

Agreeing Reasonable Adjustments

Prepare for and record a conversation about adjustments for mental health

Reasonable adjustments are changes to work that remove or reduce a disadvantage someone faces because of a health condition. Where a condition counts as a disability under the Equality Act 2010, employers have a legal duty to make them. Many good employers make them anyway, because they keep capable people well and at work.

Adjustments work best when they are agreed with the employee, focused on how work is done rather than on diagnosis, written down and reviewed. This worksheet is a practical aid, not legal advice.

IF SOMEONE NEEDS HELP NOW

If there is an immediate risk to life, call **999**. Samaritans are available free, 24 hours a day, on **116 123**. In England, NHS 111 (option 2) connects to an urgent mental health service.

01

Before the conversation

	NOTES
What parts of work are difficult at the moment, in the employee's words?	
Any occupational health or GP recommendations?	
What has already been tried, and what happened?	
What constraints exist in the role that we need to be honest about?	

02

Adjustments to consider

AREA	EXAMPLES
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Hours and patterns	Flexible start and finish times, a phased return, part-time hours for a period, time off for appointments
Workload	Temporarily adjusted targets, reallocating some tasks, clearer prioritisation
Environment	A quieter workspace, more home working, or more office working for those who need structure
Communication	Instructions in writing, agendas before meetings, a single point of contact
Support	Regular check-ins, a mentor or buddy, access to an Employee Assistance Programme

03

Record what was agreed

ADJUSTMENT	START DATE	WHO IS RESPONSIBLE	REVIEW DATE

Before you finish:

- Check the employee agrees with what has been written down.
- Agree who else needs to know, and what they will be told.
- Keep the record confidential, and store health information securely.
- Set a review date: needs change, and adjustments can be adjusted.

FURTHER GUIDANCE

- What reasonable adjustments are, Acas (<https://www.acas.org.uk/reasonable-adjustments>)
- Reasonable adjustments for disabled workers, GOV.UK (<https://www.gov.uk/reasonable-adjustments-for-disabled-workers>)