# University of Bristol

Workplace Adjustment Plan

The Workplace Adjustment Plan (‘the Plan’) is a living record of workplace adjustments agreed between a colleague and their line manager. It provides a framework within which to discuss, agree and review any support that may be required to alleviate the impact that a disability/ long term health condition is having on an individual’s ability to thrive at work.

The purpose of the Plan is to help frame conversations between individuals and their managers about workplace adjustments by:

* Acting as a record of what adjustments are agreed.
* Providing individuals and their line managers with a structure to use when regularly reviewing and updating information about workplace adjustments.
* Providing a starting point for discussion when a member of staff changes jobs, is relocated, or assigned a new manager within the organisation.
* Starting a conversation about support that may be required for less visible disabilities such as anxiety, autism, ADHD or dyslexia.

The Workplace Adjustment Plan should be developed within the context of university [guidance](https://www.bristol.ac.uk/inclusion/disability/workplace-adjustments/) on reasonable adjustments and the Equality and Human Rights Commission Statutory Code of Practice that states:

“In order to avoid discrimination, it would be sensible for employers not to attempt to make a fine judgement as to whether a particular individual falls within the statutory definition of disability, but to focus instead on meeting the needs of each worker.”

Completion of a Workplace Adjustment Plan is voluntary and the legal duty to make reasonable adjustments to support disabled staff applies with or without a completed Plan.



## Name:

Section 1: About me

**Job title:**

## Line Manager:

**Department/School/Faculty:**

## Things to know about my disability or health condition

Please share as much information as possible on how your disability or health condition impacts you within the workplace, specifically in relation to the nature of your job, the requirements of your role and your working environment. Consider:

* Any tasks you need help with or cannot do easily
* Any tasks which may take longer for you to carry out
* Any diagnosis you feel would be helpful for your manager to know
* Any information regarding medication or interventions that you feel are relevant to work - these could be fluctuations in conditions or symptoms you would like your line manager to be

aware of.

## How my disability/health condition impacts me in the workplace

**Things that could help me to do my job**

For example, this could be:

* A different start and finish time
* Ways of communicating at work
* Provision of extra equipment such as noise cancelling headphones, a new chair or specific software
* More regular breaks at work
* Any appointments you regularly need to attend to stay well at work.

It might be helpful to refer to any recommendations for support from other sources, such as the University Occupational Health Service or Access to Work. You could also draw on examples of support that has worked during your employment history to date – either at the University or

elsewhere – or support you in education. Don’t worry if you are struggling to identify what could support you as you can discuss this further with your line manager and come up with ideas together.



Based on the information provided in Section 1 discuss, agree and record the adjustments that will be made to support you at work. If there is an issue with knowing what adjustments are possible then your manager should seek specialist advice from their HR Business Partnering Team in the first instance.

Section 2: Agreed adjustments

## The following workplace adjustments were agreed between me and my line manager

**Line Manager comments:**

## Date of implementation of adjustments:

**Will details of the adjustments need to be shared with others?** Yes  No 

## If yes, please provide further details of how you have agreed to share this:



The Workplace Adjustment Plan should be reviewed at least every six months. Additional reviews can be arranged by either your or your line manager’s request for reasons such as:

Section 3: Record of Reviews

* Changes to your role
* Changes to your work location
* Changes to your condition
* Concerns from you or your line manager that the adjustments are not working

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| **Date of review** | **Review Participants** | **Summary of Discussion** |
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