

Your role in supporting disabled staff at the University of Nottingham

Guidance for Managers

Contents

Section 1	Introduction	Page 2
	1.1 Equality & Diversity at the University of Nottingham	
	1.2 Purpose of the guide	
	1.3 Your feedback	
Section 2	The Equality Act (2010)	Page 3
	2.1 What does the law say?	
	2.2 What are my legal responsibilities as a manager?	
	2.3 The social model of disability	
	2.4 Who is legally classed as disabled?	
Section 3	Recruiting a disabled person	Page 5
	3.1 Best practice	
	3.2 Making arrangements for a disabled candidate	
	3.3 Deciding whom to appoint	
	3.4 Pre-Employment Health Questionnaires	
	3.5 Induction	
	3.6 Further guidance	
Section 4	When a team member becomes disabled	Page 6
Section 5	Supporting your disabled team members	Page 7
	5.1 Disclosure of disability	
	5.2 Confidentiality	
	5.3 Inclusive management	
Section 6	Making reasonable adjustments	Page 9
	6.1 Definition of a reasonable adjustment	
	6.2 Recruiting an employee	
	6.3 Supporting current employee	
	6.4 Examples of reasonable adjustments	
	6.5 How to decide what is 'reasonable'	
	6.6 Purchasing equipment and/or specialist services	
	6.7 Funding	
	6.8 Keeping written records	
Section 7	The Access to Work scheme	Page 11
	7.1 Applying for Access to Work support	
	7.2 The type of support Access to Work can pay for	
	7.3 How much Access to Work will pay out	
	7.4 How long does the grant last for	
	7.5 Contact details for Access to Work centre	
	7.6 Review and update	
Section 8	If reasonable adjustments cannot be made	Page 14
Section 9	Health and Safety	Page 14
Section 10	Help and Advice available within the University	Page 14
Appendices		
Appendix 1	External links	
Appendix 2	Access to Work: Standard/Reasonable Equipment List	
Appendix 3	Supporting disabled staff: Flowchart for Manager	

1. Introduction

1.1 Equality and Diversity at the University of Nottingham

The University of Nottingham is committed to recruiting and retaining staff of the highest calibre. Only by ensuring equality of opportunity can the University be confident that it is recruiting from the widest available pool of talented individuals.

1.2 Purpose of the Guide

The purpose of this guide is to pull together information that will help you as a manager to recruit and work effectively with disabled members of staff.

We have divided the guide into the following areas:

Section 2: The Equality Act 2010

Section 3: Recruiting a disabled person

Section 4: When a team member becomes disabled

Section 5: Supporting your disabled team members

Section 6: Making Reasonable Adjustments

Section 7: The Access to Work Scheme

Section 8: If reasonable adjustments can't be made

Section 9: Health and Safety

Section 10: Help and Advice available within the University

We hope that you will find this guide helpful and easy to use. We have developed it as a general guide that you can refer to regularly. It is important to realise that the guide is not exhaustive and throughout there are links that will lead you to further information.

1.3 Feedback

We would be grateful to receive your feedback on this guide and if you feel we can improve this guide please let us know how by emailing us. This document is available in alternative formats, please email us your request.

2. The Equality Act 2010

2.1 What does the law say?

The Equality Act 2010 states that it is unlawful for an employer to discriminate against someone because of their disability (this includes direct discrimination, indirect discrimination as well as discrimination arising from person's disability). As a manager, you cannot discriminate:

- in the recruitment and selection process;
- in the terms and conditions of employment;
- in opportunities for promotion, career development and training or other benefits;
- by dismissing a disabled person unfairly/by unfair dismissal;
- by treating a disabled person less fairly than other workers;
- by subjecting a disabled person to harassment;
- by failing to make reasonable adjustments.

2.2 What are my legal responsibilities as a Manager?

It is your responsibility to promote equality of opportunity for your disabled team members. This includes:

- Exploring support options

You must explore with the disabled person what support they may need and arrange for any reasonable adjustments to be made. Sometimes this may mean treating them more favourably than other people. For example, you may fast track training or upgrade IT quicker for disabled members of staff.

- Promoting positive attitudes towards disability

Communicate with other team members in your School/Department that everyone has the right to be treated fairly and with respect. A diverse team can provide a valuable range of skills and experiences and this should be recognised.

