and Monitoring Arrangements, as well as the use of internal reporting and recording within the Human Resources Directorate.

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The Executive Director responsible for monitoring and reviewing this procedure is Executive Director of People and Culture.
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This procedure sets out the framework for the Trust to the management of the worker reasonable adjustment procedure.

The management of the reasonable adjustment procedure within the Trust will be built on and demonstrate the Trust’s corporate values and behaviours. These values are in being:

- Compassionate
- Empowering
- Open

In demonstrating these behaviours and values, supporting the achievement of its strategic priorities:

- To continuously improve service user experience and outcomes through the delivery of high quality, safe, and innovative services.
- To be a high performing health and care organisation and in the top 25% of community and mental health Foundation Trusts.
- To be a valued system leader focused on integrated solutions that are shaped by the communities we serve.

1.0 INTRODUCTION

1.1 The Equality Act 2010 (the Act) requires the Trust to make ‘reasonable adjustments’ where a provision, criterion, function, practice, and/or physical, environmental conditions of features in premises occupied by the Trust, places a disabled person at a substantial disadvantage when compared with people who are not disabled.

1.2 For people with a disability or a long-term health condition, their sickness absence may have nothing to do with their disability. However, if their sickness absence is related to a disability, EPUT has a duty under the Equality Act 2010 to make reasonable adjustments.

1.3 Reasonable Adjustments may be required when a disabled person applies for and is recruited to a post, when a worker becomes disabled or develops a long term health condition, when the impact of an impairment or medical condition deteriorates for an employee, when there is a change to the workplace or employment arrangements, or when there is need for a disabled worker to undertake further training.

1.4 Reasonable Adjustments may apply to the individual concerned only or they may be more wide-ranging to include changes to policies, procedures or corporate functions, to working arrangements or to enhancing access to premises.
1.5 The Trust must take reasonable steps to avoid disadvantage being caused to any disabled person in relation to recruitment, retention, promotion, development, retirement and dismissal.

1.6 In accordance with Section 6.5 of the Trust Equality, Inclusion and Human Rights Policy, this procedure aims to support any disabled worker who requires reasonable adjustments as far as this is reasonably possible.

2.0 AIMS AND OBJECTIVES

This procedure aims to:

2.1 To raise awareness amongst all managers and workers of the legal, moral and social obligations to make reasonable adjustments for people who are disabled or who have a long term health condition, and in particular, the requirements under the Act.

2.2 To encourage disabled worker to declare their information which enables the Trust to abide by a request for ‘Reasonable Adjustments’ and to feel confident in the knowledge that they will be supported by the Trust should they require them.

2.3 To provide managers who are responsible for making adjustments with information about their obligations under this procedure, the process to follow, examples of adjustments that can be made and sources of support and guidance.

2.4 To provide workers with the process to be followed if they feel that this procedure is not being adhered to.

2.5 To provide workers with the process to be followed if Health and Safety or Occupational Health advice conflicts with this procedure statement.

3.0 SCOPE

3.1 All managers and workers are required to adhere to their responsibilities under this procedure. These responsibilities are outlined in the following section.

It is important to note that reasonable adjustments must be implemented for workers who belong to the following groups, and who have an impairment or health condition that falls within the definition of ‘disabled’ under the Act as described in Appendix 1.

a. Permanent workers, temporary and bank workers.

b. Workers employed on a contractual (fixed term or agency) basis.

c. People on work placement with the Trust.

d. People on secondment to or from the Trust.

e. Office holders such as board members and non-executive directors.
4.0 ROLES AND RESPONSIBILITIES

4.1 THE TRUST

4.1.1 The Trust has a responsibility to ensure that it complies with the Act to the effect that workers that have an impairment or long-term health condition are not discriminated against, and have reasonable adjustments made for them as required.

4.1.2 The Trust has further responsibilities to ensure that managers are made aware of their obligations towards disabled workers and are supported in fulfilling them.

4.1.3 The Trust is liable for the actions of its contractors as well as workers, regardless of whether such actions are with the express or implied authority of the Trust.

