

## **Reasonable Adjustment – Guidance – Schools**

**(Informal guidance only- Revised April 2017)**

In some circumstances adjustments are recommended to the workplace, duties or hours to enable an employee to continue in their post wherever possible. As examples these may include:

- Provision of equipment or IT packages
- Change of duties (i.e. manual handling restrictions)
- Flexibility in working hours
- Reduction in contracted hours
- Alteration of shift pattern
- Home working
- Parking facilities

Under the Equality Act 2010 (Disability Discrimination Act) an employer must make “reasonable adjustments” when an employee has a condition, which comes under the terms of the Act. Any condition, mental or physical, which has a substantial and long-term effect on an individual’s ability to carry out normal day to day activities, may come under the Act. Long-term is one that has lasted or is likely to last for 12 months or more. Occupational Health is able to advise whether a condition is ‘likely’ to come under the Act but confirmation arises from a legal ruling.

The Headteacher, with all the information available, will need to decide on which adjustments can be accommodated and are deemed to be “reasonable”, taking into consideration the student learning/welfare, financial implications and impact on other members of staff.

When an employee has a condition, which has lasted or is likely to last for more than 1 year, the employee is able to contact **Access to Work** for advice and assistance. This organisation may carry out a workplace assessment on behalf of the employee and in some instances provide partial or full funding for reasonable adjustments.

**Access to Work Tel: 0345 268 8489**

**Employees who are disabled or become disabled in the course of their employment are encouraged to inform their line manager if they require an adjustment to their duties or work environment.**