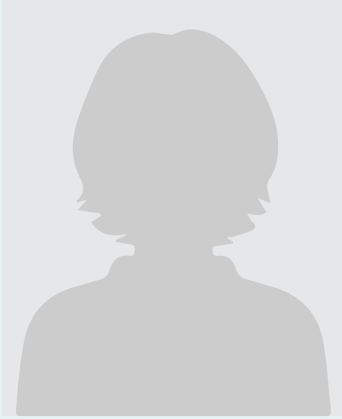




Workplace Adjustment & Carers Support Passport



SECTION ONE - About you



Name:

.....

Line manager:

.....

Location:

.....

HR lead:

.....

Brief description of duties:

A decorative graphic consisting of several overlapping, semi-transparent light blue hexagons located in the bottom right corner of the large text area.

Date of last review:

.....

Next review date:

.....

SECTION TWO - Outline of health conditions*

*includes disability, mental and physical health condition, long term injury

Summary of disability, condition, or barriers I currently experience:

(Please explain information that will help explain the impact your disability/health condition has on a day-to-day basis.)

- Do these impact you constantly or fluctuate?
- What are the elements of your role that require adjustments?
- What adjustments are required? How will they help you?



Is a specialist assessment required?:

The following examples may be used (list not exhaustive):

- Specialist equipment and building modifications;
- Time off for your doctor/therapy/hospital/counselling
- Job modification e.g. reduced targets/flexible working hours/change of duties/location
- Coping strategies

Communication support:

- Do you require printed documents in big font/coloured paper
- Would easy read format help?
- Do you prefer using email?
- What interpreter provision is required, for example BSL/SSE/Electronic note taker/lip speaker?

Assistance technology:

- Assistance technology you use
- IT technology you use to deliver your job
- Is specialist training required for your equipment/software? When was the previous training received?
- Is refresher training needed? Please note training should be updated on a need basis/job role change/upgrade to software
- Has your job role changed, if so is the technology still suitable?

Details of agreed workplace adjustments

Adjustment:

Date identified:

Date implemented:

Date reviewed:

Adjustment:

Date identified:

Date implemented:

Date reviewed:

Adjustment:

Date identified:

Date implemented:

Date reviewed:

SECTION THREE - Additional supporting information

Details of DSE, Desk Risk Assessment, Occupational Health Referral, and Evacuation Plan (PEEP)?:

- Date of completion (please attach a copy)

A large, empty rectangular box with a thin blue border, intended for providing details of DSE, Desk Risk Assessment, Occupational Health Referral, and Evacuation Plan (PEEP). The box is currently blank. In the bottom right corner of the page, there is a faint, light blue decorative graphic consisting of overlapping geometric shapes, including a hexagon and a square.



SECTION FOUR – **Support for carers**

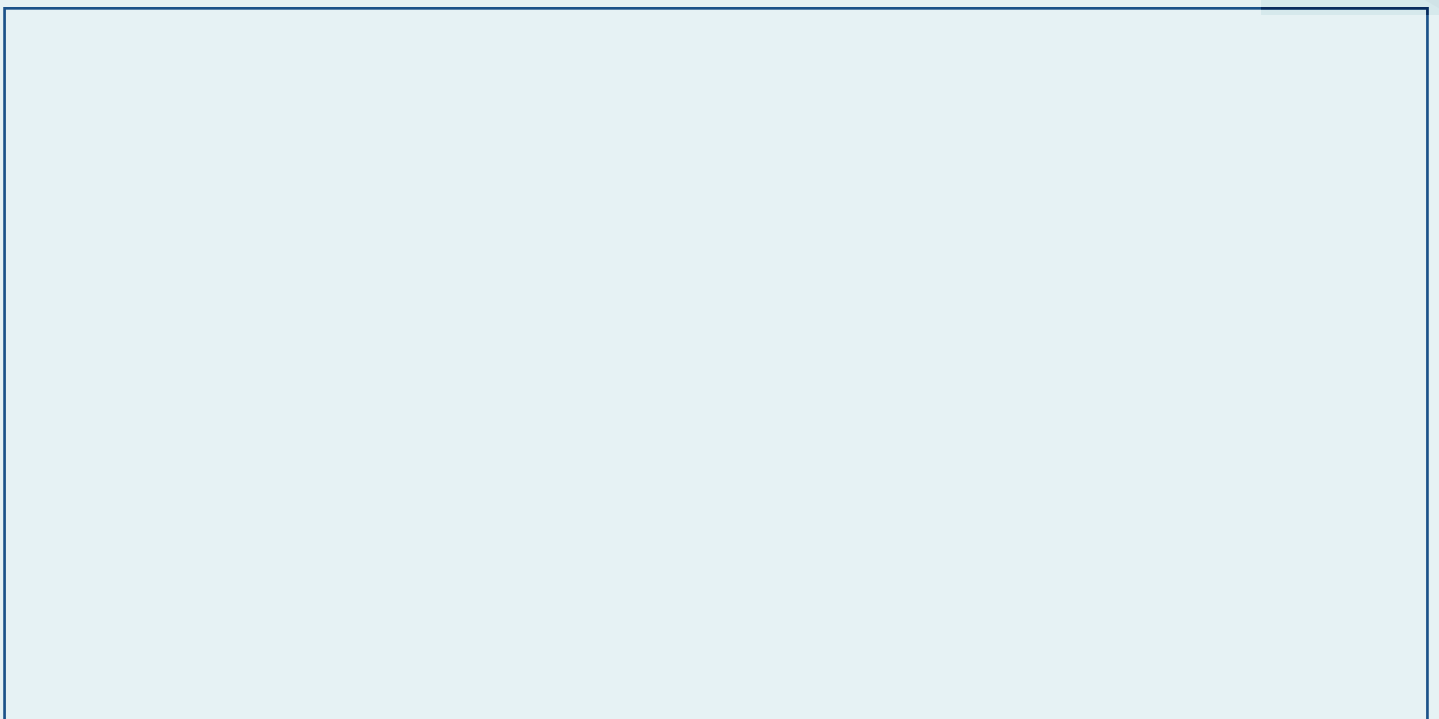
Information about the person you are caring for