4.1.4 Where an adjustment is considered reasonable, the Trust has a duty to make that adjustment, except where it did not know, and could not reasonably have known, that an adjustment is required.

4.1.5 The Trust has an anticipatory duty to make adjustments. It is not acceptable to not make provisions just because a specific need has not as yet been identified. It is important to make provisions even for as yet unspecified needs. For example, processes must be in place to enable provision of information in Braille, even if this has not been requested to date.

4.1.6 The Trust must also be able to show that it took such steps as are reasonable to encourage disclosure, as outlined below.

4.2 LINE MANAGERS

4.2.1 When notified that a worker has an impairment or long-term health condition. The Manager should investigate and implement any recommended reasonable adjustments seeking advice from HR where required.

Consultation and advice can also be sought from Occupational Health, Health and Safety Advisors, Estates, IT, Disability and Mental Health Network.

Workers must be fully consulted and engaged in discussions regarding reasonable adjustments. As well as the worker concerned managers must ensure that they gain the consent of the worker before disclosing and sharing confidential information to another party.

4.2.2 Where appropriate managers may need to brief other members of the team (with the consent from the worker concerned), particularly in situations where the reasonable adjustments require a re-distribution of work tasks, hours or a change in work location. This must be undertaken in a sensitive manner and in consultation with the worker.
4.2.3 Any requests from the worker for confidentiality that could potentially impact upon the support or extent of reasonable adjustments that might be made should be discussed with the worker.

4.2.4 Managers will also take action to co-ordinate the implementation of reasonable adjustments following Access to Work, Occupational Health or other Health and Safety recommendations and in conjunction with the worker concerned, their line manager and other relevant teams across the Trust.

4.2.5 In accordance with the ‘Mindful Employer’ and ‘Positive about Disabled People’, managers are required to have a discussion with the worker concerned on the effectiveness of all reasonable adjustments in place and to ensure they are reviewed regularly.

4.3 WORKER

4.3.1 All workers have a responsibility to understand that people with an impairment or long-term health condition that impacts upon their daily activities may require ‘reasonable’ adjustments from the Trust.

Such adjustments are intended to tackle discrimination and create equality in opportunity for disabled workers, and are carefully designed so that they do not impact negatively on the work of other worker or the Trust.

4.3.2 Although it is the responsibility of the Trust to take steps to find out about any need for reasonable adjustments, disabled workers have an obligation under this procedure to bring to the attention of their manager, any impairment or long-term health condition that impacts upon their daily activities which may require ‘reasonable’ adjustments from the Trust, and to assist with the investigation and implementation of reasonable adjustments as required.

4.3.3 Workers should maintain appropriate, timely communication with their manager if they believe they have developed an illness or condition that may fall within the scope of the Act and request reasonable adjustments that may be required to support them to undertake their role or any other provision, criterion or practice related to their work.

4.3.4 Workers responsible for organising functions, events, courses and meetings must ensure that all participants and visitors are asked if they require reasonable adjustments in advance and ensure that these are investigated and implemented as appropriate.

Those responsible for organising such events will notify the Guest speakers/Facilitators presenting at such functions, events, courses and meetings to make them aware of any reasonable adjustments in place.
4.3.5 WORKERS SUPPORTED BY THIS PROCEDURE

Employee Support Groups (such as staff support group representatives, staff counsellors, Trade Union representatives duties or professional organisations) have obligations and a duty of care under this procedure once notified that a worker has any impairment or long-term health condition that impacts upon their daily activities which may require ‘reasonable’ adjustments from the Trust.

The worker has a responsibility to fully co-operate with managers, Occupational Health, HR, or supporting services in order to maintain a satisfactory level of performance and attendance. The worker should follow agreed reasonable adjustments. Should any issues or concerns arise then they should raise this with their manager at the earliest opportunity in order for these to be addressed as quickly as possible.

4.4. HUMAN RESOURCES

4.4.1 Human Resources have a duty to take proactive measures to encourage disclosure of any impairment or long-term health condition that impacts upon a worker’s daily activities which may require ‘reasonable’ adjustments from the employer. This can be done through adopting positive publicity, environment and workplace culture and promotion of this procedure.

