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**How to make reasonable adjustments**

The Equality Act 2010 places a legal obligation on employers to provide reasonable adjustments to ensure that people with disabilities are not disadvantaged in employment. A disability is defined as a physical or mental impairment that has a substantial or long term negative effect on their ability to be able to do normal daily activities.

A reasonable adjustment is a change of adaptation to the working environment that can remove or minimise the impact of the individual’s impairment. What amounts to a reasonable adjustment depends on the circumstances – relevant issues include cost, effectiveness and practicality.

Examples of reasonable adjustments can include:

* reallocation of duties
* changes to the recruitment process to accommodate disabled applicants
* provision of specialist equipment
* provision of regular breaks
* amending certain policies or procedures (for example, allowing staff to be accompanied by additional or alternative representation at formal meetings)
* redeployment of a member of staff.

Discuss with the member of staff what support or adjustments they feel they need. It is important to maintain confidentiality at all times. You can discuss with the member of staff what information colleagues should be given.

Information and support in identifying and making reasonable adjustments can be obtained from the University Occupational Health service and the Disability Advisory Support Service. External advice is available via Access to Work.

Where a reasonable adjustment is agreed, document this and review it on a regular basis.