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| **Disability Risk Assessment and Reasonable Adjustments**  |
| Name of employee: |  |
| Name of line manager: |  |
| Post title: |  |
| Cognus Limited has a duty of care towards the safety of its staff and the activities they undertake. We aim to ensure that our people are not put at unnecessary risk. Reasonable adjustments should be introduced for staff with disabilities (within budget) at the earliest opportunity and should be implemented properly by the line manager, with regular follow up meetings. When working with staff with disabilities, regardless of their impairment, their managers should: |

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| * Always address the person, not their disability.
* Not assume that someone with a physical disability has a mental disability.
* Not interrupt, correct, speak on behalf of a disabled colleague or be tempted to finish sentences for him/her.
* Demonstrate positive body language by being patient, courteous and understanding.
* Be aware of personal needs and preferred ways of communicating and working; respecting the individual’s requirements.
* Not assume that all people with disabilities require assistance.
* Ask if they need a hand or wait to be asked.
* Ask the person with a disability how best they would like to be assisted when required.
* Only share information of a person’s unseen disability strictly on needs to know basis.
 | * View a wheelchair or disability aid as part of the user’s body space; keep an appropriate distance.
* Remember that it is perfectly acceptable to offer to help guide a wheelchair or negotiate obstacles such as doors; but they should only push the person’s chair if they have said it is OK to do so.
* Identify and record possible risks before the appointment of a staff member, any that arise after the start date; in addition to having reviews at regular intervals.
* Obtain medical input from an employee’s GP or occupational health to ensure clinical input is considered at the time of disability risk assessment.
* Make contact with **Access to** **Work** on behalf of the employee as and when needed for advice, support and guidance.
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**Principles of Disability Risk Assessment**

1. Cognus Limited has a duty of care towards the safety of our staff and the activities they undertake. It is our duty to ensure that our people with temporary or permanent disabilities are not put at unnecessary risks.
2. To ensure the health and safety of our disabled colleagues, as far as reasonably possible, managers are responsible to control the risks in the workplace. To ensure safety and compliance, they need to discuss individual needs of a disabled colleague and identify ‘risk factors’ and ‘control measures’ followed by agreeing on any reasonable adjustments to prevent that harm. This process is known as disability risk assessment; a two way process that requires the involvement from both, the employee and the manager.
3. A risk assessment is not about creating huge amounts of paperwork but rather about identifying sensible control measures and reasonable adjustments to prevent the risk for our disabled colleagues in the workplace.
4. As a manager, you are probably taking necessary steps to protect a disabled colleague already. However, completing a risk assessment will help you decide whether you have covered all you need to.
5. For avoidance of doubt, a colleague could be living with a SEEN or UNSEEN disability which can be categorised as:
* SEEN: a disability of a person which is visible for example: a loss of limb, use of a wheel chair
* UNSEEN: a wide range of medical conditions fall into this category - such as dyslexia, asthma, loss of sight or hearing, diabetes, and mental health issues including depression or epilepsy to multiple disabilities associated with chronic illnesses such as Chronic Fatigue Syndrome. Some medical conditions may be stable, some variable and others progressive. An unseen disability may be congenital, but it can also be late onset or the result of an accident.
1. **Responsibility**

It is the responsibility of the disabled person’s manager to ensure a risk assessment is carried out and as far as reasonable possible, appropriate control measures and reasonable adjustments are put in place to safeguard the vulnerability of the person. S/he should liaise with the Health and Safety Team for advice and support as and when deemed necessary.

1. **Scope**

There are several medical and/or physical conditions that may present limitations and associated risks for an individual when undertaking work activities. The conditions may be temporary, as with and individual with a broken leg, or permanent, as with a disabled person. A risk assessment for these personnel should be carried out, recorded, and a copy of the form kept by the person’s line manager / supervisor and a copy should be sent to HR for employee’s file.