4.5 ACCESS TO WORK (Appendix 4)

4.5.1 Access to Work is a “government-run programme delivered by Jobcentre Plus to help overcome barriers that disabled people come across when moving into or retaining employment”.

4.5.2 It is provided where the worker requires support or adaptations beyond those “reasonable adjustments” which the Trust is required to provide under the Act.

   a. It is not there to duplicate funding available from other sources.
   b. It is a flexible programme that focuses on the needs of the worker.

4.5.3 REMPLOY WORKPLACE MENTAL HEALTH AND SUPPORT SERVICE

This free and confidential service delivered by Remploy and funded by the Department for Work and Pensions which is available to any worker with depression, anxiety, stress or other mental health issues affecting their work.

Specialist advisors provide:

   a. Tailored work-focused mental health support for six months.
   b. Suitable coping strategies.
   c. A support plan to keep workers in work or return to work.
   d. Ideas for workplace adjustments to help workers fulfil their role.
   e. Practical advice to support those with a mental health condition.
5.0 PUTTING THE PROCEDURE INTO PRACTICE

There are 5 steps to be followed as applicable to ensure that this procedure is carried out in practice. All workers and managers should be familiar with each of the following steps in turn.

5.1. Step 1 - Identification of Reasonable Adjustments

5.1.1 New and existing workers may not declare they have an impairment or long-term health condition because:

a. They feel that they won’t get a job, training, development or promotion.
b. Their impairment is hidden and they feel embarrassed about bringing it up because it may be seen as trivial.
c. Previous negative experiences in employment have left them worried about raising it.
d. They may not like to ask for help or are not aware that their condition is classed as a disability – they may not perceive themselves as disabled and want to fit-in and not make a fuss.
e. They are scared of losing their job.
f. They think that they will be received unsympathetically or be told to “just get on with it”.

5.1.2 The anticipatory duty placed upon the Trust requires managers to take reasonable steps to find out whether reasonable adjustments are needed. Such steps might include:

a. Recruitment stage (pre-appointment) – applicants will be asked if they require any reasonable adjustments to enable them to attend their interview for a specific post.
b. Asking all workers at appointment with the Trust if they have any additional needs as a result of an impairment or long term health condition. A clear explanation of why such information is sought, who else will see or have access to it.

What will be done with the information and how it will be used to trigger follow-up support or adjustments should be provided. Rather than asking workers to identify if they have an impairment or long term health condition, it is more useful to ask if a worker may need any adjustments and what they may be.

c. An example statement for use verbally or in written communications is: ‘The Trust aims to be an equal opportunities and diverse employer. Please let us know if you have any access needs regarding premises, information, communication media or with regard to participating in our processes, services and events’.
d. Providing on-going opportunities for disclosure since many new workers may be hesitant to disclose any impairment or long term health condition at the start of employment. This might be done through supervision meetings, return to work discussions and / or, reminders of support available, team briefings, and through email bulletins etc.

e. Ensuring that worker are informed of the Trust’s positive stance towards recruitment and retention of disabled workers through practices such as using the two-ticks accreditation symbol from Jobcentre and supporting the work the Disability and Mental Health Network.

f. Projecting a clear welcoming message to the public and worker through:
   - literature i.e. recruitment,
   - Trust Annual Report,
   - Workforce Disability Equality Standard (WDES)
   - ensuring full access to website, using appropriate language in written materials and showing positive photographs or illustrations of disabled people.

g. In compliance with the Act, ensuring Trust-wide promotion of equal opportunities for and positive attitudes towards disabled workers, as well as elimination of unlawful discrimination and harassment.

h. Signpost workers during induction and core mandatory and essential training to key aspects of the procedure in the context of equality and human rights awareness

5.2. Step 2 - Action to be taken when notified that a worker has an impairment or long term health condition

5.2.1 Under this procedure anyone notified that a worker has an impairment or long term health condition which may require reasonable adjustments to be made, have a duty either:

   a. To investigate and implement such adjustments; or

   b. To advise the member of worker to talk to their line manager about their impairment or long term health condition additional needs (if a colleague has disclosed privately or in confidence).

