Reasonable adjustments decision process and form

How to use this form

**This process and form is most helpful where organisations feel an adjustment might be unreasonable for them to make. This document will help a manager make an evidence-based decision about whether or not a workplace adjustment is ‘reasonable’.**

**For information on what a ‘reasonable adjustment’ is, please log in to the** [**Members Hub**](https://members.businessdisabilityforum.org.uk/resource-category/) **or contact the** [**Advice Service**](http://www.businessdisabilityforum.org.uk/our-services/advice-service/) **for information.**

The process for deciding if an adjustment is ‘reasonable’

The law does not require employers to make adjustments that are not reasonable. However, to determine whether or not a requested adjustment is reasonable for your organisation, you need to go through some steps to ensure that you have considered this thoroughly. There are three parts to doing this: (1) deciding if the duty to make a reasonable adjustment is required, (2) identifying possible adjustments; (3) deciding which (if any) of those adjustments are reasonable.

**(1) Is an adjustment required?**

* Is the person disadvantaged or experiencing a barrier at work?
* Are they experiencing this disadvantage/barrier because of their disability?

If the answer is 'yes' to both of these, you then need to make a reasonable adjustment.

**(2) What adjustments could remove this barrier?**

Think about what would remove the barrier for the individual. Include the employee in this discussion as they may also be aware of what would help them.

**(3) Is the adjustment 'reasonable'?**

* Effectiveness – how well does the adjustment in question remove or at least minimize the disadvantage?
* Practicability – how practical is the adjustment? For example, how long will it take to implement, will anyone need extra training, etc?
* Cost – for example, how much will it cost, what financial resources available to the organisation (including schemes such as Access to Work, for example), can your organisation afford it?
* Disruption – how disruptive to the business, to others, and to the needs of the organisation would it be to make this adjustment?
* Risk – would making this adjustment cause any risk to others? (Note: An adjustment will not be ‘reasonable’ if anyone’s health and safety would be compromised by making that adjustment.)

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. The boxes below will help an organisation to document a decision.

Reasonable Adjustment Decision Form

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| --- |
| **Name of individual or case identification**  The name of the individual or the way in which this case is identified |
|  |
| **Identified barriers and discussion with individual**  Enter a brief description of the barrier that has been identified and how the individual feels about the proposed adjustment in question |
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| **Effectiveness**  Detail how effective the adjustment under consideration would remove or minimise the identified barrier for the individual |
|  |
| **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. |
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| **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). |
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| **Disruption**  Detail the extent of disruption and the effect making this adjustment will have on other stakeholders and the business as a whole. |
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| **Health and safety risk**  Detail the level of health and safety risk of all stakeholders involved in making this adjustment. |
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| **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…] |

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| **Decision and next steps**  Details of the decision made by the organisation and next steps |
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| --- | --- |
| **Completed by** |  |
| **Job title** |  |
| **Department** |  |
| **Date** |  |

|  |  |
| --- | --- |
| **Verified by** | [This decision should be signed off by a senior member of staff] |
| **Job Title** |  |
| **Date** |  |

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