1. **Key Principles**
* It is the responsibility of the individual who requires an adjustment to his/her working arrangements or environment to bring this to the attention of his/her line manager.
* On notification from an individual either on joining Cognus or at onset of a particular physical condition during the course of employment with Cognus, a risk assessment should be carried out by his/her line manager.
* The employee will be required to actively participate in the risk assessment meeting.
* The procedure is to first determine the extent of the disability and any limitations of the person. The medical advice from employee’s GP or Occupational Health provider should be sought to clarify the limitations followed by a meeting with the disabled colleague.
* Having identified when, where and how a person’s disability makes them vulnerable; it is important to consider control measures and reasonable adjustments that will ensure their safety. The aim as far as reasonably possible should be to limit risks from activities that are normally considered reasonable in the workplace for a comparable non-disabled colleague.
* On completion of the risk assessment a copy is to be filed in the individuals personnel files, a copy retained by their manager and a copy provided to the individual.
* Managers are responsible for managing identified risks, control measures and implementations of agreed reasonable adjustments as well as arranging and undertaking regular follow up meetings. In many cases a team approach will be appropriate, for example, when arranging training courses where the responsibility may pass to the Learning and Development Team once they have been notified by the line manager.
* Please consult with the Health and Safety Team and HR as and when deemed necessary.

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| **Risk Factor****Low (L), Medium (M), High (H)** | **Risk LikelihoodL/M/H** | **Risk ImpactL/M/H** | **Control Procedure to Limit Risk / Reasonable Adjustments** | **When** | **Responsibility**  |
| **Travel to a place of work:**  For example:* Accessible transport to the venue
* Accessible info on public transport
* Accessible parking
* Will transport costs be paid by Access to Work?
* External signage clear
* Emergency exit and signage clear
* Easy access into the building
* Other risks (please specify)
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| **Physical environment:**For example: * Regular screen breaks
* Repetitive strain injury
* All areas accessible e.g. toilets, tea room, social area
* Doors wide enough for wheelchair users
* Facilities usable without assistance e.g. kitchens, tea points, toilets
* Fire exits: evacuation procedures for people with disabilities. Fire safety exits clear of obstructions. Flashing alarms for hearing impaired staff
* Visually disabled: Effective lighting levels, clear signage with effective colour contrast, staff aware of trip hazards e.g. stairs or trailing cables, furniture obstructing
* Quiet areas for breaks
* Move either to quieter or busier work space
* Other risks (please specify)
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| **Communication:**For example:* Hearing disability: induction loop
* Visual disability: info in accessible documents and alternative formats; software & special equipment
* Learning/mental health disability: staff aware of appropriate communication techniques and etiquette?
* Other risks (please specify)
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| **Institutional:**Policies, procedures and practices may unwittingly restrict, hinder or discriminate against people with disabilitiesFor example:* Have you considered a flexible approach to manage workload and priorities?
* Have you considered a flexible approach to working hours (e.g. allow for someone whose medication requires a later starting time)/methods of working?
* What course of action have you agreed with the staff to recognise signs of ill health/respond to crisis situations?
* Is suitable storage space available for equipment or medication?
* Does the workspace hinder use of equipment or good communication?
* Other risks (please specify)
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| **Staff / Client attitudes & associated risks:**For example:* Is stereotyping likely to be an issue?
* Will colleagues need training?
* Do colleagues understand the issues and any adjustments that will be put in place?
* Learning/mental health disability: are colleagues confident or apprehensive about a staff member with a learning or mental health disability?
* Accidents, injury or death inc abuse or assault
* Substandard performance due to health reasons / impact on service delivery
* Potential abuse by clients/ learners (physical, emotional, financial)
* Misleading or incorrect advice or information given to clients / learners (reputational damage)
* Breach of confidentiality
* Other risks (please specify)
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| Signed (manager): |  | Date: |  |
| Name (manager): |  | Date:  |  |
| Signed (employee): |  | Date: |  |
| Name: (employee): |  | Date:  |  |
| External Organisations Contacted: | [ ]  Access to Work [ ]  Other, please specify |  |  |
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