**Guidance on hybrid work and supporting disabled staff**

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 or 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 factors include cost of the adjustment, its effectiveness and practicality.

Hybrid working, or working from home for some of the working week, may amount to a reasonable adjustment depending on the circumstances. For example, if an employee has a disability that requires them to have regular rest breaks during the day and this can be better managed from home, this may be a reasonable adjustment.

Information and support in identifying and making reasonable adjustments can be obtained from the University Occupational Health service and the Disability Advisory Support Service.

Where hybrid working or working from home amounts to a reasonable adjustment, funding may also be available to provide the employee with additional equipment to allow this.

Managers are encouraged to consider hybrid working opportunities at a team level. Where an employee has a disability they should also:

* Discuss the circumstances privately with the individual and ask them what support or adjustments they feel that they need.
* Take advice from specialist services where more information is required.
* With reference to the University [Hybrid Working Principles](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=55525) consider whether there is an appropriate category of hybrid working that is appropriate. This may be different to the category or arrangements that apply to other employees in the team.
* Work with the [DASS](http://www.dso.manchester.ac.uk/who-do-we-support/) service to ensure the employee has the necessary equipment to enable hybrid / home working.
* Review the hybrid / homeworking arrangement on a regular basis to ensure that the employee is appropriately supported and able to work effectively.

Confidentiality should be maintained at all times; medical conditions / health information is sensitive personal data and subject to relevant data protection legislation.