



University Hospitals
of Liverpool
Group

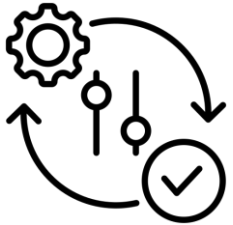
Reasonable Adjustments

Creating an inclusive workplace



Reasonable Adjustments

What Are Reasonable Adjustments?



- Removes or reduces workplace barriers and creates equity
- Legal duty under Equality Act 2010
- Help you reach your full potential
- Includes support for physical or mental health conditions and neurodivergence





Reasonable Adjustments

Recognising the Need for Adjustments



- Health condition (new or existing)
- Neurodiversity or health disclosure
- Return from long-term sick leave
- Occupational Health advice
- Health Passport discussion
- Wellbeing conversation outcomes



Reasonable Adjustments

Step-by-Step Process Overview



- Identify the need (trigger)
- Discuss & agree adjustments
- Use the Neurodiversity Support Tool if needed
- Record in Health Passport
- Create Reasonable Adjustments Plan (RAP)
- Seek support if needed
- Review annually or when needed



Reasonable Adjustments

Neurodiversity and Adjustments



- No diagnosis required to request support
- Examples include Autism, ADHD, Dyslexia, Dyspraxia, etc.
- Focus on removing barriers to performance
- Improve ability to function and contribute

Reasonable Adjustments

Common Challenges and Adjustments



- Musculoskeletal → Chairs, desk, keyboard
- Sensory Overload → Quiet space, noise-cancelling headphones
- Focus issues → Structured routine, breaks
- Communication → Written guidance, meeting agendas
- Memory → Checklists, visual aids
- Social fatigue → Reduced meetings, buddy systems

Adjustments made as required to help alleviate the barrier considered on a case-by-case basis



Reasonable Adjustments

Using the Health Passport



- Voluntary document
- Completed by employee with manager support
- Stored confidentially
- Updated as needs change
- Kept by the employee for future use
- Can be shared with a new manager or department if this changes in future



Reasonable Adjustments

Creating a Reasonable Adjustments Plan (RAP)

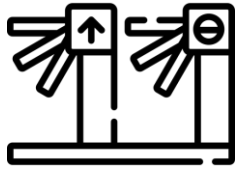


- Formal agreement of adjustments
- Created by line manager and employee
- Stored securely and confidentially
- Reviewed regularly to keep updated



Reasonable Adjustments

Access to Work Support



- For higher-cost or more complex adjustments
- Employee-led application
- Involves workplace assessment
- Reimbursement process supported by line manager
- Written process available in the Toolkit



Reasonable Adjustments

Having the Right Conversation

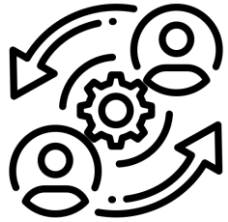


- How can I support you to do your job ?
- Shall we have a chat and look at your Health Passport together ?
- Can we talk about any support I might need in work?
- Be open and respectful with a focus removing any workplace barriers
- A conversation can happen anytime at the request of the employee or manager



Reasonable Adjustments

If Things Change or Go Wrong

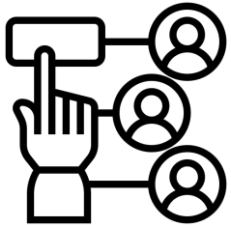


- Revisit RAP if adjustments aren't working
- Update Health Passport any time
- Discuss with your line manager
- Refer to the Toolkit
- Support available from HR, H&S or OH if needed.



Reasonable Adjustments

Resources Available



- Reasonable Adjustments Toolkit (Intranet)
- Neurodiversity Reasonable Adjustments Support Tool
- Health Passport Template & Guidance
- RAP Template
- Reasonable Adjustments Process
- Access to Work Process
- Support from HR, H&S, Occupational Health



Reasonable Adjustments

Summary



- Adjustments are everyone's responsibility
- Tools make it easier: Passport, RAP, Toolkit
- Early and open conversation is key
- Support is available at every stage



Thank you

Small changes can make a BIG difference.

Together, we can build an inclusive workplace where everyone can thrive.