- Tackling harassment or bullying

The University is committed to preventing harassment and bullying and will not tolerate the harassment or bullying of any member of its community by another. If you witness unacceptable behaviour in your team, then you must take action. For further information about the University's commitment to equality of opportunity see [The Dignity at Nottingham Policy](#).

This guide has been designed to steer you through your responsibilities and to point out University Services and external organisations that will be able to help and advise you.

2.3 The Social Model of Disability

The University subscribes to "The social model of disability". This model demonstrates that it is not the person's impairment that leads to them being disabled. Rather it is the mental, physical and organisational barriers that exist within society which disable them. In other words, it is not the individual's medical condition which is the problem, but the fact that society is run and organised in a way which can exclude them.

For example, information is produced in a format that visually impaired people are unable to use, buildings are built so wheelchair users cannot gain access to them and prejudicial attitudes can prevent disabled people from having the same career opportunities as non-disabled people.

At the University of Nottingham we seek to remove all barriers that exclude any individuals in this manner. As a line manager you have a particularly important role to play by setting an example of inclusive behaviour, supporting disabled team members in performing to the full

extent of their abilities and taking timely and appropriate action to address any unacceptable behaviour.

2.4 Who is legally classed as disabled?

The legal definition of disability is actually much broader than many people realise. There are many forms of disability, some of which are better understood and more visible than others. Many of us at the University will be protected by the Equality Act 2010 without being aware of it.

The Equality Act defines a disabled person as someone who has a mental or physical impairment that has a **substantial** and **long term** adverse effect on the person's ability to carry out normal day-to-day activities.

Substantial means, that the effect may not be minor or trivial. Also, the person is still considered to be disabled even if ongoing treatments or aids do alleviate the effects of their impairment (except where the person's vision can be corrected by glasses or contact lenses).

Long term refers to the fact that the disability has affected or is likely to affect the person for at least 12 months. This definition includes people who are hard of hearing or have visual impairments, mobility difficulties and long-term illnesses such as cancer and HIV. It also includes disabilities that may not be outwardly obvious to other people like dyslexia and depression.

For more information, see the [Equality and Human Rights Commission](#).

There will be many people who have protection under the Equality Act but may require only minor adjustments in the workplace.

Although we do recruit disabled staff from outside the University, every year far more people become disabled during the course of their employment. This guidance document looks at both situations.

3. Recruiting a disabled person

3.1 Best practice

Following the University recruitment procedure will help you find the right person to fill your vacancy and ensures that the recruitment process is fair to all candidates. The University's success depends on the diverse qualities of the people we employ – that's why getting recruitment decisions right is so important. Over 20,000 people apply to work at the University each year, so the way we deal with them is critical to the way in which the University is perceived - both here and abroad. So it's essential that everyone involved in the recruitment process conveys the right messages.

Any recruitment process should be designed to get the best from each candidate, including those with a disability. This starts with the advertising campaign and continues through the application, assessment and offer processes.

Each stage may need to be adjusted to meet the different needs of disabled people. Ensuring fair, non-discriminatory criteria and rigorous, fair assessment process are critical. The Human Resources Recruitment Team can help and advice managers at each stage.

All managers involved in recruiting should have attended the "Recruitment and Selection" course run by Professional Development; if you haven't already taken part you can book your place at [Central Short Courses](#).

3.2 Making arrangements for a disabled candidate

If your School/Department's recruitment is centralised in Human Resources, then the Recruitment Team will contact all short listed candidates to ask whether they need any particular arrangements for their interview, for example having information available in an alternative format; being accompanied by a support worker; ensuring that the interview room is accessible. You may also need to think about any kind of testing or assessment you plan to carry out and how that might need to be adjusted. Human Resources will then ensure that any necessary alterations are made to accommodate the disabled candidate.

Where recruitment is not centralised it is the responsibility of the person organising recruitment to ensure that appropriate arrangements have been made.

3.3 Deciding whom to appoint

If you are aware that a candidate is disabled, then you should consider them on their skills and experience alone just as you would any other applicant. However, you should think about whether reasonable adjustments to the workplace would enable them to qualify as the best person for the job.

For example, the job may involve visiting other UK University's. A disabled candidate with a mobility impairment may not possess a driving licence as stipulated in the job specification, but would be able to travel with the assistance of a support worker.