Please note: Issues of confidentiality are addressed in section. 5.6.

5.2.2 If a worker requests adjustment to be made, then it is the manager’s responsibility to investigate and implement them as fully as possible, taking advice from the range of sources given within this procedure and in accordance with any request for confidentiality.
5.2.3 Where a request or recommendation for an adjustment is refused or there is a decision to substitute a request for a specific adjustment for an alternative one, this must be explained in full and in writing to the worker normally within ten working days of the decision being made.

5.2.4 When determining the kinds of adjustments that might be both reasonable and appropriate, managers should consult with:

a. The worker themselves, who will know their own needs and, in most cases, the kinds of adjustments that will be most effective

b. Occupational Health, who may provide a report of recommendations regarding working environment and practices.

c. Health and Safety, who may undertake a risk assessment and indicate any changes to procedures, provision of additional training or purchase of extra equipment that is required.

d. Access to Work where a worker has made a referral and a report has been provided, if the worker has consented.

e. Other specialist services or advisers (e.g. British Dyslexia Association)

5.2.5 There may be occasions where multi agency advice is linked together to ensure the needs and adjustments are most effective.

5.3 Step 3 - Making Reasonable Adjustments

5.3.1. The Act does not provide the Trust with a complete list of adjustments because these may vary between workers, their experience of their impairment and the type of work they carry out. Subsequently there is no 'one size fits all' method to use.

Some examples of reasonable adjustments may include:

a. Flexible working arrangements in relation to hours, location and distribution of duties.

b. Time off for assessment, rehabilitation, treatment or counselling.

c. Making adjustments to premises to enhance access for workers with physical or sensory impairments, mental health or learning needs, or health conditions such as epilepsy or diabetes.

d. Acquiring or modifying equipment e.g. magnifier, induction loop, desk-lamp, larger PC screen, adjustable-height furniture, voice activated software or a telephone adapted with an amplifier.

e. Providing additional training.

f. Providing additional supervision or mentoring.

g. Transcribing or modifying instructions e.g. putting agendas, minutes or other information into accessible formats such as large font, Braille or CD-ROM, making documentation available electronically via email attachment or on the Intranet.
h. Modifying procedures for testing or assessment.
i. Providing a reader or interpreter.
j. Allowing the member of worker to work in a private room if most work is done in an open-plan office.
k. Redeployment of an employee into a suitable alternative role. Please refer to section 3.0 of the Management of Sickness and Absence Procedure HRPG26.
l. Allowing extra breaks to help an employee cope with fatigue
m. Moving a work base - for example, transferring to a ground-floor office if breathlessness makes it difficult to climb stairs

(this list is not exhaustive)

5.3.2 In defining what is ‘reasonable’ a manager, in consultation with the worker, and with advice from an HR Adviser where required, should consider the following factors:

a. The effectiveness of the adjustment in preventing the disadvantage.
b. The practicality of the adjustment requested.
c. The financial and other costs to the Trust.
d. The extent of any disruption caused.
e. The extent of the Trust’s financial and other resources.
f. The extent of financial assistance that might be given to the Trust through, for example, the Access to Work scheme
g. The impact on other workers.
h. Any prescribed standards or professional requirements for the role.
i. Adjustments made for other disabled workers.
j. The extent to which the disabled worker is willing to co-operate.

5.4 Step 4 – Reasonable Adjustment Passport

5.4.1 A template of the ‘Reasonable Adjustment Passport’ can be found in Appendix 2. A ‘Reasonable Adjustment Passport’ is a living record of reasonable adjustments agreed between a worker and their manager.

The purpose of the passport is to:

a. Ensure that the worker and the Trust have an accurate record of what has been agreed.
b. Provide workers and their managers with the basis for discussions about reasonable adjustments at future meetings or where the worker changes jobs / roles or is subject to other organisational change.

