# Health Adjustment Passport – confidential document

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| **Colleague’s name** |  |
| **Manager’s name** |  |

The Health Adjustment Passport is a live document which helps you outline the difficulties you may be experiencing at work due to a disability or long-term health condition. The passport can be used to:

* Identify reasonable adjustments you may need to support you in the workplace.
* Help you apply for support from Access to Work
* Help you talk to your manager about any other support you need in the workplace due to a disability or long-term health condition.

The passport provides a framework for you to have an open discussion with your manager to help decide what support you require. Both you and your manager should sign this document at the end of the meeting to confirm that the reasonable adjustments discussed will begin to be implemented. Managers should be clear on how long it takes to implement the adjustment and put temporary adjustments in place if required.

You and your manager should meet regularly after a reasonable adjustment has been implemented to make sure the adaptations remain appropriate. Should your line manager change, you do not have to repeat this process. You just need to share your Health Adjustment Passport with details of the reasonable adjustments you have in place. However, should anything change with your health, you have the responsibility to make your manager aware and update the passport as required. If you move to a different job with substantially different duties, it may be appropriate to review the reasonable adjustments to make sure they remain appropriate.

Maintaining your Health Adjustment Passport is your responsibility, you should keep it safe, provide it to your manager when necessary and update it following discussions around your health and wellbeing. Managers should retain a copy of the passport on myPeople. The passport belongs to you and shouldn’t be shared with anyone else without your permission.

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## 1. About your health condition or disability

Suggested points to consider:

* Do you have any diagnosis your manager should know about?
* How does your condition impact you daily?
* Do you have any symptoms you would like your manager to be aware of?
* How do your symptoms impact your work and is the impact constant?
* Do the symptoms fluctuate?
* Do you have any medication or interventions that you want your manager to know about?

## 2. How does your health condition or disability impact your work?

Suggested points to consider:

* What tasks do you feel you need help with?
* Are there any tasks you feel you can no longer complete?
* Are there any tasks you feel you can complete but might need some adjustments?

## 3. Things that might help you in your role

### Time

Suggested points to consider:

* Are there certain times of the day you feel you work better?
* Do you need additional time to complete tasks?
* Does your work pattern support your condition?

### Technology and equipment

Suggested points to consider:

* What equipment or technology do you feel would help you at work? For example, chairs, computer software.

### Communication

Suggested points to consider:

* Do you require any communication adjustments?
* Do you require instructions to be communicated to you differently? For example, your manager emailing you task instructions and providing verbal instructions.

### Working space

Suggested points to consider:

* How is your working space right now?
* Is there anything you feel could improve your working space? For example, lighting or location
* If you work in an office, can we do anything to change your workstation?

## 4. Services and support

This section is for managers to signpost colleagues to relevant services and support we offer.

## 5. Implementing reasonable adjustments

1. What are the next steps required to take to implement the agreed workplace adjustments? How long will this take?
2. Managers might not know how long a certain adjustment might take and should agree to inform you at a later date.
3. Have you agreed any temporary adjustments in the meantime

## 6. Review

How often will you meet and review the reasonable adjustments made?

## 7. Additional information

Please include any additional information you feel is relevant from your conversation.

## 8. Permission

This section is to include any names you are happy to share this form with.

## 9. Keeping the information up to date

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| **Date of meeting** | **Notes of actions agreed/discussed** | **Passport owner (signed)** | **Manager (signed)** |
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