



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.

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

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...]

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

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