You may also consider that being disabled brings with it many life experiences which may enrich an individual's ability to do the job.

3.4 Pre-Employment Health Questionnaire

The Equality Act 2010 expressly prohibits the use of pre-employment health questionnaires. The University of Nottingham does not conduct health checks prior to the offer of employment. However, if it is normal practice for your School/Department to ask for a reference prior to interview and job offer being made you need to ensure that you are not asking any questions relating to health, e.g. sickness absence record.

You can ask questions relating to health or disability once the job offer has been made. At this stage, you would make sure that an individual's health or disability would not prevent them from doing the job. You must consider whether there are reasonable adjustments that would enable them to do the job.

3.5 Induction

It is important to induct any new team member to their role, the team/School/Department and to the University. We want people to settle quickly into their roles and become productive employees and so it is worth spending time to plan the process and make sure that the induction is personalised to the particular needs of the team member, particularly if they are disabled. To find out more about the induction process, see the [Induction pages](#) on the Professional Development website.

3.6 Further guidance

For more help, especially if your School/Department runs all recruitment procedures independently of Human Resources see the [Human Resources website](#).

4. When a team member becomes disabled

Many people become disabled over the course of their life, rather than being born with some form of impairment. At the University, the biggest "cause" of disability is a long-term chronic health condition. The change in the person's health can of course happen over a long period of time or due to a single event, such as an accident. Where a person's health has deteriorated significantly and led to them having to take time off, it is likely you will become aware of their disability as a result of using the sickness absence management procedure. It is important to note that an underlying health problem that is causing repeated or long-term absence may be considered a disability under the Equality Act 2010.

You will therefore need to consider reasonable adjustments for that person in exactly the same way as for a new recruit. This may include putting together a support plan to allow the person to gradually return to work, considering additional training needs, considering changes to their role, arranging a work place assessment and managing the communication with team members. Again, at all times you should be aware of the need to treat any health-related information as confidential and sensitive and this should be shared only with the person's consent and on a "need to know" basis. You should contact your Human Resources Adviser for help and support.

5. Supporting your disabled team members

5.1 Disclosure of a disability

All candidates applying for a job at the University of Nottingham will be asked to fill in some Equal Opportunities data on their application form, including whether they consider themselves to be disabled. They do not have to fill these details in, but if they do all information is held confidentially in the Human Resources Department - you will not be able to see it on the Vacancy Manager system.

Unless the person's impairment is outwardly visible, they are upfront in declaring their disability or they request special arrangements for their interview, **you will not be informed by the Human Resources Department that they have a disability before they are appointed.**

Once the disabled person has agreed to take the job at the University, the Human Resources Recruitment Team will then tell you, if you have not already been made aware, that they have declared themselves to be disabled in their application form.

5.2 Confidentiality

You should encourage an open culture where colleagues feel able to disclose their disability.

Anything that one of your team tells you about their disability **must** be treated as **confidential** and **sensitive**. It is really important that you don't talk about a person's disability with anyone else until you have agreed with the disabled team member what information can be disclosed and to whom.

You should also take into account that the disabled team member may not initially want to discuss their disability with you; if this is the case you could suggest that they have a confidential discussion with their Human Resources Adviser. If adjustments are made it will not always be necessary disclose the reason for the adjustment (i.e. the nature of the disability) to the rest of the team.

If a team member does decide not to tell you or the University that they have a disability and it is not reasonable for you to know already, then you **cannot** be held responsible for failing to make reasonable adjustments.

5.3 Inclusive Management

As has been stated above, your role as a manager is critical in ensuring that all your members of staff are able to perform to the full extent of their abilities. There are some key processes to which you should pay particular attention when thinking about the needs of disabled staff members.

- **Communication with the rest of the team:** When you have recruited a new member of the team who is disabled, part of the discussions with them prior to their starting should be about what information is to be shared with the team. You may need to think about how well equipped the rest of the team is to work well with the disabled person. You will need to think about the particular operational challenges posed by the person's impairment, to what degree the team will have to change or re-assess the way they have worked and what level of awareness and understanding of disability issues they may have. It may be necessary to discuss the team member's disability with other members of the team to break down any prejudice and ensure that they receive support from their colleagues. You may need to think about arranging for particular training for the team either prior to the disabled person starting or once they have joined the team. It is very important that you discuss this beforehand with the disabled member of staff and that they are comfortable with the way forward. The aim of this is to ensure that they start their role feeling supported, not that their privacy has been invaded or that they have been prevented from forming working relationships on their own terms.

