



**UNIVERSITY OF
PLYMOUTH**

Ensuring Workplace Equality for Disabled Staff

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The University has a long and recognized history of implementing disability equality and working to embed equality and diversity through our activities. We are committed to ensuring that we measure real outcomes and make practical improvements and reasonable adjustments to support a positive campus experience for disabled staff, students, applicants and visitors

This guide is for job applicants and current employees at Plymouth University who have a disability. This guide is also for managers at the University, regardless of whether or not they currently have disabled staff in their teams.

This guide aims to:

- Demonstrate our commitment to equality for disabled staff and job applicants
- Encourage staff and job applicants to disclose disability and so benefit from any support required
- Illustrate the support available for disabled employees throughout the work lifecycle at the University
- Provide managers with the information they need to ensure workplace equality for disabled employees

Recruitment and Selection

If you are disabled the University encourages you to disclose this to ensure that the University adheres to your rights and addresses your needs. The University is committed to ensuring equality and meeting the duties of the Equality Act 2010. If you disclose your disability at the earliest opportunity the University can work with you to ensure a fair and equal recruitment process and experience of working life.

Plymouth University welcomes applications from disabled people. Recruitment Services are responsible for any reasonable adjustments that you may require. Please contact the Recruitment Services (01752) 588209 prior to your interview if you need an adjustment made to any part of the process.

We will make reasonable adjustments on an individual basis to help applicants do their best. Some examples of the types of adjustments we can make are:

- Extra time during some assessments
- If you use sign language we can make an interpreter available for your interview
- If you use a wheelchair or have limited mobility we can ensure your interview takes place in an accessible room
- If you have to give a presentation at interview we can ensure the location and facilities are accessible.

This is not an exhaustive list of adjustments we can make.

All successful candidates are sent an Employment Medical Questionnaire which needs to be completed and returned to Occupational Health as quickly as possible. You can disclose a disability on this form even if you did not do so at interview.

Pre-Employment

The Occupational Health Service at Plymouth University aims to promote and maintain the health, safety and welfare of staff. The service provides confidential advice and support to both managers and staff. The Occupational Health Service offers a range of services to support staff including:

- Advice and support for disabled staff
- Workplace/Workstation assessments
- Support for staff returning from any period of sickness
- Health surveillance under COSHH 2002
- Confidential appointments for staff on health issues
- Rehabilitation plans/Fitness for work advice
- Drivers and Health Screening
- Employment Screening

Where a disabled person has accepted an offer of employment Occupational Health may contact the new member of staff to identify whether any adjustments are needed in relation to the post. During the first six weeks of a new appointment, Access to Work* will fund 100% of approved costs associated with support for disabled staff. It is therefore important to involve Access to Work as early as possible to try and ensure that any adjustments are put in place prior to the start of employment.

With your permission Occupational Health may liaise with your appointing manager to ensure they have considered your access to and around the workplace including offices, teaching rooms, parking etc.

*An Access to Work grant helps pay for practical support if you have a disability, health or mental health condition so you can start working, stay in work, start your own business. How much you get depends on your circumstances. The money doesn't have to be paid back and will not affect other benefits.

If you require a Personal Emergency Evacuation Plan*; Occupational Health will inform the appointing manager and also the Safety Officer. The appointing manager is responsible for your PEEP and should understand and familiarise themselves with the plans.

Early Employment

In the past it has been our experience that in some instances it has been useful for teams and managers to be aware of and have an understanding of a colleague's disability. Either you or Occupational Health (with your permission) could share this information with your team. This is something that you can discuss with Occupational Health to see if it is appropriate and right for you.

It is a manager's responsibility to ensure that the working environment meets your needs. If the working environment is unsatisfactory for you then please talk to your manager about this. If you are unhappy approaching your manager then please contact Occupational Health.

Employment

If your disability changes during your employment it is important that you contact Occupational Health to ensure you are receiving the correct support. Occupational Health may also wish to liaise with you manager (with your permission).

If an employee becomes disabled during their employment with the University it is important they tell their line manager who will then contact Occupational Health. If an individual is unhappy talking to their line manager about their disability they may go directly to Occupational Health. Occupational Health will then assess the person and make recommendations.

Exit

If you decide to leave your employment with the University you can transfer your Access to Work Grant to another employer. It is therefore important that you liaise with your manager and Occupational Health regarding the equipment that has been provided whilst being employed at the University. Most if not all of the equipment you will be able to take with you to your new place of employment.

Before you leave the organization it would be appreciated if you attended an exit interview with Occupational Health. The interview will help us to ascertain if we are supporting our disabled staff adequately and if there are improvements to be made. The exit interview is not compulsory and is separate to the exit interviews carried out by HR.

*A PEEP is an agreed plan of action that provides people who cannot get themselves out of the building unaided with the necessary information to know what to do in an emergency. It also enables us to know what level of assistance you may require. The preparation of a PEEP does not involve the unnecessary disclosure of confidential medical information; it is just an agreement about what procedures to follow. Not every disabled person will need such a plan.

Ensuring Workplace Equality for Disabled Staff – At a Glance

Recruitment and Selection	Pre Employment	Early Employment	Employment	Exit
<ul style="list-style-type: none"> • Information regarding disability requested on application • Further information regarding reasonable adjustment requested in interview letter. If reasonable adjustment required Recruitment Services to arrange with the candidate • If Access to Work interview support required Recruitment Services to arrange with the candidate • If successful at interview Employment Medical Questionnaire sent to new employee, to be completed and returned to Occupational Health a.s.a.p. 	<ul style="list-style-type: none"> • Occupational Health to contact new member of staff to discuss reasonable adjustments if required. • Occupational Health to consider applying for Access to Work fund if appropriate • Occupational Health to liaise with appointing manager regarding access around campus (to include offices and teaching rooms etc.) • Occupational Health to consider if the employee requires a Personal Emergency Evacuation Plan (PEEP). • If PEEP required Occupational Health to inform the appointing manager and the Safety Officer 	<ul style="list-style-type: none"> • Occupational Health to liaise with new member of staff regarding their disability and sharing relevant information with their manager/ team members if appropriate • Manager to liaise with the new employee to ensure that the working environment meets their needs 	<ul style="list-style-type: none"> • Occupational Health to respond to employee if disability changes by consulting with their manager if appropriate • Manager to respond to any employee who becomes disabled by consulting with Occupational Health 	<ul style="list-style-type: none"> • Employee to liaise with Occupational Health and Access to Work about whether they take equipment purchased for reasonable adjustment. • Optional Exit interview with Occupational Health • If employee has a PEEP Safety Officer to inform the relevant staff (Fire Marshalls etc.)