5.4.2 A reasonable adjustment passport agreement should be completed within 3 months of the impairment or long term health condition being notified and following confirmation of requested reasonable adjustments. It is important that written letters or communications prior to the completion of a reasonable adjustment passport are preserved and retained so there is evidence of the agreements reached and discussions held.
5.4.3 The reasonable adjustment passport is a live document and should be reviewed regularly by both the worker and manager and amended as appropriate by either side. As a minimum an annual review should be undertaken. Expert advice from third parties, such as occupational health, Access to Work, HR or IT specialists may be needed before any changes can be agreed and implemented.

5.4.4. New managers of workers with ‘Reasonable Adjustment Passport’ should accept the adjustments outlined in the passport as reasonable and ensure that they continue to be applied if the worker remains in the same role or team. The reasonable adjustment passport may need to be reviewed and amended at a later date but this should not happen until both parties have worked together for a reasonable period of time.

5.4.5. If the worker moves roles / teams / locations the reasonable adjustments passport will need to be reviewed by the relevant manager as adjustments may no longer be required or be practical or reasonable and any additional adjustments that may be required can be considered.

5.4.6 The reasonable adjustment passport allows the employee to:

   a. Explain the impact of their impairment or long term health condition at work.
   b. Suggest adjustments that will enable them to do their job.
   c. Obtain further information from their doctor, specialist or other expert.
   d. Request an assessment by occupational health, Access to Work or another expert.
   e. Review the effectiveness of the adjustments agreed.
   f. Explain any change in circumstances.
   g. Be reassured that their manager knows what to do if the worker becomes unwell at work and who to contact if necessary.
   h. Know how and when their manager will keep in touch if the worker is absent from work because of illness or a disability related reason.

5.4.7 The agreement allows the manager to:

   a. Understand how a particular workers’ impairment or long term health condition affects them at work.
   b. Explain the needs of the service or organisation.
   c. Explain the organisation’s Management of Sickness Absence Procedure and Reasonable Adjustments Procedure.
   d. Recognise signs that worker might be unwell and know what the worker wants to do in these circumstances including who to contact for help.
   e. Know how and when to stay in touch if the worker is off sick.
   f. Consider whether or not the worker needs to be referred for an assessment by an occupational health or another adviser to help both parties understand what adjustments are needed.
   g. Review the effectiveness of the adjustments already agreed including the continuing need for such arrangements.
HRPG26G – Reasonable Adjustments Procedure

5.5 Step 5 - Review of Fitness for purpose

5.5.1 It is important to remember that a reasonable adjustment that has worked effectively for many years may stop being as effective as the worker’s impairment or health condition changes or the nature of the work itself changes. It is equally important to remember that two people with the same impairment may require different reasonable adjustments to be made.

5.5.2 It is recognised that in some cases an adjustment may be put in place, which the person with the responsibility to do so believes is effective, but which the worker feels is not adequate.

In this situation, the manager should take the following action:

a. Review the effectiveness of the adjustment to identify concerns (if any).
b. Discuss alternatives that could address the difficulties identified.
c. Seek specialist advice from internal and external sources (e.g. Occupational Health, Human Resources, Disability & Mental Health Network, a disability employment advisor at Jobcentre plus, etc.).
d. Implement new reasonable adjustments if relevant.
e. Review the effectiveness on a regular basis. Managers should have a discussion with the worker concerned on a regular basis to review the effectiveness of the reasonable adjustment e.g. during supervision meetings.

5.5.3 The worker has a responsibility to co-operate with this process.

5.5.4 Workers must be clear that the Trust is entitled to expect a reasonable level of attendance from all workers. Although the Act will be considered when managing sickness absence, it will not automatically prevent a worker from having their attendance monitored in accordance with the Management of Sickness Absence Procedure.

Where it is identified that a worker has a disability, which would entail regular absence from work this should be approached as a request for a reasonable adjustment which needs to be considered and recorded within the Reasonable Adjustment Passport.