What are your caring responsibilities?: (eg. do you provide physical support, help with household chores, emotional support etc; if so, when do you do this and how often?)

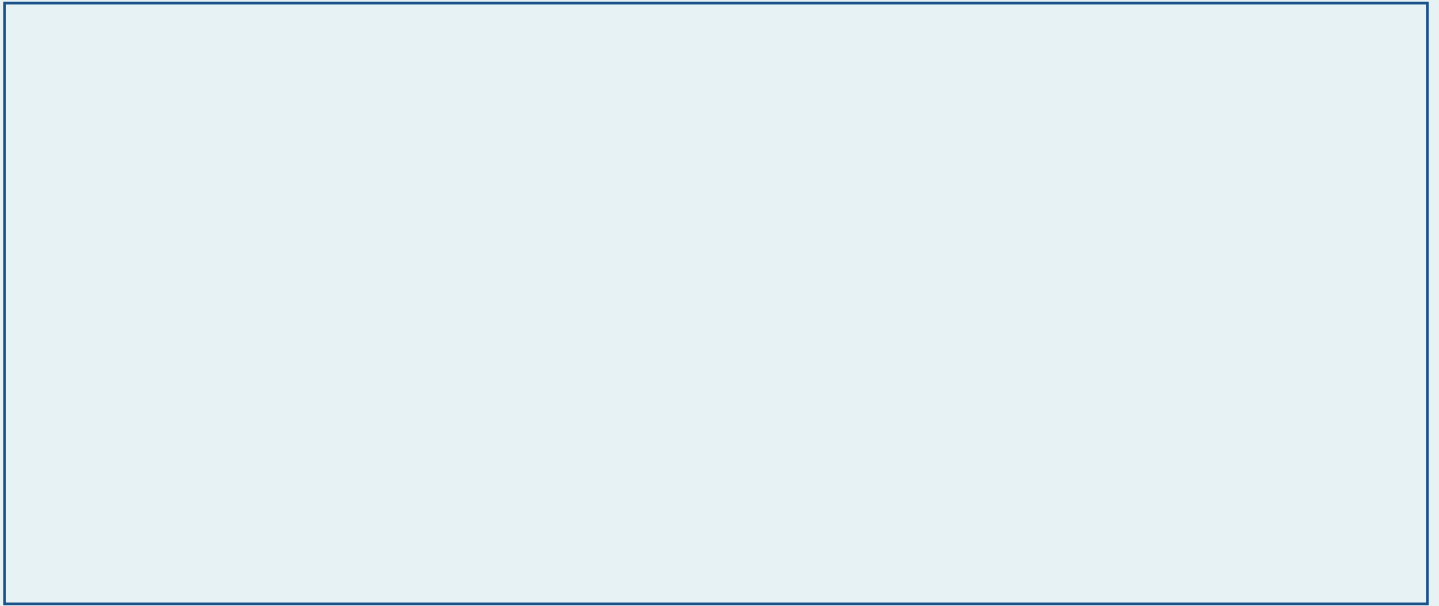


About your job

How does this impact on your role at work?: (eg. do you have to start or finish early or later, take time off at short notice, or take regular breaks to make contact etc?)

