

REASONABLE ADJUSTMENTS FOR MENTAL HEALTH

Reasonable adjustments are changes to an existing approach or process that help a person with a disability to **access a service, perform their role, or take part in their education** on the **same terms** as their peers.



WHEN DO REASONABLE ADJUSTMENTS APPLY?

Employers are only required to make adjustments that are reasonable. What is considered reasonable can vary and will depend on things like:

- The disability.
- The size and resources of the employer.
- How practicable the changes are.
- If the change is what's needed or is more than necessary.

WHEN IS MENTAL HEALTH CONSIDERED A DISABILITY?



Mental health conditions are considered a disability when they are long term (12 months plus) and have a significant impact on a person's ability to carry out day to day tasks.

Under the Equality Act 2010, employers are required to make reasonable adjustments for those with a disability.

WHEN AM I REQUIRED TO MAKE REASONABLE ADJUSTMENTS?



Where someone meets the definition of a disabled person, you are required to make reasonable adjustments if the following applies:

- An employee is disadvantaged by something because of their disability.
- It's reasonable to make the changes in order to avoid the disadvantage.
- The employer knows, or should reasonably be expected to know, about the employee's disability and the disadvantage suffered because of it.

WHAT REASONABLE ADJUSTMENTS COULD YOU MAKE?



Here's some examples of adjustments you could consider:

- Reviewing deadlines, breaking down work into short term tasks to reduce the complexity of someone's work, or reducing areas of the role that cause more stress, such as phone calls or customer- facing work.
- Agreeing a preferred communication method to help reduce anxiety - avoiding those spontaneous phone calls!
- Modifying supervision to provide regular check-ins and an opportunity to prioritise workload.



HOW DO I MANAGE REASONABLE ADJUSTMENTS?

Having a clear process and guidelines to manage reasonable adjustments for mental health can benefit the business and employees. It's important to:

- Have clear and accessible guidance on how employees can request adjustments.
- Have a template form available so employees can put their request in writing.
- Meet with the employee to discuss and consider whether it is reasonable for the adjustments to be made.

HOW CAN HALLIDAYS HR SUPPORT YOU?

For expert guidance on reasonable adjustments for mental health, including all the templates and letters you need to manage the process fairly and consistently, please get in touch with a member of the Hallidays HR team on **0161 476 8276** or email **hr@hallidayshr.co.uk**.