Professional Development runs a team-building and team-working consultancy service to plan and facilitate development days for teams. If you would like to organise such an event you can contact **Professional Development** who will be happy to develop a specific event with you and make arrangements for a disabled team member.

In addition, ensure that the disabled team member is fully involved in any social or extra-curricular activities within the School/Department. Choose accessible venues and activities. Don't forget to think about how hidden or mental health disabilities might impact on a team member's ability to contribute or be involved in extra-curricular and social activities.

Such team events are ideal for enabling teams to work more closely together, understand the way other team members work and to solve team working problems.

- **Training:** For details of the training and development opportunities available, see the **Professional Development** website. Training and development for a new starter needs to be carefully planned in consultation with the individual and should start with a review of the additional skills and knowledge the individual needs to be successful in their new role. It is also your responsibility to ensure that, as a member of your team, a disabled person has the same ability and support to access training, development and career opportunities as the rest of the team.
- **Regular review:** You should bear in mind that a person's requirements may change over the course of time and hence regular review meetings of the adjustments are important. Be as proactive and supportive as possible so that the team member feels they can approach you if they are having difficulties.
- **Managing Performance:** As a manager, you should already be making sure that you communicate regularly with your team and that they feel they can approach you if they do have any personal issues which affect their ability to perform their role. Possible opportunities for discussion could be regular appraisal or one-to-one discussions, if their role changes or when managing poor performance.

If you do suspect, however, that somebody is having health problems that are affecting their ability to carry out their role, of which you were previously unaware, then arrange to

talk to them about it confidentially as soon as possible. You can get advice on how best to do this from your Human Resources Adviser.

It is fair to expect that the disabled person performs their role to an acceptable standard, where appropriate reasonable adjustments have been put in place. It is important that in setting objectives and giving feedback that all possible barriers to their performance have been removed, but it is also important that you use the appropriate University procedures to address any underperformance. Your Human Resources Adviser will be able to support you in this and ensure that the procedure is used in a fair and non-discriminatory way.

It is equally important that you ensure that you assess a disabled person's performance in a fair and unbiased way, taking account of the impact of their impairment. As with all employees you should set achievable, but challenging objectives that are relevant to the level of role they are doing and carefully assess their performance against them. Training is available for all managers who will be conducting activity performance reviews which covers all aspects of using the process; see the Professional Development **short course programme**.

6. Making reasonable adjustments

6.1 Definition of a reasonable adjustment

A reasonable adjustment is defined as any opportunity for alteration to the workplace or the job role that will allow a disabled person to perform their function effectively. A reasonable adjustment may also include the employment of support workers.

6.2 Recruiting an Employee

As soon as you appoint a disabled person into your team you need to arrange to meet with them, if possible in person so that you can agree how to undertake any reasonable adjustments and what particular support the person will need in starting their new role.

It is crucial that the disabled team member **must** be involved from the beginning in any discussions about these arrangements. They will often have a clear idea of what they need. However, they will not have the knowledge of the requirements of the new role which is why as their line manager you need to be involved in making the arrangements.

Don't assume, however, that they will actually need any changes making. Ideally you should have all the adjustments in place by the start of their employment so that they can begin settling in immediately. You should be aware that it would be unreasonable to delay the start of a person's contract because you had not made the reasonable adjustments in a timely way. Human Resources, Occupational Health and Access to Work (see section on Access to Work) may be able to help with this.

6.3 Supporting Current Employees

In situations where a current employee has recently become disabled, they will of course be less likely to understand their long-term requirements and may take some time to come to terms with their implications. You may have to keep the adjustments and the person's progress under closer and more regular review in this initial phase.

6.4 Examples of reasonable adjustments

As the manager of your School/Department, you are in the best position to make decisions about reasonable adjustments as you understand how the workplace functions.

There are a range of sources of help and advice available; Access to Work Advisors, the University's Estate Office, the Safety Office and Human Resources can advise you about different kinds of adjustments and how to make them but the final decision rests in your

hands. Remember that the disabled team member must always also be involved in any discussions about alterations.