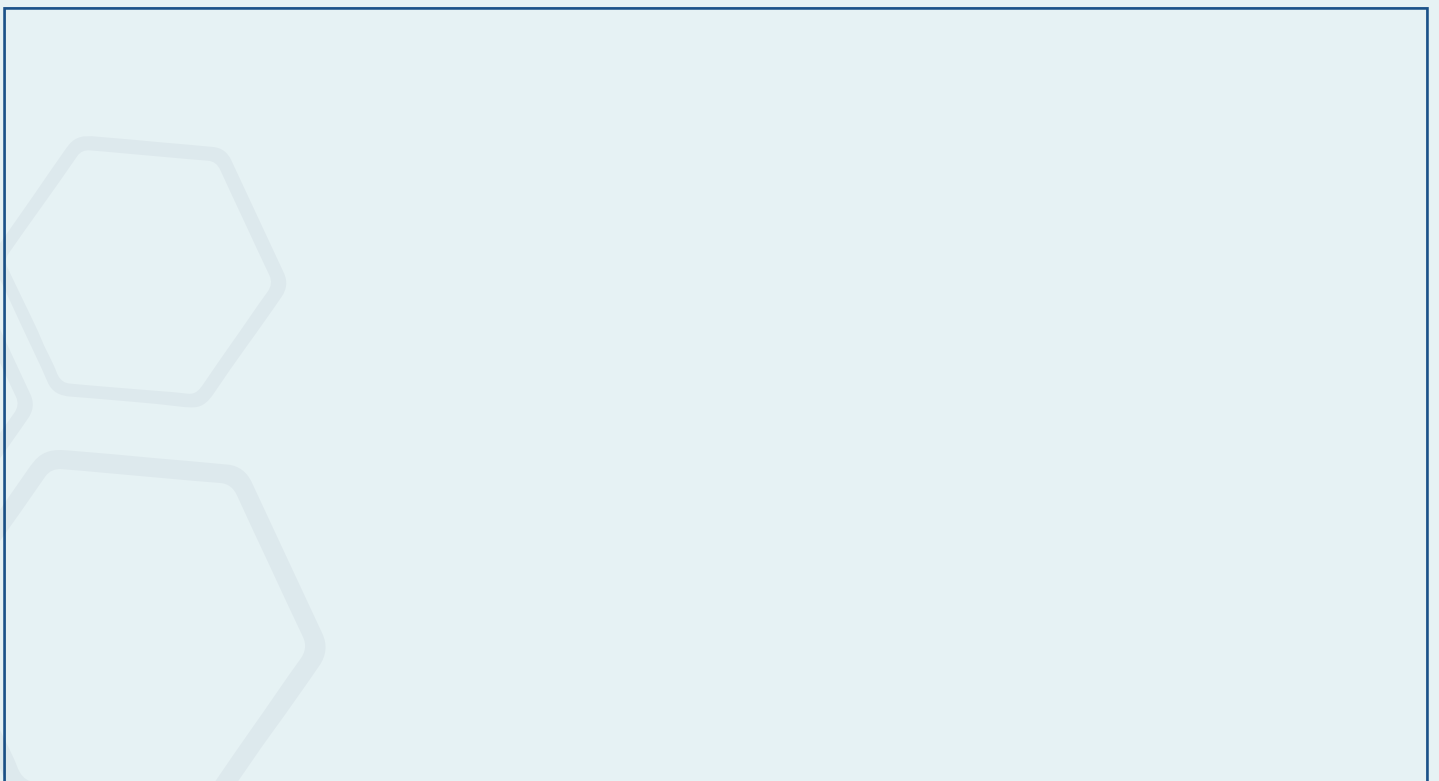


Existing solutions or arrangements in place to assist you: (this could include existing adjustments in work, any community or personal resources, or social networks you rely on to assist.)



What support do you need to help you to balance your work and caring responsibilities

Both short-term and long-term: (eg. do you need regular breaks, a permanent flexible working request for shorter or different hours, short-term flexible working to support a current issue/crisis, special leave etc)



Declaration

Please discuss all of the above and this record should be retained by the individual and by their line manager. It can then be shared with a new line manager. In the case of a PEEP this would be given to the appropriate person such as Fire Warden.

Employee signature:

.....

Date:

.....

Line manager signature :

.....

Date:

.....

This document contains personal information, which should be stored in accordance with The General Data Protection Regulation (GDPR)

