

Reasonable adjustments and additional support

Types of Reasonable Adjustment

The sorts of adjustments that staff need are wide ranging and often low cost. For example, a change to working patterns to maximise energy levels, or supplying coloured paper to those with dyslexia cost little yet can have a great impact.

The following are examples of adjustments that employers might consider:

Changes to job duties e.g. Exempting an employee with a back condition from doing heavy physical work

Changes to the method of doing the job e.g. Allowing an employee who cannot drive on account of a medical condition to travel on business by some other means

Changes to working hours e.g. agreeing a reduction in working hours or an exemption from overtime working, allowing a later or flexible start time, or granting more frequent or longer rest breaks

A transfer to a different workplace e.g. Moving someone with limited mobility to a ground floor location or allowing partial homeworking;

Adjustments to procedural requirements e.g. Allowing an employee who has returned after a period of sickness absence to take paid time off work to attend regular medical appointments, physiotherapy or rehabilitation;

Additional or tailored training, coaching, mentoring or supervision e.g. if the employee is moved to new job duties as a result of partial incapacity;

Modification of premises e.g. Widening a doorway or relocating door handles or shelves if the employee has difficulty reaching them;

Provision of an auxiliary aid e.g. changing a key pad door entry system to a card swipe system where a blind employee is unable to use it;

Modification of information e.g. supplying documents in a large font where an employee is visually impaired ; and/or

Redeployment support e.g. to a suitable available vacancy (although the employee's express consent would be required)