Here are some examples;

- Making some changes to the workplace, e.g. fitting hand rails or freeing up a ground floor office.
- Swapping the disabled person's duties with other team members, e.g. perhaps asking a hearing impaired team member to deal with all incoming post, whilst hearing colleagues answer all phone calls.
- Allowing the disabled team member to work flexible hours.
- Permitting absence in working hours for any treatment they may need related to their disability.
- Modifying instructions or reference manuals, e.g. making sure meeting notes are distributed in large print for a team member with a visual impairment.
- Specialist software support (and training to use it) such as Texthelp, mind mapping software, voice recognition software and so on.

6.5 How to decide what is 'reasonable'

- How effective the adjustment would be in overcoming the disadvantage caused by the disability.
- How practicable it is to make the adjustment.
- How much of the cost will be funded by Access to Work.

6.6 Purchasing equipment and/or specialist services

Access to Work will provide a list of approved suppliers with their report document. (See Section 7: Access to Work) These suppliers do not, however, necessarily represent best value for money. Shop around for the best deals; remember to adhere to the University purchasing guidance. The Estate Office, Occupational Health and Information Services may be able to help you. It's also important that you continue to consult with the disabled team member.

6.7 Funding

The Equality Act 2010 specifically prohibits employers requiring employees to make any financial contributions to the cost of any such reasonable adjustment. Under the Access to Work programme, as a large and well resourced employer, we are required to contribute at least the first £1,000 of the costs of reasonable adjustments (for a current member of staff; full costs may be available for a newly recruited employee – please see more detailed advice in Section 7).

The University follows a policy of devolved budgetary responsibility and there is no centrally identified fund to support reasonable adjustments. The relevant School/Department must ensure that reasonable adjustments are put in place in a timely and supportive manner – this must be funded from within School/Department budgets, including for those employees whose employment is supported by external or dedicated funding (such as a research grant). Only in the most extreme scenarios would excessive cost constitute sufficient reason for deeming a proposed adjustment to be unreasonable.

You will not be able to claim for the cost of some equipment from Access to Work, especially if it should normally be provided as a matter of course or will benefit the rest of the School/Department, e.g. an ergonomic chair or better lighting in the office. Please see Appendix 2 Standard/Reasonable Equipment List.

6.8 Keeping written records

If you do decide that a proposed adjustment is not reasonable, please speak to your **Human Resources Adviser** before formally rejecting it. The disabled team member is entitled to ask for a reason for this in writing.

7. The Access to Work Scheme (AtW)

The Access to Work (AtW) scheme is extremely important as it is the only additional source of funding available for you to make reasonable adjustments for a disabled team member.

It is a government funded initiative to help people whose health or disability affects the way that they do their job. Operated by Jobcentre Plus, the scheme offers individually tailored advice to disabled people and employers and support with the extra costs of any adjustments needed.

It is available to unemployed, employed and self-employed people and can apply to any job, full-time or part-time, permanent or temporary.

7.1 Applying for Access to Work support

- The disabled team member has to contact the local Access to Work office (see contact details below) and you should encourage them to do so as soon as possible. They will have to fill in some paperwork and provide the appropriate medical evidence of their disability.
- An Access to Work Advisor will contact the disabled person to discuss their support needs. If they already have a clear idea of what they need, then a support package may be agreed there and then. Otherwise Access to Work will arrange for a specialist to come to the University and assess what support the disabled person will require.
- You should agree a time where all the key people can be available at once (e.g. Estate Office, Occupational Health, IS and etc) You should bear in mind that the Access to Work Advisors are extremely busy and you will have to work around their limited availability to ensure support is delivered as soon as possible.
- After this meeting has been held, Access to Work will send you a report detailing what support has been identified. You will then have to provide Access to Work with a total quote for the equipment or services. Access to Work will recommend suppliers in their report, but these may not be the best value for money.
- Access to Work will then probably want to contact you to discuss what financial contribution the University should make. For example Access to Work will not pay for equipment that should be generally provided as a matter of course, for example for an ergonomic chair or a larger computer screen. See Appendix 2 Standard/Reasonable Equipment List for Office Equipment that you are expected to provide as a matter of course.
- Usually the Access to Work Advisor will then send the University details of the financial support package agreed. As a manager, you should then arrange for all the reasonable adjustments to be made. The equipment and services should be paid for out of your School/Department's budget and then claimed back from Access to Work. Remember to adhere to the University purchasing guidance.

