



## Reasonable Adjustments Form – Appendix A

### How to use this form

This form should be used when reasonable adjustments are being explored. This document will help a manager make an evidence-based decision about whether or not a workplace adjustment is required and is 'reasonable'. This form should also be used to record any changes to the adjustment and future discussions.

### The process for deciding if an adjustment is required and is 'reasonable'

Ensure that you consider all information available to you when answering the above – for example reports from occupational health, medical professionals, or other workplace assessments – and ensure that you document both your decision-making process and the decision.

<b>Employee Name</b>
<b>Job Title</b>
<b>Employing Directorate &amp; Service</b>
<b>Manager's Name</b>
<b>Meeting Date</b>
<b>Present at Meeting</b>
<b>Identified barriers and discussion</b>
Enter a brief description of the barriers that have been identified and possible adjustments
<b>Effectiveness</b>

Detail how effective the adjustment under consideration would remove or minimise the identified barriers.

**Practicality**

Detail the practicalities of making this adjustment – for example, the length of time it will take to implement; any additional resources needed to implement or maintain the adjustment.

**Cost**

Detail the cost of this adjustment and how it will be funded. Ensure all sources of funds are considered (such as Access to Work).

**Health and Safety Issues/Possible Difficulties**

Consider any health and safety issues, and any possible issues in making the adjustment. Consider other employees and physical barriers i.e., building limitations.

**Additional evidence to support decision**

List the evidence that was considered to help reach the decision.

- [Example: Assessment from Occupational Health stated...]
- [Example: Access to Work report identified...]

<b>Decision and next steps</b> Details of the decision made and required next steps.
<b>Adjustments Reviewed</b> Details of further discussions to review adjustments and outline any changes made.

Policy approved by Governors:	April 2024
Date of next review by Governors:	April 2025