5.6 Confidentiality

5.6.1 Workers who are made aware of another worker’s impairment or long term health condition in confidence must:

a. Advise the worker to discuss their needs with their manager, or other Trust manager, drawing their attention to this procedure and other appropriate documents and corporate commitments.

b. Advise the worker of other sources of support available (such as staff side representatives, staff networks, counselling services such as Occupational Health (OH), Employee Assistance Programme (EAP) etc.)
c. Discuss options regarding confidentiality (such as if, how and on what terms any aspect of the disclosed information might be brought to the attention of managers, whether information might be shared anonymously, etc.)

d. If they feel that the disclosed information may have health and safety or legal implications, inform the person of the extent to which confidentiality can/cannot be maintained, and of the obligation to inform managers. The worker must be included in all discussions regarding their impairment or health condition.

5.6.2 Under the Act, a breach of confidentiality is only permissible where the worker’s own safety is at risk, where the safety of others is at risk, or where a failure to disclose may result in criminal activity. Please see Data Protection and Confidentiality Policy and Procedure CP59/ CPG59 for more information or liaise with the Information Governance team for advice regarding confidentiality matters.

5.6.3 The Trust recognises that in some situations other colleagues may become aware of a workers’ impairment or long term health condition that requires a reasonable adjustment to be made (regardless of whether or not there will be an outcome of a reasonable adjustment). Should this be the case the information must be treated as confidential and cannot be forwarded to a third party without the consent of the worker concerned. This is because the impairment / long term health condition of the worker is classed as ‘special category data’ under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

6.0 ACTION TO BE TAKEN WHEN HEALTH & SAFETY ADVICE CONFLICTS WITH THIS PROCEDURE

6.1 It is recognised that sometimes advice given from a Health and Safety perspective may conflict with this procedure. Whilst the Health and Safety at Work Act 1974 and related regulations are prioritised above the Equality Act (in that the Trust is not expected to place disabled and other worker at inappropriate risk), The Equality Act does require consideration of any potential Reasonable Adjustments that, if implemented, might lessen the risks posed.

6.2 All advice has to be reviewed carefully to ascertain the extent to which an adjustment might mitigate or reduce risk, and even hazardous situations identified may be managed with reasonable adjustments by, for example, adapting procedures, purchasing equipment or providing additional training.

The risk assessment process itself may provide opportunities to consider and, where possible, implement reasonable adjustments to remove or reduce risks identified. If, after considering all reasonable adjustments, it is found that an unacceptable risk still remains and a risk assessment is required, it is important to ensure that it:

a. Focuses upon facts and not assumptions.
b. Assesses the individual circumstances and avoids blanket assumptions.
c. Involves the worker in discussions to identify how any risks may be mitigated.
HRPG26G – Reasonable Adjustments Procedure

d. Applies best medical evidence on prognosis, and associated hazards and risks as this impact upon the worker.
e. Relates to the worker and the requirements of the job.
f. Considers all relevant occupational factors.
g. Identifies the actual duration and frequency of hazardous situations.

6.3 Where a risk remains substantial in spite of any control measures and reasonable adjustments being considered, an alternative ‘reasonable adjustment’ may be redeployment to another suitable alternative post where the risk does not arise.

Any such decision, however, must be in consultation between the worker and manager with advice from the HR Advisor and Occupational Health & Wellbeing Service.

Re-deployment should be to a position where the worker has a reasonable chance of fulfilling all core duties of the new role, and where there is provision for re-training prior to assuming the new duties if this is required.

Please refer to Section 3.0 of the Management of Sickness and Absence Procedure HRPG26.

6.4 If the risk is not substantial in that there is no adverse impact on others and only to a minimal degree on the worker, and the worker states that they are happy to continue working, their wish should be respected where possible.

The Trust is expected, so far as is reasonably practical, to do all it can to eliminate risk in the workplace, but the law does recognise that all risks cannot be removed absolutely. In this instance, explicit informed consent in writing by the worker is essential, and a copy of the risk assessment signed by the worker and their manager must be kept in their personal file.

