# Oxford Brookes University

# Workplace Reasonable Adjustments Passport

Being at work with any form of disability may require adjustments to make your life at work easier and enable you to do your job to the best of your ability. The purpose of this passport is to:

* Make sure that everyone is clear and has a record of what adjustments have been agreed
* Reduce the need to reassess adjustments every time you change jobs, change work environment or are assigned a new manager
* Provide you and your manager with the basis for future conversations about adjustments

The adjustment passport is a live record of agreed adjustments between you and your manager.

It is for you to keep and pass on to anyone you think needs to know about your disability and the adjustments. The passport should be reviewed annually or sooner if there is any change to your job or your condition to establish if the adjustments are still effective.

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| How to use this document |
| * Sections 1,2 (3,4) 5,7 To be completed by the member of staff ONLY
* Section 6 To be completed by your Line Manager
* Section 8 To be completed by employee and Line Manager
* This document will not be passed on to anyone automatically, so you have control of the information and who it is passed to.

Adjustment passports are not stored or recorded centrally, therefore it’s your responsibility to keep it safe and provide it when necessary. You may wish to share the passport with Occupational Health in addition to your manager. |

| Your adjustments passport |
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| Name: |
| Line Manager: |
| Faculty/Directorate: |
| Job Title / Role: |
| Date: |
| Section1: impact of your disability or health conditionPlease state how your health condition or impairment impacts on you at work. For example: I find it difficult to navigate through stairways and heavy doors. |
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| Section 2: workplace adjustment requirementsPlease list below the adjustments that would assist you to discharge your duties effectively. For example: I need to be located near a lift / ramp, automatic doors and an elevator; flexible working hours. |
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| Section 3: fluctuating conditions**Please only complete this section if you experience a fluctuating condition**Please list below the adjustments required on **‘a good day’**Eg. I need to use noise cancelling headphones to help my focusPlease list below the adjustments required on **‘a bad day’**I need to pace my activity and take regular short breaks, |
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| Section 4: disability/medical condition requiring no adjustmentPlease state if you have a disability / medical condition that needs no action, but needs to be brought to the attention of your manager. For example: I am a diabetic; I am waiting for a Dyslexia Assessment |
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| Section 5: personal emergency evacuation planDo you need a personal emergency evacuation plan (PEEP) YES / NODo you have a personal emergency evacuation plan (PEEP) YES / NOIf NO - contact your Line Manager to discuss requirements and arrangements. If YES - affix details of the plan to this passportFor example: I have an arrangement with the fire warden on the best route to take when evacuating the building.**NB:**  The employee is responsible for completing the Needs for Assistance Questionnaire.Your line Manager is responsible for completing the PEEP. This document needs to be signed off by the Health and Safety team. See guidance for PEEPs in [**OBUHSN-8 Personal Emergency Evacuation Plan**](https://www.brookes.ac.uk/human-resources/working-here/wellbeing/safety/notices/peep/) |
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| Section 6: discussion and agreement with line managerPotential adjustments could include the following themes: Environment; Workload; Communication; Line Manager Support; Change; Access to Work Advice; PEEP.Examples:**Environment (Theme)**I need to have a quiet office with temperature and lights that I can control etc. **LM Response:** The adjustment(s) are in place and agreed by all.**Communication (Theme)*** I need to have important information explained accurately and actions communicated in writing

**LM Response:** in addition to the request above, a standing 15 minute meeting, fortnightly, can be set up at a convenient time for both employee and LM to offer individualised follow-up for staff wide communications etc. |
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| Section 7: Access to WorkThe scheme rule puts the responsibility on the employee to seek help from Access to Work when it is needed. <https://www.gov.uk/access-to-work>[Access to Work Fact Sheet for Employers](https://www.gov.uk/government/publications/access-to-work-guide-for-employers/access-to-work-factsheet-for-employers)Has an application to Access to Work been made? YES / NOIf YES are any of the adjustments above dependent on the outcome of the Access to Work application? Please give details: |
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| **Signed Line Manager:****Print Manager Name****Date:** |
| **Signed Staff Member:****Print Employee Name****Date:**  |
| **Advice Obtained From:** **Occupational Health (Name):****EDI Adviser (Name):****Access to Work (Name):****Union Representative (Name):** |
| Section 8: when to reviewThe Adjustment Passport could be reviewed:* During your annual PDR
* At a time determined by the employee or Manager

Your Adjustment Passport should be reviewed straight away if:* Your disability or health condition changes,
* You move to a new role, department, site, desk
* There are changes to your job which could mean existing adjustments may no longer be appropriate

**Additional adjustments agreed during the review:** |
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| **Manager Signature:****Date:** |
| **Employee signature:****Date:** |

## Appendix 1

### Additional Advice for **employees** completing the Adjustments Passport.

1. If you are concerned that you may not able to complete the document then please ask for assistance from:
* An EDI Adviser
* Trade Union - UCU or UNISON representative
* [Staff Disability Network](https://www.brookes.ac.uk/staff/human-resources/equality-diversity-and-inclusion/diversity-networks/staff-disability-network/)
* Occupational Health Department
1. The purpose of the Adjustment Passport is to act as a support tool for agreeing and documenting adjustments. The adjustments can be proposed and initiated by the employee, their Line Manager, Occupational Health or People Directorate team.
2. Be aware that your manager may need to get additional advice from Occupational Health, Access to Work or the People Directorate 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.
3. You are entitled to have your Union Rep or other colleague accompany you to any meetings to discuss your adjustments if you wish.
4. If you change your job or you have a new manager, you are encouraged to provide a copy of this to them so that they understand what adjustments have been made for you.
5. 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.
6. If your health condition or impairment changes or if you have moved to a new role, department, site, desk, or there are other changes to your job which mean that the adjustment may no longer be appropriate, then the adjustments may be reviewed straight away.

**Additional Advice for MANAGERS completing the Adjustments Passport with an Employee.**

1. If you are concerned that you may not able to complete the document with the employee, then please ask for assistance from:
* An EDI Adviser
* Trade Union - UCU or UNISON representative
* [Staff Disability Network](https://www.brookes.ac.uk/staff/human-resources/equality-diversity-and-inclusion/diversity-networks/staff-disability-network/)
* Occupational Health Department
1. It is advised that the Passport review is included as part of the employee’s annual PDR process.
2. The employee can however, ask for a review at any point if there is a change to their health, role or work environment.
3. The Passport belongs to the employee and as such should not be altered without the employee’s consent.