How the university meets its legal obligations

At the University, we are committed to promoting a positive work and study environment, free from unlawful discrimination for our employees and students on the grounds of disability.

As well as the University having legal obligations as an employer, it is important that as an employee, you should also be aware of your own responsibilities under the Equality Act.

The University’s legal obligations are both as an employer and as a service provider. Through promoting the University as a positive environment to work and study in, we are committed to:

* Encouraging applicants to disclose their disability so that we can consider what support may be needed for them to complete their studies or begin their employment journey with us.
* Encouraging new staff and students and those who develop a disability during employment or study to tell the University they are disabled, so that we can consider their individual needs.
* Ensuring that specific health and safety arrangements are in place for staff and students, for example, [Personal Emergency Evacuation Plans (PEEPS)](https://www.healthandsafety.manchester.ac.uk/toolkits/fire/peeps/) to manage the safe egress of individual staff and students who may require assistance to leave the building in the event of an emergency evacuation.
* providing mandatory training for our employees in relation to equality and diversity and unconscious bias as part of our commitment to promote a diverse and inclusive environment;
* carrying out equality analysis as part of our decision making to ensure that employees with a disability are not inadvertently disadvantaged by a policy or practice;
* monitoring disability headcount data to identify under or over-representation across the University to identify potential inequality and develop action plans to address this.

Every organisation has a responsibility to ensure it follows the relevant regulations. At the University, we like to ensure that our approach goes beyond the minimum legal requirement to ensure an inclusive and accessible environment for all.

As an employee, you should also be aware of your own responsibilities, as well as what your rights are and what your employer should be doing with regard to, for example, pay, contracts, time off and working hours.

Under the Equality Act the University is required to anticipate disabled people will come to study and work at the institution - and to take anticipatory measures to ensure accessibility. The University meets this requirement by:

* continually considering and re-thinking inclusivity i.e., inclusive teaching practices, inclusive estates measures, inclusive interview practices etc;
* encouraging early sharing of disability information, so that any individual adjustments needed can be considered and arranged;
* monitoring and reviewing disability data to understand trends and needs in order to respond appropriately.

Education providers are not expected to anticipate the needs of every student or colleague, but they are required to think about and take reasonable steps to remove barriers to disabled people. Staff should not, therefore, be waiting for individual issues to arise before they react, and instead should consider the requirements of individuals with a diverse range of disabilities when designing teaching and assessment, buildings, and at revalidation of revalidating programmes.