7.0 PROCEDURE IF INDIVIDUAL IS DISSASTIFIED

7.1 If a member of worker is dissatisfied with the application of this procedure or feel that they have been unfairly treated or their request has not been properly considered, it should be raised under the Trust’s Dignity, Respect & Grievance Policy (HR2) and Grievance Procedure (HRPG2a)

8.0 POLICY REFERENCES /ASSOCIATED DOCUMENTATION

- Equality Act 2010
- General Data Protection Regulation (GDPR) (EU) 2016/679
- Data Protection Act 2018
- Health and Safety at Work Act 1974
- Management of Health & Safety at Work Act 1999
- Working time (Amendment) Regulations 2003
- Working time regulations 1998
- Employment Rights Act 1996
9.0 REFERENCE TO OTHER TRUST POLICIES/PROCEDURES

9.1 To support effective implementation and understanding the following policies are signposted for additional guidance.

- Employee Wellbeing and Management of Sickness and Absence Policy
- Equality, Inclusion and Human Rights Policy
- Management of Sickness and Absence Procedure
- Flexible Working Procedure
- Trust’s Dignity, Respect & Grievance Policy and Grievance Procedure
- Occupational Health Procedure
- Management of Worker with a Drug, Alcohol or Substance Misuse Problem Procedure
- Disciplinary Policy and Procedure
- Recruitment and Retention Policy and Procedure
- Special Leave Procedure
- Organisational Change Procedure
- Corporate Health & Safety Policy
- Data Protection and Confidentiality Policy and Procedure
- Adverse Incidents Policy and Procedure
- Induction, Mandatory and Essential Training Procedure
- Capability (Performance) Procedure

10.0 USEFUL CONTACTS AND LINKS

- **Human Resources Team** on 01375 364 507 or 01375364580, who will direct you to the appropriate HR Advisor

- **Occupational Health**
  Tel: 0345 643 4368
  Email: ang-sa.Occupationalhealth@nhs.net

- **Disability and Mental Health Network**
  Tel: 01268 739765
  Email: epunft.equality@nhs.net

- **Staff Side Chair**
  Tel: 07583 013816

- **Staff Side Secretary**
  Tel: 07710 783506

- **Direct Gov**
  Website: [http://www.direct.gov.uk/](http://www.direct.gov.uk/)
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- **Access to Work Programme**
The Access to Work is a telephone based service. *When making an application quote ER1.*
Tel: 0800 121 7479
Textphone: 0800 121 7579
E-mail: atwosu.london@dwp.gsi.gov.uk

- **Access to Work**
Website: [https://www.gov.uk/access-to-work](https://www.gov.uk/access-to-work)

- **Remploy Workplace Mental Health Support Service**
Website: [https://www.remploy.co.uk/about-us/current-programmes/workplace-mental-health-support-service](https://www.remploy.co.uk/about-us/current-programmes/workplace-mental-health-support-service)

- **Remploy Disability Guide**
[https://www.remploy.co.uk/employers/resources/disability-guide](https://www.remploy.co.uk/employers/resources/disability-guide)

- **Equality and Human Rights Commission**
Website: [https://www.equalityhumanrights.com](https://www.equalityhumanrights.com)

- **Macmillan Cancer - Information working with cancer**
Website: [https://www.macmillan.org.uk](https://www.macmillan.org.uk)

- **Department of Work and Pensions**
Website: [http://www.dwp.gov.uk/supplying-dwp/what-we-buy/access-to-work/](http://www.dwp.gov.uk/supplying-dwp/what-we-buy/access-to-work/)

11.0 REFERENCES

- **Guidance on matters to be taken into account in determining questions relating to the definition of disability**


- **Mental Health First Aid** [MHFA Line Managers Resource](https://www.mhfaengland.org)

- **What Works for You** – Mental Health Foundation guidance about supporting colleagues

- **Poster templates to personalise and put up in your organisation, and lots of other useful resources to share in your workplace or community**

- **Action for Happiness GREAT DREAM** – 10 keys to happier living

- **Time to Change** – information and resources to tackle stigma and discrimination

END