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**This document is produced by Spark! Staff Disability Network**

It provides a framework for discussion about impacts of impairment and adjustments required for disabled members of staff at Sheffield Hallam University.

It’s aim is to support employees and line managers with filling in the employee’s [Disability Passport](https://portal.shu.ac.uk/departments/HRD/equality/disability/Pages/home.aspx), produced by Human Resources. Impacts and adjustments can be documented on the employee’s Disability Passport, page 8: ‘Summary of Discussions, Confirmation of Actions and Agreements’

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| **Possible impacts of impairment/condition in the workplace**  The following are broad areas that can act as starting points for discussion so you can think about the adjustments the employee may require.  Some areas may be very relevant and some may not be at all relevant. This will depend on the individual, their role, and the nature of their impairment/condition. It is also important to remember that two people with the same impairment/condition can be impacted in very different ways.  Organisation, planning and time management  Fatigue/pain  Medication  Writing/composing information  Research  Presenting/teaching  Note-taking  Multi-tasking  Concentration  Motivation  Communication/social interaction  Physical access/tasks  Sensory environment  Use of technology  Mobility/Travel  Other |
| **Adjustments**  The adjustments required will, as with the impact of impairment, vary from person to person. The following are, again, starting points for discussion but there are likely to be other adjustments that may be appropriate.  Changes to work pattern  Changes to responsibilities/allocated tasks  Support from other staff e.g. a work place mentor  Support workers provided by [Access to Work](https://www.gov.uk/access-to-work)  Changes to environment e.g. lighting. Contact Estates/speak to your Estates link to submit an [Estates Development Request](https://portal.shu.ac.uk/departments/FDPub/fddivisions/estates/Handbook/Pages/scheduleofwork.aspx)  Quiet work time in a different room  Allowed to wear headphones  Allowed own desk  Requires assistive equipment and software - may be through a [Display Screen Equipment Assessment](https://portal.shu.ac.uk/departments/HRD/healthandsafety/HRRRC/Pages/Display-Screen-Equipment.aspx) [SHU Ergonomics](https://portal.shu.ac.uk/departments/HRD/healthandsafety/HRRRC/Pages/Display-Screen-Equipment.aspx) or [Access to Work](https://www.gov.uk/access-to-work)   * Please be aware that there is *some* assistive software available on all networked SHU computers through AppsAnywhere. * Some staff may benefit from using software called [Texthelp: Read and Write](https://www.texthelp.com/en-gb/products/read-write.aspx) – a literacy aid, and [Mindview](https://www.matchware.com/mind-mapping-software) – for mindmapping. * There is also a free version of [Ginger](https://www.gingersoftware.com/grammarcheck#.W7Wlh2hKi00) – a grammar checker - available on the web.   Swap tasks with other staff members e.g. more reception work, less email work  Rest breaks  Able to sometimes work at home  Awareness raising of impact of impairment/condition  Other |

If you have any ideas for additional information that could be added to this document please contact Spark! at [diversity@shu.ac.uk](mailto:diversity@shu.ac.uk)