

Reasonable adjustments checklist

Here are some things to consider when thinking about if a reasonable adjustment might help:

- Does the employee have any difficulties with any part of their role?** A Risk Assessment may help to identify potential support or risks and ways in which they can be reduced or removed
- Can they do all elements of their job?**
- Can they participate in training/meetings?** For example, the presentations do not contain flashing images (if the person has photosensitive epilepsy), travel to the venue is possible if the employee cannot drive
- Would anything make things easier for the employee? Is there another way to do things?** For example, a fixed desk instead of a hot-desk to reduce stress or recording epilepsy-related sickness separately from other time off sick.
- Is the work environment suitable for the employee? If not, are there any changes you can make?** For example, is there a place to rest
- Is the equipment or software provided suitable?** For example, a chair with arms to help prevent falling off or a password manager to help with memory issues
- Do the hours of work suit the employee? Would any adjustments help?** For example, a later start or having fixed shift times rather than a changing shift pattern

When deciding whether an adjustment is reasonable consider:

- How effective the change will be in reducing disadvantage?
- The practicalities of being able to make the adjustment
- The cost
- The organisation's resources and size
- The availability of financial support, for example, from Access to Work

The aim is, as far as possible, to remove or reduce any substantial disadvantage faced by an employee with epilepsy which would not be faced by employees who do not have epilepsy.

This template is part of the Epilepsy Action Employer toolkit. See employers.epilepsy.org.uk for more resources to help support people with epilepsy at work.

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