



## Reasonable adjustments policy

### **Making a positive change to improve disability inclusion**

We are continually working to improving our understanding of the barriers faced by disabled people and embedding disability equality into our policies, procedures and organisational culture.

To understand what accessibility and inclusion mean in practice and how to monitor our progress, we work with our disabled members to identify priorities, solutions and timescales.

We will:

- Make reasonable adjustments
- Review our key policies, having disabled people in mind
- Identify a dedicated and trained person
- Embed inclusion into the ethos of our organisation
- Record and review.

Removing barriers in an inclusive environment, we will:

- Identify and address barriers
- Treat all with dignity and respect
- Ensure members feel confident and safe to discuss their support and access requirements
- Make processes transparent, fair and easy to use
- Help members to work to their best and are supported to reach their potential
- Ensure disabled members know that they are welcomed and valued
- Recognise that each individual's experience of their condition is different.

A supportive culture is invaluable to ensuring reasonable adjustments are accessed and implemented. The tone needs to be set by leaders and managers and fostered throughout. Disability awareness / equality training can help build understanding and inclusion. Managers may need additional tailored training to reflect their role and responsibilities.

We recognise that disabled or non-disabled – everyone works differently and may require adjustments at some point in their lives. Proactive measures have been taken to create an accessible environment for all including access audits of premises, reviewing policies, procedures and systems, information and statements on the website.

Reasonable adjustments are the workplace adjustments' we can make to ensure the continued enjoyment of any Shed member where possible:

- We will endeavour to make them in a timely manner
- We will review what is taken into account when determining 'reasonable'

Procedure for requesting adjustments, including the role of managers and others

- When Members join The Shed, they are invited to disclose any disability or barrier they have to them enjoying the facility, directly onto the membership registration form
- Members can also declare, at any time, that barriers have developed due to a new or worsening disability.

The Company Secretary is the safeguarding officer and is made aware of members disabilities. They will:

- Determine whether the Shed can support the member without additional intervention
- Assess when Occupational Health or other external medical input may be required
- Advise when the member needs a buddy/carers (FOC) so they can continue safely



- Review our existing risk assessment to make sure it covers any risk to them
- Liaise with the workshop coordinator, health and safety officer and day supervisors to help assess and monitor
- Involve the disabled person
- Streamline processes
- Maintain good communications and regularly review adjustments
- Give the right to appeal.

Guidance is given to managers, supervisors and mentors to:

- Ensure that those in roles of responsible have the confidence and the know how to appropriately communicate with and best support disabled people
- Plan inclusive and accessible events
- Ensure that our business environment, policies, and procedures are accessible
- Check that our internal and external communication is reflective of best practice accessibility guidelines, tone and terminology
- Become disability confident
- Increase disability disclosure
- Assure confidentiality – someone's impairment or medical condition should only be mentioned to others with their consent
- Share essential information to adequately support disabled members
- Approach discussions positively and constructively
- Build an inclusive and supportive culture
- Be proactive to encourage disclosure.

### **Publicising adjustments made**

We will list anonymous adjustments made on the website so they are visible to all.

Examples of reasonable adjustments:

- Providing documents in enlarged font sizes and in a different format
- Moving workbenches (with added wheels) to make more space on the day a wheelchair member attends
- Installation of grab rails in general toilets
- Providing directions to site in alternative formats, maps, plans and photographs on the web site and emailable and printed documents for visitors if they do not have a web site
- Cleared toilet access
- Wheelchair access to workshop
- Improved lighting in workshop
- Moving equipment in front of window to allow natural light
- Providing a stand up work table
- Intensive machinery training for a members buddy to enable their continued attendance
- Providing a quiet social space.

The social model of disability provides that it is not a person's impairment that disables them. Rather it is the physical, policy, practice and attitudinal barriers in wider society. As such, everyone is responsible for removing those barriers. Society needs to change to become inclusive, rather than disabled people having to change or accept lack of access.

The Equality Act 2010 and its provisions relating to reasonable adjustments are based on the medical model of disability. This says that people are disabled by their impairments/differences and these should be 'fixed' by medical and other treatments. The social model provides that treatment and management of an impairment are matters of personal choice; it just shows there is also collective responsibility for removing barriers.