7.2 The type of support Access to Work can pay for

Examples of support that can be paid for using an Access to Work grant are:

1. A reader at work for someone who is blind or has a visual impairment.
2. A support worker if someone needs practical help because of their disability, either at work or getting to work.
3. Adaptations to the University premises or existing equipment, e.g. the lowering of a counter or construction of an accessible toilet.
4. Travel costs if people are unable to use public transport, e.g. taxi fares to and from the workplace.

7.3 How much Access to Work will pay out

For new team members who apply **within six weeks** of starting their role, the grant will cover up to **100%** of the cost of the support that has been agreed in the package. This is another reason why it is important to encourage your team member to start the application as soon as possible.

Support workers, fares to work and communicator support at an interview will also be fully paid for by Access to Work, regardless of how long the employee has held the role.

For disabled people who have been in their role for 6 weeks or more Access to Work pays a proportion of the costs of making reasonable adjustments.

Approved Cost	Access to Work pays....
Less than £1000	Nil
Between £1000 and £10,000	80% of the costs over £1000
Over £10,000	80% of the costs between £1000 and £10,000 and 100% of the costs over £10,000

Access to Work will not pay for any diagnostic assessments. They will also **not fund purchases retrospectively**, i.e. you cannot pay for equipment or services that have not been already agreed with Access to Work and then try to claim the money back later.

7.4 How long the grant lasts for

All financial help is for a maximum of three years after which the Access to Work Business Centre will review the case. Funding may be extended if your disabled team member continues to be eligible for support under the rules that then apply.

7.5 Contact details for Access to Work Centre

Operational Support Unit
Harrow Jobcentre Plus
Mail Handling Site A
Wolverhampton

Telephone: 0345 268 8489
Textphone: 0345 608 8753
Monday to Friday, 8am to 6pm
WV98 1JE
atwosu.london@dpw.gsi.gov.uk

For more information see the government's Access to Work webpage and the University's AtW factsheet on the Equality and Diversity Page.

7.6 Review and Update

You should agree with your disabled team member how and when to review the reasonable adjustments made. Good practice suggests every year. If agreed, you could combine the discussion in the annual APR meeting. However do not assume the member of staff will want to include this in the APR. If it is decided not to include this in the APR meeting, a separate meeting should be set up prior to the objective setting in the APR meeting.

8. If reasonable adjustments cannot be made

If you feel that it is not possible to make the adjustments needed or there are no further adjustments that can be made and the person is not able to carry out their role effectively, then contact your Human Resources Adviser.

9. Health and Safety

Disabled people are by no means more likely to have more (or fewer) accidents in the work place than their non-disabled colleagues. You may, however, need to make adjustments to ensure that they can do their job safely.

Working with the disabled team member, try and think about any possible health and safety issues that could arise, e.g. would the person be able to safely exit the building in the event of a fire? Does the nature of the role and/or the disability require a risk assessment? Also, if there is even a remote chance of a medical crisis such as a diabetic collapse or an epileptic seizure, you may have to think about training yourself or other team members in how to react in these circumstances.

The **Safety Office** will be able to advise you on all aspects of Health and Safety, including drawing up **Personal Emergency Evacuation Plans** and the **Deaf Alerter** scheme for hearing impaired colleagues. Each School/Department in the University also has its own **Safety Officer**.

Please remember that you cannot use any possible health and safety issues as a reason not to employ a disabled person. The only exception to this is when it's not reasonable to make the adjustments needed; please see Section 6 about Reasonable Adjustments.

For more advice you can also contact the **Health and Safety Executive**.

10. Help and Advice available within the University

The following University contacts and service are available to help you support your disabled team members.

- The Human Resources Department is here to help you as a manager to carry out your role in looking after your team. Contact details and further information is available on the [Human Resources Website](#).
- **The Occupational Health Service** is there to provide advice on work related health issues. They will be able to advise you on some aspects of what your disabled team member needs and how to make those reasonable adjustments.
- Professional Development offer a range of training courses for staff members on the topic of Equal Opportunities and Disability, please see their **Central Courses page** for further details.
- The University Counselling Service is a confidential service available to the University community. The counsellors are all professionally trained and are happy to talk over any personal problem.
- **The Estate Office** can help you to arrange any alterations needed to your workplace to accommodate a disabled staff member. They have also produced **Campus Access Maps** for University Park, Jubilee and Sutton Bonington Campuses. The maps show the locations of parking reserved for blue badge holders, accessible toilets and entrances and highlight the gradients of walkways. More detailed **access plans** for individual buildings on the individual campuses are also available. Any questions should be directed to **Lisa Haynes**, Disability Liaison Officer for the Estates Office.

- Information Services offer an **Alternative Formats Service** which can produce large print, audio or Braille documents. The service has a student focus but is able to advise and support staff. You may want to read **Guidance for Line Managers on Communication Needs of Disabled Staff** produced by Human Resources.
- The **Department of Physical Recreation and Sport** employs a Disability Sport Officer who supports students and staff in their sporting ambitions at the University. They have an access guide to all of their sports facilities and also run a number of inclusive sports initiatives such as the Any-Buddy Scheme, Any-Body Club and Any-Body Month. They do their best to cater for all levels of ambition, whether it be exercising for your mental well-being, keeping fit in the gym or competing at international level. You can contact the **Disability Sport Officer** if you have any questions or if you want further information.
- **The Disabled Staff Network** is open to disabled members of the University and meets once a term. To find out more contact **Chris Baxter**, who is acting as coordinator in a personal capacity.
- The **Student Services Disability Support** is responsible for promoting access for all disabled students but their online information is also useful as guidance for disabled staff members and their managers. They cannot however provide individual support, assessment or advice for disabled staff.

Appendix 1 External Links

Supporting staff with mobility difficulties	Disabled Living Foundation
Supporting staff with visual impairments	RNIB: The Royal National Institute of Blind People NRSB: Nottinghamshire Royal Society of the Blind
Supporting staff who are Deaf or who have a hearing impairment	RNID: The Royal National Institute for Deaf People Nottinghamshire Deaf Society
Supporting staff with mental health difficulties	National Association for Mental Health (MIND) Mental Health Foundation
Supporting staff with Dyslexia	The British Dyslexia Association
Supporting staff with long term medical conditions	Cancer Research The Macmillan Trust National Aids Trust The ME Association The Multiple Sclerosis Society
Supporting staff with hidden disabilities	Epilepsy Action Diabetes UK
Supporting staff with autism and Asperger's syndrome	The National Autistic Society
General	Employer's Forum on Disability Direct.gov: Information for disabled People The Equality Challenge Unit PCS: Disability Equality toolkit

Appendix 2 Standard/Reasonable Equipment List

The following list provides examples of items that should be considered as standard equipment and so cannot be funded by Access to Work. The list is not intended to be exhaustive.

Access to Work believes that in normal circumstances an employer should provide these items as part of their Disability Discrimination Act duty to make reasonable adjustments.

Analogue hearing aids (All digital hearing aids require senior approval)

Chairs (With the exception of very specialist, bespoke examples which require senior approval)

Desks/extendable/bridges/feet/desk raisers

Armrests

Gel rests

Perching Stools

Backrests/wedges/back friend/cushions/swivel pads

Monitor arms

Desk Top Computers

Screens

Screen Raisers

Keyboards (including overlays)

Mice

Printers

Scanners

Fax Machines

Copiers

All Telephony

Document Holders /writing slopes

Flexdesk

Footstools

General office equipment (e.g. staplers, hole punches etc.)

Headphones

Mobile Phones

GPS devices/Sat Navs

Laptop /lapstands

I pad / i-mac tablets

Trolley cases

Drawer Pedestal

Stationary (e.g. pens etc,)

Spectacles

Clothing (gloves, boots etc.)

Voice activated software

Walking aids (sticks, frames, Rollators)

Chair-ups

White Boards

Voice recorders

Internet connections/rentals for home working

Window blinds

Lighting (Daylight lighting, Helix Desk Lamp etc.)

Vehicles appropriate to the job role - such as tractors for farm work, fork lift trucks for warehouse work or taxi's for hire.

Appendix 3 Supporting Disabled Staff: Flowchart for Managers

